APPROVED

Arco Iris Spanish Immersion School

Minutes

May Board Meeting

Date and Time
Thursday May 21, 2020 at 6:00 PM

Location
Zoom: https://us02web.zoom.us/j/85371068909?pwd=TkpjR0dBNFM4bWplZEhRdGRzU2hJQT09
Meeting ID: 853 7106 8909
Meeting Password: 1Uzghf

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

Directors Absent
R. Christopherson

Directors who arrived after the meeting opened
R. Timmons

Ex Officio Members Present
M. Ston (remote)

Guests Present
Yessenia Jones

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 May 21, 2020 at 6:01 PM.

C. Public Comment

No public comment was provided.

D. Approve Meeting Minutes

S. Marx made a motion to approve the minutes from April Board Meeting on 04-16-20.
M. Barron seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

S. Stevens	Aye
E. Hatch	Abstain
C. Billings	Aye
S. Trivedi	Abstain
R. Christopherson	Absent
M. Barron	Aye
S. Marx	Aye
R. Timmons	Absent
L. Anderson	Aye

R. Timmons arrived.

E. Approve Meeting Minutes

S. Marx made a motion to approve the minutes from Special Session Board Meeting on 04-20-20.
S. Trivedi seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

R. Christopherson	Absent
L. Anderson	Aye
E. Hatch	Aye
S. Trivedi	Aye
C. Billings	Aye
S. Marx	Aye
S. Stevens	Aye
R. Timmons	Aye
M. Barron	Aye

II. New Business

A. Enrollment

Ms.Christa Billings presented Open Enrollment projections for 2020-21 and beyond. Executive Director Michelle Herron expects that some incoming Middle School students may withdraw over the summer.

Board was advised that the decision to freeze enrollment needs to take place tonight, as there are waitlist applicants who may need to be notified. No accepted students would be asked to leave.
Board asked if there has ever been a class with 35 students before; that needs to be checked. Board discussed family interest in distance learning instead of in-person education.
Enrollment drives income, so very carefully watching and planning.
S. Stevens made a motion to freeze enrollment for 7th grade for 2020-2021.
M. Barron seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

M. Barron	Aye
S. Stevens	Aye
L. Anderson	Aye
C. Billings	Aye
S. Trivedi	Aye
R. Timmons	Aye
R. Christopherson	Absent
E. Hatch	Aye
S. Marx	Aye

B. Approve staff agreements

Executive Director Michelle Herron presented the staff agreement for Ms. Anahi Isaac credentials. Board discussed the step, language proficiency, and licensing requirements.
M. Barron made a motion to approve the staff agreement for Ms. Anahi Isaac, with the step amended from 10 to 11.
S. Stevens seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

C. Billings	Aye
S. Trivedi	Aye
S. Stevens	Aye
M. Barron	Aye
L. Anderson	Aye
S. Marx	Aye
R. Christopherson	Absent
E. Hatch	Aye

Roll Call

R. Timmons Aye

III. Academic Excellence

A. Executive Director's Report

Executive Director Michelle Herron presented the following Report:

INFORMATION TO SHARE

Student Achievement

● Clarify any questions the board has regarding criteria for Pass and Incomplete. This is the document we created as a staff to provide consistency in grading.

Climate and Culture

● Graduation update - We will pre-record speeches to share with families. Due to updated and conflicting information from ODE and Governor's Order, legal counsel and insurance advised that no in-person gatherings should be held.

Professional Development

● I am looking at options for next year that we can do remotely. The focus areas will be effective
teaching practices, both in person and from a distance.

HOT TOPICS

● Reopening guide from CDC

● Staff health considerations. If staff members need to work from home next year, we need to plan for
increased sub budgets, flexible sick leave policies and remote teaching options. I will be moving my
office upstairs to room 204 (currently a supply storage room) to avoid as much contact with other
people as possible. My partner is in a high risk group and I might be as well, so I need to take
precautions.

● Math curriculum update - We are reviewing options and hope to have a decision in the next couple of weeks. We are looking at the programs recommended by BSD and by Hope Charter.

● ODE recommends that we review/implement our policies for Emergency Procedures and Disaster
Planning and Communicable Diseases. They also recommend that we share these with families and
staff prior to re-opening.

SEEKING INPUT

● *Making yearbooks free (one per family and staff) will cost ~ $1700. We can also ask for a $5 donation to offset the cost and ask if some people can donate more to cover those who cannot pay. We will also be sharing a free digital version with everyone.*

The Board advised asking for donations, and then cover the remainder out of PEP. Board asked if families would have an option to purchase an additional book(s). The Yearbook Committee will be notified.

● *Adding onsite custodial next year - this may be required in order for us to meet the reopening*
guidelines.

The Board discussed ways to accomplish this within requirements; this will likely cost an additional 40%. This may qualify for CARES ACT funding, which the Beaverton School District is not required to pass along. The Board also discussed masks in school and other potential safety scenarios.

● *Consider purchasing a health scanner to allow for no-contact temperature checks for students and*
staff each day. Pacific Office Automation has one available for $182 per month based on a 3 year
contract. I'm sure other companies will be offering similar technology.

The Board advised that it would be optimal to purchase retail instead of lease, because then it is considered an asset; cost expected around $2000-$3000. Board also advised that the purchase happen now while supplies are available.

