



July ARPS Board Meeting Minutes

Aspen Ridge Preparatory School

Wednesday, July 31, 2024 at 4:30 PM MDT

@ 705 Austin Avenue, Erie 80516 (Conference Room)

Attendance

Present:

Members: Krista Burnell, Liz Locricchio, Rachel Miller, Kayla Reynolds, Eric Rinard, Charla Salmeron, Miguel Zuniga

Guests: Maggie Regalia

Absent:

Members: Randy Drennen

I. Call to Order

4:33 p.m.

A. Roll Call

Randy Drennen - Absent Excused

B. Review and approve today's meeting agenda and consent items

Motion:

Motion to approve today's meeting agenda and consent items

Motion moved by Krista Burnell and motion seconded by Eric Rinard. Carries 4-0

C. Review and approve past meeting minutes

 [June ARPS Board Meeting Minutes.pdf](#)

Motion:

Motion to approve June 2024 ARPS Board Meeting Minutes

Motion moved by Miguel Zuniga and motion seconded by Liz Locricchio. Carries 4-0

D. Public Comments

NA

II. Reports

A. Board of Director Reports

1. Eric Rinard

There is an essentially complete plan for the Driveline, and the plan is ready to take out for bidding. More will be discussed later in today's agenda.

2. Liz Locricchio
Nothing to report at this time.
3. Miguel Zuniga
Nothing to report at this time.
4. Krista Burnell
Nothing to report at this time.

B. School Leadership

1. Mrs. Salmeron, Head of School
 - All Staff Welcome, Tuesday, August 6th
 - Retreat Review
 - a. Mrs. Miller, Principal
 - Staffing Updates
 - Events on the Horizon
 - b. Mrs. Reynolds, Business Manager
 - Facilities Update

III. Consent Items

A. New Hires

PreKindergarten Assistant--Stacy Swanson
Special Education Teacher--Rachel DeSimone
Middle School Math--John Malson
Counselor (still in progress)

 [Malson- Math.pdf](#)

 [DeSimone- Special Education.pdf](#)

 [Swanson- PreK Assistant.pdf](#)

IV. Discussion Items

A. Strategic Goal #1: Financial Stability

1. Review Budget to Actuals for June (Guests: Maggie Regalia)

 [Monthly Financial Results - Aspen Ridge School, Inc. \(Jun 2024\) .pdf](#)

Motion:

Motion to accept July's Financial Report as presented and reviewed by the Finance Commttee

Motion moved by Miguel Zuniga and motion seconded by Krista Burnell.
Carries in favor 4-0

2. CSAFE Investment

Board Resolution (indicating who the board is assigning the authority to move forward with this investment; two board member signatures and secretary signature)

CSafe New Registration Form (What three participants would you like to have access to this account? With Full or Limited Access?)

Recommendation from June Board Meeting

Transfer current funds in AR's checking/savings in CSAFE accounts in order to gain a higher percentage rate.

- Invest \$3,080,873.48 into CSAFE Core Account
- Invest \$759,937.31 into CSAFE Cash Account

Keep \$550,000 into 1st Bank Checking Account (\$500,000 must remain in account for highest % yield)

Next Steps

Board Resolution

Register for new CSAFE account(s)

Transfer monies

Contact SVVSD; rerouted monthly transfers to CSAFE cash account

(Business Manager will reconcile banking feed/bill pay on a weekly basis to ensure accounts have the correct funds needed to pay bills)

 [ARPS CSAFE Board Resolution.pdf](#)

 [CSAFE-New-Account-Registration-Form.pdf](#)

Miguel Zuniga is assigned by the Board as the authority to move forward with the CSAFE investment. The resolution requires a signature from the Board Secretary, Liz Locricchio, and a second Board member which is designated as Eric Rinard.

Three representatives to have full access to this account.

- Charla Salmeron
- Kayla Reynolds
- Miguel Zuniga

Motion:

Motion to approve the resolution as presented to open the Aspen Ridge CSAFE account and transfer money from the accounts as outlined in the July Board agenda.

Motion moved by Miguel Zuniga and motion seconded by Liz Locricchio.
Carries in favor 4-0

3. QuickBook Primary Admin Update (Presenters: Miguel Zuniga, Charla Salmeron)

Motion:

Motion to approve Kayla Reynolds, ARPS current Business Manager, as the primary admin for the Aspen Ridge QuickBooks account.

Motion moved by Miguel Zuniga and motion seconded by Eric Rinard.
Carries 4-0

4. Approvals for over \$10,000

Staff Laptops

 [Staff Laptop Quote, \\$19,980.pdf](#)

Motion:

Motion to approve the purchase quote for staff laptops.

Motion moved by Krista Burnell and motion seconded by Miguel Zuniga.
Carries 4-0

B. Strategic Goal #3: Operational Governance

1. Driveline/New Property Updates (Presenters: Eric Rinard)

 [ASPEN RIDGE-CONSTRUCTION PLANS-CHECKSET 07-30-24.pdf](#)

2. Handbooks- First Read

No Action Required

Staff Handbook
Parent/Student Handbook
PreK Handbook

 [24-25 PreKindergarten Parent Handbook.pdf](#)

 [24-25 Staff Handbook.pdf](#)

 [24-25 ARPS Parent Student Handbook.pdf](#)

3. 24-25 Meeting Dates

4th Wednesday of every month, unless indicated below

August 28, 2024 @ 4:30pm
September 25, 2024 @ 4:30pm
October 23, 2024 @ 4:30pm
*November 20, 2024 @ 4:30pm
*December- No Meeting
January 22, 2025 @ 4:30pm
February 26, 2025 @ 4:30pm
March 26, 2025 @ 4:30pm
April 23, 2025 @ 4:30pm
May 28, 2025 @ 4:30pm
June 25, 2025 @ 4:30 pm

V. Board Meeting Adjournment

Motion:

Motion to adjourn today's meeting made at 5:36pm

Motion moved by Krista Burnell and motion seconded by Liz Locricchio. Carries 4-0