

**ASPEN RIDGE PREPARATORY SCHOOL**  
**Board Work Session**  
**January 7, 2011**  
**9:15am**

The Board of Directors of Aspen Ridge Preparatory School, Inc. held a Board Work Session on Friday, January 7, 2011. The session was posted and advertised on the school's website so that any public interested in joining the session or making a public comment had that opportunity.

**BOARD MEMBERS PRESENT:** Allison Schnell, President; Cindi Herrera, Treasurer/Secretary; Sherrie Reed, Vice-President; Traci Silva, Board Member; and Nupur Singh, Board Member.

With Ms. Schnell presiding, the meeting began at 9:15am. There were no additional guests or public joining. Ms. Schnell moved on to the workshop agenda.

**Item 1:** Allison gave an enrollment update.

**Item 2:** Next, the conversation turned to required elements of the registration packets and that those will need to be completed immediately upon acceptance of the student's position as determined by the lottery. Some of the necessary items will include birth certificates, immunizations, and proof of residence.

**Item 3:** The third item related to registration dates and coordinating who will help at each of the three registration sessions.

**Item 4:** Coverage was discussed regarding the lottery itself. It was decided that all Board members will be there and that the event will be videotaped. Different concerns were discussed to ensure that every aspect of the lottery run smoothly and be absolutely in compliance with charter requirements.

**Item 5:** Next, the Board jumped to upcoming Board Meeting Dates. The April meeting date was changed to Friday, April 29<sup>th</sup> and as a result, the May meeting was bumped back to Friday, May 20<sup>th</sup>. All meetings will be open to the public and will be held at the Rose Café.

**Item 6:** The Board then discussed the hiring calendar most specifically for the Director position. Conversation covered where the position might best be posted and advertised as well as the process for selecting the new Director. The process will include committee interviews with a recommendation to the Board for the March Board meeting. The Board will discuss the advertising and hiring of additional positions at a future Board meeting.

**Item 7:** The next topic for discussion was availability for coverage at two teacher fairs. Ms. Schnell will attend the Teacher Fair at Peak to Peak in March, and Ms. Reed and Ms. Herrera will attend the Teacher Fair at UNC in April.

**Item 8:** The Board then discussed when the next parent information meetings will be held and who will be available to assist with those. None will be held in February, but meetings will be held in March and April in the interest of keeping parents informed of Aspen Ridge's progress. These opportunities will also be used to ensure that parents of future enrollees are also provided with information regarding the school.

**Item 9:** Ms. Reed inquired as to the status of information being forwarded to the district as requested during the approval process of the Aspen Ridge charter. A facility plan is required for submission to the district by Feb. 1<sup>st</sup> and an updated budget is required for submission by March 1<sup>st</sup>. Ms. Schnell stated that she will ensure that the information is submitted per the timeline.

**Item 10:** Lastly, Ms. Reed filled the Board members in on the necessary training requirements as required by the Federal Start-up Grant. There are a variety of activities in which different individuals will be participating, but all Board members will be completing the 30 modules (15-hours total) of governance training as provided by the League of Charter Schools by August 1<sup>st</sup>. Ms. Reed asked that all Board members try to finish earlier, by June 1<sup>st</sup>, so that grant funds for the second year may be released earlier rather than later.

The meeting was concluded at 10:35am.