**Board of Trustees Meeting**

**Boulder Preparatory Charter High School**

Wednesday, April 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 6:12
   2. Roll Call
      1. Board Members Present: Lili Adeli, Amber Garcia, Donelda Mason, Manijeh Taherynia and Peter Vigil
      2. Board Members Absent:
      3. Others Present: Andre Adeli, Ezra Huscher
   3. The Mission of Boulder Preparatory High School was read. Lili shared exciting news, stating that we won the energy challenge in the Boulder Valley School District. The intent was to empower all schools in the district to reduce energy use. Due to the hard work from students and staff, our outstanding success was measured by a 24% reduction in energy usage during the month of February. On Earth day, an entourage of officials from the school district came to Boulder Prep to award the community with a traveling trophy and a $1000 check. Students and staff were able to gather in the commons with the officials, where the entire community was commended for what was accomplished. This was a wonderful reinforcement to the students to demonstrate what we can achieve when we work together towards a common goal. Lili then explained that the money awarded would be put towards an environmental sustainability project for the school. As a community, we are enabling students and staff to bring their ideas to the table for the use of the money awarded. An article in the Daily Camera spoke of our success, and was great publicity for the school. Overall, we are proud of the work we are doing as a community, and are doing our best to keep the students inspired and engaged.
2. **Board Procedures**

The Board follows Robert’s Rules. Two Board members joined electronically and were present via Skype.

1. **Chair’s Report**

Peter shared his comments on the police report from the sergeant. Although he thought the sergeant was prompt and professional, he did not feel the same about the report. Peter explained that his main intent for bringing this up was to inquire on others thoughts and reactions, wondering if the Board wants to give a response to the report. Peter then asked Lili to give an update on the status of the resource officer that serves at Boulder Prep. Lili explained that officer Leah has not been present at the school at all this block (block IV). We heard through the district that Officer Leah does not feel comfortable doing her job at Boulder Prep. Lili stated that the sergeant should have been in contact with us by now, but has yet to reach out. Lili has let the deputy superintendent know of the current situation more than once. They indicated that they would try an follow up about the situation with their people. Peter then expressed his concern about the accountability of the department that assigns the resource officers; Lili was in agreement with this concern, and she articulated that a follow up would occur before next meeting.

1. **Headmaster’s Report**

The formalized report was shared last meeting, and Lili stated that there were not many additions to speak of. Lili did give an update on the progress of the current block. Rather than taking the TCAP, all 11th grade students recently participated in the junior ACT, while the 9th and10th grade students completed the PLAN, which is a pre-ACT exam. The turn-around for the ACT results is only one month, which is nice for us as a staff to meet with students individually to evaluate their progress. The morning that these exams were administered began with positive chants and a full breakfast. Some students did miss the test, but a makeup day will occur in the upcoming weeks to ensure that we are aware of where all students stand. Lastly, Lili stated that the exciting time of graduation is approaching, and that the seniors are trying their best to finish strong. The graduating class of 2014 will hold between 12 and15 graduates, and the ceremony will occur on May 23rd, 2014, at 10:30 A.M. at the Chateaux.

1. **Public Hearing and Public Participation**
2. No hearing or participation from the public was shared.
3. **Board Communication**
   1. No items or concerns were shared. Donelda announced that she will be out of the country during the month of June, and will therefore not be present for meeting that month.
4. **Information**
   1. Finance Committee Report

**Lili presented the FY14 BPHS-BVSD Budget Report as of March 31, 2013.­­ Expenditures through April 2014 were $984, 695.**

Lili stated that we are currently on track, and that there were no unexpected expenditures within the month of April. Lili then explained that there have been some discrepancies on our final count that will need to be confirmed with the district. The school has only been receiving funding for 107 students, but we submitted a final report for 109 students. Lili concluded by explaining that things are moving along well, and that we are within $5,000 of our approved budget.

