APPROVED

Arco Iris Spanish Immersion School

Minutes

Board Meeting

Date and Time
Thursday April 28, 2022 at 6:00 PM

Location
Board & Staff: In person at school

Public: Zoom only
Join Zoom Meeting
https://us02web.zoom.us/j/85371068909?pwd=TkpjR0dBNFM4bWplZEhRdGRzU2hJQT09

Meeting ID: 853 7106 8909
Passcode: 1Uzghf

Directors Present
C. Billings, E. Hatch (remote), S. Stevens, S. Trivedi (remote), S. Zephirin, T. McCoy

Directors Absent
C. Staudenraus

Ex Officio Members Present
C. Brodniak, M. Ston

I. Opening Items

A. Record Attendance

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 Apr 28, 2022 at 6:06 PM.

C. General Public Comment

No public comment

II. New Buisness

A. Approve Meeting Minutes 02/15

S. Zephirin made a motion to approve the minutes from Executive Session Board Meeting on 02-15-22.
T. McCoy seconded the motion.
The board **VOTED** to approve the motion.

B. Approve Meeting Minutes 2/16

S. Zephirin made a motion to approve the minutes from Executive Session Board Meeting on 02-16-22.
T. McCoy seconded the motion.
The board **VOTED** to approve the motion.

C. Approve Meeting Minutes 03/17

S. Zephirin made a motion to approve the minutes from Board Meeting on 03-17-22.
T. McCoy seconded the motion.
The board **VOTED** to approve the motion.

D. Approval of Board Members & Terms

Josh Guerra - Facilities
-interviewed and recommended by Governance Committee
-3 year term starting May 1st
Yessenia Jones - Finance
-brought forward without interview
-3 year term starting May 1st
Christa Billings - Board President
-Renew Term for 3 years 07/01/22-06/30/25

S. Zephirin made a motion to Approve Josh Guerra and Yessenia Jones for 3 year Board member term beginning on 5/1/22, and renew 3 term for Christa Billings beginning on 7/1/22.
S. Stevens seconded the motion.

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

Roll Call

C. Billings	Aye
T. McCoy	Aye
S. Trivedi	Aye
S. Zephirin	Aye
C. Staudenraus	Absent
S. Stevens	Aye
E. Hatch	Aye

E. Review bids for new blinds

Still using the blinds that came with the original building purchase. This bid is replace the upstairs blinds. Needed due to amount of sunlight that hits those classrooms.
S. Zephirin made a motion to Approve bid with Budget Blinds.
T. McCoy seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

E. Hatch	Aye
S. Zephirin	Aye
C. Staudenraus	Absent
T. McCoy	Aye
C. Billings	Aye
S. Stevens	Aye
S. Trivedi	Aye

III. Executive Director

A. Directors Report

Student Achievement

- State testing is in progress…started this week. We will test through the end of May. This is the first time since the 18-19 school year that we'll have comprehensive results. Our middle school students are the only ones who have prior test scores from 18-19 and it will be tricky to do comparisons because many of them have left.
- Final round of EasyCBM in progress so we'll have an internal apples to apples measure of student progress during the year
- Summer school will happen, but for a shorter period of time due to staffing limitations. We'll focus on students who need additional remediation

Climate and Culture

- Covering absences is an ongoing challenge

- We've had to limit non-medical Paid Time Off requests to one person per day due to coverage issues, and this is not a popular policy with the staff
- Upcoming Movie Night and school tours!

Hot Topics

- State retention funds will be available to us and our portion is ~$46K. We will apply for these funds directly (not through BSD) and we do not yet have guidelines for the application process. However, we know it will need to include staff input, so we plan to take some of the options we've discussed at the board level to the staff for their consideration. These measures include a re-signing bonus and family insurance coverage. The funds available are not enough to allow us to significantly increase salaries.
- Interviews in process for new administrative assistant and J-1 Visa candidates. Job postings out in Puerto Rico.
- We know of several staff member resignations for next year.

Seeking Input

- **Strategic plan next steps**
  - Chris and I worked on a draft action plan tied to each pillar. Our thought is to do this for each pillar with the board taking the lead role in determining the action steps related to Financial Stability.
  - We'd like to create goal statements for each of the outcomes we hope to achieve through our action steps.
  - We need to create a timeline for implementation because we cannot do all of these in one year.
  - We would like to start next year by having a conversation with staff about the action steps that will be implemented during the year to get buy-in and provide clarity.
  - We need a monitoring and revision plan.

