

**Bend International School**  
**Board Minutes Draft**  
**June 14, 2016**  
**6:30 pm-8:15 pm**

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

**I. Moment to mission:** Meera Dayal-Rupp shares BIS 2015-16 Yearbooks, which were designed by the Middle School Yearbook class. Very impressive and creative!

**II. Review May 17, 2016 Minutes:** Group discussed the previous Board meeting.

Julie McMullin made a motion to approve minutes from the May 17, 2016 meeting; Meera Dayal-Rupp 2nd. Motion approved unanimously.

**III. BIS Annual Financial Summary:** Meera Dayal-Rupp shared a summary of expenses for the 2015-16 school year. The Report shows that our two highest expenses are salaries and facility costs. She also shared that, because of our tight budget, we are using the 2015 salary schedule instead of the 2016 salary schedule adopted by the District which reclassified steps. She indicated that all BIS teachers did receive a modest raise in year 2.

**IV. BIS Budget:** Danny Davis shared the 6/14/2016-revised budget, outlining projected costs for Year 2 (2016-17 school year).

- Adjustments show costs of tenant improvements (TIs), including ADA access. BIS board notes the high cost of interior demolition and directed Meera Rupp to see if Kevin Spencer will allow BIS volunteers or other contractors to do some of that work.
- Estimated cost of total TIs are much higher than originally estimated and could be as much as \$115K, although Meera said that Kevin Spencer felt that was a very conservative estimate and the actual costs would end up being lower.
- The BIS board is concerned by these additional TI costs, but expects additional funding from the Surdna Foundation plus pledges from two Board members, which can be used to pay TI expenses directly and lower the amount that will need to be borrowed.
- It is estimated that these payments and pledges will drive down total maximum loan requested to \$80K at 3.759%. This will make the lease payment approximately \$1,500/month (including principal and interest).

Danny Davis made a motion to accept the proposed budget with the changes noted above regarding the TI estimates. Rhea Grogan 2nd. Motion approved unanimously.

**V. BIS Donations/Grant Plan:**

- a) Bruce Abernethy reported that The Roundhouse Foundation awarded BIS a \$500 grant for our cultural and arts programming! Win for BIS! Good work!
- b) Bruce Abernethy and Meera Dayal-Rupp met with Robin Sims (a grantwriter) to brainstorm where BIS could apply. Together, they identified several potential funding sources and are taking action to make contact with leads and write grants to fund BIS programming, including facilities. If awarded, these grants would free up other funds from the BIS budget.

**VI. PTC update** - Rhea Grogan reports that the PTC is in full swing!

- At last PTC meeting, Liz Weltin and Monica Emerson were elected as co-chairs of PTC, Jake Soto is Treasurer, Magnolia deMontegre is Secretary. Latino Advocates are Julia Fleet, Ellie Blackwood, Mariana Torres who will keep the Spanish speaking families engaged and informed.
- PTC would like to have a school finance meeting in late June.
- Bruce Abernethy will write a letter to the PTC to thank them for all their efforts over the past year and thank them in advance for the upcoming year.
- PTC will have a separate account set up at BOTC.

**VII. ALO-Alternative Learning Options District Review Meeting**

- Kerani Mitchell and Rhea Grogan report that the District is excited and proud about our program.
- The BIS board has concerns that the Evaluation Report was not fully prepared as it contained some omissions and neither the Board nor Staff received timely or complete information from the evaluator prior to the Review Meeting.
- The Board wants to ensure that BIS does not intend to pursue a weighted lottery.
- Meera Dayal-Rupp has been trying to contact Dave Holmberg, the District Evaluator to clarify omissions in the Report and will follow up with the District (Bruce Abernethy will confirm who that person should be). To date, Holmberg has not responded to numerous attempts to contact him.

**VIII. BIS policies -Meera**

- a) Bereavement leave- The BIS board strongly supports family bereavement leave.

Flora Morales made a motion for BIS to provide paid bereavement leave of up to 3-days for staff to take advantage of following the death of a family member. Julie McMullin 2<sup>nd</sup>. Motion approved unanimously.

