



Approved 10.16.2013  
Jeffrey Smith, Secretary

A handwritten signature in black ink, appearing to read "J. Smith", is positioned below the typed name and title.

**BOARD OF DIRECTORS MONTHLY MEETING MINUTES**  
**September 4, 2013**

The Board of Directors of Aspen Ridge Preparatory School, Inc. held a Board Meeting on Wednesday September 4, 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 5:10pm.

**ITEM 2 - ROLL CALL**

**BOARD MEMBERS PRESENT:**

Glenn Massarotti, Board President  
Eric Guerrero, Vice President  
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:**

Krista Burnell, Treasurer

**ITEM 3 - INTRODUCTION OF GUESTS**

None

**ITEM 4 - PUBLIC COMMENTS**

None

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

Mr. Guerrero moved to add approval of a notice to form a technology committee. Mr. Janett seconded.

Mr. Massarotti – aye  
Mr. Guerrero – aye  
Mr. Smith – aye  
Mr. Janett – aye

The motion carried unanimously.

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

Mr. Guerrero made a motion to accept the July 10, 2013 minutes as written. Mr. Janett seconded.

Mr. Massarotti – aye  
Mr. Guerrero – aye  
Mr. Smith – aye  
Mr. Janett – aye

The motion carried unanimously.

Mr. Guerrero made a motion to accept the August 7, 2013 minutes as written. Mr. Janett seconded.

Mr. Massarotti – aye  
Mr. Guerrero – aye  
Mr. Smith – aye  
Mr. Janett – aye

The motion carried unanimously.

#### **REPORTS:**

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

- a) Mr. Janett is asking how the Board interacts with the staff and parents in an effort to improve communication and in response to the League of Charter Schools. How do we improve attendance at the meetings? Need the Board to be more visible at school functions. Start with the Open House on 9/10. Ms. Richau will arrange a table for us.
- b) Mr. Janett reported that the Technology Committee advertisement has been written and he would like to post it for parents.
- c) Mr. Massarotti brought up the meeting time again with the intent to make it most convenient for working parents. Mr. Guerrero thought it would be most effective to have working sessions at 4pm and then the regular Board Meeting at 5:00 or 5:30. Mr. Janett made a motion to amend the agenda

to include moving regular Board Meetings and times to the third Wednesday of the month at 5:30pm. Mr. Massarotti seconded.

Mr. Massarotti – aye  
Mr. Guerrero – aye  
Mr. Smith – aye  
Mr. Janett – aye

The motion carried unanimously.

2. **Report from the Principal---** (see attached documents at end of minutes)
  - a) School Updates
  - b) Student Enrollment
  - c) Student Performance – TCAP Results
  - d) Student Handbook
    1. Add a signature page for kids and parents to agree to rules.
3. **Report from Chief Financial Officer---**
  - a) Payroll
    1. Ran first payroll exercise and it went well.
  - b) Finance
    1. Audit went well.
    2. Grant data from the district has been inaccurate indicating we overspent the grant, but we actually did not. Year 2 expenses were incorrectly accounted for in Year 3. District has acknowledged this error via email with Ms. Dattilo
    3. Final draft budget due to district late September.
    4. Ms. Dattilo distributed check registers to all Board Members.
  - c) Student Fees. Only have 8 families that have not paid right now.
  - d) Facility
    1. Met with insurance carrier re: damage from big storm a month ago.
    2. HVAC damage is being covered by Phil Irwin's insurance and being repaired this week.
    3. Have several needs for repairs and maintenance. Need to find someone to do some basic repairs.
    4. Have too much gravel that is getting spread around to blacktop and kids are slipping on it and getting scrapes.
    5. Upstairs hall lights and projector in Ms. Gray's room. Circuit is overloaded. Need to remove projector from this circuit and install on a new circuit.
    6. Need to find out from Town when they will re-install the school zone speed limit sign.

