



Aspen Ridge Preparatory School • Board of Directors Meeting • Thursday, June 16, 2016
Aspen Ridge Preparatory School, 11:00am

ITEM I: CALL TO ORDER/ROLL CALL

1.1 - A quorum of Board members was present. With Mr. Massarotti presiding, the meeting was called to order at 11:02am.

BOARD MEMBERS PRESENT

Mr. Glenn Massarotti, Board President
Mr. Mike Mazzocco, Vice President
Ms. Krista Burnell, Treasurer
Mr. Eric Rinard, Secretary
Dr. Dana Laursen, Board Member
Ms. Charla Salmeron, Ex-Officio (non-voting)

BOARD MEMBERS ABSENT.:

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

1.2 REVIEW AND APPROVAL OF AGENDA

Ms. Burnell made a motion to approve the Agenda with changes (above). Dr. Laursen Seconded.

Mr. Massarotti – aye
Mr. Mazzocco – aye
Ms. Burnell- aye
Mr. Rinard – aye
Dr. Laursen- aye

The motion carried unanimously.

Item 2: Action items

2.1 Authorization for selected board members to offer conditional contract for business manager

Recommendation by Mr. Massarotti for Ms. Burnell, Dr. Laursen to work collectively with Dr. Rader as authorizers to offer conditional contracts for the business manager.

Motion by Mr. Mazzocco to appoint Ms. Burnell and Dr. Laursen to interview potential Business Manager candidates, and to make initial offers of employment; Seconded by Mr. Rinard.

Mr. Massarotti – aye

Mr. Mazzocco – aye
Ms. Burnell- aye
Mr. Rinard – aye
Dr. Laursen- aye

The motion carried unanimously.

2.2 Principal licensing and position appointment

Motion to appoint Charla Salmeron Principal of Aspen Ridge Preparatory School made by Dr. Laursen; Ms. Burnell Seconded.

Mr. Massarotti – aye
Mr. Mazzocco – aye
Ms. Burnell- aye
Mr. Rinard – aye
Dr. Laursen- aye

The motion carried unanimously.

2.3 Authorization to interview and offer conditional employment for assistant principal

Dr. Laursen reviewed Assistant Principal candidates and provided a matrix to begin selecting interview participants. She motioned to appoint Mr. Massarotti and Mr. Mazzocco, in collaboration with Mrs. Salmeron, as authorizers to offer conditional employment at Aspen Ridge. Ms. Burnell Seconded.

It was also noted that as applicants' information would be shared, through a one-way push, to all board members with the understanding that they may also contact potential candidates.

A second motion to form a selection committee to be a part of this interview process was also made.

Mr. Massarotti – aye
Mr. Mazzocco – aye
Ms. Burnell- aye
Mr. Rinard – aye
Dr. Laursen- aye

The motion carried unanimously.

2.4 Authorization for certain administrators to offer conditional employment contracts

--Limited to staff reporting to Principal

--Administrative staff will fall under Board authorization (with Principal input as appropriate)—ie Assistant Principal, Executive Director, Business Manager

--Authorization of conditional employment will include all background checks, and parameters of salary

--Prospective employment is a conditional offer until board approves

A motion to appoint Mrs. Salmeron authorizer to offer conditional employment contracts was made by Ms. Burnell; Seconded by Mr. Rinard.

Mr. Massarotti – aye

Mr. Mazzocco – aye

Ms. Burnell- aye

Mr. Rinard – aye

Dr. Laursen- aye

The motion carried unanimously.

Ms. Burnell left the meeting.

2.5 Authorization to hire interim IT company to manage e-mail and web services

A non-profit rate of \$250-\$500(max) was determined (for 1-4 hours of work).

A motion to authorize Mr. Massarotti, Mrs. Salmeron, and/or Dr. Rader to engage with the company was made by Mr. Rinard; Seconded by Mr. Mazzocco.

Mr. Massarotti – aye

Mr. Mazzocco – aye

Ms. Burnell- XX

Mr. Rinard – aye

Dr. Laursen- aye

The motion carried 4-0.

2.6 Board direction for CEO and CFO for transition responsibilities, including critical milestones, job duties, etc.

Dr. Rader is working with Ms. Datillo to put together a preliminary roll-over calendar, including what needs to be completed and when they need to be completed, by month, and any/all passcodes that would needed to be passed on to the new Business Manager.

Dr. Rader reminded the Board that between July 15-August 30, audit organization and collection of materials would need to be collected.

Mr. Rinard suggested that Mrs. Datillo continue working with/on the audit on a consultative basis. Dr. Rader will pass on the information.

Dr. Laursen suggested that any type of consultation or contracted work be specified by a timeline for possible contract and a monetary value capped amount.

Rollover calendar expected by June 30, 2016.

Item 3: Adjournment

Motion made to adjourn Board of Directors meeting at 12:23 made by Mr. Rinard; Seconded by Mr. Mazzocco.

Mr. Massarotti – aye
Mr. Mazzocco – aye
Ms. Burnell- XX
Mr. Rinard – aye
Dr. Laursen- aye

The motion carried 4-0

Approved 7-13-16

A handwritten signature in black ink, appearing to read "Glen Massarotti". The signature is fluid and cursive, with a prominent star-like flourish at the end of the last name.

President, Aspen Ridge Board of Directors