

**Oregon International School  
Regular Board Meeting Minutes  
Thursday, July 14, 2022 – 4:30 p.m.  
Zoom, Baker City**

**Join Zoom Meeting:** <https://bakersd-org.zoom.us/j/82749586644?pwd=Qmx1YXlzdEFiOFdtT0dZcTR0UGsxQT09>

**PRESENT**

● **Board**

- Claire Hobson, Chairperson
- Katie Lamb Treasure/Secretary
- Jessica Dougherty - Ex-Officio Member
- Andrew Bryan - Ex-Officio Member
- Mark Witty, OIS Executive Director

**Press:** No members of the press were present

● **Staff**

- Mark Witty, OIS Executive Director
- Thomas Joseph, Ed.D., OIS Principal
- Jamie Barton, Director of Student Travel and Study Abroad
- Lindsey Bennington-McDowell, Communications
- Jason Todd, Technology Support

**Public:** No members of the public were present

- A. Call to Order:** Chairperson Hobson called the meeting to order at 4:32 p.m. and had Jason Todd post the ground rules for public comment to the Zoom chat.
- B. Review Meeting Agenda:** Member Lamb moved to add a discussion item to agenda item D5, Chairperson Hobson seconded the motion. Vote was unanimous and approved. Chairperson Hobson next suggested moving Assistant Principal Barton’s report up in order to accommodate her need to leave the meeting early to attend other business (see agenda item 8 for that synopsis).
- C. Public Comment:** Jason Todd opened the floor for the public comment; there were no comments and no public members joined the chat.

**D. Discussion/Reports/Action**

**1. Elect Officers for SY 2022-23**

**Discussion/Action**

Executive Director Witty reviewed the process for electing officers and the terms of service. Mr. Witty moved we keep the officers as currently situated, and member Lamb seconded. The vote was unanimous, and the motion passed. Chairperson Hobson will remain the chair and member Lamb will remain Secretary/Treasurer.

**2. Budget Update OIS - Mark Witty**

**Informational**

Executive Director Witty explained the benefits of our web based requisition system, stating it will be more streamlined and paperless. He has received training, and other admin will soon receive the same. He believes it will be much more efficient over time.

**3. PACE Insurance Quote**

**Discussion/Action**

Director Witty introduced Kevin Bell of Clarke and Clarke Insurance, our insurance agent, who explained the new PACE policy for OIS coverage. Mr. Bell explained the nuances of PACE’s school based policies, and reviewed the OIS policy summary with the Board. Bell pointed specifically to the Pace liability premiums and the coverages. Mr. Bell explained that the OIS liability in this proposal included 20 million dollars worth of coverage.

Mr. Bell was very positive about this quote and the extent to which PACE has gone to create a viable policy for the unique platforms OIS will need coverage for. Mr. Bell briefly reviewed some of the unique coverages the policy includes, referencing the policy summary. Mr. Bell was very satisfied with both the price point and the type of coverage PACE has proposed. Mr. Witty asked Mr. Bell about Board protection in the policy. Mr. Bell explained that all Board members are protected on decisions made within the scope of duties within the 20 million dollar liability coverage. Further, Bell pointed out that cyber coverage is becoming an important liability that schools face today and commented on the importance of this for coverage in the OIS policy.

Chairperson Hobson called for a motion to approve of the PACE quote. Member Lamb moved to approve the proposal, and Chairperson Hobson seconded. The vote was unanimous and the motion passed.

#### **4. P-Cards for OIS Staff**

#### **Presentation/Action**

Director Witty explained that Angie Peterman introduced the P-Card management system for the 5J team last year and he would like to see OIS follow suit. Mr. Witty explained that P-Cards are a better quality safeguard for managing staff expenditures when using school business credit cards. He reviewed some of the fine points about the credit card purchasing process, the training that staff will need before using the cards, and ways by which staff will need to reconcile with Sandy Harper and the business office as bills are paid.

Chairperson Hobson stated that she has seen other government agencies employ this platform and found it quite effective. Member Bryan asked about the limits related to the cards issued, and Mr. Witty gave an example of ways by which OIS might need to spend tens of thousands for airline tickets, etc. Chairperson Hobson asked about limitations and flow between other related OIS expenses, for example as needs for the OIS houses arise and how the P cards would work. Mr. Witty explained that most purchases for OIS will go through the normal process established by the Baker School District without the use of the P-Cards. A few purchases will be made utilizing the P-Cards due the type of purchase but even in those situations there will be a purchase order in place prior to utilizing the card.

