

## Board Meeting Minutes

Sage International School of Boise, a Public Charter School, Inc.  
Idaho Water Center  
322 E. Front Street, Suite 236  
October 19, 2009  
6:30pm – 8:30pm

A regular meeting of the Sage International School was held on Monday October 19, 2009. Chair Kim Carter-Cram presided. The following members were in attendance:

Bill Carter  
Mike Cram (via telephone)  
Nancy Glenn  
Kim Carter-Cram  
Evelyn Johnson

Don Keller, start-up coordinator, was also in attendance (non-voting).

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

1. Minutes from previous meeting (July 6, 2009) were reviewed.

**M/S (Carter/Johnson): To approve minutes from July 6, 2009 meeting. *The motion passed unanimously.***

2. Coordinator Update

Start-up coordinator Keller provided a description of his activities since the last board meeting. He stated he also has detailed updates in his email updates. He discussed: Facilities: Working with Greg Gaddis on two buildings on ParkCenter (Board viewed buildings before meeting); Bronco Elite had leased space to another organization thru September 2010. He plans to work with architect on one Sara Lee building to consider options for school layout.

Board Policy: Working through ISBA board policies for the board; Carter suggested adopting the entire ISBA policy handbook and then board review a couple of policies each meeting. Keller will send 2-5 policies each month for the board to review.

**M/S (Carter/Johnson): To adopt entire ISBA policy handbook. *The motion passed unanimously.***

Webpage Update: Fuel3 has created logo (and several color variations and associated files), brochure, banner, and initial website. Keller presented prototypes to board. All agreed to keep moving forward on webpage. Keller is providing Fuel3 content but several pages will be blank until further information is provided by board (eg board profiles) and school progresses (eg facilities).

Advertising: Keller presented costs for BSU Radio/NPR upwards of \$12,000/year. Funding in grant is \$2000 for marketing supplies; \$4500 for ads; \$2000 for Marketing consultant (\$8500 total). Keller noted that other funds can be transferred into marketing as this is the most important aspect of getting the necessary enrollment. Board agreed that he should acquire other marketing quotes for radio and to call other charter schools to see what marketing method was most successful. Keller also presented costs for Treasure Valley Family Magazine and all agreed to use marketing funds in grant (already approved by board) for the TV magazine \$3330 (1/3 page ad). Keller will present additional marketing options at the next board meeting.

Chair Carter-Cram left room and Vice Chair Carter presided after Item 2.

### 3. Expenditure for Charter Document

Glenn suggested spending approximately \$400-450 on editing the final charter document for professional typesetting/formatting as this document is being used by the Idaho Dept of Ed as an example charter application and is actively downloaded from our webpage. Johnson indicated she may know an editor who could get the job done.

**M/S (Glenn/Johnson): To spend no more than \$450 on hiring a professional editor for the charter document. *The motion passed unanimously.***

Chair Carter-Cram returned to room and presided after Item 3.

### 4. Grant Update

Glenn provided an update on the Idaho Dept of Ed grant, including initial request of funding (\$20,000) that should arrive any day. Glenn has been in contact with grant administrators at Dept of Ed (Michelle Clement Taylor and Lori Howard), including approval for using funds for storage space.

### 5. Next Board Meetings

All agreed to change the twice monthly board meetings agreed upon in July board meeting to once a month board meetings, the third Monday of each month. Next board meeting: November 16, 2009 and December 21, 2009.

### 6. New Business

#### Lottery Date

Keller suggested a lottery date of First Monday of March (2010). All agreed.

#### Recruiting New Board Members

Chair Carter-Cram, Carter, and Glenn, commented on recruiting new board members and bringing names and/or resumes of potential board members to the next board meeting.

### Board Training Date

Keller suggested based on programmatic audits and Dept of Ed feedback, including grant expectations, that the board attend trainings and that one method would be to schedule a board training together with a consultant. Chair Carter-Cram suggested waiting until new board members can be included.

### Letters of Intent

Keller suggested we send letters to at least a couple of teachers by December –January timeframe. We discussed who would do the hiring and everyone agreed to have Keller do the hiring and LOIs himself; Chair Carter-Cram would like to be involved in hiring of any French language teachers; Keller will bring names to next board meeting.

### Fundraising

Ideas for fundraising were discussed, including sending mass emails requesting \$1 for the campaign; having a few interested parties start off an annual campaign; etc. More ideas to follow at next board meetings, including a committee formation and start date for fundraising.

### Scheduling of Programmatic Audit

Board discussed a 1.5 day programmatic audit for Sage to occur in April. We need to expect to pay approximately \$1500 (\$2000 budgeted for in grant; \$500 savings for Keller's involvement in recent audits of other schools).

The meeting was adjourned at 8:30 pm.