#### **APPROVAL ITEMS:**

##### **1. Offers of Employment**

Mr. Guerrero made a motion to approve the offers of employment for Special Education, CEO, Volunteer Coordinator, and a long term Substitute Teacher for Ms. Vanek. Mr. Janett seconded.

Mr. Massarotti – aye  
Mr. Guerrero – aye  
Mr. Smith – aye  
Mr. Janett – aye

The motion carried unanimously.

## **2. Request for Leave**

Mr. Guerrero made a motion to approve a leave for Ms. Vanek under FMLA beginning Aug 1, 2013 and return Nov 22, 2103. Mr. Smith seconded.

Mr. Massarotti – aye  
Mr. Guerrero – aye  
Mr. Smith – aye  
Mr. Janett – aye

The motion carried unanimously.

## **3. Position Descriptions for School Administrators and Office Staff**

Mr. Guerrero made a motion to approve the position descriptions for a Secretary, Registrar and CEO and CFO as written. Mr. Janett seconded.

Mr. Massarotti – aye  
Mr. Guerrero – aye  
Mr. Smith – aye  
Mr. Janett – aye

The motion carried unanimously.

## **4. Grant Proposal**

Mr. Janett made a motion to approve the draft Encana grant application with edits as shown in the electronic copy. Mr. Massarotti seconded.

Mr. Massarotti – aye  
Mr. Guerrero – aye  
Mr. Smith – aye  
Mr. Janett – aye

The motion carried unanimously.

## **5. New Facility Directions from the Board**

Summary of study session is that we have some basic direction to give to Phil to convey to his architect to begin initial studies. We will need 15 classrooms in the existing building along with the previously circulated basic space program for an

upper school. Concept design should begin and then we can have professional renderings done at a cost of up to \$2,000. Mr. Smith made a motion to authorize this earmarking of dollars for marketing imagery to be completed in the next few months. Mr. Guerrero seconded.

Mr. Massarotti – aye  
Mr. Guerrero – aye  
Mr. Smith – aye  
Mr. Janett – aye

The motion carried unanimously.

#### **6. Health and Wellness Committee Resolution**

Mr. Massarotti made a motion to approve the resolution with modifications to make it a standing committee rather than ad-hoc. Mr. Janett seconded.

Mr. Massarotti – aye  
Mr. Guerrero – aye  
Mr. Smith – aye  
Mr. Janett – aye

The motion carried unanimously.

#### **7. Board Meeting Times and Dates**

Mr. Janett made a motion to move the regular Board meeting times to the third Wednesday of the month at 5:30pm, beginning on September 18, 2013. Mr. Guerrero seconded.

Mr. Massarotti – aye  
Mr. Guerrero – aye  
Mr. Smith – aye  
Mr. Janett – aye

The motion carried unanimously.

### **DISCUSSION ITEMS:**

#### **1. Election of New Board Members**

Right now we are all parent Board members, but the original charter had a mix of Board member types. Dr. Rader is asking us to consider keeping the Board at five members and amend the bylaws. SVVSD and the League of Charter Schools have both recommended that our seven member Board is too large. We also need to consider longer terms for better stability.

Mr. Guerrero made a motion to put the addition of new parent members on hold until we have a better report from the CEO and Board President. Mr. Smith seconded.

Mr. Massarotti – aye  
Mr. Guerrero – aye  
Mr. Smith – aye  
Mr. Janett – aye

The motion carried unanimously.

## **2. Assistant Principal Interviews**

Have 55 candidates from across the country and have narrowed it into yes, no and maybes. 12 are in the yes category, and 15 in the maybe. Pam and Gina and Dr. Rader will determine best candidates to interview. Once they identify 2-3 candidates to support, they will bring them to the Board. We are aiming to have the start around the first of the year.

## **3. Other items or requests from Board Members**

None

## **ADJOURNMENT:**

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

Mr. Massarotti – aye  
Mr. Guerrero – aye  
Mr. Smith – aye  
Mr. Janett – aye

The motion carried unanimously.

---END OF MINUTES---