



BOARD OF DIRECTORS MONTHLY MEETING MINUTES

October 15, 2014

The Board of Directors of Aspen Ridge Preparatory School, Inc. held a Board Meeting on Wednesday October 15, 2014 at Aspen Ridge Prep School in Erie, Colorado. The session was posted and advertised so that any public interested in attending the meeting or in making a public comment had that opportunity.

OUR MISSION:

"We are travelers on the Aspen Ridge Trailways. It is our mission to think independently, participate in our integrated world, and achieve individual goals in order to gain knowledge and understanding. We will approach challenges with confidence and assist others in our community while learning and growing together on the trail of success."

ITEM 1 - CALL TO ORDER

A quorum of Board members was present. With Mr. Massarotti presiding, the meeting was called to order at 4:06pm.

BOARD MEMBERS PRESENT:

Mr. Glenn Massarotti, Board President
Mr. Eric Guerrero, Board Vice-President
Mr. Peter Janett, Board Secretary
Ms. Krista Burnell, Treasurer
Dr. Dana Laursen, Board Member
Ms. Cam Campbell, Board Member
Ms. Pam Richau, Principal/Ex-Officio (non-voting)
Ms. Gina Dattilo, CFO/Ex-Officio (non-voting) - excused
Dr. Bill Rader, Ex-Officio (non-voting)

BOARD MEMBERS ABSENT:

None.

ITEM 2 - PUBLIC COMMENTS

Ms. Meosha Brooks had a few questions for the board to take a look at in the future. Ms. Brooks inquired about the transition timeline to get teachers trained for the middle school. Mr. Massarotti stated that Dr. Rader and Ms. Richau will begin shortly working on hiring and transition planning. Ms. Brooks inquired if the board would be

revisiting the by-laws to adjust to our current organization. Mr. Massarotti commented that the by-laws were reviewed approximately 9 months ago and are revisited periodically as the organization changes. Ms. Brooks inquired as to what the transition plan will be for replacing the Upper School Dean job functions and Mr. Massarotti discussed that planning is in the works.

ITEM 3 – REVIEW AND APPROVAL OF AGENDA

Ms. Burnell made a motion to approve the agenda as written. Mr. Guerrero seconded.

Mr. Massarotti – aye
Mr. Janett – aye
Dr. Laursen – aye
Ms. Burnell – aye
Mr. Guerrero – aye
Ms. Campbell – aye

The motion carried unanimously.

ITEM 4 - REVIEW AND APPROVAL OF MINUTES Sept 24, 2014

Mr. Guerrero made a motion to approve the minutes as written. Ms. Burnell seconded.

Mr. Massarotti – aye
Mr. Guerrero – aye
Dr. Laursen – aye
Ms. Burnell – aye
Mr. Janett – aye
Ms. Campbell – aye

The motion carried unanimously.

REPORTS FROM INDIVIDUAL BOARD MEMBERS:

1. Mr. Guerrero – attended a meeting with Phil discussing the new building and discussed that there is lots of planning underway and we will have our work cut out for us – he met with the architect as well. Mr. Guerrero thanked Dr. Rader and Ms. Schnell for all their hard work on the expansion and was very pleased with the overall success. Mr. Guerrero mentioned that ARPS was on the list to be approved with distinction for this year by SVVSD.
2. Mr. Janett – no report
3. Dr. Laursen – no report.
4. Ms. Burnell – mentioned she has to set up a meeting to review bank reconciliations and mentioned that they have not done that yet because Ms.

Dattilo has been finalizing the expansion grant which was completed yesterday and recognized her, Ms. Schnell and Ms. Krashoc for their efforts.

5. Mr. Massarotti – reported that the SVVSD expansion meeting went very well and thanked the staff and Dr. Rader for their hard work. Mr. Massarotti recognized Ms. Dattilo for the shout out that SVVSD board gave her for her hard work on managing the finances for the school.
6. Ms. Campbell – no report.

REPORT FROM THE PRINCIPAL:

See attached report at the end of minutes.

CONSENT AGENDA ITEMS:

1. Position Descriptions and Offers of Employment.

Dr. Laursen made a motion to approve the position descriptions and offers of employment. Mr. Guerrero seconded.

