

APPROVED



## Arco Iris Spanish Immersion School

### Minutes

#### Board Meeting & Executive Session

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

Thursday January 19, 2023 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

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##### **Directors Present**

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

##### **Directors Absent**

*None*

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

M. Ston

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

M. Ston

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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 Jan 19, 2023 at 6:01 PM.

Board Special Session from 6:01pm-7:11pm (Executive Search Training)

Executive Session from 7:12pm-7:31pm (Executive Search)

Regular Board meeting from 7:32-

**C. General Public Comment**

No public comment today

**II. New Business**

**A. Executive Director Search**

- Steve Kelley from OSBA provided training to the Executive Search Committee on the search process for our new Executive Director.
- Executive Search Committee Members Included:
  - Board Members
  - Perla Murphy- staff
  - Sarah Issacs- parent
  - Jasmine Burch- staff
  - Jessica Warner- parent, PTO VP
  - Stephanie Devall- parent
  - Crystal Badillo- parent, PTO
  - Sarah Badawi- parent
  - Michele Ston- staff member
  - Alesia Green- parent
  - Mario Barron- parent, Board Emeritus
  - Leslie Peterson- parent, PTO president

**Christa Billings called Executive Session to order at 7:12pm (meeting closed to public)**

-Executive Search Committee members viewed director applicants in Revelus

**Christa Billings closed the Executive Session at 7:31pm**

E. Hatch made a motion to nominate Christa Billings as our contract negotiator in the upcoming Executive Director Search.

J. Guerra seconded the motion.

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

#### **Roll Call**

E. Hatch Aye  
Y. Jones Aye  
S. Zephirin Aye  
C. Billings Aye  
A. Kusaba Aye  
J. Guerra Aye

### **III. Executive Director**

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

##### **Academic Excellence**

- Semester 2, starting Feb 6 (2023) (Report Cards)
- Teachers are completing winter Easy CBM testing (2nd round)
- Literacy curriculum (English and Spanish) in need of review. We should start this dialogue soon as this involves one of our *Strategic Planning Goals*.
- Library is now open thanks to parent volunteers!

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

- We are gearing up for beginning stages of recruitment for international teachers (local, Embassy of Spain & Cordell Hull Foundation.) March we will begin interviews for the 2023-24 year. Offers will go out in April/May.
- "Intent to Returns" to current staff will go out in late March, April.
- Follow up to staff about classroom and library equity audits in January staff meetings and PD. (*Strategic Planning Goal*)

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

- Our staff report to be content and comfortable with responsibilities. In general, less reported behaviors than last year. Teachers seem more confident in classroom management.
- Held two community feedback events for SIA. (1/10 English and 1/12 Spanish) Total of 4 families participated. Overall feedback was to continue using funds to retain essential personnel.

##### **Financial Stability**

- Open enrollment began on Jan 9 (closes Feb 26) Cyndi reports they are rolling in. Working to schedule school tours for potential families.
- Several 7th graders report they plan on not returning for 8th. Possibly looking at 10-15 students in 8th grade for 2023-24 year. Currently, there are 18 students this year.

- Ongoing facility related operating/maintenance costs. Established a two year record so far. This third year will provide important data to show trends [2020/21 - 2022/2023 Building Maintenance Expense Report](#)
- Charter School Capital update. Michelle, Christa, and Perla meet with them weekly. So far, a great marketing tool for us.

## **B. Approve Employee Contracts**

S. Zephirin made a motion to Approve the employment contract addendum for Elizabeth Wiley as .6 FTE.

Y. Jones seconded the motion.

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

### **Roll Call**

A. Kusaba Aye  
S. Zephirin Aye  
J. Guerra Aye  
C. Billings Aye  
E. Hatch Aye  
Y. Jones Aye

## **IV. Governance**

### **A. Approve Meeting Minutes: 12/15/22**

S. Zephirin made a motion to approve the minutes from Board Meeting on 12-15-22.

E. Hatch seconded the motion.

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

### **Roll Call**

S. Zephirin Aye  
J. Guerra Aye  
C. Billings Aye  
Y. Jones Aye  
E. Hatch Aye  
A. Kusaba Abstain

### **B. Governance Report**

Committee to start working on policies. Committee meetings to be added to Board on Track.

## **V. PTO**

### **A. PTO Report**

- Upcoming uniform exchange and bottle drop drop-off
- Sock fundraiser in progress---funds go to playground. OHSU partnering with this.

- Planning for Friendship Day activities in February.
- In works---another movie night
- Volunteer form went out to the community today via Parent Square. Google form.

## **VI. Finance**

### **A. Treasurers Report**

ADMw received for (Month): \$293,706.00  
Total income for (Month): \$500,196.77  
Cash balance for (Month): \$2,430,706.32  
Accts Receivable for (Month): \$ 163,491.57  
Net gain/loss for (Month): \$132,857.09

- Reminder that we are below enrollment compared to what we budgeted for.

## **VII. Development**

### **A. Development Report**

- Team met last week to re-establish committee goals. Focusing on community relations, grant applications, fundraising/educating families about the gap fund.
- Erin to add new Development Committee goals to the strategic plan document, and email updates out to the board
- Josh provided updated on playground. Spoke to planning department at City of Beaverton. If we disturb up to 15% of the site, we would require a Type 1 Design Review (staff level). Says we are ready for a pre-application and conference (\$500). Josh also did outreach to a company (D-Pave)that does asphalt removal-- and may provider volunteer hours to help fund the project. Nike also has a grant we can apply for next year to help.

## **VIII. Closing Items**

### **A. Action Items**

- Christa/Sarah to add Executive Director Contract parameters to next board meeting
- Christa to send out current copy of Executive Director contract to board members
- Christa will email school year calendar proposal to Sarah to add to next week's agenda.
- Erin to email updated strategic plan goals
- Michelle to email Steve about possibility of getting elementary school principal employment agreements to compare to our contract.
- Sarah to add playground updates to Development Committee section of future agendas

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:25 PM.

Respectfully Submitted,  
S. Zephirin