**Board of Trustees Meeting**

**Boulder Preparatory Charter High School**

October 28, 2015

6:17 pm – pm

**1. Call Meeting to Order, Roll Call and Boulder Prep Mission**

a. Vicki called the meeting to order at 6:17 pm

b. Roll Call

i. Board Members Present: Lili Adeli, Donelda Mason, Peter Vigil, Manijeh Taherynia, Vicki Nilles, Lauren Burdekin

ii. Board Members Absent: Amber Garcia, Alex Dennis

c. Anecdote – Lili shared an e-mail from a 2015 alumni who expressed much gratitude for Boulder Prep and the teachers. He has been working to go into the Army or possibly travel and study abroad.

**2. Board Procedures**

The Board follows Robert’s Rules.

**3. Chair’s Report**

Peter hurt his back and is joining by phone. He has asked that Vicki run the meeting on his behalf as Vice-Chair.

**4. Headmaster’s Report**

Lili sent out a formal report based on Block 1. The overall report is positive and things are going well.

**5. Public Hearing and Public Participation**

None

**6. Board Communication**

* The staff/board holiday party will be December 11th

**7. Information**

1. Finance Committee Report – Lili reviews that so far, we are on track with spending. There are a couple of items that we are overspent on, but those were expected. One example is the extra expense in purchased professional services because we hired an outside company to teach a couple classes as we addressed the higher enrollment. This block, we have been able to manage without that purchase. We did hire some extra adjuncts to cover classes this block, but those will not cost more than what we have budgeted.

The grant spending is also on track. We are finalizing the new budgets with CDE and will get those updated for the next meeting.

The funds from the Wine Taster and Fun Run have now been deposited into the 501c3. We didn’t really have a specific plan for that money. The Fun Run raised about $2500, and we had initially talked about using that for a scholarship, so we’ll go ahead and earmark that for a scholarship for a 2016 graduate. The money from the wine taster was to raise money for any/all of the programs featured at the event. Some people were specific on their donations about a particular program to support, but the registration fees and auction proceeds were open for whatever we needed. So, we can keep that in mind as needs come up. Andre suggests following up with the attendees to let them know what we decided to use that money for as a way to keep them engaged. We’ll try to come up with a strategic way of doing that. Lili mentions that we could use some of that money for a dishwasher as the Culinary Arts program was featured. For now, we’ll just wait on any spending.

On the investment account, all of our money is still sidelined. Peter just forwarded a message from Neal about some recommendations. Andre clarifies that the plan is to identify price points on specific stocks, so if the Board approves them at the next meeting the purchases may not fill right away, but they will fill if and when those specific purchase prices are reached. We will plan to review the proposal and approve the re-investment plan with specific stocks/purchase prices at the next meeting. Lili asks Andre if there are students from the class last bock that will make a recommendation. Even if there is one small position that was recommended by a student, that would mean a lot. Andre will talk with the students about how they can get involved.

Lili sent out a request for funds document for the Board to consider. The first item is to bring on a full-time chef as a relief for Lili and ShAnnon to have some extra time for other needs. Lili would use some of that freed-up time to write for grants and get donations specifically for the culinary arts program so that it could be sustainable. Lili indicates that this came up mostly because the extern that we have right now from the cooking school is fantastic. She is great with the students and has been doing high school demos for the cooking school, so she has experience working with the students. The offer would be a pay cut for her, but she loves what we are doing and is willing to make that change. Prior to going into the culinary program, she was a specialty nurse in Texas. The hours at Boulder Prep would be 7a-3p Monday through Thursday. So, she would have the option to pick up something in the evenings or on Fridays to help supplement for the pay cut. Bringing the chef on would free up Lili right away on the T/Th days that she is doing the cooking class and the lunch cleanup class. Manijeh asks where the funds would come from. Lili indicates that we had budgeted for a count of 95 students with $50,000 already going into surplus. We ended up counting about 15 more students which would be close to $100,000 extra, so the cost for the chef would come out of that extra money. The Board members are supportive of this move to free up Lili’s time. Peter asks about how this would go over with the school district. Lili indicates that hiring a trained chef would increase credibility for our program. Vicki asks if she will be working with students. Lili clarifies that she will definitely be leading the students in preparing lunches daily and she will work with the students for the clean-up class.

The second item on Lili’s request for funding document is to purchase two new projectors that are wall mounted. This would help de-clutter the classroom where projectors have to be place on a desk in the center of the classroom. and the teachers are scrambling to find speakers that work. The funds for this would come from having the additional students. The Board members are supportive about making this upgrade for the staff.

Lili also mentions that the dishwasher is still not working. Lili is going to put a request out to the families to see if they can help pitch in. Once we know if they are able to help, then Lili will come back to the Board in January for the difference.

Peter brings up that our spending guidelines give discretion to the Headmaster for anything under $5000. Lili indicates that it is true that she can go ahead and purchase items like the projectors without approval, but for full transparency she likes to bring these items to the Board. Lili also indicates that she appreciates the Board’s trust and support of her in spending on the things that are essential to the program.

Donelda motion to move the Request for Funds document to agenda item 9C as an action item. Vicki seconds. All in favor.

**8. Study Items**

1. Investment Items – Peter forwarded info from Neal. The Board members will study and vote as an action item next month.
2. Wine Taster – Lili confirms that we have a reservation at the Callahan House for April 30th. Board members should start thinking about guests, wine donations, food donations and auction items. Lili is working on a flyer and will have packet for members at the next board meeting. We’ll also talk about tasks and timelines at the next session.

**9. Action Items**

1. Vicki motions to approve Lauren Burdekin to join the Board. Donelda seconds. All are in favor. Welcome Lauren.
2. Donelda moves to approve 9/23/2015 minutes. Manijeh seconds. All in favor of those eligible. Motion passed.
3. Donelda moves to approve the full Request for Funds document with a friendly amendment to include the request document in the minutes. Vicki seconds. All are in favor. Motion passes.

**10. Adjournment**

Vicki adjourned the meeting at 7:13pm

**Request for Funds**

1. **Chef - $3125 per month + Benefits starting in November ($34,000 for the rest of the year)**

The Chef would take over all aspects of food service at Boulder Prep. This would include daily breakfast, the lunch service learning class, the afternoon cleanup service learning class, and all food shopping. Currently, Lili spends 10-12 hours per week on these tasks. ShAnnon also spends this amount of time. The individual staff members currently are assigned to one day of breakfast duty per week and kitchen cleanup duty throughout the week. By hiring a chef, we would free up the staff to spend more time with students and preparing for their classes. Lili would use some of her freed-up time to write grants in hopes of raising funds to pay for the Chef’s position/Culinary Arts Program. Also, by having a trained Chef, the students will develop a better understanding of culinary technique that Lili and ShAnnon cannot provide.

1. **Wall Mounted Projectors and Speakers x 2 - $1250 each ($2500 total includes installation)**

Currently, three classrooms still have table-top projectors. Positioning these projectors to maximize viewing puts them in an awkward position in the middle of the room. Research has shown that classroom management is enhanced when there is no desk or barrier between the teacher and the student. By getting projectors mounted on the wall, we will be able to move the desks to a less divisive location in the classroom.