**Board of Trustees Meeting**

**Boulder Preparatory Charter High School**

Wednesday, October 23, 2013

6:00 pm to 8:30 pm

1. **Call Meeting to Order, Roll Call and Boulder Prep Mission**
   1. Peter called the meeting to order at 6:02 pm
   2. Roll Call
      1. Board Members Present: Amber Garcia, Donelda Mason, Manijeh Taherynia and Peter Vigil
      2. Board Members Absent:
      3. Others Present: Lili Adeli, Gabe Dillon, Leah Arvanitis, Ezra Huscher, Andre Adeli
   3. The Mission of Boulder Preparatory High School was read. Lili shared an anecdote on the audio engineering intensive session that took place over the break. Students were able to write and record their own music as well as learn the technicalities and art that goes into music production. The intensive was a very positive experience for all 12 students who completed the intensive, being a record turnout. In addition to the personal accounts of the fun and educational environment of the intensive, the intensive was also featured in *The Daily Camera*.
2. **Board Procedures**

The Board follows Robert’s Rules.

1. **Chair’s Report**

Peter announced that his meeting with Lili and Gabe to discuss ideal roles and responsibilities for the position of headmaster went well and was productive.

1. **Headmaster’s Report**

Lili explained that this report was fairly extensive. The Board agreed on refraining from verbally sharing the report due to its length. All members of the Board said they had read and were familiar with the report. Peter shared that Lili, Leah and Gabe collaborated to complete the report, where Lili did programs and facilities, Leah did students and Gabe did faculty.

1. **Public Hearing and Public Participation**

No comment from public.

1. **Board Communication**
   1. N/A
2. **Information**
   1. Finance Committee Report

Lili presented the FY14 BPHS-BVSD Budget Report as of September 30, 2013.­­ Expenditures from July 1, 2012 through August 31, 2013 were $305,238.

Based on the original budget approval in May, we were 1% overspent. However, the overall percent spent may be slightly skewed due to the condo payment that was made for the entire year.

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Lili presented the FY14 BPHS 21st Century Grant Report as of October 20, 2013.

This grant is underspent. Although stipends have not been paid out yet, we are still waiting on approval from CDE on budget modifications, which would reduce the amount of expenses to our general fund. The exact amount of carryover for this grant is still being figured out.

Lili presented the FY14 BPHS 501(c)3 as of September 30, 2013.

A $2000 donation to the scholarship fund was received as well as a $100 donation from the Target red program. Expenses to the account were $1000 on a graduate’s tuition and $190 for a graduate’s ACT scholarship.

With a projected count of 106, it is estimated that we will be down 13-15 students. A $120,000 reduction is projected in the revenues for this year, although this will not be known until the end of November 2013. Taking the resignations of Andre and Ivan into consideration, an estimated $28,000 will need to come from surplus to balance our budget. We are looking into grants and raising funds as options. More information regarding this will be available January 2014.

* 1. Business Manager’s Report

Lili emailed a detailed report and there was no additional discussion on the report.

1. **Study Items**
   1. Develop the description of the headmaster

A framework for the job description was included in the Headmaster Search and Selection Process document.

* 1. Discussion of the potential headmaster

Peter explained that the main goal of tonight’s meeting was to have a productive discussion on the prospective headmaster. The Board reviewed options for the headmaster search process weighing two options. The first option is for an internal search only and the second option is for an open search. Members discussed the pros and cons of each scenario extensively. The Board recognized that they have a fiduciary duty to the school, and at this point it would not be fiscally responsible or realistic to hire an external candidate. Due to budget limitations that the school is facing along with the immense talent and potential that lay within current staff, the Board was in agreement that primarily looking for internal candidates for the role of headmaster was in the best interest for the schoolThe Board also discussed getting feedback from interested parties. They agreed on sending out surveys to staff and invitations to parents to attend the next Board meeting to gather input on what is most valued when it comes to the qualities, responsibilities, and role that the headmaster should hold.

Study item B was moved to an action item. Peter moved to make study item B to an action item. Donelda seconded. No discussion. All approved and the motion was unanimously approved.

1. **Action Items**
   1. Approval of minutes 10/23/2013, Regular Meeting

Peter moved to approve the Board minutes for 9-25-13. Donelda seconded. No discussion. All approved and the motion was unanimously approved.

* 1. Approval of an Internal Headmaster Search

Peter moved to approve Option 1 to do an internal search only for headmaster. Donelda seconded. No discussion. All approved and the motion was unanimously approved.

1. **Adjournment**

Peter adjourned the meeting at 7:44 pm.