



BOARD OF DIRECTORS MONTHLY MEETING MINUTES

September 24, 2014

The Board of Directors of Aspen Ridge Preparatory School, Inc. held a Board Meeting on Wednesday September 24, 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 4:10pm.

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)
Dr. Bill Rader, Ex-Officio (non-voting)

BOARD MEMBERS ABSENT:

Ms. Gina Dattilo, CFO/Ex-Officio (non-voting) - excused

ITEM 2 – PUBLIC COMMENTS

None

ITEM 3 – REVIEW AND APPROVAL OF AGENDA

There was a revision to the agenda per Mr. Massarotti. He added item #6 to Actions Items as Approval of New Building Development Expenses. He also added two items

to Discussion Items #9 and #10, which were the September Meeting and Secretary to the Board respectively. Mr. Janett made a motion to approve the agenda as revised. Ms. Laursen 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 July 23, 2014

Mr. Guerrero made a motion to approve the agenda as written. Mr. Janett 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 – study session scheduled for the Upper School? Dr. Rader noted that the meeting with the district for the Upper School is September 10, and would request a meeting prior to that date.
2. Mr. Janett – happy to see crosswalk painted. Wondering the status of art tables, and window in modular. He asked for the status of projectors in the modular buildings, and the privacy fence on the playground. Mr. Massarotti suggested a one way tint for the windows within the building. Mr. Janett also asked the status of the Art Teacher. Dr. Rader noted that Ms. Adkins has given her notice until September 30, 2014.
3. Dr. Laursen – no report.
4. Ms. Burnell - noted that we received an \$11,000 invoice from the District for expenses as they reconcile our account. It is also to be noted that the district currently owes ARPS \$1000 for a net amount of \$10,000.
5. Mr. Massarotti – reported that we received a temporary certificate of occupancy for the modular as of today.
6. Ms. Campbell – no report

REPORT FROM THE PRINCIPAL:

See attached report at the end of minutes. Reference attached Technology Planning document.

ACTION ITEMS:**1. Review and Approval of Technology Committee Membership**

Mr. Massarotti reviewed the resolution for the Technology Committee. It states that we will re-elect members of the committee on an annual basis. Dr. Laursen has agreed to serve on the Technology Committee, along with Mr. Janett as the required Board Members. The question was presented as to whether the school Principal and CFO should serve on the committee. Dr. Rader suggested teacher involvement. Ms. Richau recommended Mr. Genismore, Ms. Lataille and Ms. Sasser as staff participants.

Mr. Massarotti made a motion to appoint or reappoint to the Technology Committee, Mr. Janett, Dr. Laursen, Stephen Pinto, Mr. Genismore, Ms. Lataille, and Ms. Sasser, Paul Williams, Mark Dombrowski, and Chad Stanley. Mr. Janett seconded.

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

The motion carried unanimously.

2. Review and Approval of Financials (Budget to Actuals and Check Registers)

Dr. Rader presented the check registers and budget to actual numbers for the period of July 1, 2013 to June 30, 2014.

Ms. Burnell made a motion to approve the budget to actuals and check registers for the period of July 1, 2013 to June 30, 2014. 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.

3. Review and Approval of New Employee Position Descriptions and Amended Staffing Plan

Dr. Rader presented the Testing and Assessment Coordinator position as an addition to the staffing plan on a quarter-time basis.

Dr. Laursen made a motion to approve the position of Testing and Assessment Coordinator as it applied to the amended staffing plan. Mr. Janett seconded.

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

The motion carried unanimously.

4. Review and Approval of New Offers of Employment

Dr. Rader presented the contract for the Offer of Employment for the Administrative Assistant – Finance and Human Resources.

Mr. Janett made a motion to approve the contract for the Administrative Assistant – Finance and Human Resources position. 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.

5. Review and Approval of Technology Request for 4/5 Students

Ms. Krashoc presented the plan for the technology request. The recommendation for this year includes 30 chrome books and 30 headphones, professional development, and a chrome book management console. These will be used for testing in the future. Teacher ideas for use are attached to the proposal. The spring should include additional professional development, and for next year possibly iPad minis.

Dr. Laursen made a motion to approve the proposal as submitted with an amendment including addition to accommodate teacher support for 4 Mimeo Teach, 3 chromecast, an additional Chrome Book, and stated authorization to Dr. Rader to identify and establish a suitable consultant to provide management over the system, not to exceed total costs including \$20,000 for the 2014/2015 school year. 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.

6. Review and Approval of New Building Development Expenses

Mr. Massarotti discussed that the next step for the new building is understanding total costs. This includes completing actual construction drawings of the new building.

Mr. Massarotti made a motion to authorize an amount not to exceed \$15,000 to begin development and construction drawings. 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 School District Meetings for Aspen Ridge Expansion Application

Dr. Rader discussed that we are scheduled on September 10, 2014 to discuss the expansion to the Upper School with the district. He would like to identify who would be there to present, and schedule time prior that meeting to discuss this presentation. Dr. Rader reviewed the proposed Organizational Chart for the expansion. Mr. Massarotti, Dr. Rader, Mr. Guerrero, Ms. Richau, and Ms. Krashoc planned to meet.

2. Discussion of DOE Grant Application requirements for Expansion

Ms. Dattilo is putting the final touches on the DOE Grant Application for the expansion. It will be submitted sometime this week.

3. Discussion of Pre-K and Kindergarten Lottery

Dr. Rader noted that when we changed our policy on the enrollment policy it should not include guaranteed enrollment for Pre-K. They must be admitted through the lottery process. For the "founding families" of Pre-K this year we will grandfather them into Kindergarten outside of the lottery.

4. Discussion of Administrator contract dates and vacancies, including transition from K-5 school to P-8 school.

Mr. Massarotti discussed there were different contract dates for Administrators versus staff. Dr. Rader noted that written notification must come from a staff member prior to posting a position. Circumstances surrounding the departure of the previous Assistant Principal led to the development of a new position for Upper School Dean. It was noted that Dr. Rader as the CEO has the authority to extend offers of employment as necessary. Our current staffing design will allow for a better transition from K-5 to P-8.

5. Discussion of Draft Social Media Policy

Dr. Rader discussed that Mr. Janett had received a request from teachers regarding an established social media policy on parent requests for "friending" staff members on Facebook, specifically. Ms. Burnell offered to send a generic social media policy from her company. The Board will revisit this policy next meeting

6. Discussion of Draft Professional Development Plan

Dr. Rader presented the Professional Development plan as established by Ms. Richau. This document is a draft. Board Members should provide feedback to Dr. Rader and Ms. Richau.

7. Discussion of Technology Standards and Technology Literacy

Dr. Rader presented the Technology Standards and Technology Literacy plan as established by Ms. Richau. This document is a draft. Board Members should provide feedback to Dr. Rader and Ms. Richau.

8. Discussion of Youth Group recruiting and use of facility

Dr. Rader noted that there is a policy regarding Youth Group meetings at the facility. It states that if you allow ANY groups in your school, you must also allow Boy Scouts to use our facility or risk all school funding. Dr. Rader is recommending that we do not allow any youth groups to use our facility going forward.

9. Discussion of September Meeting

The September meeting is currently planned for September 17, at 4:00. It was decided to move the meeting to Wednesday, September 24 at 4:00 pm.

10. Discussion of Secretary to the Board position

The Board discussed the open position of Board Secretary. Ms. Richau was going to speak to Greta Sisneros about a parent volunteer for the position.

ADJOURNMENT:


Mr. Janett motioned to adjourn at 7:35 pm. Seconded by Ms. Campbell.

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 10-15-11

 PRESIDENT