



BOARD OF DIRECTORS MONTHLY MEETING MINUTES

June 8, 2016

The Board of Directors of Aspen Ridge Preparatory School, Inc. held a Board Meeting on Wednesday, June 8th, 2016 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 1.1 - CALL TO ORDER/ROLL CALL

A quorum of Board members was present. With Mr. Massarotti presiding, the meeting was called to order at 4:30pm.

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.:

Dr. Bill Rader, Ex-Officio (non-voting), excused
Ms. Gina Dattilo, CFO/Ex-Officio (non-voting), excused, sick

ITEM 1.2 REVIEW AND APPROVAL OF AGENDA

Dr. Laursen asked to remove Action Item 5. Appointment of SAC members until she could read each applicant's description, based on the importance of the positions.

Mr. Massarotti asked to add SVVSD Bond discussion items to the agenda, per Dr. Rader request.

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 1.3 RECITATION OF VISION AND MISSION STATEMENTS

ITEM 1.4 REVIEW AND APPROVAL OF MAY 9, 2016 BOARD MINUTES

Ms. Burnell made a motion to approve the May 9, 2016 minutes as written. Dr. Laursen seconded.

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

The motion carried unanimously.

ITEM 2 – REPORTS

2.1 Reports from Individual Board Members – none

2.2 Report from the Principal – see attached report

ITEM 3 – EXECUTIVE SESSION

3.1 An Executive Session under C.R.S. 24-6-402(4)(f) to discuss a personnel matter

Mr. Mazzocco motioned to move into executive session at 4:43pm. Ms. Burnell Seconded.

Executive Session adjourned at 5:50 pm and moved into regular session.

Board Recess 5:50 – 5:55

ITEM 4 – ACTION ITEMS

4.1 Approval of Offers of Employment, Resignations and Other Personnel Actions

Mr. Mazzocco motioned to accept offer of resignation from Dr. Rader, CEO, effective June 30, 2016. Ms. Burnell seconded.

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

The motion carried unanimously.

5.1 An Executive Session under C.R.S. 24-6-402(4)(f) to discuss a personnel matter

Ms. Burnell motioned to move into executive session at 5:59pm. Mr. Mazzocco Seconded.

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

The motion carried unanimously.

Executive Session adjourned at 6:38 pm and moved into board recess.

Board recess 6:38-6:42

General board adjourned at 6:42.

ITEM 6 – ACTION ITEMS

6.1 Approval of offers of Employment, Resignations, and Other Personnel Actions

Ms. Burnell motioned to accept offer of resignation from Gina Datillo, CFO, date May 18, 2016, effective June 30, 2016. Mr. Mazzocco seconded.

Mr. Mazzocco made an amended motion to remove the CFO signed offer of employment, Action Item 1, in order to not negate the resignation just accepted.

It was also discussed that while the Board sought out a replacement for this position, a short-term contract would be offered (through July 30), in order to create a smooth transition and ensure success in the school moving forward. With this short term contract, terms included:

- Position reporting directly to the board
- All work would be completed off-site

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

The motion carried unanimously.

6.2 Approval of Other Contracts

Dr. Laursen made a motion to approve the Offers of Employment as read by the board president; Mr. Mazzocco seconded. (attachment)

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

The motion carried unanimously.

6.3 Approval of Other Resignations

Ms. Burnell made a motion to approve Resignations as read by the board president; Mr. Mazzocco seconded.

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

The motion carried unanimously.

6.4 Approval of Executive Director Position Description

The ARPS board made a motion to give Ms. Burnell and Dr. Laursen authority to create position descriptions for Business Manager and Executive Director (with salaries) to commensurate in accordance with the current budget and to be completed by June 15.

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

The motion carried unanimously.

TABLED

~~6.5 Approval of SAC Members~~

7.1 Public Comments

Mr. Mike Massarotti: Compliments to Bill Rader and the legacy that he is leaving behind at Aspen Ridge; compliments Charla Salmeron and the expertise that she brings to the table as an administrator at Aspen Ridge; the teachers at Aspen Ridge for their dedication and hard work; Gina Datillo for her dedication and hard work to Aspen Ridge.

