

**Bend International School**  
**Board Minutes from November 15, 2016**  
**6:30pm – 8:15pm**

**Present board members:** Bruce Abernethy, Danny Davis, Meera Dayal-Rupp, Julie McMullin, Edie Jones, Gonzalo Morales. Members not present: Kerani Mitchell, Rhea Grogan, Flora Morales

**Moment to mission:** Julie McMullin shared that the BIS 3<sup>rd</sup> graders visited Warm Springs Elementary 3<sup>rd</sup> graders to meet and develop relationships for a future pen pal exchange between the two schools. It was a very positive experience for all concerned and helped to repair some bruised feelings from a similar field trip held several years ago.

**Accept October 2016 Minutes:** Julie McMullin moves to approve the October 11, 2016 minutes; Gonzalo Morales Seconds. All present consent to approve the October 11, 2016 minutes.

**BIS Accounting – Robert Goetz (Alpine Accounting):** Robert explained that a payroll tax error was discovered during the audit which resulted in Social Security and Medicare taxes being incorrectly reported on payroll tax returns. The PERS 6% pickup that the employees paid should have been included as taxable for Social Security/Medicare tax purposes, but had not been. Robert presented the plans for correcting it which include amending payroll tax returns and paying the additional taxes owed. The additional amount that BIS will need to pay related to this finding is \$1,936.71, and Robert is paying the portion that should have been withheld and paid by the employees. The Board thanked Robert for this kind gesture. Robert is not expecting any penalties will result from these underpayments.

**BIS Audit – Candy Fronk/Jennae Thompson:** Candy Fronk, partner with Price, Fronk & Co, handed out the Annual Financial Report and management letter. Candy stated that they audited the financial statements which were presented on a modified cash basis and, in their opinion, the financial statements are fairly stated (i.e. a clear opinion). The audit indicated that they did not express an opinion on the effectiveness of the School's internal control over financial reporting. They provided a separate letter to management (the Board) which addressed control deficiencies they noted during the audit including limited knowledge of GAAP for financial reporting, limited segregation of accounting duties, invoice authorization, record retention, Social Security and Medicare tax error and Form I-9 information collected. These appear to be relatively minor in nature and the segregation of accounting duties are the result of the small size and available (limited) resources of the School.

Bruce Abernethy proposed a motion to approve the Annual Financial Report as presented by Candy Fronk. Edie Jones moves to approve the audit report as presented and Danny Davis Seconds. All present consented.

**Director Report from Meera Rupp:**

**Academic Results – SBAC Data and ODE Inspection/Audit Results:** Meera passed out the results for the Bend International School's Oregon Report Card for 2015-16. She reported that BIS's results were very good and the school scored higher than the averages for the state

overall and for the district. These results were compiled from the test scores of students who took the Smarter Balanced tests in the Spring, 2016. Meera reported that 85% of the BIS students took the Smarter Balance tests (some students opted out of taking the test). BIS received a great report from ODE as well.

**Enrollment update:** Meera Rupp reported that total enrollment is currently at 165 students and the school is looking to add one more middle school student. She is planning ahead for the 2017-18 school year and would like to have a full middle school (75 students) in Sept, 2017 so she is open to ideas to attract more middle school students. She would also like to have a wait list for the middle school as BIS currently has for other grades (K-5). Meera proposed having a separate middle school info night in the spring to better promote the middle school (i.e. separate from the elementary school informational meetings). One suggestion made was to contact all elementary schools to determine if the BIS middle school info night flyers could be passed out to 5<sup>th</sup> graders and displayed on the elementary school bulletin boards. Meera is also entertaining the idea of doing several middle school info meetings and having an early info night in the winter along with the standard spring info night. The Board was supportive of all of these ideas and encouraged Meera to see which ones made the most sense.

