



## ARPS March Board Meeting (3.12.25) Minutes

Aspen Ridge Preparatory School

3/12/2025 4:30 PMMDT

@ 705 Austin Avenue, Erie 80516 (Library)

### **Attendance**

#### **Present:**

Members: Joanne Fenton, Liz Locricchio, Rachel Miller, Maggie Regalia, Kayla Reynolds, Eric Rinard, Charla Salmeron, Miguel Zuniga

#### **Absent:**

Members: Randy Drennen, Rob Hunt

#### I. Call to Order and Roll Call (Presenters: Eric Rinard)

Meeting called to order at 4:35pm

##### A. Review and approve today's Board meeting agenda

#### **Motion:**

Motion to approve today's Board Meeting Agenda and Consent Items

Carries in favor 4-0

##### B. Review and approval of February Board Meeting Minutes

#### **Motion:**

Motion to approve February Board Meeting Minutes

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

##### C. Owl of the Month Recognition

- Shannon Murphy, Kindergarten Teacher
- Katie Scarbrough, Registrar

##### D. Public Comments

#### II. Consent Items

New Hire: Katie McClave, Middle School Choir Teacher (25-26)

 [Katie McClave Resume 2025.pdf](#)

#### III. Discussion Items (Presenters: Charla Salmeron, Kayla Reynolds, Guests: Maggie Regalia)

##### A. Strategic Goal #1: Financial Stability

## 1. Review February Financials

### **Action Needed**

 [Monthly Financial Packet.pdf](#)

 [February Financial Dashboard.pdf](#)

### **Motion:**

Motion to accept the February financials as presented

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

Carries in favor 4-0

## 2. Approval of Contract

Tatonka Education Services Agreement (25-28)

- 3-year agreement to secure financial services oversight (annual audit, monthly reporting, ongoing-high level budget monitoring) and HR consultation services
- This is a continued agreement with TES, as we come to the end of our current 3-year agreement

 [2025.02 ARPS Finance and HR Consult MSA 2025-2028.pdf](#)

### **Motion:**

Motion to approve the Tatonka Education Services Agreement (25-28)

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

Carries in favor 4-0

## 3. Approval for purchases over \$10,000

Cariina: K-12 Organizational Management Software

- Cariina's core purpose is to help schools achieve student success by providing a centralized system to manage all the non-instructional aspects of running a school. This allows teachers and staff to focus on the learning experience. Cariina acts as an "organizational management software" (OMS) to standardize and streamline processes across the organization.
- The main benefits of Cariina's OMS are:
  - 1) Standardization and centralization of processes and knowledge,
  - 2) Tying institutional knowledge to the organization rather than individuals, and
  - 3) Flexibility and scalability to adapt as the school changes.

 [Cariina Agreement - Aspen Ridge .pdf](#)

### **Motion:**

Motion to approve the purchase of Cariina: K-12 Organizational Management Software

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

B. Strategic Goal #3: Operational Governance

1. Board and School Leadership

[Reports](#)

Joanne Fenton: Volunteered to lead the creation of a Board orientation program. The Board shared they would like her to proceed with brainstorming and to share thoughts and ideas with the Board.

School Leadership: Charla Salmeron reviewed the School Leadership Reports Highlights, Challenges, and Key Updates Documents

Discussion: Preliminary review of ARPS School Parking Expansion:  
Contractor Quote Analysis

- Quotes are based on the original design of the driveline project
- Clarified that building the driveline on the purchased land would not impact any possibility of future building expansions. The capped oil wells prevent any kind of building/structure to be placed on the property.
- Charla and Kayla will send any and all updates regarding property/quotes as they come up.
- The goal is for the Board to take action on the driveline at the April meeting.

2. Policy Committee Creation (Presenters: Charla Salmeron)

- Creation of Policy Committee(s)
  - Cell Phone Policy: [House Bill 1135](#) aims to eliminate distractions within the classroom that hinder learning
  - Library Resource Decision Standards for Public Schools: [SB25-063](#)
  - Use of controversial materials in curriculum (clubs, library, classroom)
  - Review of current policies in place

***Action Needed***

**Motion:**

Motion to create a policy committee to include the Board President (ex-officio member), Head of School, Principal, and Business Manager

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

C. Strategic Goal #4: Grow and Expand Positive School Culture

1. Strategic Step: Identify needs for school expansion at the middle school level and begin implementing changes and updates.

[Presentation by Neenan Archistruction](#)

#### IV. Upcoming Dates

##### **Dates on the Horizon**

3/10 | March Reading Madness Challenge Spirit Week  
3/10 | Spring Scholastic Book Fair  
3/10 | Finance Committee Meeting, 2pm (zoom)  
3/12 | ARPS March Board Meeting, 4:30pm  
3/13 | 2nd/3rd Grade Music Concert  
3/17 - 21 | Spring Break  
3/28 | Breakfast with Dad (Middle School)  
4/1 | Monthly Tour for New Families  
4/2 | Early Release, Character Awards  
4/5 | Spring Gala  
4/7 | CMAS Assessments Begin  
4/8 | ARPS Variety Show (ie Talent Show)  
4/16 | April Board of Directors Meeting  
4/17 | 5th Grade "Move Up to Middle School" Night  
4/18 | Breakfast with Dad (Elementary)

##### **Board of Director Meetings**

*Meetings take place the 2nd Wednesday of every month unless indicated below*

April 16, 2025 @ 4:30pm

May 14, 2025 @ 4:30pm

June 11, 2025 @ 4:30 pm

July 16, 2025 @ 4:30pm

August 13, 2025 @ 4:30pm

September 10, 2025 @ 4:30pm

October 15, 2025 @ 4:30pm (Annual Meeting)

#### V. Board Meeting Adjournment

Meeting adjourned by Board President at 6:46 pm