

**Bend International School
Board Meeting Minutes
May 17, 2016
6:50-8pm**

In attendance: Bruce Abernethy, Meera Dayal-Rupp, Danny Davis, Julie McMullin, Kerani Mitchell

I. Moment to Mission

II. Review Minutes from April 19, 2016 meeting.

Bruce Abernethy made a motion to accept minutes from the April 19, 2016 meeting. Meera Rupp 2nd. Motion approved unanimously.

III. Spring Mercado

This fun event was well received and successful, even with poor weather that caused it be cut short about an hour. There was lots of positive energy and it raised \$1,200. Bruce Abernethy reported that he loved the resilience of the group when the rain started – rather than calling it quits, everybody simply hustled and moved the activities indoors.

IV. Financial Report

a) Danny Davis shared some handouts with estimates of BIS budget projections. It is a little difficult to do this right now because there are a lot of moving parts (i.e. we are getting a more accurate end-of-the-year balance, cost estimates of TIs (tenant improvements) and whether these can be financed? Staffing costs due to hiring of new staff, etc.) We will put in estimated TIs and include an updated budget for projected 2016-17 costs. TIs are currently estimated at \$65K + \$15K in SDCs=\$80K total. We would like to amortize these over 5/yr. term PNI if possible.

b) Proposed plan: Meera Dayal-Rupp, Julie McMullin and Bruce Abernethy met with BOTC; but unfortunately, we were not considered a good risk due to our short time in existence, a lack of collateral, and uncertain loan repayment ability. Part of the issue is we are proposing to make improvements to a building which we do not own. BOTC suggested we identify a co-borrower. Both Bruce Abernethy and Meera Dayal-Rupp have committed to be co-borrowers for a loan of up to \$130K at 4.75% rate. With this loan, cash flow would be okay until June 2017.

Julie McMullin made a motion to authorize Meera Dayal-Rupp and Bruce Abernethy to negotiate with BOTC on behalf of BIS board for a line of credit/loan. Meera Dayal-Rupp 2nd. Motion approved unanimously.

c) Julie McMullin will revise the budget to show the effects of the loan. Then she will distribute via email for final review/approval by the board.

- d) BIS Accounting:
 - 1) We need to try to reduce Robert Goetz's expenses by offloading some of his current workload onto BIS staff and/or Board members. Meera Dayal-Rupp said she would also like to add Kim Schmidt as a check signer and she handed out her qualifications for this role. Given that time was running short, Bruce Abernethy said he would send out an email to the board to discuss and vote on this proposal.
 - 2) Meera Dayal-Rupp and Danny Davis will be responsible for revising next year's budget.

V. Facility Update

- a. Meera Dayal-Rupp reported that the remodel will start soon and BIS will formally occupy the space on June 15. Exterior work begins May 30 and interior work on June 21 and will work around summer language program.
- b. The leases on all three buildings will be modified so that they are all on the same cycle/schedule.
- c. CUP (Conditional Use Permits): fortunately, we do not have to go through a CUP process. Meera will request building permits.
- d. Unfortunately, we were denied by Deschutes County tax-exempt status for 2015-16, but we were approved for 2016-17. This ruling does not impact BIS directly, but it means that Kevin Spencer, as the facility owner, has to pay more in taxes for 2015-16 – and these are funds/savings that he is not able to pass on to BIS.

VI. Sisters School Update - students in Mexico are getting ready for our trip and are excited for the visit by BIS 7th/8th graders! There will be a total of 19 students plus 4 chaperones plus Julie McMullin.

VII. PTC Update -

- a. The Mercado was discussed briefly – it was successful, but a challenge with the weather. The group is already brainstorming on how to make our next one even better!
- b. PTC positions: the first election of officers was successful with a decent turnout of parent voters. It's sometimes difficult to gauge attendance due to the varying dates/times, but our hope is that with the election this will bring more consistent and parent-led leadership.
- c. PTC will set up a separate checking account, through Bank of the Cascades

VIII. Administrative Report: Meera Dayal-Rupp

- a. Academic Results: recent testing shows that overall school results are meeting and/or exceeding academic goals! We are especially high in student engagement and the sense that students feel what they are learning is meaningful.
- b. SEL results will be presented at an upcoming Bend-La Pine School Board meeting
- c. Interviews for staffing positions are occurring now; it is time consuming, but being done by a great team of BIS staff and administrators.
- d. Review proposed 2016-17 Calendar:

The proposed calendar is modeled after the District school calendar. Meera Dayal-Rupp made a motion to approve the proposed 2016-17 academic calendar. Julie McMullin 2nd. Motion approved unanimously.

- IX. BIS Professional Development-Meera Dayal-Rupp
 - a) Elementary and Middle School are holding specific planning workshops for meeting students' needs and implementing curriculum.
 - b) Trainings include: MAP, District and ELL-assessment trainings
 - c) Summer training will include Singapore Math Curriculum review

- X. BIS Board Operations and Governance
 - a) Positions for next year-need to focus on donations and fundraising, public relations/marketing.
 - b) Kerani would like to look at marketing and possibly creating a "Current Student" website and prospective/informational website.

- XI. June Board Meeting -**DATE AND TIME CHANGED TO: June 14 from 6:15-8:00 pm**
 - a) July Summer Break – do we want to have a board meeting in July?
 - b) August Board Retreat following board meeting at Meera's