**Sister school update:** Meera Rupp shared that forty laptop computers are being delivered to the sister schools in January. Mark Miller, of the Greater Bend Rotary Club, will be going to Tlaquepaque to deliver the computers that are being donated from REALMS and the Rotary Club. Meera is working on matching all BIS students with a pen pal from our sister schools in Tlaquepaque so that the students can communicate once the computers are delivered in January. The middle school students from Tlaquepaque are working on applying for their passports so they can visit our school this spring. Meera expects that they will come in May and BIS will be looking for families to host the students for their visit.

**BIS Financial Report:** Danny Davis presented a Treasurer's report for the 1<sup>st</sup> quarter.

- Income is trending slightly below budget due to the mix of elementary vs middle school students (and 90% vs. 80% pass through rates) and expenses are trending slightly higher than budget. However, there is only a \$3,000 shortfall expected.
- Danny doesn't see any cash flow projection issues for the year.
- Personnel expenses appear to be on track for the year (68% of total budgeted expenses).
- The facility and utilities expenses appear to be slightly under budget (represents 15% of total expenses).
- Student and admin expenses were higher than budgeted for the 1<sup>st</sup> quarter, but we expect them to even out over the year. Meera is reviewing these expenses to ensure they are in line with the budget, especially with food expenses since there is a new person overseeing the lunch program.
- Regarding the facility expansion costs, BIS has received invoices totaling \$170,000 from Kevin Spencer (landlord), compared to the budget of \$115,000. Kevin indicated that there are more invoices coming, but we haven't seen the final amounts yet. Meera Rupp will request to have the final project totals from Kevin by December 31, 2016. Kevin indicated that he will loan BIS the money to cover the overages between the total

project costs and the amount of our loan from the Bank of the Cascades (\$115,000). Kevin indicated that this loan doesn't have to start being repaid yet and the initial plan is that BIS will start repaying this loan once we receive an increase in our rate from BLPSD (when the contract with the district is renewed).

**BIS complaint:** Meera Rupp reported that a complaint has been formally registered. A family approached Meera that they had a religious issue with their student reading the book "I Am Malala" in the 7th grade Humanities class. Meera stated that BIS did not have an alternate curriculum to offer and suggested that the parent read the book along with their student. The family also complained that their student felt sick when in the BIS middle school and wondered if the materials used on the recent remodel could be causing a problem for their child. Meera had environmental testing done on the HVAC system and the testing checked out fine (i.e. no environmental issues discovered in the testing). The family had already made a complaint with the district on this matter, and the BLPSD was pleased that BIS had the environmental testing done. Meera doesn't expect anything additional to come up regarding the matter.

**BIS Student Wellness:** Meera Rupp shared some of the actions that she and the staff are considering including:

- **Counseling:** Meera expressed an interest in hiring a part-time counselor for the school. It has been determined that there are students that are in need of such services, especially at the middle school level. BIS is provided a psychologist from the district to help teachers and to do student evaluations, but there is not a counselor provided from the district to meet with and assist students who are in need of such services. Meera has several candidates that she will interview including a candidate from the Child Center and an OSU graduate student. She is hoping to hire a counselor for 10 hrs/week. The board agreed that Meera should pursue hiring a part-time counselor.
- **Wellness Curriculum:** Meera suggested that BIS start a wellness program which will focus on students choosing healthy lifestyles in the areas of nutrition, exercise, etc. She will start the program in March and is currently developing the curriculum. Edie Jones knows a health coach who can likely help Meera with curriculum materials.

**One World Gala:** Meera Rupp announced that the event details are coming together and that the BIS PTC has been putting a lot of work into coordinating the event and the fundraising aspects (i.e. raffles, silent auction items, etc.). The venue has been selected (Unitarian Universalist Fellowship Center) and will hold more guests this year. Middle school students are raising money to help with the food costs and an international chef will be preparing the meal for the event. Several businesses have stepped up to help sponsor the Gala. The committee is still looking for an MC and is hopeful that board members can sponsor "tables" again this year.

**Next board meeting:** is scheduled for Tuesday, January 17th from 6:30pm – 8:00pm

Meeting was adjourned at 8:15pm