

**Bend International School
Board Meeting Minutes
November 28, 2017**

Present: ***Bruce Abernethy, Elizabeth Colvin, Danny Davis, Meera Dayal Rupp, Edie Jones, Julie McMullin, Rebecca McGuire, Kerani Mitchell, Flora Morales, Gonzalo Morales, Angela Spaid***

I. Moment to Mission – Meera Rupp shared how this week BIS staff dressed up in outfits from the country of their study. Students loved seeing their teachers bring history and studies to life! Reminder that planning for the One World Expo will kick off on December 20.

II. Review / Accept Minutes from October 20, 2017 – Scrivener’s error noted, Rebecca McGuire was in attendance at the October 20, 2017 board meeting.

Angela Spaid made a motion to accept the October 20, 2017 board meeting minutes with addition of Rebecca McGuire as attending and present. Julie McMullin seconds. Motion approved unanimously.

III. Financial Report

- a. Audit Presentation by Candi Fronk and Jennae Thompson (Price and Fronk) who provided a thoughtful review and analysis of BIS financials. They noted no “material weaknesses” (serious concern), but there were two “significant deficiencies” (less serious but something where we need to act):
- Limited knowledge of GAAP for financial reporting
 - Limited segregation of accounting duties (around expense classification, non-cash donations and record retention)

There was additional conversation and Bruce Abernethy agreed to work with Meera Rupp and Danny Davis to address these concerns in a fashion that weighed the costs and benefits which would result from employing the additional personnel necessary to provide adequate segregation of duties.

- b. BIS Budget review – Danny Davis
- We are running a little behind our original budget revenue and expenses projections, but it is not something we are particularly worried about as most of those areas where we are behind are one-time instances (e.g. \$7,5000 costs for the bus were not originally budgeted)
 - Budget is under in part due to prorated distribution of estimated donation/grants across the 12 months. Danny Davis is adjusting donations/grant figures to a total of \$30K vs. \$40K for a more conservative budget projection.

IV. Giving Tree Update - Angela Spaid / Julie McMullin

In addition to donations from parents, we've received donations from Amazon Smile and through a matching link on Facebook with the Gates Foundation. Total donations for the campaign are around \$4,300 which is lower than we had hoped for, but not bad for a first attempt and we are actually doing quite well in terms of overall participation. Meera will review numbers and update us. Reminder email sent to parents/families and deadline for donations extended through first week of December.

V. Facilities Committee Update - Bruce Abernethy

- a. Margy Hoffman, Bruce Churchill, Jake Soto, Danny Davis, Bruce Abernethy and Meera Dayal-Rupp met as the Facilities Committee to discuss viable options for school expansion. This discussion led to a smaller meeting with Kevin Spencer the week before Thanksgiving to gauge if/how he might be interested in contributing to this effort. Considering Kevin Spencer's generosity to date and low return on his current investment with BIS, he is not interested in further subsidizing BIS. However, if it makes financial sense, he would be open to looking at a number of options, including building the improvements in return for higher rent (based on increased per student revenues in our new contract with the district).
 - Needs are the same and include: gym and classroom expansion at the elementary level
 - Classroom vision: option of expanding between the two primary buildings
- b. Kevin Spencer recommends we work with Sara Bergby (Ascent Architecture) to DRAFT conceptual design plans for him to review and get a better sense of what the total cost would be. The goal is for these plans to be available in early 2018.
 - We need to remember that it's an iterative process and the original plan of a 6,000 sq. ft. gym for 275 people is too small. We will need to go bigger in overall size of the building, but may need to cut back on amenities to keep overall costs manageable.
 - Brad Henry, the Bend-La Pine-School District CFO and Sara Bergby think it should be possible to build a functional gym for under \$2 million.
- c. BIS prefers to expand by Fall 2018 especially now that we're at maximum enrollment, but the reality is that's unlikely as we need more time to plan, fundraise and build. Any construction timeline for a project this size is estimated to be at least 3-4 months and might be more difficult/costly over the summer due to high construction season. With other permit and license timelines, it could be longer timeline. A big factor is that Kevin Spencer wants BIS to sign a longer lease with higher rent if he is to consider paying for the gym. The board was very amenable to that tradeoff.
 - Reviewing per sq. ft./rate our current is very low at \$12/sq. ft.
 - Estimating expansion: if rate stays about the same then we could make it happen. However, it's very likely Kevin Spencer will want to raise rent rate based on increase in sq. footage.

VI. New lease (preliminary) - Danny Davis

- The original lease was signed in August 2015 and included buildings #1 and #2. In 2016, we added building #3. At that time, Danny Davis wrote an amendment to the lease based on a verbal agreement that said BIS would pay for tenant improvements (TIs) from the various remodel efforts undertaken by Kevin Spencer for four years (4 yr. term lease). The new lease reflects these commitments.
- Clause: 3% rent increase every year for three years with an option at the end of 3 years to extend the lease for additional 3 years to go to 2022 and pay off approximately \$81,000 (from excess in years 3, 4, 5)
- Danny Davis Recommends that board authorize Meera Dayal-Rupp to sign amended leases.

Eddie Jones made a motion to authorize Meera Dayal-Rupp to sign a new amended lease as outlined and discussed. Elizabeth Colvin seconds. Motion approved unanimously.

VII. BIS 2017-18 Goals

- This was essentially a Board work session to put Goals into SMART format: smart goals need to be Specific, Measurable, include Action plan, be Realistic and have a Timeline/time limit. There was brief discussion and a decision was made to review and expand the goals via email discussion.

VIII. Calendar Review / Wrap-up

Calendar Update

Nov. 29	One World Gala Meeting – 9:00am-10:00am in BIS Big Room
Dec. 12	Bend-La Pine School District Board Meeting - ALO Review
Dec. 20	One World Expo 2:00pm-3:00pm at BIS
Dec. 20	One World Concert 5:30pm-7:00pm at Cascades Academy
Dec. 22	Kids Winter Bazaar (Sister School Fundraiser)
Dec. 25 - Jan. 5	Winter Break
Jan. 5	Whole School Integrated Unit of Study begins
Jan. 11	PTC Meeting 5:30 pm-7:00 pm
Jan. 16	BIS Board Meeting - 6:30 pm-8:00 pm