**Board of Trustees Meeting**

**Boulder Preparatory Charter High School**

Wednesday, August 27, 2014

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 6:07 pm.
	2. Roll Call
		1. Board Members Present: Lili Adeli, Donelda Mason, and Peter Vigil
		2. Board Members Absent: Amber Garcia, Manijeh Taherynia
		3. Others Present: Andre Adeli, Toni Diaz, Paula Swanson
	3. The Mission of Boulder Preparatory High School was read. Lili shared a video from the ice bucket challenge.
2. **Board Procedures**

The Board follows Robert’s Rules.

1. **Chair’s Report**

Nothing additional to report.

1. **Headmaster’s Report**

Lili reviewed that the staff did a building reset during the break which was great. Staff are really stepping up with curriculum and programming. We still haven’t been able to fill the counselor position, but we continue to search through job sites and are trying to get referrals from the district. Our language arts adjunct left the second week of school due to a full-time job offer. So, Andre and Sandy (our alumni) have stepped in to teach the autobiography class, and we were able to contract with a former adjunct to pick up the other language arts needs we have. The good thing about being a charter is that we have flexibility to hire teachers with varying backgrounds to teach. Even though the current staff is not certified or degreed in English, we can still have them teach. We will have to notify parents that these courses are not being taught by Highly Qualified language arts teacher, but that we are confident that standards are being maintained. The criteria for being highly qualified to teach is 24 credit hours in that particular content area.

We have also contracted with a former student, Alex Wyman, to teach math this block, and he taught an engineering class last block. He is finishing up his engineering degree and is interested in a full time position come January. We’ll have to take a look at all of our staffing in the next couple months, especially once we have a better sense of count. We had budgeted for two additional positions that are currently unfilled, so the savings will help as we are expecting low enrollment.

The kitchen is finally finished, and kids are excited to get back to cooking. Enrollment is at about 95 students, but there are some students that we haven’t seen yet and may need to remove from our books. We are getting some calls for new students, but no rush of referrals.

1. **Public Hearing and Public Participation**
2. No hearing or participation from the public was shared.
3. **Board Communication**

The open house is on 9/17, so we’ll need to change the board meeting date to9/17 to 9/18.

1. **Information**
	1. Finance Committee Report

The district just closed the books for July last week and they are still working on final details from the last fiscal year. Additionally, the start of the school year has been busy, so Toni and I haven’t had a time to sit down and run updated numbers. We are still expecting a visit from the Auditor which we typically have in the summer, so they are running behind. We’ll have all updated numbers next meeting. We did finish up our contract with the bookkeeper. She left on really good terms knowing that we were planning to transition to having Toni take on the books.

We have an update on the investment account that we are fully invested. We have six stocks and are down a couple hundred dollars so far. Functionality is very poor with Ceterra/Pershing with transactions and reporting. Neal has had trouble with the purchases, so we may need to reconsider investing through e-trade and working out a different arrangement with Neal. Perhaps we convene an investment advisory committee that Neal helps with. Neal has also agreed to work with students this block on a Financial Literacy class for no fee. We can talk more about this at the next finance meeting.

* 1. Update on Kitchen and Solar Projects

The kitchen construction is done, and the health department came by for the inspection last week. There are still a few minor details to fix up, but nothing that will prevent us from cooking. The kids are already appreciating the improvement in food quality with produce coming in from the garden as well.

All the solar equipment is in and ready for installation. We need to patch up one last leak before we can move forward with the installation. We have worked with the City and County to confirm that funding is still available for the project and will be dispersed as soon as the installation is complete and inspected.

c) Internal Controls Document – Will be postponed to next month.

1. **Study Items**
	1. Board member recruitment
		* 1. Peter would like to move forward with vetting his colleague. He will coordinate a meeting in Denver where maybe Manijeh can join and perhaps Andre can come down.
			2. Gabe just had his baby, so we’ll follow up in a couple months once things settle down.
			3. Andre will follow up with the CU group in the next few weeks once they settle into their semester.

 c) Fundraising update

We went back and forth quite a bit on the theme and settled on the Peace run. To make it fun, we are offering some silly peace glasses that people can run with and have their pictures taken. We’ll also have a banner where people can dip their hands in paint and leave a handprint. Brunch will be offered at the school to help promote our program. As Paula had suggested, we’ll have informational pieces about peace and the school. The website is up and attached to our home page: [www.BoulderPrep.org/peacerun](http://www.BoulderPrep.org/peacerun). They can register from this page through paypal. The fee is $30 with a $10 discount for students. Lili will e-mail a flyer out for folks to share. The date is Sunday 9/21/14 from 9am to 12pm.

1. **Action Items**
	1. Donelda motions to approve the minutes from July, 30,2014. Peter Seconds. Manijeh abstains since she was not at the meeting. No discussion. All approve the minutes.
2. **Adjournment**

Peter adjourned the meeting at 6:50 pm.