



Arco Iris Spanish Immersion School

Minutes

Board Special Session & Executive Session

Train Screening Committee for Executive Search

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

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

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