Chairperson moved to approve cards for Mr. Witty at \$20K limit, principal Thomas Joseph at \$7500, and assistant principal Jamie Barton at \$7500. Member Lamb seconded. The vote was unanimous and the motion passed.

#### **5. Board Meeting Schedule**

#### **Discussion/Action**

Mr. Witty asked the Board about their vision for the number and need for monthly meetings. Member Bryan suggested 10 per year, with room to cancel as needed if there was little business to discuss. Chairperson Hobson asked about the flexibility to cancel as needed and how that relates to public meeting law.

Mr. Witty explained the nature of OIS business being slightly different than normal school business; for example July may well be a slow month for a school district while international schools are quite busy in July preparing for students to arrive in August. Member Lamb suggested we dedicate some time at Board meetings to hear from students, both our international guests about their experiences, and local Baker students about their travel adventures. Member Lamb also suggested we avoid Thursdays if we can due to conflicts with the 5J Board and Bond Oversight conflicts some of our members might have. Discussion revealed Tuesdays might be a better choice, and the third Tuesday seemed to be preferred.

Director Witty moved that OIS meets the third Tuesday of each month, with the exception of December, keeping the 4:30 start time. Member Lamb seconded. The vote was unanimous and the motion passed.

## 6. Executive Director OIS – Mark Witty

## Informational

### a. **501 (c) (3) status**

Mr. Witty explained that Deborah Dyson has submitted our non-profit application with the IRS. The time frame could be 1-6 months. Member Bryan asked about the current status with ODE as a charter. Mr. Witty explained that we have the charter status established with an institutional ID, but we will not populate the school this year, with the exception of students from Oregon opting to travel abroad. Member Bryan recommended that the OIS Board consider joining the Oregon School Boards Association.

### b. **Ukrainian Project**

Mr. Witty explained that the Mudra agency will take the 9 students to Poland for their visa interviews next week. He reminded the Board that we have \$130k in grant funds to cover the project. Mr. Witty also informed the Board that there is a local Baker community member who speaks Ukrainian who wants to help the students. Member Bryan asked about mental health support; Hobson mentioned asking the community member who speaks Ukrainian as support. Mr. Witty mentioned we would use all viable supports: Pat and Heather Heriza, New Directions Northwest counseling, and the Baker High School social work and counseling apparatus.

### c. **ICES & Trinity - Inbound Students to Spain & Italy**

Mr. Witty updated the Board on the status of our contract around sending Oregon students to study in Spain and Italy. He explained how we will monitor progress and guarantee credit articulation and ADM concerns with ODE. Mr. Witty stated these aspects of the OIS platform are still in development and will update as things progress.

### d. **Additional Engagement w/ Jordan, Ecuador & Wales**

Executive Director Witty stated we have lost contact with agents in Jordan but he will re-engage them as we see great value in the pro-Western state of Jordan. Mr. Witty added that the Welsh government may well fund an exchange program for both inbound and outbound students to and from Wales and he is anxious to hear back from them, as Wales would be a high interest destination for Oregon students. Mr. Witty is also excited about the prospects his early discussions with agents in Ecuador might yield in terms of further opportunities for OIS students.

### e. **International Houses - Remodel Progress**

Mr. Witty thanked the group for meeting at the houses today to tour and observe recent upgrades.. Mr. Witty next reviewed some of the long term upgrades we have planned. He stated that exterior painting for 1706 Washington is a need, but we will hold off until next year on that expenditure and focus on the interior this fall.

### f. **Taiwan Staff Visit June 29 - July 2**

Mr. Witty discussed the outcomes of the OIS meetings with Lincoln Management who recently visited from Taiwan. Mr. Witty stated that their representatives enjoyed Anthony Lakes and felt they could easily market the outdoor recreation benefits to their students. They were also very impressed with BTI and what Baker offers high school students in CTE instruction. We are working with them to finalize our dual-diploma program, their 4-week summer trips to Baker, and how we might tie EOU into the programming. Mr. Witty concluded by stating that we have an August 10th formal agreement signing with the Lincoln Management team as the above described aspects of the contract are finalized. Director Witty reminded the Board that this contract alone could provide a

substantial revenue stream that would benefit all OIS platforms and further support Baker students' opportunities to travel abroad.

