**Board of Trustees Meeting**

**Boulder Preparatory Charter High School**

**Wednesday, October 19, 2011**

**6:00 pm to 8:34 pm**

1. **Call Meeting to Order, Roll Call and Boulder Prep Mission**
   1. Andre called the meeting to order at 6:04 pm
   2. Roll Call
      1. Board Members Present: Pam Ford, Donelda Mason, Manijeh Taherynia, Peter Vigil and Sara Yazdi
      2. Board Member Absent: Adrianna Woolman
      3. Others Attended: Tina Lesniak, Lili Adeli, Gabe Dillon and Lisa Carrasco-Wyant
      4. Facilitator: Andre Adeli
   3. The Mission of Boulder Preparatory High School was read. A question was asked if it would be appropriate to have anecdotes presented and if this would be the appropriate time during the meeting. Everyone agreed anecdotes would be a welcome addition and this was an appropriate place during the meeting.
2. **Board Procedures**

Andre explained his role as facilitator and introduced the new agenda format that the Board needs to approve prior to moving forward with the meeting. An explanation was provided on Roberts Rules which states:

* A motion can be made and seconded and a vote can take place or
* A motion can be made, followed by a motion to support the motion at which time a discussion can take place, then a second to the motion and a vote can take place.

Andre went through the new agenda format and explained/described each section. An explanation was given for the differences between action items and discussion items. There is a distinction between discussion only items and discussion/action items. The Board can have a discussion item without a vote. However, with discussion and action items there is a discussion and moving on with the agenda a vote on items would take place later on in the agenda during action items section. Consent grouping is when things are grouped together and voted on all at the same time. Action and discussion of these can be done at prior Board meetings and the actual vote would take place at a future meeting. Multiple items are voted on together when the Board believes motions will pass without need for further discussion.

There is one housekeeping item from the August 30, 2011, Board meeting. There was a motion to postpone elections of the Chair and Vice Chair positions until the October Board meeting with an action item to contact the Boulder Valley School District for clarification of Board Officers elections. That clarification now needs to be entered into the minutes. Donelda contacted The Boulder Valley School District Attorney who advised there was no issue with postponing the election of Board Officers until the next scheduled Board meeting. It was further clarified that elections cannot be postponed ahead of the scheduled vote, however, when the time comes, it can be postponed to a future date and a 2/3 majority is needed to suspend a vote. We met all the requirements and it was done correctly.

Peter, Pam and Andre met to discuss the facilitator role for this meeting and clarification of the roles and responsibilities of the Chair and Vice Chair positions was provided, however, the vote of those positions was not discussed.

Pam moved to approve the new agenda format. Donelda seconded. There was no discussion, all approved and the motion was unanimously approved.

1. **Chair’s Report**

Currently the board does not have a Chair; therefore the Chair's report has been postponed until the November meeting.

1. **Headmaster’s Report**

The Board had previously agreed to have the Headmaster's report at the end of each Block. This report reflects Block 1. All Board members have received the report via email.

An enrollment count of 124 students was provided to the District but we are sure that five to eight of the students will be subject to negotiation. Pam acknowledged Lisa and thanked her for her efforts. We are waiting for the District to confirm our student enrollment numbers and will update our budget accordingly.

September 21st was the International Day of Peace; students worked on Peace Cranes, Peace Quilt and Hugs for Peace on the Pearl Street Mall. That same evening was the back-to-school night for parents and they were able to experience the excitement of the day.

Lili shared an anecdote of a student who has been staying at the school until close to 6 pm every night. Previously, this student had not been showing up for school and the staff tried very hard to locate him and make sure he was ok. It showed him that people truly care for him and we have seen a big difference in him. We now have many students staying later to get homework done. Andre read a thank you letter from one student acknowledging his appreciation for the $4000 Faculty Scholarship that he received and expressing how the school has helped him and changed his life.

