

APPROVED



## Arco Iris Spanish Immersion School

### Minutes

#### Board Special Session & Executive Session

Train Screening Committee for Executive Search

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#### Date and Time

Monday January 24, 2022 at 6:00 PM

#### Location

Zoom Meeting

<https://us02web.zoom.us/j/86965135247?pwd=Y2JMSkdzYU9MODBDWkFQeEljM24rUT09>

Meeting ID: 869 6513 5247

Passcode: d8RaKd

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#### Directors Present

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

#### Directors Absent

None

#### Directors who arrived after the meeting opened

S. Stevens

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### I. Opening Items

#### A. Record Attendance

##### Presenter:

Sarah Herb, OSBA

**Screening Members in attendance include:**

Bridget Clough  
Chris Brodniak  
Cyndi Beach  
Katie Smith  
Mario Barron  
Pamela Humbard  
Perla Murphy  
Rosa Garcia  
Ruth Viera  
Thootmey Pearce  
Yessenia Jones

**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 Monday Jan 24, 2022 at 6:07 PM.

**II. Governance**

**A. Screening Committee Training**

Sarah Herb provided training on how to screen applications for the executive director position. Topics of discussion included:

1. Electronic Flyer: sample of how position was advertised
2. Search Calendar: reviewed upcoming dates
3. Confidentiality Agreement reviewed
4. Dos and Don'ts
5. Sample Application Packet
6. Ratings Sheet

S. Stevens arrived at 6:20 PM.

**B. Executive Session**

Started at 6:49 pm

Sara Herb walked the board and screening committee thru the process for screening and ranking applicants in the Revlus system.

Closed at 7:11pm

**C. Contract Parameters**

Public session reopened at 7:11pm.

Board members reviewed the contract checklist. Checklist will be sent out to members to review.

**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 7:14 PM.

Respectfully Submitted,  
S. Zephirin