**Board of Trustees Meeting**

**Boulder Preparatory Charter High School**

March 2, 2015

6:08 pm to 7:49 pm

1. **Call Meeting to Order, Roll Call and Boulder Prep Mission**
   1. Peter called the meeting to order at 6:12 pm.
   2. Roll Call
      1. Board Members Present: Lili Adeli, Donelda Mason, Vicki Nilles, Peter Vigil
      2. Board Members Absent: Amber Garcia, Manijeh Taherynia
      3. Others Present: Andre Adeli, Alex Dennis
   3. Anecdote – Lili shared that she and some students presented at a Kiwanis group meeting this morning. They had seen the article about our 3D printing intensive and invited us to present. One of our donors is a member of the group and they seemed impressed with the work that we are doing.
2. **Board Procedures**

The Board follows Robert’s Rules.

1. **Chair’s Report**

Alex Dennis is joining us tonight as a Board Fellow from CU’s Business School. She will be a non-voting member for the 2015 calendar year. Nothing additional to report.

1. **Headmaster’s Report**
   1. Lili will send out a report for the next meeting.
2. **Public Hearing and Public Participation**
3. No hearing or participation from the public was shared.
4. **Board Communication**
   1. Donelda reported that there were some changes to the Workforce program. The youth workforce program through Boulder County will become much more robust with scholarship funding, internships, and additional support for youth. This could be a great option for both the students that are currently attending and ones that decide to dropout or get a GED.

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

Lili reviewed the financials explaining the overall funding structure for the school with the State Per Pupil Revenue (General Fund), our grants and 501c3 accounts. For the general fund, we are mostly on track for spending. We are still waiting for the at-risk funding to come in from the state. They haven’t told us what our appropriation will be yet. It is based on free/reduced lunch students. This year, we had some trouble getting families to fill out forms even though they qualify as low-income. Since we didn’t get families formally identified, we may not get as much money for the at-risk supplemental. For future years, we will be more diligent about getting forms completed. Our overall percentages on the budget are a little skewed due to the kitchen renovation and some of the items that we pre-pay for the year. That will balance out as we finish out the fiscal year. Lili mentioned that we’ll be looking at some additional expenses for the Condo association to cover bills from snow removals and other incidental expenses. Next month, we’ll take a look at budget options for the next school year.

The 21st Century grant is underspent, and we continue to plan on ways to spend this down. There are two intensive classes planned for spring break that will help and stipends from this block will get paid in March.

The Counselor Corp grant is underspent particularly because we hired our Counselor mid-year. We have plans to add an internship program and mentoring program next block to help spend down this grant.

Our 501c3 received a substantial scholarship donation and the Energy Smart grant for our solar panels. The investment account showed a reduction in the balance at the end of January, but as of this meeting the account was about $1000 up which is great. The numbers at the end of the 501c3 report need to be updated to show correct liabilities and set-aside dollars.

* 1. Internal Controls Document - We’ll postpone to next month.

1. **Study Items**
   1. Fundraiser update

Based on new developments, Lili will send out an updated flyer to reflect actual sponsors for this year. We have talked with Paula (our fundraising consultant) on lots of ideas. One plan we are working on is having programs matched with each station to feature as much of our work as possible. The stations would be split into green, yellow, red categories based on funding need. Green programs are fully funded, yellow have partial funding, and red programs would be in need of funds. We plan to have a photo station in the “brides room” at the house where couples can get their photos taken. We’ll post the photos to our facebook page to help attract people to our page. We created a couple spreadsheets to track restaurants/wineries and auction donations. Lili will share these sheets with everyone so that we don’t overlap efforts. Please look at the spreadsheet before you reach out to folks to make sure someone else hasn’t already contacted them. Also, please add notes about who you have contacted.

In talking with Paula, she urged us to really think about bringing “game changers” to the event. These would be the people that we hope would turn into larger donors/partners for the school down the line. We understand that this is challenging, because most of us don’t naturally socialize in those types of circles. The main focus of this event is about making those initial connections and then following up after the event to talk more about developing partnerships.

Lili will also send out a donation receipt template that can be used whenever folks pick-up donations. It’s a straight forward letter with blanks that can be filled in for the items donated and the value of the donation that the organizations can use for their taxes.

With some of the challenges getting donations for wine, we may need to consider just getting cash sponsorships and then buying the wine ourselves. Our rough calculation is that we would need 5 of the same bottles for each station. So, someone could sponsor a station for $50-$100 depending on the price of wine we get for that station. We would give 1-2 oz pours at each station which would get people about two-three full glasses of wine. One thought is to give everyone 10 tickets that they can use for pours at the various stations. Just a reminder that we will not be selling actual bottles at the event.

There will be some general expenses for the event, so it would be great to get some corporate sponsorships to help pay the basic overhead costs. The main costs will be for the venue and the cups. At least the Callahan house was willing to honor our deposit from a couple years ago. We’re estimating about $750-$1000 in overall expenses.

1. **Action Items**
   1. Donelda motions to approve the FY 15 Appropriation Schedule of:
2. Fund 11: $1,084,526
3. 21st Century Grant: $160,203
4. Counselor Corp Grant: $85,794
5. 501c3: $17,650

Lili seconds the motion. All are in favor. The motion passes.

* 1. Peter motions to approve Gabe Dillon as a new Board member and the minutes from the last Board Meeting. Donelda seconds. All are in favor.

1. **Adjournment**

Peter adjourned the meeting at 7:49 pm.