



Approved 10.16.2013  
Jeffrey Smith, Secretary

A handwritten signature in black ink, appearing to be "J. Smith", written in a cursive style.

**BOARD OF DIRECTORS MONTHLY MEETING MINUTES**  
**September 18, 2013**

The Board of Directors of Aspen Ridge Preparatory School, Inc. held a Board Meeting on Wednesday September 18, 2013 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 Dr. Rader presiding, the meeting was called to order at 6:30pm.

**ITEM 2 - ROLL CALL**

**BOARD MEMBERS PRESENT:**

Glenn Massarotti, Board President  
Eric Guerrero, Vice President  
Krista Burnell, Treasurer  
Jeff Smith, Secretary  
Peter Janett, Board Member  
Pam Richau, Interim Principal/Ex-Officio (non-voting)  
Gina Dattilo, Finance Manager/Ex-Officio (non-voting)  
Dr. Bill Rader, Ex-Officio (non-voting)

**BOARD MEMBERS ABSENT:**

None

**ITEM 3 - INTRODUCTION OF GUESTS**

Christopher Lee – Assistant Principal candidate. Mr. Lee introduced himself and gave a brief background of his personal and professional life.

**ITEM 4 - PUBLIC COMMENTS**

None

## **ITEM 5 - REVIEW AND APPROVAL OF AGENDA**

Mr. Janett moved to add Approval Item #3 to the agenda to amend the school secretary position and then approve the agenda as modified. Ms. Burnell seconded.

Mr. Massarotti – aye  
Mr. Guerrero – aye  
Mr. Smith – aye  
Mr. Janett – aye  
Ms. Burnell - aye

The motion carried unanimously.

## **ITEM 6 - REVIEW AND APPROVAL OF MINTUES**

Mr. Guerrero moved to table the minutes as they were not distributed yet, and minutes from both the Sept 4 and Sept 18 meetings will be reviewed at that time.. Mr. Massarotti seconded.

Mr. Massarotti – aye  
Mr. Guerrero – aye  
Mr. Smith – aye  
Mr. Janett – aye  
Ms. Burnell - aye

The motion carried unanimously.

## **REPORTS:**

### **1. Reports from Board---**

- a) Mr. Janett reported that he has received good response for the Technology Committee. He is ready to have a meeting, but needs advice on what to meet about. Suggested that he seat the committee members at a first meeting.
- b) Mr. Guerrero asked if we had contacted the Town of Erie about replacing our School traffic sign. Ms. Dattillo said she will contact them tomorrow. Mr. Guerrero asked Ms. Richau to send out the wellness committee information.
- c) Mr. Massarotti discussed parking in the front of the building and that the Fire Dept. does not approve of this practice. This become an issue on Back to School night when the FD had to respond to an elevator emergency call (false) and cars were parked in front of the entrance. We discussed purchasing some cones and signs to discourage parking in front of the building. Ms. Dattillo will look into purchasing these. We will also need to re-stripe the parking lot and paint our curb yellow once we have modular buildings next year to better control traffic flow.

### **2. Report from the Principal---** (see attached document at end of minutes)

- a) Ms. Burnell asked about the Student Handbook. It is close to being completed and will be distributed for printing this week.
  - b) Mr. Janett asked about having Board members having pictures. We are welcome to come in.
- 3. Report from Chief Financial Officer---**
- a) Ms. Dattilo reported on our schedule due to five lost days from the recent flooding. If the Governor declares a State of Emergency, we may waive the missed days. Ms. Dattilo is following up on this.
  - b) Draft Audit was sent to the SVVSD on time. It looks like we will have about \$200k end of year balance. Goal is to have an additional \$100k by the end of this year in reserves for facility planning.
  - c) We have serviced our fire sprinkler system in anticipation of an upcoming Fire Department inspection.
  - d) Terminix came today to spray for insects. There has been a minor problem.
  - e) Gravel on the playground is causing more skinned knees and scrapes as the kids are slipping. We are looking at synthetic turf and paving options, and Ms. Dattilo will present cost options to the Board.

**APPROVAL ITEMS:**

**1. Draft Audit**

We have 18.4% of our budget carrying forward and a clean audit! Final version will be presented in about a month. The draft version has been presented to the SVVSD Board. Ms. Burnell made a motion to accept the draft audit as written for submission to the SVVSD Board. Mr. Janett seconded.

Mr. Massarotti – aye  
Mr. Guerrero – aye  
Mr. Smith – aye  
Mr. Janett – aye  
Ms. Burnell - aye

The motion carried unanimously.

**2. Procedures for Hiring Assistant Principal**

We will be entering into negotiations in the near future. Dr. Rader is asking for approval to move forward and complete the negotiations. We as a Board will need to approve the employment agreement at our next Board Meeting. Mr. Massarotti made a motion to adjourn into Executive Session to discuss this matter with Dr. Rader, Ms. Richau and the Board. Mr. Guerrero seconded.

Mr. Massarotti – aye  
Mr. Guerrero – aye  
Mr. Smith – aye  
Mr. Janett – aye  
Ms. Burnell - aye

The motion carried unanimously.

(Executive Session was recorded and will be kept for 90 days)

Upon return to the regular meeting, Ms. Burnell moved that we authorize Dr. Rader to proceed with negotiations for the Assistant Principal. Mr. Janett seconded.