1. **Public Hearing and Public Participation:** No comment from public.
2. **Board Communication**
   1. Upcoming Events
      1. Chili cook off is schedule for Tuesday, November 15th at 5:30 pm
      2. Pasta pot luck is scheduled for Thursday, February 16th at 5:30 pm
      3. Graduation is scheduled for Friday, May 25th at 10:30 am. We are hoping for 100% Board participation
      4. Holiday Party is scheduled for Wednesday, December 7th at 5:30 pm. Josephina will host a catered party in her home for the staff and Board.
      5. Boulder Chamber of Commerce has a calendar of events on-line. Sara & Lili will work together to select a few events they believe the Staff and Board should attend.
      6. Sara will provide a calendar of events to Board members so they may sign up for events that they wish to attend.
3. **Information**
   1. Finance Committee Report

Donelda thanked Manijeh for attending the last Finance meeting to assist in reviewing internal controls documents. Her perspective, feedback and recommendations were very appreciated. The Finance Committee meets again on Friday October 21st to continue their discussion. Once the document is complete, we will do dry run to make sure the procedure works in real time, not just in theory and then bring it to the Board for approval.

Tina presented the FY12 BPHS-BVSD Budget Report as of 9/30/11 based on a student count of 125. Currently we are under spent by 3.64%

Tina presented the FY12 501(c)3 as of 9/30/11 which has a savings account balance of $80,035.63 which includes a $50,000 in reserve and $22,573 in scholarship liabilities. The checking account has a balance of $9,572.49.

Tina presented the FY12 Carpe Diem Financial Statement which has not changed.

Tina presented the CDE Grant for Expelled & At-Risk Students as of 9/30/11 has a beginning balance of $60,435 with expenditures of $13,665.51 for a remaining balance of $46,759.49

* 1. Development Director’s Report

Lili reported that she has not had a lot of time for grant writing due to operational responsibilities at the school, but plans on focusing more on grants and fundraising with the help of Pam and Andre.

Lili provided an update on the school’s Boulder Chamber of Commerce membership which is a great opportunity to network with individuals for marketing, fundraising, corporate sponsorships, and potential new Board members. The Chamber of Commerce provides many free events for networking, the more we put into our membership the more we can get out of it. Perhaps Board members can each attend one event per year along with staff members.

Many students and their families are struggling financially. The school sponsors Turkey Dinners for the holidays; we have plenty of stuffing and are able to obtain canned food from the food bank. We are currently looking to obtain turkeys to add to the meals.

* 1. Fundraising Report

Lili attended the “I have a Dream” fundraiser where individuals were asked to sponsor 50 young students starting in second grade through High School. The fundraiser raised $425,000. They had old alumni and parents talk about how the sponsorships had changed their lives. Boulder Preparatory needs to learn how to tap into this type of fundraising and sponsorship. We have the same type of stories to tell; now we need to find an audience for those stories.

There was a discussion regarding contacting media outlets, which has been and continues to be done, however the school does not receive much coverage. The school has even tried to reach out to national news outlets and talk show circuits with no success. Most news outlets are not interested in carrying our story due to the small size of our enrollment with no advertising interest to follow our story.

Further discussion was held regarding developing our “friends of Boulder Prep” base of people who are sympathetic to our cause. Hopefully in time this group will grow and contribute financially.

Discussion was held regarding current fundraising ideas. One idea is to hold a magic show, the father of one of our alumni is a well- known magician in Boulder and he is willing to do a show for us if we can find a venue and market the event. We could charge for tickets and make it a family friendly event. All proceeds would go to the scholarship fund. Lili is meeting with a parent of an alumni who currently works at Sunflower Market. She will report back meeting on the specifics of the meeting.

While employed at Front Range Community College, Pam informed the Board that the leadership of Front Range was also involved in fundraising. They attended various workshops and hired consultants. Front Range had a strategy to have influential individuals as “friends” of the school who would sponsor social fundraising event for their friends. Administrators, students and alumni of Front Range would also attend these events.

There was further discussion of how Boulder Prep needs to successfully tell our story and market it in the correct places and find individuals who are going to tell our story and bring attention to the school. Sponsors want to hear the story from the students and alumni as well as from staff and Board members. We already have this available to us; we now need to create opportunities to tell our stories. We also need to show confidence, set a target and believe that we can raise a specific amount of money. Sponsors and donors respond to that type of confidence.

