

APPROVED



## Arco Iris Spanish Immersion School

### Minutes

#### Board Meeting

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#### Date and Time

Thursday December 15, 2022 at 6:00 PM

#### Location

Zoom only

Join Zoom Meeting

<https://us02web.zoom.us/j/85371068909?pwd=TkpjR0dBNFM4bWplZEhRdGRzU2hJQT09>

Meeting ID: 853 [7106 8909](#)

Passcode: 1Uzghf

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#### Directors Present

A. Kusaba (remote), C. Billings (remote), E. Hatch (remote), J. Guerra (remote), S. Zephirin (remote), Y. Jones (remote)

#### Directors Absent

*None*

#### Ex Officio Members Present

C. Brodniak (remote), M. Ston (remote)

#### Non Voting Members Present

C. Brodniak (remote), M. Ston (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 Thursday Dec 15, 2022 at 6:01 PM.

### **C. General Public Comment**

No public comment

## **II. New Business**

### **A. Approve Meeting Minutes: November 17th**

S. Zephirin made a motion to approve the minutes from Board Meeting on 11-17-22.

E. Hatch seconded the motion.

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

### **B. Executive Director Search**

S. Zephirin made a motion to approve Pratima Sharma, middle school teacher, to join the Executive Search Committee.

J. Guerra seconded the motion.

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

## **III. Executive Director**

### **A. Director's and Assistant Director's Report**

#### **Academic Excellence**

- Fall progress Reports went out in November
- 2nd round proficiency (math/literacy) testing to begin in January. Using Easy CBM.
- Semester 2, starting Feb 6 (2023) (Report Cards)

#### **Staff Training and Retention**

- Long-term PE sub position (Jan-March) was filled! Offered a \$500 bonus. Also working on getting a parent qualified to sub. (youth coach and community advocate experience)
- Likely will not fill Elizabeth's position this year. She will continue on part time for a few more months (see contract below).
- 11/23 Inservice staff PD included 3 hrs. of equity training. The equity session was led by a 3rd party, *Community Connection Consulting*, and included:
  - Identifying implicit bias
  - Engaging authentic and meaningful dialogue around race

- No surveys completed per feedback from Josh at last board meeting
- Parents from Equity Council (Lea Villalez and Crystal Badillo) presented results from October classroom equity audit at staff meeting

### **Community Engagement and Positive School Culture**

- Parent conferences went well (reported by teachers)
- Staff Leadership Team
  - Working on a visual representation of the cultural diversity of staff. Probably will go into the lobby. (data from Fund of Knowledge)
  - This will serve as a model to follow for the student/culture showcase (spring family event).
- BSD 6th grade Pathways- networked with BSD for an info/resource gathering tool. Will share with 5th grade families as needed. Includes contact information at each district.
- 12/3 Juntos PDX (Latino experience night). Perla, Michelle and Chris attended. About 4 potential enrollments, 1 potential bilingual teacher, 2 potential subs!
- Two students from Jesuit volunteer once a week for a few hours. Spanish proficient. Work with grades 2-5, and then support Spanish tutoring in Buenas Tardes.

### **Financial Stability**

- Chris is working on a report for year-to-year trends for building/operational costs. Will report at the January meeting.
- Update on [Aligning for Student Success](#). Community feedback nights in January. (Michelle)
- Charter School Capital update (Michelle)

### **Seeking Input -**

- 36th Annual Oregon Professional Educator Fair (OPEF) on April 11th @ Oregon Convention Center. Facilitated by Oregon School Personnel Association (OSPA). \$750. Booth for 6 hours to recruit. Board members to run the booth. Worth it?
  - Board discussed pros and cons

### **Decisions Needed-**

- \*\* \$500 Winter bonus (40 staff total staff members) for appreciation of their dedication. Total cost: \$28,000 It will be taken from SSF and reserves. \$10,395 additional revenue in increase in SSF and the remaining \$18,000 from reserves/or cost savings on our budget. Funded to employees on Monday, 12/19/22.

### **Employment Contracts:**

- Elizabeth Wiley \$30hr (26 hrs a week) .6 FTE Intervention support and Substitute

<https://docs.google.com/document/d/1pU-PomCYV6qbuSKgc3452GJ5pFxsX96B6ljZJdRGVz0/edit?usp=sharing>

Y. Jones made a motion to approve the \$500 Winter Bonus for Arco Iris staff.

S. Zephirin seconded the motion.

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

**Roll Call**

Y. Jones Aye

J. Guerra Aye

E. Hatch Aye

S. Zephirin Aye

C. Billings Aye

A. Kusaba Aye

S. Zephirin made a motion to approve the new employment agreement for Elizabeth Wiley- .6 FTE as Intervention Support and Substitute.

J. Guerra seconded the motion.

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

**Roll Call**

E. Hatch Aye

Y. Jones Aye

A. Kusaba Aye

J. Guerra Aye

C. Billings Aye

S. Zephirin Aye

**IV. Governance**

**A. Governance Report**

No report today

**V. PTO**

**A. PTO Report**

- Final Move-a-thon numbers reported out to community this week. Raised \$76,500!
- Upcoming sock fundraiser in January. Partnering with OHSU on this project
- Successful Book Fair last week. Appreciate all the parent volunteers
- Art Literacy project will start in January. 3 artists.

- Room parent program is up and running
- PTO raised \$100 per staff member for Winter Gift program.
- Raised \$571 for holiday breakfast on Friday, 12/16
- Got around 30 bags at last bottle drop event
- Uniform exchange tentatively planned for January
- Program coordinators working hard to make sure all parent volunteers have met requirements to work in the building.

## **VI. Finance**

### **A. Treasurers Report**

- Chris, Yessenia and Tonya(accountant) met this month to review and learn about the budget
- Tonya created a new revenue funding tracker. Will be shared with the board each month. Reviewed current tracker.
- Also created Income by Project spreadsheet

## **VII. Development**

### **A. Development Report**

- Next meeting in January. Working to update grant spreadsheet.
- Josh provided playground update. Gave overview of what the review process will look like with the City of Beaverton. Likely will need to go through the Land Review process.
- Josh provided some ideas for update signage at the school

## **VIII. Closing Items**

### **A. Action Items**

- Michelle to share equity audit info with board
- Board members to review "Arco Community Survey" and "Empathy Interview" (pdfs part of today's agenda). Provide any feedback to Michelle by January 6th.
- Michelle to add board members to 'Aligning Student Success' Document (view only access)
- Yessenia to send Sarah Z. monthly revenue tracker document prior to Board meetings so it can be included in the packet.
- Josh/Christa to schedule monthly playground workgroup meetings to flush possible details

- Josh to get some cost estimates on signage.

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:09 PM.

Respectfully Submitted,  
S. Zephirin