**g. Oregon Sister Schools**

Mr. Witty next explained that we are in discussions with a school in Japan. Japan seems to be a high interest destination for students thinking about studying abroad. Next, Mr. Witty explained that we have more J1 students than we can currently place in Baker City. He has started conversations with Estacada, La Grande, and Lakeview schools. Mr. Witty is considering asking a few other area superintendents so we can place J1 students in other partner districts when we hit capacity for placements in Baker. Member Byran asked about the financial agreements. Mr. Witty explained that each district must designate a local coordinator and we will pay \$1500 for that role. OIS will retain \$4500 dollars of the exchange student fees for the set-up, while the sister-school will retain the state funds. Mr. Witty stated that Beaverton, Sherwood, Portland Public, and John Day might be other possible partners. He reminded the Board that expansion to other districts has always been part of our vision, and the high demand in Baker this year has expedited our need to start building those platforms earlier than expected.

**h. Zapp Communication Software Platform**

Mr. Witty described a software platform for managing the inbound student files, tracking student applications, host family applications, storing and displaying photos, managing student flights and airport runs, and all communications, Mr. Witty explained that Zapp's \$20k price point is contingent upon servicing 100 students minimum; Mr. Witty countered their agent with a 50 student proposal so we could use the platform next year; he is waiting for a response from the sales agent to see if this is a viable contract for them. Dr. Joseph demonstrated how he is having to build similar management systems from scratch and explained that the demonstration we received from Zapp did look to be a highly effective, efficient way to manage the many moving pieces to the project.

**i. Educational**

Mr. Witty discussed a possible F1 recruiting source that does not have a current partner in Oregon. Our F1 visa goal was to reach 20 a year and Educational could help us hit that capacity. Mr. Witty organized a meeting for August 10th and asked for Board volunteers to learn how these negotiations play out. Chairperson Hobson and Member Bryan volunteered to join that meeting to learn about the process.

**7. Principal OIS - Dr. Thomas Joseph**

**Informational**

**a. Total Students**

Dr. Joseph updated the Board on the current OIS student status and the breakdown per country: 43 students: Cambodia (7) Thailand (6) Taiwan (1) Italy (6) Spain (4) Ukraine (9) Jersey (10).

**b. Update on Housing and Host Family Acquisition**

Dr. Joseph next updated the Board on the current status of host family placements, reviewed which students would be housed in the OIS homes and which have been placed with community members. He also reviewed the current status of housing for the Jersey group coming for the month of September. Finally, Dr. Joseph reviewed the remaining students to be placed and encouraged the to continue to send any leads his way as we seek to place the few remaining students.

**e. Scholarship Committee**

1. Dr. Joseph reviewed with the Board the set up of the scholarship including membership & selection process, and shared the prompt. He stated that we currently have 2 submissions for review.

2. Executive Director Witty asked for two volunteers to read and evaluate the submissions, and asked Dr. Joseph to send the applications out in advance to the OIS Scholarship Committee meeting so the board members can be prepared to discuss the merits of each application.. Members Byran and Dougherty volunteered to evaluate the essays, and the team agreed to meet on July 26th at 1:30 pm to review the submissions.

**8. Assistant Principal Update - Jamie Barton**

Ms. Barton updated the Board on the trip to the Hautlieu School. She reported that we have 10 students set to travel next September. She is working on an excursion to Normandy for the students while staying within their budget. Barton further reported the staff at Hautlieu are working on castle day trips and teaching our students watersports. Finally, Barton reported that our new partners, the Flaubert school in Rouen is working with her to arrange a trip to their school, perhaps a day in Caen, and a visit either to the Brittany or Normandy cemetery, and perhaps a day trip to Paris.

**9. Board Reports**

**Report**

Member Bryan shared his experience with the Hautlieu School on the Isle of Jersey. He found them to be very motivated to ensure this experience is a quality one for our students, and that they have their own goals to achieve through the relationship, which solidifies in his mind the value of this partnership. He was well received by headmaster Nick Falles, and learned that they had screened 50 students to get down to the 10 who will participate.

Mr. Witty recommended that the OIS Board consider placing board members over certain sectors of OIS so that each board member would develop an expertise thus creating an expertise that would provide value to the overall functioning of OIS.


**E. Action Items**

**Action**

**1. Consent Agenda**

Chairperson Hobson asked for a motion to approve the minutes from the last meeting. Mr. Witty motioned and Member Lamb seconded. The motion was passed unanimously.

**F. Adjourn:** There being no further business, Board Chair Claire Hobson adjourned the meeting at 7:10 p.m.

  
 Claire Hobson (Nov 15, 2022 14:30 PST)

Board Chair's Signature

Nov 15, 2022

Date

  
 Erin Lair (Oct 19, 2022 07:35 PDT)

Executive Director's Signature

Oct 19, 2022

Date

NOTE: *These minutes are a reflection of the meeting. To listen to the meeting in its entirety go to: <https://www.oregonis.org/>*