Pam and Lili had met a CU Boulder fundraiser organizer. Lili will reach out to him for fundraising suggestions and extend an invitation for him to attend our holiday party in December.

The Board is committed to encouraging individuals to reach out and keep brainstorming fundraising ideas.

1. **Study Items**
   1. Enrollment and Implications

Once Boulder Preparatory receives the final enrollment number from the District, the Headmasters and Finance Committee will bring recommendations to the Board for ways to make up any financial deficit the school may face for this school year. We will also begin planning the budget for the next school year. In previous years the Board did not always meet frequently enough to allow faculty contract decisions to be made before the Spring break. Our hope is that we can have the final budget reviewed and discussed in January and have an action/vote at the February Board meeting allowing the contracts to be given to faculty before Spring Break.

* 1. Future Board Members

Pam is trying to strike a balance between what perspective Board members can bring to this Board so our areas of expertise is spread out and not all members represent similar areas of expertise. We are looking for members in key sectors that might bring expertise to our Board at a time when we are moving forward and growing. We had looked at perspective members with expertise in real estate and marketing. We are looking to recruit perhaps a total of 9 to 11 members. That is a manageable number to have on the Board.

There was a discussion on needing diversity in gender, age and professional backgrounds on the Board. There is a new Board member recruitment system in place where any member can bring a prospective new member to the Board. Individuals were vetted by Josephina and Pam, then brought to the school and met with Andre and Pam and if they were still interested and seemed a good fit, then they are brought to the Board. Pam is looking for a volunteer to be her new vetting partner, Sara volunteered.

* 1. Agenda Setting

The Board is comfortable with the new agenda structure. They all believe the new agenda seems more structured, systematic and is working well. The following items need to be added to the November 29th agenda:

* + 1. fundraising should remain under Information
    2. future board members should be moved to Information
    3. Events sign-up should be moved to Board Communications. Lili will contact Sara by Friday October 21st for the calendar
    4. Finance should remain under Information

Andre informed the Board that we need to be willing to set a fundraising target and contribute a percent to that target which will help recruit new sponsors and donors. If the Board wishes to set a fundraising number we could go ahead and start having conversations with individuals. The more work that is done between board meetings, the faster we can move through agenda items during our meetings. We just need to make sure we adhere to Robert Rules.

1. **Action Items**
   1. Approval of Minutes

There was discussion to amend the August 30, 2011 minutes to include:

* *A motion to suspend preceded the motion to postpone nominations and was approved by 2/3 vote.*
* *Additionally she* (Sara) *holds two masters degrees in computer science and counseling psychology*.

Pam moved to approve the Board minutes for August 30, 2011 as amended. Peter seconded the motion set forth by Pam. All approved and the motion was unanimously approved.

* 1. Board Officers.

Peter moved to postpone the elections until the next Board meeting. Donelda motioned to support the discussion. Andre explained we can either vote now or postpone the vote. There was discussion on postponing awaiting new Board members or voting now. We need to do what is in the best interest of the school as there may always be a reason to postpone. Postponing will not be in the best interest in the school past January. Pam asked if we are waiting for a larger Board. In her experience adding new members can be unpredictable as we have had perspective members who were all set to join the Board, but then ended up falling through at the last minute. Further discussion was had regarding individual Board members intentions and plans for the open Officer positions. Motion to postpone is defeated.

Peter moved to nominate a Board member as Chair for the remainder of the term. Pam moved to support to nominate. Sara seconded the motion. All approved and the motion was unanimously approved.

Sara moved to nominate Peter Vigil as Chair for the remainder of the term. Donelda seconded. All approved and the motion was unanimously approved. Peter accepted the nomination.

Peter moved to nominate Sara Yazdi as Vice-Chair for the remainder of the term. Donelda seconded. All approved and the motion was unanimously approved. Sara accepted the nomination.

1. **Adjournment**

Andre adjourned the meeting at 8:34 pm.