Mr. Massarotti – aye  
Mr. Guerrero – aye  
Mr. Smith – aye  
Mr. Janett – aye  
Ms. Burnell - aye

The motion carried unanimously.

### **3. Amendment to School Secretary position description**

Qualifications stated "Associates Degree required". We would like to add "or equivalent" to this qualification. Mr. Janett moved to amend the position as described. Mr. Guerrero seconded.

Mr. Massarotti – aye  
Mr. Guerrero – aye  
Mr. Smith – aye  
Mr. Janett – aye  
Ms. Burnell - aye

The motion carried unanimously.

## **DISCUSSION ITEMS:**

### **1. Board Training Modules**

Dr. Rader indicated that the training modules were required for all Board Members under our start-up grant. Our grant expired on June 30. We will be starting a new grant application soon. The training modules have been migrated to another server and the completed modules for those who were in progress was likely lost. We need to find out if the Board modules can be completed as a Board or individually. Ms. Dattilo will follow up on this information.

### **2. Fingerprinting of Board Members**

Dr. Rader has researched background checks and fingerprinting for Board Members. Colorado does not require this. We are neither employees or volunteers by definition, we need to decide if we should have this done. Generally the Board agreed that this was a good idea. We need to get fingerprinted at the Erie Police Dept. and bring them to the school for a CBI check. Deadline is within the next two weeks, roughly.

### **3. Communication Policies**

Mr. Massarotti indicated that we may need to decrease the time between SVVSD announcements about school closures and ARPS announcements regarding our position.

#### **ADJOURNMENT:**

Mr. Smith motioned to adjourn. Seconded by Mr. Janett.

Mr. Massarotti – aye

Mr. Guerrero – aye

Mr. Smith – aye

Mr. Janett – aye

Ms. Burnell - aye

The motion carried unanimously.

---END OF MINUTES---

Pamela Richau, Principal  
Aspen Ridge Preparatory School  
September 18, 2013



## **Principal Report to the ARPS Board**

### **Employment Update**

We are going through some trial employment positions in our office and Special Education department. Ms. Tiffanie Mahan, our current SPED paraprofessional, is trying out the school secretary position half time for the next two weeks. I have a substitute, Gunner Mansell, coming in to cover Ms. Mahan's duties while we transition. Ms. Mansell has the qualifications and background to take on the SPED para position if the trial periods are successful. Ms. Teters, our SPED teacher will put in extra hours to ensure a smooth transition during the two-week trial period.

### **Room Changes**

As we prepare our office for an assistant principal and also prepare for the expansion of Aspen Ridge, we have made decisions for room/office changes. The Finance and School Expansion operations will be moving upstairs to the former teacher workroom. This will provide space for the upcoming expansion planning sessions, as well as space to complete the financial reporting vital to our school. Currently our SPED services are occupying that space and will move to the office on the main level. Our Special Education services will be delivered in the Art Room (mostly because they need the technology available in that room to serve students effectively) and in the multi-purpose room (this space can house SPED equipment used for our students and provides a large space for their physical activities when needed). Also, a great deal of our Special Education Services is provided as an in-class or inclusion model. Overall, I think we have a great plan for effectively meeting the needs of our students as well as utilizing our current open spaces.

### **Online Directory**

We are currently exploring an online directory called "My School Anywhere". This service provides an online directory for parents who opt in. We have published a paper directory in the past and the cost for that production is close to the online subscription. We have a potential sponsor for the online subscription who would receive advertising for the contribution.

### **Fall Fest Date and Plans**

Fall Fest date has been set for Saturday, October 19<sup>th</sup>. A committee has been formed and had their first meeting thanks to our volunteer coordinator, Greta Sisneros. We are handing out our "Save the Date" notices this Friday so our families will plan for the day.

### **Tree Day**

Plans for planting the trees granted to Aspen Ridge by the Town of Erie are forming. Stephanie Smith and I met with Mike McGill, town maintenance technician, to discuss the planting and the involvement of our students. Get you shovels ready for Friday, October 4<sup>th</sup>.

### **Flood Relief**

Aspen Ridge has teamed up with Erie Uplink, a charitable organization committed to connecting Erie families with resources, to provide a collection center for flood relief. Julie Adkins, ARPS parent and art teacher, is heading up the collection effort.

### **PARCC Test Pilot**

Aspen Ridge has been chosen to participate in the field test by PARCC (Partnership for Assessment of Readiness for College and Careers). PARCC is replacing TCAP as the standardized test used for Colorado students and will be fully implemented in 2014-2015 school year. The PARCC test is taken on a computer.

There are many advantages to participating in the field test...teachers and students will see items that will be on the test in the future and your school will be able to try out the technology system all before your school is held accountable for the results. You will also get extra help from DTS and the assessment office as you learn about the PARCC system.

### **Upcoming Dates to Remember for ARPS:**

September 24	Individual Picture Day - Please Wear Uniforms
September 25	Buffalo Wild Wings Fundraiser/Restaurant Night
September 27	Erie Homecoming Parade
October 4	Tree Planting Day - All Day - Need volunteers for hole digging
October 8 & 10	Parent Conferences 3:30-7:30 each evening
October 7, 8, & 9	Fall Book Fair
October 11	No School
October 16	ARPS Board Meeting 5:30pm
October 19	3rd Annual Fall Festival 11:00-2:00pm
October 23	Martino's Pizza Fundraiser/ Restaurant Night
October 26	ECC Trunk or Treat
October 31	Classroom Halloween Parties