

**BIS Board Meeting Minutes (DRAFT)**  
**June 20, 2017**  
**6:10pm-7:50pm**

**Present: Bruce Abernethy, Meera Dayal-Rupp, Danny Davis, Rhea Grogan, Edie Jones, Julie McMullin, Kerani Mitchell, Flora Morales, Gonzalo Morales, Angela Spaid**

- I. Moment to Mission - Mercado reflection, year in review collaborative activity. This was a very successful event with close to \$2K raised!**
- II. Review/Accept Minutes from May 16, 2017 - Kerani Julie McMullin moves to accept May 16, 2017 Board Meeting Minutes. 2<sup>nd</sup> by Edie Jones. Approved unanimously.**
- III. Board Members - all**
  - a. Review and vote on new BIS Board member - Angela Spaid  
Flora Gonzales moves to confirm/welcome Angela Spaid as a BIS board member for a two-year term (June 2017-June 2019). 2<sup>nd</sup> by Julie McMullin, unanimously approved.**
  - b. Appreciate/honor those leaving the BIS Board: Rhea Grogan is sincerely thanked for her exceptional service as she concludes her term as a BIS board member. She was especially recognized for her role in launching the PTC and making the Gala so successful.**
  - c. Openings and needs for next year: -Meera would ideally like a board member with facilities experience who can support construction and facilities management and planning.**
    - Other board members are asked to consider possible needs for BIS board and future.**
    - It was noted that BIS has a skilled and committed PTC and parent fundraising team, which can help distribute fundraising objectives more evenly between BIS board and parent/family-community.**
- IV. Executive Report - Meera**
  - A. Staffing positions are getting filled/finalizing Spanish teacher and EA's. The staff is looking excellent for 2017-18!**
  - B. CSP Monitoring Review: Charter School Performance evaluating BIS. So far is receiving high marks because BIS is meeting its charter application objectives and receiving positive feedback. Meera Dayal-Rupp is undergoing close to 9 hours of interviews as part of the standard evaluation.**
  - C. Green Team - garden is in, and the greenhouse is next!**

- D. **PTC and Volunteer positions are all filled!**
  - a) **Co-Chairs: Brett and Christina Counsellor (Christina is also serving as secretary)**
  - b) **Classroom Ambassador Liaison - Rebecca Singer**
  - c) **Treasurer - Jake Soto**
  - d) **Box Tops Coordinator - Jaci Swigart**
  - e) **Coffee Coordinator - Jaci Swigart**
  - f) **BIS Carpool Extraordinaire - Beth Melner**
  
- E. **MOWO AiR successful - students really enjoyed this event with Mosely Wotta. MS students particularly thrived.**
  
- F. **BIS Talent Show was a big success.**
  
- G. **Final Federal Grant funds – to be spent on technology, curriculum, furniture, soundproofing for music room/facility, bus, kitchen.**
  
- V. **Budget for 2017-18 – Danny**
  - A. **Board was asked to review and approve (handed out at the meeting)**
  
  - B. **Anticipate we will just about break even for the 2016-17 school year. For 2017-18 onward, we plan to increase BIS income with:**
    - **Increased fundraising goals (Gala \$45K from \$40K)**
    - **Increased annual before-school care fee to \$200 per semester**
    - **Board-driven “giving tree” campaign to ask BIS parents/family to donate, details TBD at August 2017 Board meeting.**
  
  - C. **In July, BIS Board (Danny and Meera) will present to the District the 2017-18 budget as proposed *with the roughly \$13,000 deficit*. We understand that the District may reject the budget as proposed and BIS board will need to recalculate figures and resubmit. Edie Jones makes motion to accept final budget for 2017-18 school year (contingent upon acceptance from District). 2<sup>nd</sup> by Rhea Grogan seconds. Unanimously approved.**
  
- VI. **BIS Site Improvement Committee - Bruce/Meera**

**The group continued an ongoing discussion on the need to add additional capacity to the school which is feeling a little crowded now and will expand by another 30 students in the Fall. Most pressing needs are a gym (or recreation and assembly space) plus additional classroom space.**

  - a. **ODOT: This site across the street is not really an option due to safety concerns for students (crossing the street, large machinery parked nearby, etc.)**
  - b. **The Board went briefly into Executive Session to discuss the possible purchase, acquisition, lease, transfer, or sale of any real, personal, or**

other property interest. The Board came out of Executive Session and resumed its regular meeting.

- c. Architect's preliminary report: Seth Anderson, Principal Architect from Ascent Architecture & Interiors shared "high-level vision" for possible additions to and renovations to the current BIS site and buildings.
  - The concept plan adheres to Bend's Development Code: bridges the two primary instructional buildings together and builds another building in the SE corner of the parking lot to serve as multi-purpose/gym space. The unifying the building would add roughly 3,300 sq ft. The multi-purpose building would add roughly 6,000 sq ft. with 272 bleachers.
  - The high-level vision did not include estimated costs, or details on interior design or layout. It is likely that current prevailing wage and construction costs would make renovation to the current BIS site a much more affordable option than buying land and starting from scratch in a new location.
  - The BIS Site Committee (comprised of Bruce Abernethy, Danny Davis, Meera Rupp, Margy Hoffman, Bruce Churchill, Jake Soto, and Edie Jones) will meet to discuss options and then talk with Kevin Spencer.

**VII. Set Board Meeting Calendar for next year-generally, 3<sup>rd</sup> Tuesday of the month Preliminary suggestions (8 meetings over 12 months):**

Late August (determined by  
Doodle Poll)  
September 19  
November 28

January 16, 2018  
February 20  
April 17  
May 15  
June 19

*The thinking is that the December board meeting would be cancelled due to holiday events, and the OneWorld Expo. The November meeting would be pushed to end of month (after Thanksgiving) to also cover December. If needed, board will call additional meeting.*

**Meera is seeking board guidance on how to proceed as the BIS board at this time does not have a policy on how/when 1) to rescind volunteer/chaperone rights, and 2) to what extent Meera's role should be with the volunteer from here on - does she provide resources/education to the volunteer? The Board then went into Executive session to discuss potential policies related to volunteers.**

**The Board came out of Executive Session and it was determined that Bruce would DRAFT policy language stipulating the role of volunteers and that this is a privilege that carries with it responsibilities and requirements including all prospective volunteers and chaperones are required to undergo a formal background check and attend an orientation before assuming any volunteer duties. In addition, if there are**

**concerns or questions, the Principal shall have the discretion to decline offers of help or remove a volunteer from a position. This decision may be appealed to the BIS Board.**

**This DRAFT language will be shared with the Board for final review and approval.**