APPROVED

Arco Iris Spanish Immersion School

Minutes

Finance Meeting

Date and Time
Tuesday February 11, 2020 at 6:30 PM

Location
8205 SW Creekside Place

Committee Members Present
C. Billings, M. Barron, M. Ston, R. Timmons, S. Trivedi

Committee Members Absent
T. Mosher

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

C. Billings called a meeting of the Finance Committee of Arco Iris Spanish Immersion School to order on Tuesday Feb 11, 2020 at 6:35 PM.

C. Approve Minutes

M. Barron made a motion to approve the minutes from Finance Meeting on 01-14-20.
R. Timmons seconded the motion.
Add hypen in de-icer

The committee **VOTED** to approve the motion.

Roll Call

S. Trivedi	Abstain
R. Timmons	Aye
M. Barron	Aye
C. Billings	Aye
M. Ston	Abstain
T. Mosher	Absent

II. Finance

A. Financial Statement review

- Question regarding IT company. Staff computers.
- Need January not October bank register
- Why is book fair in Red?

B. Director update

Janitorial Contract

- $3200 a month, similar to current amount - $100 a month.
- Month to month agreement
- Needs to go to full board for approval at next board meeting

SIA Funds

- $285,000 after BSD retains administrative costs
- Christa to send finance committee the documents from ODE stating the dollar amounts
- BSD will review at their board meeting on Monday & approve at March meeting

Budget review

- Start review, may require additional meetings

C. ReKey Rooms

R. Timmons made a motion to Accept the bid as laid out for $1,355.12.
S. Trivedi seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call

M. Ston	Abstain
C. Billings	Aye
T. Mosher	Absent
S. Trivedi	Aye
M. Barron	Aye
R. Timmons	Aye

D. Sick Leave Policy

- Blackout dates need added for next year
- PTO currently is 10 days for sick & vacation
- Need different plans for admin staff vs educational staff
- Need to add any changes to employee handbook
- Discussed 10 PTO days, but no more than 2 consecutive days can be for non-medical purposes
- Buy back for unused days already in place

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:00 PM.

Respectfully Submitted,
C. Billings