

BIS BOARD MEETING MINUTES
November 18, 2015

6:00-8:00pm

In attendance: Bruce Abernethy, Julie McMullin, Kerani Mitchell, Flora Morales, Gonzalo Morales, Meera Dayal Rupp, Rhea Grogan

- I. Moments To Mission: Postponed due to full agenda
- II. Minutes of Oct. 20, 2015 Board meeting reviewed.

MOTION: Julie McMullin moves to approve the October 20, 2015 minutes, 2nd by Bruce Abernethy; approved unanimously.

III. Lease /Building/Budget:

- a. Overages – there are a number of areas where we are currently over budget and we will need to make adjustments. Part of this is due to only having an estimate as opposed to actual expenses when the budget was originally developed.
 - 1. Lunches - need to increase cost for students to \$4/lunch
 - 2. Playground – we were not able to fundraise all the cost of the playground, but since we felt it needed to be in place by the start of the school year, we have a balance outstanding on that line item
 - 3. Accountant Costs – these are running significantly higher than our original projection of \$400/month. Part of this is the increased volume of work due to start-up and initial data entry so these should come down going forward
 - 4. Facility Expansion – the Child Center (adjacent facility) is looking to get out of their lease and BIS finds itself in the position of possibly having to lease some of that space a little earlier than we had originally anticipated or risk losing it to the open market which would severely hamper our ability to grow. There are a number of moving parts right now – how much space do we need? When do we need it? What tenant improvements need to be made to make it functional for BIS? When would we start to take on the additional costs? Where would the funding for this come from? Are there other potential sub-lessees that could offset some of these costs? (there has been a church that has expressed interest in using the building on weekends and an evening that might work perfectly). The Board was very concerned with this news since it was not in the original budget. But, given the risk of losing control of the space, they ultimately felt they had very little choice other than to explore our options. The Board discussed letting Meera Rupp negotiate terms with realtor and also work with Kevin Spencer to determine tenant improvements.
- b. Finance Committee
 - 1. Consensus was that we need more funds than we are currently getting from Bend-La Pine School District – the current arrangement of 80% and 90% is not generating

enough funds to cover all our expenses, let alone the additional costs of the new space.

2. Brad Henry (Operations/Fiscal Director) visited BIS last week and was impressed by the facility and our program. Unfortunately, he felt that the school board is very involved with the charter application of the Montessori School and now is not the time to go back to the Board to ask for an adjustment. He suggested we do this in April when we are planning for the budget for 2016-17.
3. The Childcare Center: Looking into expansion into Childcare Center's space to provide additional space for 2 classrooms, a 2nd Big Room
Options include working with Russell Huntamer, a Realtor from Compass Commercial. Huntamer sent Letter of Intent

MOTION: Bruce Abernethy moves that the Board authorize Meera Rupp to enter into negotiations with Compass Commercial to enter into a lease on that [childcare facility] site. Meera Rupp 2nd; Julie McMullin abstains. Remaining member approve.

IV. Teacher/Staff Evaluation

1. Meera Rupp is sending Chet Edwards our results on social-emotional learning, and academic scores of our students.
2. Has brought staff evaluations; not critique but improved instruction and academic achievement

V. Sister School Visit

1. The Board recommends that Meera Rupp document her visit with a video
2. Mark Miller of Rotary Club of Greater Bend wants to do an outreach project with our sister-school. Details and outcome of Rotary involvement will be determined at later date.

VI. Gala, 1/30/16

Rhea Grogan joined the group on Skype and walked them through the logistics to date and tasks ahead. She expressed that there is a good solid Gala Planning committee with 9 core members.

- a. Ticket Sales: our goal is to sell 200 tickets at \$50/each
- b. Board can help with asking for items, particularly food donations
- c. Baskets will have variety of themes and items, raffle tickets \$50/each
- d. Gala Meeting, 12/1/15, please come!
- e. Goal of \$30K net, minimum
- f. Timing of event: 6:00pm-11:00pm
- g. Board feedback and ideas and info:
 1. Sub-committees for Baskets; Che Garcia is letting us store items at his warehouse
 2. Asking Restaurants for food: ask for 250 servings
 3. Auction Items:

- a. Silent Auction, consisting of teacher experiences for students, will be initiated and lead by Beth Bengston (BIS librarian)
- b. Deadline for items to Kim is 12/18
- c. Class participation: Create Goals to sell a certain number of raffle tickets as a class so it's a shared goal
- d. Marketing
 1. A website with Gala tickets and Baskets will be up as soon as possible
 2. Sponsors will be due soon
 3. Paddle Raise for big donors, wanting public pledge
 4. Board can help with restaurant donations

VII. Next Board meeting –

TBD as there is a One World Expo on Thursday, December 17 – do we want to have the December Board meeting right after that event? Bruce Abernethy will send out a Doodle poll to determine whether we have it on the 17th, another date in December or postpone it until January.