APPROVED

Arco Iris Spanish Immersion School

Minutes

Board Meeting & Executive Session

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

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

Directors Absent
None

Ex Officio Members Present
M. Ston

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
A. Kusaba Aye

Roll Call

E. Hatch Aye
C. Billings Aye
Y. Jones Aye
S. Zephirin 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

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

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

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 vie 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