

**Bend International School  
Board Meeting Minutes**

January 17, 2016

7:03-8:00 pm at BIS in Sr. Josh's room

Members present: Bruce Abernethy, Danny Davis, Meera Dayal-Rupp, Rhea Grogan, Edie Jones, Kerani Mitchell, Flora Morales, Gonzalo Morales

- I. Moment to Mission – Meera: review of the 2017 OneWorld Expo
- II. Accept Minutes from November 15, 2017 meeting
  - MOTION: Gonzalo Morales makes motion to approve November minutes. Davis seconds. Board unanimously approves.
- III. Executive Director Report – Meera
  - Board is invited to Invention Convention event at BIS on March 9<sup>th</sup> 2017 where students will present their inventions that help make the world a better place.
  - Issues in kitchen regarding staff. May need to look at staffing change.
  - Sister School: Mark Miller is going to Mexico through Rotary Club to deliver computers and students from Mexico will visit BIS May 1-5<sup>th</sup>.
  - “Peace Circle” has been effective way for students and staff to work out conflict.
  - School counselor position is becoming a possibility, but there are concerns about affordability. It is necessary for our students, who need guidance. Meera will research options.
- IV. BIS Financial Report - Danny
  - Financials: Davis and Rupp have emailed with Kevin Spencer to negotiate a new payment plan to take effect in year-four.
  - T.I. negotiations with Kevin Spencer-Spencer documented unexpected expenses and agreed to no interest. (T.I.s-tenant improvements)
  - *Our current lease expires in 2019; the new proposed payment plan extends lease in year-four with increased rent cost and expenses for T.I.s included.*
  - MOTION: Abernethy makes motion to approve payment plan as presented above and for the continued authorization of Rupp and Davis to negotiate with Spencer on behalf of BIS board. Approved unanimously.
  - Referencing an email dated 1/9/17 from Federal Home Bank of Des Moines, the interest rate on our loan increased from 3.9% to 4.59%, as outlined in loan terms. However, BIS somehow wasn't expecting this, and we acknowledge our mistake and the increase of about \$40/month on our loan, as originally outlined in our loan agreement.
  - Bethlehem Inn- BIS has opportunity to rent out part of the parking lot for \$500/month potentially starting in late Spring. Renters would be to construction crew/company renovating the Bethlehem Inn. Board permits Meera to decide if she wishes to do this. Kevin Spencer has been informed

and is okay with the possibility.

- V. Review and Approve School Calendar Changes – Bruce  
-Revised days of school: 5 additional days of school were added to calendar due to inclement weather. Last day of school is now June 22, 2017.  
-The District seeks waiver to reduce number of required in-service days for students.  
-MOTION: Abernethy makes motion to officially adopt the District’s revised calendar for the remainder of the 2016-17 school year. Grogan seconds. Unanimously approved by all present.
- VI. School Site Plan Committee - Meera
- Is BIS ready to develop short and long term goals regarding facility, etc.?
  - What is the Board’s role in this: Board will start with a ‘skeleton’ committee and will plan and expand in the fall.
  - BIS staff, parents, Board members will fill the Site Council and Facilities Committee, roles will be divided as proposed:
  - Site Council will acts as an advisory board to review programming and school’s day-to-day operations. Clear mission and expectations will be an agenda item for future board meeting.  
The Facilitates Committee will review short and long-term facility needs and uses.
- VII. One World Gala - Rhea
- Walk through flow of the event: review event schedule
  - Board Member’s duties: Board members will assist with hosting tables, and inviting people to eat dinner. Other duties as assigned through PTC/Liz, Monica, and Rhea.
  - Shuttle: may be unavailable, parking is an issue due to snow.
- VIII. Upcoming Informational Meetings / Lottery – Meera: see dates in upcoming events section.
- IX. Board recruitment – Edie Jones will staff booth at the Gala about how to get involved and support BIS as a board member.
- X. Upcoming Events
- \*\* computers are being shipped to Mexico soon!
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| Jan 28      | One World Gala (doors open at 5:30pm)             |
| Feb 2       | BIS MS Informational Meeting (4:00pm-5:00pm)      |
| Feb 9       | BIS K-8 Informational Meeting (6:00pm-7:00pm)     |
| Feb 24      | Movie Night (put on by BIS Middle Schoolers)      |
| March 9     | BIS Invention Convention (All School Culmination) |
| March 21    | Next BIS Board meeting (6:30pm-8:00pm)            |
| March 27-31 | Spring Break                                      |
| May 1-5     | Sister School visits BIS                          |
| May 16      | BIS Board meeting (6:30pm-8:00pm)                 |

