APPROVED

Arco Iris Spanish Immersion School

Minutes

Board Meeting

Date and Time
Thursday September 19, 2019 at 6:00 PM

Location
8205 SW Creekside Pl

Directors Present
C. Billings, L. Anderson (remote), M. Barron, R. Christopherson, R. Timmons, S. Marx, S. Stevens, S. Trivedi

Directors Absent
C. Kirschner

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

C. Billings called a meeting of the board of directors of Arco Iris Spanish Immersion School to order on Thursday Sep 19, 2019 at 6:05 PM.

C. Public Comment

Members of the public provided comment in 2 minute increments; all addressed the proposed Nut Free Policy.

D.

Approve Minutes: 07-25-19 Board Meeting

S. Marx made a motion to approve minutes from the July Monthly Board Meeting on 07-25-19 July Monthly Board Meeting on 07-25-19.
M. Barron seconded the motion.
The board **VOTED** to approve the motion.

E. Approve Minutes: 08-13-19 Special Session

S. Marx made a motion to approve minutes from the Special Session Board Meeting Aug on 08-13-19 Special Session Board Meeting Aug on 08-13-19.
R. Christopherson seconded the motion.
The board **VOTED** to approve the motion.

F. Approve Minutes: 08-20-19 Special Session

S. Marx made a motion to approve minutes from the Special Session Board Meeting on 08-20-19 Special Session Board Meeting on 08-20-19.
S. Trivedi seconded the motion.
The board **VOTED** to approve the motion.

G. Approve Minutes: 08-23-19 Special Session

S. Marx made a motion to approve minutes from the Special Session Meeting 08-23-19 Special Session Meeting 08.22.19 on 08-23-19.
S. Stevens seconded the motion.
The board **VOTED** to approve the motion.
The Board approved minutes with the amendment of date to "8/23" from "8/22."

Ms. Leah Anderson left the meeting and missed all four votes; she returned to the meeting after the votes.

II. New Business

A. Approve Employeee Agreement

M. Barron made a motion to approve the employment agreement as presented.
S. Trivedi seconded the motion.
The board **VOTED** to approve the motion.

B. Open Enrollment/ lottery dates

Board discussed BSD open enrollment and lottery dates and AISIS suggested dates, including feeder schools, risks of later date, effect on middle school enrollment.

Vote paused to move to Director's report at 6:48pm, which touched on language proficiency testing.

Board returned to this subject at 8:09pm, returning to middle school and electives. Members of Board expressed desire to have AISIS as the primary middle school of choice for local community.
S. Stevens made a motion to accept the suggested open enrollment and lottery dates.
S. Trivedi seconded the motion.
The board **VOTED** to approve the motion.

C. Nut Free Policy

The Board discussed the Nut Free policy, touching on other school experiences with nut free policies, AI's custodial and counselor resources, staff training, liability, other allergies, policy review. Director Herron was invited to speak, and expressed support for the policy.
S. Trivedi made a motion to approve the nut-free policy as presented.
M. Barron seconded the motion.
The board **VOTED** to approve the motion.

III. Academic Excellence

A. Executive Director's Report

Executive Director Michelle Herron invited Ms. Nadya Ruiz, Teacher, to share a letter from the staff. Ms.Christa Billings read the letter from four staff members regarding staff morale. Lunchtime break cut into separate 15 minutes increments. Requested to add 2 instructional assistants to provide breaks for staff. Ms. Nadya Ruiz shared a statement on her experience with the breaks and its impact. Ms. Christa Billings responded that staff absolutely must have 30 minutes uninterrupted; that is the law.

Executive Director Michelle Herron shared that AISIS does not currently have the resources do both uninterrupted breaks and supervised recess; state mandated PE requirements play into this equation.

Board asked what other schools are doing; Executive Director Michelle Herron shared that they are doing the same.

Board discussed volunteer recess supervisors, which would be helpful but not fully reliable. Discussed a solution for lunch K-5, don't see one for recess and PE. Board asked if we still have open applications for staff positions; student teachers as an option; hiring a part-time position. Executive Director Michelle Herron will pursue hiring part-time position immediately.

ACTION ITEM: Add standing agenda spot for Staff.
Executive Director Herron continued her report at 7:35pm, following the PTO report, including personnel updates, staffing, snow days and PTO, after school programs, rental agreements, summer camps, and language proficiency testing.

ACTION ITEM: Executive Director Herron will explore pre-paying vendor for professional development and substitute coverage to qualify under the grant requirements.

ACTION ITEM: Mr. Mario Barron to research parking lot drainage status and options.

ACTION ITEM: Executive Director Herron will bring a proposal for language proficiency testing.

ACTION ITEM: Executive Director Herron will post the part-time recess supervisor position.

IV. Finance

A. Treasurer's Report

The Treasurer's report was presented by Mr. Rob Timmons:

Treasurer's Report

- Average Daily Membership per week (ADMw) received for August: $196,657
- Total income for August was $368,734
- Cash balance for August was $1,451,722
- Accts Receivable for August was $82,000
- Net gain for August was $125,852

Regarding YE 6/30/19, our new auditor has sent over an initial draft of the financial report for Finance Committee review. However, it is reasonable to expect that our financial outcome will not change much in the final draft. Here is a very summarized outline of our YE Profit & Loss report:

Total Income: $2,944,022 (compared to $2,539,088 in the prior year)
Total Expense: $3,470,818 (compared to $2,074,978 in the prior year)
Net Loss: $(526,796) (compared to $464,110 in the prior year)

Debt Service Ratio (DSR) (est): 1.75 (covenant is 1.10)

The large net loss is attributed to the need, per GAAP, to recognize the full interest expense for the Year 1 bond payments, which totaled $663K, even though per approved payment schedule, we did not actually pay that. The amount we paid was about $168K. The rest was funded out of the bond's interest reserve account, specifically set up to assist the school either in its initial year or two of adjustment, or as a rainy-day fund in subsequent years.

The all-important DSR calculation allows us to take the net gain or loss, and add back interest and depreciation, and divide against our obligated *scheduled* debt service. Which allowed for a relatively solid DSR, but for the 2018-19 transition year *only*.

V. Development

A. PTO Report

Ms. Yessenia Jones, PTO President, provided the Board a list of proposed activities that require volunteer efforts, discussed budget and tracking, and fundraisers.

The Board thanked Ms. Jones for the materials. The Board discussed community building event vs. fundraisers, volunteer fatigue, demonstrating playground fundraising, and grant applications, high ROI on events.

Ms. Yessenia Jones and Ms. Sarita Stevens will attend the next Finance meeting.

B. Development & Community Relations Committee

Ms. Sarita Stevens provided an updated on grant application cycles, playground fundraising, starter funds, wrap-up video, video language in spanish, and social media outreach.
ACTION ITEM: Committee to share plan for playground with Executive Director Michelle Herron for staff input.

VI. Governance

A. Governance Committee Update

Mr. Rafe Christopherson provided the Governance Committee update, including upcoming policy review sessions.

B. Governance Commitee Members

R. Christopherson made a motion to approve Ms. Caitlin Jeffery, Ms. Bridget Clough, and Ms. Chrissy McCue Fuchs as Governance Committee members for 2019-20.
S. Marx seconded the motion.
The board **VOTED** to approve the motion.

VII. Closing Items

A. Closing Comments and Action Items

Ms. Sara Marx read the Action Items.

B. Adjourn Meeting

C. Billings made a motion to adjourn the meeting.
S. Marx seconded the motion.
The board **VOTED** to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:37 PM.

Respectfully Submitted,
S. Marx