

APPROVED



## Arco Iris Spanish Immersion School

### Minutes

#### Executive & Special Session Board Meeting

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##### **Date and Time**

Wednesday February 16, 2022 at 4:00 PM

##### **Location**

Zoom Meeting

<https://us02web.zoom.us/j/5177668356?pwd=am5zY2tiRW00a3FKeHR4MWczK1FXZz09>

Meeting ID: 517 766 8356

Passcode: 100427

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##### **Directors Present**

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

##### **Directors Absent**

S. Stevens

##### **Ex Officio Members Present**

C. Brodniak (remote)

##### **Non Voting Members Present**

C. Brodniak (remote)

##### **Guests Present**

Sarah Herb, OSBA (remote), Various screening committee members (remote), Vincent Adams, OSBA (remote)

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## **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 Wednesday Feb 16, 2022 at 4:08 PM.

## **II. Executive Session**

### **A. Open Session**

Screening members entered at 4:09pm.

Sarah from OSBA shared that our candidate for the fourth interview had to cancel due to an emergency. Board offered alternate interview time, but candidate could not make it work. Board agreed to move forward with deliberations on the three candidates already interviewed.

Screening committee members were reminded of how to turn in physical interview notes. Sarah reminded team of next steps in the interview process.

Moved to Executive Session at 4:28pm.  
Returned to Open Session at 5:16pm.

\*Sarah Herb discussed timeline for next phase of interviews. Board pushed up the dates from the original calendar.

\*Sarah Herb trained Board members on how to conduct telephone reference checks.

\*Board agreed on draft contract for the position

### **B. Executive Director Interviews & Deliberation**

Moved to Executive Session at 4:28pm.

Board Members and Chris Brodniak discussed 3 candidates interviewed for the Executive Director position. Team agreed on which candidates to move forward with in the process.

Executive session closed at 5:15pm

## **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 5:55 PM.

Respectfully Submitted,  
S. Zephirin