

Board Meeting Minutes

Sage International School of Boise, a Public Charter School, Inc.

Idaho Water Center

322 E. Front Street, Suite 236

November 16, 2009

6:30pm – 9:30pm

A regular meeting of the Sage International School was held on Monday November 16, 2009. Chair Kim Carter-Cram presided. The following members were in attendance:

Mike Cram
Nancy Glenn
Kim Carter-Cram
Evelyn Johnson

Vice-Chair Carter was not in attendance though Don Keller provided him an update on start-up activities immediately before the meeting in person.

Don Keller, start-up coordinator (non-voting) and Greg Gaddis (commercial real estate agent) were present at meeting.

Chair Carter-Cram called the meeting to order at 6:45 pm. Member Johnson was not present at start of meeting.

1. October 19, 2009 Minutes

Discussion: Cram suggested that it should be noted in the minutes when a board member leaves the room during a board meeting. He specifically had this comment regarding the October 19, 2009 minutes when Chair Carter-Cram left the meeting before Item 3.

M/S (Cram/Glenn): To approve minutes based on corrections regarding when Chair Carter-Cram left the meeting. The motion passed unanimously.

2. Facilities Update

Greg Gaddis provided an updated on the Sara Lee Building as a potential facility. The following summary was provided: TIs will cost roughly \$200,000 (approximately \$20/sq ft), however the owner will get official bids in the coming month. Chair Carter-Cram asked what the entire process would like like from now until potential rental agreement was in place. Greg indicated that the process will include: working drawings (a 30 day process); 2 weeks for bids and 2 weeks for a review of bids (30 day process together); permit (30 days max); 90 days construction. Total at least 150 days from day of agreement upon a partnership. Chair Carter-Cram indicated that it would take longer than this. Greg indicated that \$12/ft plus TIs of \$200K will not work for the owner. Owner will want to know who will sign the lease, what entity will guarantee the loan, and how the rent will get paid (who pays and with what funds). Keller indicated that he would try

to arrange a meeting sometime between Nov 30-Dec 4 for he and Vice President Carter to meet with Greg at the building to continue the process.

Cram also suggested that other building opportunities continue to be looked into in case the Sara Lee building did not work out.

Member Johnson joined the meeting during the facilities update discussion.

3. Continuing Business

Editing of Charter Document

Discussion: Johnson noted that Julie Tollefson has offered to do the editing and asked about a contract. Treasurer Cram suggested that when she completes the editing to provide an invoice. Julie can complete by January 1, 2010.

Webpage Update

Keller noted that the webpage is up but still needs updating/editing; Keller will get training on content management in next couple of weeks and provide initial feedback discussed at board meeting (eg dropdown menu should have first option as well as the main link); board will look thru webpage and provide comments. All agreed that the new webpage should be replaced by the splash page until more features were complete and information was correct on the 'real' page.

Grant Update

Glenn provided latest budget requests on the grant and noted that we've only spent 6% of grant. The board discussed when/how to spend the grant out and noted that there is at least one major purchase (student management system) coming up. Other large purchases include IB application and training that wouldn't occur until Spring. Glenn also handed out the 5 goals of the grant, noting that training and marketing are two major areas that extra reporting and activities should be focused on (via grant teleconference with SDE).

Financial Update

Treasurer Cram provided a financial update on our checking account reconciliation as well as overall expenditures from beginning of pre-charter (Year 1 initial \$40K) broken down by expense category and percentage of total. He also handed out these documents and provided them via email on November 16, 2009.

Letters of Intent, future faculty members

Keller provided resumes of potential teachers; board discussed hiring a part-time assistant to help; Keller will write a job description/assistant (short and/or long-term position description) and bring to next board meeting. Glenn will call Michele (SDE) and Cram will talk to CPA regarding whether we would hire an assistant as an employee or as a consultant.