Donelda inquired about the reconciliation on central services from last year. We owe close to $14K back to the school district. Lili indicated that she would follow up with the district to find out about a repayment plan for this item. Due to the tight fiscal year, we might look to see if we can delay the payment. Lili indicated that higher fees from last year had a lot to do with the technology upgrades; purchase of this software was not an option and that was distributed per student. We have budgeted to pay the whole amount this year and is reflected on the spreadsheet as an expense in the revenue section.

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**Lili presented the FY14 BPHS 21st Century Grant Report as of March 31, 2013.**

Lili shared that we are currently underspent on the grant by 18%, however the activities from spring break will not post to the fund until May 2014.

**Lili presented the FY14 Counselor Corp Grant Report as of March 31, 2013.**

Lili shared that this is a new grant for Boulder Prep, and is a three-year grant. Lili shared that the revenue was around $21,000, which works out to be just right for the new counselor.

**Lili presented the FY14 BPHS 501(c)3 Savings and Checking Cash Flow as of March 31, 2014.**

Lili shared that we have received quite a bit of donations from large donors for scholarships, worth a sum of $6,500. These donors, both new and old, will receive thank-you letters with pictures. Lili stated that we should be up to $14,000 in donations for scholarships that we can apply for seniors, which gives us options for how we want to divide the money and number of scholarships offered. The most recent activity in this fund includes the payment of a couple scholarships along with the purchase of a new projector.

**Lili presented the FY15 BPHS-BVSD Budget (Tentative).**

Overall, no changes have taken place on the tentative budget. Lili shared the newest information from the state, which is that the per pupil revenue is a couple hundred dollars more per student. All of this should be wrapping up the week of May 8th, and should be done by Memorial Day. Lili shared that we might see cap construction allocation go up due to the marijuana tax. An update regarding all of this will be given next meeting.

1. **Study Items**
   1. Board member recruitment
      1. Members of the board and staff shared updates regarding recruitment.
         1. Andre stated that he has been in contact with the Lead’s school of business center for education. Within this exists a program called board fellow; where graduate MBA students are assigned to be on boards and are tasked with different projects. Andre explained that our unique status as a non-profit has them interested in creating a standing position on our board. Based on the structure of our board, it might be beneficial to have the graduate students assist with fiduciary aspects of the board. Another strength these students could bring would be setting up fundraising and board development. Peter then inquired on the length of time these students would serve- Andre explained that it would be for the duration of one semester. The professor who teaches this class may be attending a board meeting this summer, which makes the chances of this working out seem optimistic. Andre explained that finals will be wrapping up around May 8th, so we will not have any more information until after then. Andre also gave an update regarding recruitment with Escoffier. They are interested in the recruiting aspect, and their potential task could be creating a social enterprise that could also be worked into the kitchen aspect (they would find our partner for that piece). Andre concluded by stating that he will be working on both of these potential opportunities for the next six weeks.
         2. Lili stated that she has been working with one of our new staff members, Steve Headley, on recruitment. He has worked in the area of law enforcement, and knows of a group of police retirees who meet on a weekly basis. This group of men might hold some fantastic prospects for recruitment. Steve will look into this to help with recruiting men who would be a good addition to the board.

* + - 1. Peter stated that there is one colleague in his department who is very interested, and she will be sending him her resume. This colleague is also a friend with one of the families of an alumnus. Another colleague Peter spoke of works in the department of hospitality and tourism, and has connections in Boulder that may be beneficial to the board. Peter concluded by stating that he will continue to look into both of these colleagues to see the potential of adding them to the board.
      2. Donelda mentioned Paula, and how she is now working on getting a catering business up and running. She mentioned that a company that puts on events has been recruiting Paula, which could be an en route for us.