Suggested to the board that the Trail we have to follow is done with forward thinking; that we don't go forward looking in the rearview mirror; complimented the board on their dedication and hard work at Aspen Ridge.

Celine Dion: Positive communication is essential right now; consistent, cemented foundation for the positive momentum in moving forward.

Shannon Massarotti: Summer Communication should be made a priority to keep everyone informed about changes and to get families excited about starting the school year.

ITEM 8 – DISCUSSION ITEMS

8.1 SVVSD Bond–

A meeting was requested by SVVSD to explain the capital bond and what it means to ARPS. If the bond passes, the district will build our Café/Gym/Auditorium for our school (4.7 million dollars). Close communication with SVVSD will continue to ensure that public communications are in line with the districts vision and expectations.

8.2 Update on Building and Grounds –

Certificate of Occupancy will be granted after July 15, 2016.

Playgrounds will be completed in the next two weeks; woodchips removed; blacktop added to Kinder playground; soft, rubber covering to be put under both playgrounds.

Modulars have officially been removed from school grounds.

Furniture, supplies, and materials are being delivered daily to the Upper School.

8.3 Planning on Ribbon Cutting on New Building –

Scheduled for Saturday, July 23, 2016

8.4 S&P Bond Conference Call Preparations –

Required twice a year.

Our conference call will be on June 13, 2016.

Ms. Datillo is processing this document and preparing for this conference call. A recommendation for additional support from the board to attend this conference was made. Mr. Glenn Massarotti will attend.

Whoever Ms. Datillo's replacement is needs to understand the compliance issues involved with this specific conference.

8.5 Audit of Federal Startup Grant

All federal grants will be audited, starting next week. Any/all people who have signed off on the Federal Startup Grant will be interviewed.

8.6 Annual Audit

July 1, 2016- November 15, 2016

This is required by our charter.

Each charter selects their own auditor.

(CSSI visit to happen in late fall. This is required the 3rd year of every Start-Up Grant to ensure that we are using the money that was requested for our expansion, towards the expansion.)

8.7 Enrollment Update and Recruitment Plans

Enrollment has declined by about 30 students since the end of the school year. This accounts for families moving out of the area; moving to other SVVSD campuses (both elementary and middle).

Waiting lists currently only exist in Kindergarten; with the majority on the full day Kinder list.

The board was charged with implementing a marketing plan to increase student enrollment for the 16-17 school year.

8.8 Employee Search and Interview Update

Interviews for open positions are being conducted and candidates are being recommended for hire.

At the campus level, currently hiring for: Kinder (.5), 1st Grade (1), 2nd Grade (2), 6th Grade (1), Secretary (both lower and upper), Special Education (1), and Art (.5)

8.9 Board Inclusion in Administrative Applications

Any/all applicants for any administrative position need to be sent to the board. The Board of Directors will be responsible for leading the effort to hire Administrators and Business Manager, with input from the campus level Administrator.

8.10 Selection of Math Curriculum for K-5

Trailblazers 4.0 has been selected for our 1st-5th grade math curriculum. Math Trailblazers *is a comprehensive, research-based mathematics curriculum that is written to the Common Core State Standards for Mathematics*. Professional Development for teachers and staff will be provided prior to school starting to ensure understanding and implementation of the curriculum.

8.11 Interview and Hiring of Consultant to Aide in CEO Search

It was determined that the League of Colorado Charter Schools would be used as a resource for help in this search.

8.12 Other Items From Board Members

Each position should start putting together a rollover calendar, outlining what duties and what expectations are outlined per position.

Email accounts—new domain for email for admin/board positions for short term.

ITEM 9 – ADJOURNMENT

Ms. Burnell motioned to adjourn at 8:30 pm. Mr. Mazzocco seconded.

Mr. Massarotti – aye

Mr. Mazzocco – aye

Ms. Burnell- aye

Mr. Rinard – aye

Dr. Laursen- aye

The motion carried unanimously.
---END OF MINUTES---

Approved 7-13-16

A handwritten signature in black ink, appearing to read "Glen Messer". The signature is written in a cursive style with a large, stylized initial "G" and a prominent "M".

President, Aspen Ridge Board of Directors