



ARPS November Board Meeting Minutes

Aspen Ridge Preparatory School

11/20/2024 4:30 PMMST

@ 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: Timothy Ahopelto, Joanne Fenton, Rob Hunt, Tina Wallace

Absent:

Members: Randy Drennen, Maggie Regalia

I. Call to Order

Meeting was called to order at 4:32pm

- A. Roll Call
- B. Review and approve today's meeting agenda and consent items

Motion:

Motion to approve today's meeting minutes and consent items

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

- C. Review and approve past meeting minutes

Motion:

Motion to approve October meeting minutes

Motion moved by Miguel Zuniga and motion seconded by Liz Locricchio. Passes in favor 3-0; KB sustained (not present at last meeting)

- D. Owl of the Month Recognition
 - Celine Todd, Sponsorship and Marketing Specialist
 - Alyce Parker, Special Education Teacher

- E. Public Comments

NA

II. Consent Items

- A. New Hires

- Receptionist--Audrey Schutzendorf (Replacing Cantwell)
- Special Education Paraprofessional-- Lori Mattingly (Replacing Frey)
- Owl's Nest Assistant--Kaitlyn Schnell (Replacing Cantwell)

 [Audrey Schutzendorf Resume.pdf](#)

 [Lori Mattingly Resume.pdf](#)

 [Kaitlyn Schnell Resume.pdf](#)

III. Discussion Items

A. Strategic Goal #1: Financial Stability

1. Annual Audit (FY24) Review (Guests: Timothy Ahopelto)

Action Required

 [2024 Aspen Ridge School Inc Financial Statements.pdf](#)

 [2024 Aspen Ridge School Inc Required Communication Letter.pdf](#)

Motion:

Motion to accept FY 24 Audit results completed by Hinkle and Co

Motion moved by Eric Rinard and motion seconded by Krista Burnell.

Passes in favor 4-0

2. Review Budget to Actuals for October (Guests: Tina Wallace)

Action Required

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

Motion:

Motion to accept October's financial report as presented and reviewed through the Finance Committee

Motion moved by Miguel Zuniga and motion seconded by Liz Locricchio.

Passes in favor 4-0

3. Approvals for over \$10,000

a. Chromebooks (Presenters: Kayla Reynolds)

 [Chromebook Quote.pdf](#)

Motion:

Motion to purchase 75 Chromebooks as outlined in the presented quote

Motion moved by Krista Burnell and motion seconded by Liz Locricchio. Passes in favor 4-0

IV. Strategic Goal # 3: Operational Governance

A. Annual Meeting Requirements

1. Nominations and official voting in of new board members

a. Voting and approval of nominees for open board seats

After nominees have been voted in, the official Oath of Office to be read and recited

Motion:

Motion made to nominate and name Joann Fenton and Rob Hunt to the Aspen Ridge Board of Directors, to serve a minimum of three years

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

2. Nominations by board members for the board positions of: President, Vice President, Treasurer, and Secretary

a. Voting and approval of nominees for board positions within the board for: President, Vice President, Treasurer, and Secretary

Motion:

Motion to nominate and name Eric Rinard as the Aspen Ridge Board of Directors President

Motion moved by Liz Locricchio and motion seconded by Miguel Zuniga. Passes in favor 5-0

Motion:

Motion to nominate and name Rob Hunt as the Aspen Ridge Board of Directors Vice President

Motion moved by Joanne Fenton and motion seconded by Eric Rinard. Passes in favor 5-0

Motion:

Motion to nominate and name Miguel Zuniga as the Aspen Ridge Board of Directors Treasurer

Motion moved by Eric Rinard and motion seconded by Liz Locricchio. Passes in favor 5-0

Motion:

Motion to nominate and name Liz Locricchio as the Aspen Ridge Board of Directors Secretary

Motion moved by Joanne Fenton and motion seconded by Eric Rinard. Passes in favor 5-0

3. Board determination of monthly meeting dates and times for future board meetings.

Board meetings will take place as follow, occurring on the 2nd Wednesday of each month, unless otherwise noted

- January 15, 2025
- February 12, 2025
- March 12, 2025
- April 16, 2025
- May 14, 2025
- June 11, 2025
- July 16, 2025
- August 12, 2025
- September , 2025
- October 15, 2025 (Annual Meeting)

V. Reports

A. Board of Director Reports

LL: Middle School dance was a lot of fun

MZ: Request for Gala minutes and PTO minutes for each board meeting

ER: Driveline Update

JF: Looking forward to working alongside AR Board of Directors

KB: School dance was a success; question about early dismissal process

RH: Question about board reports and expectation for preparation and sharing out

B. School Leadership

1. Mrs. Salmeron, Head of School

- 25-26 Instructional Calendar
- Looking Ahead (25-26 Funding)
- Neenan Archistruction
- SVVSD School Contract

 [25-26 PK-8 Student Calendar.pdf](#)

Veteran's Day will not be recognized as a day off in next year's calendar.

- a. Mrs. Miller, Principal
 - High School Panel
 - Culture/Climate Survey (MS)
- b. Mrs. Reynolds, Business Manager
 - PG Arnold Update
 - Budget Revision

VI. Final Notes and Comments

For January Board Meeting:

- CDE required hours for student participation
- Brainstorm dates for board workshop for strategic planning

VII. Board Meeting Adjournment

Motion:

A motion to adjourn the board meeting was made at 6:48pm

Motion moved by Liz Locricchio and motion seconded by Miguel Zuniga. Passes in favor
5-0