Advertising

Keller presented a list of marketing strategies including Treasure Valley magazine (ad preview sent out Nov 3 via email); Journal Broadcasting; NPR; Auto Sort Bulk Mailing; Post Card Mania; Think Boise First; Lamar Billboards. A discussion on the NPR ad options was made, including purchasing 13 weeks for approximately \$4000. Treasure Valley magazine was approved at last meeting and Don has moved forward with the ad. We adopted via email on October 29, 2009 the expenditure of approximately \$3000 for Journal Broadcasting (River/KHITS) for the purchase of 3 weeks (plus one free week and each week we get 50 spots spread out over the two stations - start 12/21 and end 2/21). There was a discussion of using Lamar Billboards - specifically purchasing one billboard for a short amount of time for the least amount of funds. Keller is still waiting to hear back from Lamar on costs. He will get the costs and an estimate on how fast the ad can go up once board decides on it and either email board or bring to next board meeting. Glenn noted that we have ~\$8500 amount in marketing in grant and we've already committed to \$3300 (Treasure Valley) and \$3100 (Journal Broadcasting). With another \$4000 to NPR, we are at \$10400. We can move funds from the benefits category to pay for the additional marketing over \$8500.

M/S (Glenn/Cram): To approve the purchase of NPR marketing for \$4000 or less. The motion passed unanimously.

Recruiting new board members

Keller is getting interest from the community with potential board members. One potentially interested person could not make it to the board meeting but Keller will invite her to the next one. There are also several families from the Basque community who are interested. Keller will provide an additional update at the December meeting and board members will continue to look for potential board members. Chair Carter-Cram will follow up with Vice Chair Carter regarding whether he has ideas for people to serve as new board members.

Fundraising

Tabled to next meeting due to time constraints.

Treasurer Cram left meeting.

501(c)(3) application

Chair Carter-Cram noted that the 90 days "response time" ends November 25. Chair Carter-Carm noted that as of November 9, our file hadn't been assigned to an auditor. Cram will continue to monitor progress.

4. New Business

Curriculum

Keller indicated he didn't want to make large decisions on curriculum until at least a couple of teachers are hired. Johnson indicated that these decisions may need to be made earlier rather than later. Curriculum was tabled to next meeting and/or when teachers can participate.

ISBA Training

Keller attended the ISBA training in Coeur d'Alene. He shared the following information as part of the training and previous trainings he has attended:

Keller visited with members of the Boise School District board at the ISBA meeting and while they were very polite, they indicated they were not interested in partnering with Sage due to time and structure constraints (too busy and has their own issues to deal with).

Keller attended the board governance training at ISBA. He indicated that it would be good for Board members to attend this next year. He noted that the governance training made him more aware that our board needs to transition from a founding to a governance board. Also, board members are responsible for the board policies (discussion below).

Glenn suggested that because training is important for the board and an important aspect of the grant, that the board could take 5-10 minutes during each board meeting for a board member or start-up coordinator to present a distilled version of the training they attended (when appropriate). Glenn offered to provide feedback from board training she attended in October (charter-start workshop) at next meeting.

Keller learned that the Superintendent (Principal) will need to write an evaluation plan for employees by February 15th 2010; he also learned that the Superintendent (Principal) has to write a middle school plan to be approved by state;

Other Start-up Coordinator Updates

Keller contacted IDLA to see how they could help cover classes if necessary at the middle school level;

Keller contacted Blue Cross regarding health benefits. Cost of health benefits will need to be estimated until hiring of staff is complete as the costs are based on the health of the staff.

Keller also updated board on the work on the board policies. He indicated that each code needs to be researched to make sure we can adopt the code in the ~300 documents provided by the ISBA. Keller sent 3 board policies on November 11 2009. Board policies were tabled until next meeting.

Keller indicated that the Principal of the school should be hired early in 2010 for the purpose of getting the school in order, hiring teachers, curriculum etc (a principal would not want Keller to do all this and then take over in spring or summer 2010). Keller suggested that the Board should come up with a timeline of hiring the principal and a job description by the December meeting. Keller pointed out to Board that they are responsible for the evaluation of the principal.

Keller requested to the Board a job description of the start-up coordinator to clarify his roles and reporting by the December meeting. He also requested that the Board let him know by January 2010 whether he will transition to principal or not in order to find another job and to help find a replacement if need be and transition that person.

5. Next meeting is Monday, December 21, 2009.

6. The meeting was adjourned at 9:30 pm.