Decision Needed

- New employment agreement for Ana Paulina Godoy Sanchez from Mexico. She will qualify for either a J-1 or a J-2 visa because her husband will be working for the Hillsboro School District. She has two daughters who will attend Arco.

- Approval of employment agreements for returning teachers. (Note - I made a mistake on the date for the 22-23 employment agreement and didn't find out until after they'd been signed, so I sent an addendum).

        - We used our new HR system to send Employment Agreements this year, and a couple of people have not completed the signing process so I cannot share their agreements electronically. They are:
            - Tania Alonso, Spanish homeroom teacher, $66,852
            - Pratima Sharma, math teacher 5th - 8th grade, $42,363 (.75 FTE)

- Free yearbooks - 1 per family. Approximate cost $2000. We will again give families the option to order extras and we'll request donations to help offset the cost of providing one free book to each family.
    - Already approved by finance committee

- 10 day drop waiver request - kindergarten family. We have a waitlist from the lottery and would have to offer his spot for next year if he is dropped.
    - Board vote on approving the waiver request

- $5000 signing bonus for PE teacher from Belize + $3000 extra duty contract for after school sports classes. The EDC money will come from re-allocating some of the contracts we issued this year, but the signing bonus is new money. This teacher is a super strong candidate with a background in professional sports and she is very eager to create an after school sports program.

S. Zephirin made a motion to Approve the employment contract for Ana Paulina Godoy Sanchez for the 2022-2023 school year.
S. Stevens seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

S. Trivedi	Aye
S. Zephirin	Aye
T. McCoy	Aye
S. Stevens	Aye
C. Staudenraus	Absent
C. Billings	Aye
E. Hatch	Aye

S. Zephirin made a motion to approve all returning teacher contracts for the 2022-2023 school year.
T. McCoy seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

C. Billings	Aye
E. Hatch	Aye
S. Stevens	Aye
C. Staudenraus	Absent

Roll Call

S. Zephirin	Aye
T. McCoy	Aye
S. Trivedi	Aye

S. Stevens made a motion to Approve the 10 day waiver request as presented above.
S. Trivedi seconded the motion.
The board **VOTED** to approve the motion.
S. Zephirin made a motion to approve signing bonus and extra duty contract for new PE teacher from Belize.
T. McCoy seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

S. Stevens	Aye
S. Zephirin	Aye
C. Billings	Aye
S. Trivedi	Aye
T. McCoy	Aye
C. Staudenraus	Absent
E. Hatch	Aye

IV. PTO

A. PTO Report

-Mario and Mike planning the Movie Night and School Tours in late May
-PTO committee has great plan for Teacher Appreciation Week
-Break room treats provided by parents each month has been well received by staff...plan to continue next year.
-Have 2 parents volunteering to organize a rummage sale this summer. Arco families would donate items, sale would be open to the community. Michelle open to meeting with parents to discuss logistics.
-PTO looking for volunteers to host park play dates for summer. PTO would love Board members to attend to answer questions from new families.

V. Finance

A. Treasurers Report

Treasures Report

- ADMw received for (Month): $ 246,019
- Total income for (Month): $ 88,637
- Cash balance for (Month): $ 1,886,237
- Accts Receivable for (Month): $ 162,166
- Net gain/loss for (Month): $ 429,094

B. Auction Update

We raised around $31,000 which is significantly lower that past in person auctions. Christa is booking an in-person venue for April 2023. She is also working with auctioneer on new ideas for next year.

Board discussed ideas for future fundraising and community building activities.

VI. Governance

A. Governance Report

-Need to review new OSBA policy updates
-Christa did meeting with Board on Track to talk about services we aren't currently using. Would like to schedule work group with the Board in the future.
-Yessenia and Christa to attend OSBA this summer, Erin to attend virtually. Christa also attending National Alliance of Charter Schools Conference in D.C.
-Christa worked with attorney on charter agreement. Revisions went back to BSD that included the 85% funding request in the document. Still need BSD to approve document.

VII. Development

A. Development Report

We were not awarded the Trailblazers grant. Have at least 3 new grants we can apply for.

VIII. Closing Items

A. Action Items

-Michelle to share draft of pillars document with Kristen at OSBA for feedback
-Michelle to check if our sub pay is comparable with HSD
-Christa to see if Tessa can sub
-Christa to schedule strategic planning follow up meeting

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:02 PM.

Respectfully Submitted,
C. Billings