ACTION ITEMS:

1. Review and Approval of Check Register

Ms. Burnell made a motion to approve the September Check Register. Mr. Guerrero seconded.

Mr. Massarotti – aye
Mr. Janett – aye
Dr. Laursen – aye
Ms. Campbell – aye
Mr. Guerrero – aye
Ms. Burnell - aye

The motion carried unanimously.

DISCUSSION ITEMS:

1. Discussion of Grant Board Training Requirements

Dr. Rader commented that these requirements are part of the expansion grant. In the expansion application there is a Technical Assistance Proposal requirement for required participation at certain meetings, events and trainings for the administration, finance organization and school board. Ms. Dattilo reviewed the required meetings with the board and handed out the information with timelines.

2. Discussion of 2014-2015 Budget Revisions and Process after October 1 Headcount.

Dr. Rader discussed that the revised budget process will be underway this month and will be completed by November to submit to the board. Dr. Rader noted that given the whole budget needs to be reworked, the process will take several weeks to ensure an accurate reflection of our projected financials are submitted. Dr. Rader stated that there are several stipulations that need to be built into the budget revision process such as carrying over a minimum of 25% of reserves and that the finance committee will review the budget prior to submission to the board for approval. Dr. Rader asked that an additional board member be added as a reviewer with the finance committee. Mr. Guerrero volunteered to participate in the budget review with the finance committee. Dr. Rader discussed that there will be bonding fees that might need to be built into the amended budget around the 20-65K mark for bonding and legal services for the new building. Ms. Campbell noted that the board should ensure that teacher salaries are being reviewed as part of the budgeting process to ensure they are on-par with comparable salaries.

3. Discussion of Suggested Social Media Policy

Dr. Rader commented that at the beginning of the school year the teachers requested that the board make a social media policy and the one that was developed was extremely strict. Ms. Burnell developed a social media policy for her organization and submitted that document to the ARPS board to review to determine if the current school policy could be modified. Dr. Rader noted that her policy was reasonable and looked great. Ms. Burnell stated that the policy provides guidance for the employees as to how to manage their social media accounts and appropriate use in the organization. Dr. Laursen stated that she thinks it looks very good but requests that the document be reviewed from a legal perspective by the Colorado Charter League.

4. Discussion of Teacher Recognition and Awards.

Mr. Massarotti brought up the idea of developing a Teacher of the Month award for recognition by the board. Ms. Burnell suggested that the awards be extended to all staff at the school. Mr. Massarotti views the award as being peer selected and would like to have Ms. Dattilo tally the votes each month and distribute a \$50 gift card and certificate. Ms. Burnell suggested Ms. Richau take the discussion back to the staff to determine how they would like to see the selection process developed from a peer recommendation perspective. Mr. Janett asked Ms. Richau if she felt that was a good way for the board to recognize the staff. Ms. Richau mentioned she believed that would be a great idea and the teachers are the unsung heroes of the organization.

Ms. Campbell wanted to recognize the teachers that went above and beyond on the 4/5 combination and wanted to determine if they could be recognized. Ms. Richau mentioned awarding the staff with a recognition lunch.

EXECUTIVE SESSION:

Mr. Massarotti made a motion to adjourn the meeting into Executive Session. Ms. Burnell seconded.

Mr. Massarotti – aye
Mr. Janett – aye
Dr. Laursen – aye
Ms. Campbell – aye
Mr. Guerrero – aye
Ms. Burnell - aye

The motion carried unanimously. At 4:50 pm the public was asked to leave the meeting. Mr. Massarotti concluded the Executive Session at 6:02 pm. The public was allowed back in to the meeting.

ADJOURNMENT:


Mr. Janett motioned to adjourn at 6:02 pm. Seconded by Mr. Guerrero.

Mr. Massarotti – aye
Mr. Janett – aye
Dr. Laursen – aye
Ms. Campbell – aye
Mr. Guerrero – aye
Ms. Burnell - aye

The motion carried unanimously.

—END OF MINUTES—

Approved 11-19-14

 PRESIDENT