

Board Meeting Minutes

Sage International School of Boise, a Public Charter School, Inc.
Idaho Water Center
322 E. Front Street, Suite 236
December 21, 2009
6:30pm – 9:10pm

A regular meeting of the Sage International School was held on Monday December 21, 2009. Chair Carter-Cram presided. The following members were in attendance:

Mike Cram
Nancy Glenn
Kim Carter-Cram
Evelyn Johnson
Bill Carter

Don Keller, start-up coordinator (non-voting) was present at the meeting. Bonnie (interested community member) was also present.

Chair Carter-Cram called the meeting to order at 6:30 pm.

1. November 16, 2009 Minutes

There was no discussion on the November 16, 2009 minutes.

M/S (Cram/Johnson): To approve minutes from November 16, 2009 meeting. The motion passed unanimously.

2. Consent Items

- a. Treasurer's Report – Cram provided a Treasurers report and handout; Discussion on the revision to the Financial Policy FP 01 was tabled until the next meeting.
- b. Grant Update – Glenn reported that additional funds won't be requested until needed;
- c. Start-up Coordinator's Report – Keller - advertising –radio ads are out and have received positive comments from the community; he is working on the teacher evaluation report due in spring 2010; he is also working on the curriculum and would like to meet with people regarding reading programs; 19 kids have enrolled in school from 4th grade down to Kindergarten; Keller indicated he needs to make minor changes to website.

3. Board Training – Glenn presented information on the training notes she took at the Charter Start Workshop from October 5, 2009; including transitional boards; healthy boards; how boards fail.

- a. Obtaining New Board Members - a discussion about getting new board members was pursued (information below).

4. Continuing Business

- a. Facilities (Keller): Sara Lee / Park Center site – Keller has been in contact with Greg and Grove (owner's agent) but the owner and/or rep hasn't responded yet; Keller and Carter will work on the response when it comes in; Greg suggested that the lack of communication is due to the time of year; Greg suggested the Integra building was a dead-end; Greg indicated that we could pursue the Van Aucker Building if the board was interested after January 4, 2010. Keller presented information on the Albertsons Foundation and their willingness to provide funding that may be used for facilities once our 501c3 is approved. Keller's suggestion was to give them \$50K for TIs and then amortize the rest over the lease; Cram pointed out that the number one concern is timing and whether the owner is willing to be lenient with timelines (e.g. building lease signed before the 501c3 approval). Concerns were expressed about the TI costs being potentially low (underestimated).
- b. Advertising (Keller): Lamar (billboards) – Keller received several bids from Lamar costs are approximately: \$900 in printing costs (design, setup, shipping, installation) for 6 billboards; 4 weeks of having 6 billboards up is \$3,620; \$4,520 total. Other- Keller suggested we join 'Think Boise First' for \$600 in January 2010 for 1 year (you get your logo and information on flyers; coupon book; website); you can also be a member for \$50. We spent ~\$694 for brochures to be printed so we are approximately over budget for marketing by \$2594 (\$10,400+\$694 - \$8500 budgeted); other options are postcards from TableRock (5,000 for \$725) and Sutosort for mailings (\$215-362) plus postage (~\$375). Johnson suggested drafting a letter to other charter schools to appeal to their waiting lists.

M/S (Cram/Glenn): To spend approximately \$600 (there may be tax) to join Boise First. The motion passed unanimously.

- c. New Potential Board Members (Keller): Keller presented ideas for people for several new board members; he has met several potential parents and Chair Carter-Cram suggested she and Keller meet with them for lunch in early January; this discussion led to a discussion of not having more than 3 Directors as parents; Glenn will inquire to Tamara/IPCSC about whether the by-laws need to go before the Idaho Charter School Commission for approval if there are changes to the by-laws.
 - d. Policy Review (Keller/Carter-Cram):
Board discussed the previous adoption of the whole ISBA policies; however, the Board will still need to review and adopt each policy; Keller will send ~10 policies and Board will review for January meeting, discussion and adoption.
 - e. 501C3 Update (Keller); no additional news.
5. New Business Discussions
- a. We are School District 475.
 - b. Student Management System (Keller); Keller has met and tested Skyward. Costs are \$28,199 for the basic and annual maintenance (2nd year upgrades and maintenance \$1559; 3rd year upgrades and maintenance \$1587; 4th year \$1647, 5th \$1710) for a total of approximately \$34,702. A discussion ensued about the maintenance including tech

support and version changes; Carter suggested we propose \$22K for the total package based on a non-profit/start up charter status. If state develops a system, we need an out from Skyward so we can use state system. Carter will help with negotiations. Keller will send information to Carter.

- c. School Year Calendar / Calendar Breaks (Keller); Keller presented a possible 4-day school calendar; to maximize the time for teachers to collaborate for PYP (Carter-Cram indicated this is an immense amount of work) making the IB a priority. Cram suggested to bump the schedule up a week earlier in the summer (August 16, 2010) to accommodate the 3-day weekends if the 4-day calendar is adopted.
- d. Board member Vice Chair Carter left meeting.
- e. Suggestion (Cram); Cram suggested we consider meeting twice a month; Chair Carter-Cram will have more flexibility and communication next semester; possibly divying up work between board members and conduct business via email along with 'respond by' date in all emails.
- f. Next Board Meetings: January 18th; Feb 15th; March 15th
- g. Website (Cram); Cram suggested adding information about enrollment 1/2 or full day for kindergarten; consider changing the readability of the tab options in the future (program change). A discussion ensued regarding hiring an IT part-time periodic help (as needed). Glenn suggested Kevin Jones who has experience with website and server management.

M/S (Glenn/Johnson): A motion for Keller to hire Kevin Jones as an IT consultant as needed up to \$500. The motion passed unanimously.

- h. Keller proposed a Foreign language/curriculum consultant/admin assistant position for board members to consider; discussion ensued that it would be difficult to find someone with all of these qualifications. Keller has a preliminary job description but doesn't want to hire anyone until Board hires a principal. This led to a discussion about potentially have a director/principal person in place by February 1, 2010.
 - i. Executive Session (Cram): An executive session was held to discuss personnel and legal issues as authorized in Idaho Code Section 67-2345(a),(b). A discussion was held on personnel issues related to taxes. The Board came out of executive session at 9:05 pm. No final actions or decisions were made.
6. The meeting was adjourned at 9:10 pm.