Some BIS staff would like to amend our sick leave policy to allow unused days to roll over to following year. Due to budget restraints, BIS board is unable to accommodate this request. It is noted that BIS staff currently receive up to (2) paid personal days a year and (8) paid sick days each academic year. Meera Rupp said that although she would like to keep these two types of leave distinct, it is proving difficult to do so.

- b) Staff Salary Schedule: Due to costs of opening the charter school, the 2015-16 BIS

salary schedule will remain the same for 2016-17, with a \$2,000 raise for current teachers.

- c) School Insurance: Regarding the Binder of Trust Agreement regarding PACE (Property and Casualty Coverage for Education):

Bruce Abernethy made a motion for BIS to approve the PACE Declaration of Trust and Form of Joinder to Trust Agreement. Julie McMullin 2<sup>nd</sup>. Motion approved unanimously.

#### **IX. BIS Facility - Meera Dayal-Rupp**

- a) The 2016-17 Lease is finalized and active as of 6/15/2016. They have combined all three buildings and they are now of the same schedule.
- b) The Expansion project budget is expected to be no higher than \$115K, but Kevin Spencer will work with contractors to reduce costs.
- c) The BOTC loan is advancing; all the paperwork is in.
- d) BIS Board would like to transfer its financial accounts to BOTC (Bank of The Cascades) with Julie McMullin's assistance.

Julie McMullin made a motion to transfer BIS financial accounts from Umpqua Bank to Bank of the Cascades. Bruce Abernethy 2<sup>nd</sup>. Motion approved unanimously.

- e) Bruce Abernethy proposes that a small committee meet to review BIS financial policies and make recommendations to the full Board if any changes are deemed appropriate (Julie McMullin, Danny Davis and Bruce Abernethy).
- f) Meera Dayal-Rupp discussed adding BIS Office Manager, Kim Schmidt as an official check-signer (replacing Julie McMullin). She will join Bruce Abernethy and Kerani Mitchell as signers. The Board agreed this made sense and would make it easier to get checks out in a timely fashion.

Julie McMullin made a motion to add Kim Schmidt and to remove Julie McMullin from the list of people with BIS check-signing privileges. Bruce Abernethy 2<sup>nd</sup>. Motion approved unanimously.

- X. Board Roles & Recruitment:** Bruce Abernethy proposed an ad-hoc committee to look at BIS board recruitment and orientation. The charge of this committee will include exploring conflicts of interest on who can (and cannot) serve on the board, skill-sets we already have and what is missing, expectations for board members, and orientation. This committee will include Bruce Abernethy, Meera Dayal-Rupp, Rhea Grogan, Julie McMullin and Kerani Mitchell.

- XI. End of Year School Climate Survey:** the school climate survey distributed by Meera Dayal-Rupp via email to all BIS families will be re-sent since so far only 14 were returned. The Board will review responses when more are submitted.

**XII. Spanish Immersion Program:** Meera Dayal-Rupp would like Board assistance on marketing and execution of our “Spanish immersion” program. Unfortunately, there are many definitions of the term immersion and BIS wants the marketing of and methodology of its language immersion program to accurately reflect that we are talking about a *communicative immersion model*.

There are 4 ways (Goals) that we can enhance our current program:

- 1) Articulate standardized methodology in all levels/grades (this may include professional development for some teachers)
- 2) Spanish vocabulary sent home each week
- 3) Supplemental lessons for Middle-School level (Spanish elective)
- 4) More education of parent-community on our program and methodology

Post-Meeting: Kerani Mitchell suggested to Meera Rupp that BIS stop using Seattle International Schools as a baseline for comparison to the BIS program. The two programs are simply too different and people may be confused by any reference to Seattle’s programs. Instead, Spanish-speaking BIS teachers, Meera Rupp and Rhea Grogan could form a committee to discuss and articulate the 4-goals for school-wide implementation. Teachers on this committee could then be leaders in ensuring and educating on the school-wide practice.

**XIII. Thank you! – Meera Dayal-Rupp**

- a) Meera gives all board members a gift of a BIS trucker hat! Thank you!
- b) Meera will send out a Doodle poll to schedule the August board meeting/retreat.
- c) **There is NO JULY 2016 meeting.**

Meeting adjourned at 8:15pm