1. Fundraising update
   1. Lili shared that the school hosted an alumni meeting, and although only one alumnus showed up, the event was still very productive. A lot of discussion was held about ideas for fundraising. Current staff members along with this alumnus spoke of tactics to get other alumnae involved, and about the possibility of hosting a “Fun Run”. Lili explained that everyone who was present took an approach to “work backwards” when it came to deciding what to do for fundraising and how we would execute. An overall agreement took place, deciding that it would be ideal to host the fun run on the international day of peace, which is on September 21st, 2014. Setting the date and working backwards enables us to reach out to alumni, letting them know how we need their help, along with when they are needed. Lili explained that we are orienting towards the “when”, will decide the “what” in the near future, and then we will move forward with getting alumni involved for accomplishing the specifics. Lili concluded her update by stating that she will try to contact Paula and a few others to meet in the near future. This will enable us to have a productive discussion about what we need to accomplish, and how we can effectively do that.
2. Board training
   1. Members of the board gave an update on their attempt to find resources for training.
      1. Lili found a couple of resources that might be helpful. These are titled *How to Recruit Wealthy Board Members.* She stated that the Secretary of State of Colorado developed their website, including e-modules for board development. Lili expressed that the although some of these do not seem to be relevant, she will send out the link to all board members. Lili concluded her update by expressing that she will continue to look through the resources.
3. Solar panel installations
   1. Ezra gave an update regarding the progress of solar panel installations.
      1. Ezra began his update by stating that out of the $70,000 for updates on the roof for solar panel installation, we are in need of $30,000. He then explained that we have a nice prospect for obtaining the money and completing the project, but we are on a time constraint. The grant that was received from the city of Boulder was extended to May 31, 2014, which is still soon approaching. Due to this, Ezra and Lili met with a solar contractor from Custom Solar. Willy, the contractor, came to Boulder Prep and was very enthusiastic about formalizing a plan. The contractor agreed to loan the school $30,000 so we can move forward with the project. In exchange, we would give Custom Solar the entire Xcel rebate that we will receive, which is $0.07 per kWh that our energy produces in addition to a $0.07 for the energy offset. The agreement is that we will give this to Custom Solar until they are paid back. Ezra said that assuming things go well, we would pay them back in full with 3%. He also stated that it is nice that they are not a huge company; so working with the owner is something that is taking place. In order to move forward with the project, a roofer came to the school to perform an examination. The roofer fixed and sealed a cracks in couple of places, but feels good about it’s condition, which enables us to continue to move forward. Ezra also stated that permits are included with Custom Solar. He helped to clarify the situation by explaining that we will be paying Custom Solar what we would have been paying Xcel, which will save us around $1,000. This money does give us some savings until the bond goes through, which is very likely. Ezra explained that Custom Solar will be receiving $4,800 each year from us; but we are paying with generated electricity and Xcel’s rebate. Ezra expressed that our main challenge is the timing of everything. For this to be accomplished by May 31st, equipment must be ordered within the next three weeks. Custom Solar will draft the contracts, which can be shared with the Board if desired. One contract will be drafted for payment arrangement, and one will be drafted for the installation of the solar panels. Knowing what the terms are, but being allowed to modify the language of the contracts later enables us to move forward with ordering materials. In order to ensure clarification and understanding of the situation, Ezra stated that the $900 we would pay for energy use (without solar panels) is equivalent to the 3% we will be charged from Custom Solar. In conclusion, all were enthusiastic about the project, and everyone was in agreement that interpreting the contract will be done collaboratively as a board.
4. **Action Items**
   1. Approval of the proposed 2014-15 budget for salaries up to $465,000.

Peter moved to approve the proposed 2014-2015 budget for salaries up to $465,000. Donelda seconded. No discussion. All approved and the motion was unanimously approved.

* 1. Approval of the investment of a starting amount of $25,000 from 501(c)3 reserves.

Peter moved to approve the investment of a starting amount of $25,000 from the 501(c)3 reserve. Donelda seconded. No discussion. All approved and the motion was unanimously approved.

* 1. Approval of minutes March 26, 2014, Regular Meeting

Peter moved to approve the Board minutes for March 26, 2013. Donelda seconded. No discussion. All approved and the motion was unanimously approved.

1. **Adjournment**

Peter adjourned the meeting at 7:20 pm