

APPROVED



## Arco Iris Spanish Immersion School

### Minutes

#### Finance Meeting

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#### Date and Time

Tuesday February 11, 2020 at 6:30 PM

#### Location

8205 SW Creekside Place

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#### Committee Members Present

C. Billings, M. Barron, M. Ston, R. Timmons, S. Trivedi

#### Committee Members Absent

T. Mosher

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#### 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 hyphen in de-icer

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

**Roll Call**

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

**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**

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

#### **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