● *End of year parent survey (Erin). Possible questions:*
  ○ *What have you found helpful or beneficial during distance learning that you would like to see*
  continued when things go back to normal?
  ○ *Right now we don't know what school will look like in the fall. If some degree of distance*
  learning is continued, what changes would you like to see compared to the last few months?
  ○ *What are your top priorities for the future of Arco Iris? Please rank your top five in order of*
  importance to you and your family.
    ■ *Additional counseling/student support*
    ■ *Availability of academic remedial aids*
    ■ *Improved play spaces*
    ■ *Increased number of instructional assistants*
    ■ *More after school options*

- *More electives/specials*
- *Quality teaching*
- *Quality curriculum*
- *Summer program availability*

● *I would also like to find out how many parents would like to continue distance learning next year for health reasons. This will be important for our re-opening plan. If student group sizes are limited to 10 as they are in the current summer school guidelines, we would have to have 3 groups per class in a rotation at school. This could change if we have parents who would prefer to continue distance learning until we can go back to regular school. It might also help us keep families who are considering dropping at Arco and enrolling in online school next year.*

Ms. Erin Hatch shared additional thoughts on how understanding top priorities can drive strategic decision making. Board discussed language about financial picture and that selecting top priorities doesn't necessarily mean that funding will follow immediately. This is future looking.

DECISION NEEDED

● *Self-insuring Chromebooks - We'd like to offer families the option of returning borrowed laptops by June 30 or checking them out again to keep over the summer. If they choose to keep the laptops, they could either renew the same agreement we use now requiring them to pay the full price if the laptop breaks or they could pay a $50 non-refundable insurance fee that would allow for replacement of one laptop. After that, they would pay full price for replacement of a second. The price for Chromebooks is currently around $350.*

The Board asked about educational use during the summer and plans to deploy content to keep kids learning.

Executive Director Michelle Herron presented quotes for purchase of 30 Chromebooks, based on estimate of replacing 30%.
ACTION ITEM: Ms. Christa Billings to create a GreaterGiving link for yearbook donations.

ACTION ITEM: Executive Director Michelle Herron will procure a quote on adding a day porter custodian through current service provider.

ACTION ITEM: Executive Director Michelle Herron to get quotes on purchase of contactless thermometers.
R. Timmons made a motion to approve ceiling cost of $5000 to secure up to 2 temperature scanner devices.
S. Trivedi seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

S. Trivedi	Aye
C. Billings	Aye
R. Timmons	Aye
R. Christopherson	Absent
S. Stevens	Aye
L. Anderson	Aye
M. Barron	Aye
E. Hatch	Aye
S. Marx	Aye

S. Stevens made a motion to authorize purchase of up to $8700 from OETC for Chromebooks.
S. Trivedi seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

L. Anderson	Aye
R. Timmons	Aye
C. Billings	Aye
S. Marx	Aye
S. Trivedi	Aye
E. Hatch	Aye
S. Stevens	Aye
M. Barron	Aye
R. Christopherson	Absent

IV. Finance

A. Treasurer's Report

Mr. Rob Timmons presented the Treasurer's Report:

Treasurer’s Report

- ADMw received for April: $189,969
- Total income for April: $688,248 - *includes* $427,512 PPP Loan and assumption of 100% forgiveness.
- Cash balance for April: $1,929,575
- Accts Receivable for April: $55,515
- Net gain for April: $380,502 - *includes* $427,512 PPP Loan and assumption of 100% forgiveness.

As already reported, we successfully applied for and received $427,512 from the SBA Payroll Protection Program. 8-week clock is ticking, and Tonya is tracking valid expenses to make sure 100% of the loan is forgiven.

The Board asked about losses, which are due to impacted revenue streams (pre/post-school care, and fundraising).

B. Finance Committee

Ms. Christa Billings presented a 2020-21 Budget, which is based on current ADMw, and other assumptions; there is likely a need for revision.
S. Marx made a motion to approve the 2020-21 Budget as proposed.
S. Trivedi seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
S. Marx	Aye
M. Barron	Aye
R. Christopherson	Absent
C. Billings	Aye
E. Hatch	Aye
S. Trivedi	Aye
R. Timmons	Aye
S. Stevens	Aye
L. Anderson	Aye

C. Auditor 2020

R. Timmons made a motion to to approve Jarrard, Seibert, Pollard, & Company LLC as our auditor for this next fiscal year, and authorize $9750 for the quote and $250 for development of Form 990 and Reports.
S. Stevens seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
M. Barron	Aye
S. Trivedi	Aye
C. Billings	Aye
S. Stevens	Aye
R. Timmons	Aye
E. Hatch	Aye
S. Marx	Aye
R. Christopherson	Absent
L. Anderson	Aye

V. Development

A. PTO Report

Ms. Yessenia Jones, PTO President, presented the PTO Report, including: Officers staying on for an additional year; Treasurer vacancy; upcoming Parent Zoom 5/27 3pm;

2020-21 fundraising; acknowledging Jogathon prize winners; prize funding; thank a teacher week the first week of June; online book fair and library book buy-back; virtual talent show; communication apps / School Messenger to increase readership and participation next year; Take Out Night.
ACTION ITEM: Executive Director Michelle Herron to provide Zoom link to Ms. Yessenia Jones for PTO Zoom meeting next Wednesday.

ACTION ITEM: Ms. Yessenia Jones will send PTO Meeting information for inclusion in the Weekly Newsletter.

ACTION ITEM: Executive Director Michelle Herron to look into troubleshooting distribution list emails to Ms. Yessenia Jones.

B. Development & Community Relations Committee

Ms. Sarita Stevens did not have an update. The Committee will reconvene in the coming months.

VI. Governance

A. Governance Committee

Ms. Christa Billings shared the dates of upcoming Committee meetings. She also confirmed that the OSBA Summer Conference has been cancelled.

VII. Closing Items

A. Closing Comments and Action Items

Ms. Sara Marx recited the Action items.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:50 PM.

Respectfully Submitted,
S. Marx

Documents used during the meeting

- 7th grade enrollment 2020-2021.xlsx
- Isaac, Anahi.pdf
- 2020-2021 Budget.xlsx

- Arco Iris Charter School 2020 Audit Proposal.pdf