

APPROVED



## Arco Iris Spanish Immersion School

### Minutes

#### Board Meeting & Executive Session

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

Thursday February 16, 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, E. Hatch, J. Guerra, S. Zephirin (remote), Y. Jones

##### **Directors Absent**

C. Billings

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#### **I. Opening Items**

##### **A. Record Attendance**

##### **B. Call the Meeting to Order**

S. Zephirin called a meeting of the board of directors of Arco Iris Spanish Immersion School to order on Thursday Feb 16, 2023 at 6:02 PM.

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

No public comment

## **II. New Business**

### **A. Approve Meeting Minutes: January 19th**

S. Zephirin made a motion to approve the minutes from Board Meeting & Executive Session on 01-19-23.

E. Hatch seconded the motion.

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

### **B. Approve Meeting Minutes: January 26th**

S. Zephirin made a motion to approve the minutes from Special & Executive Session Board Meeting on 01-26-23.

J. Guerra seconded the motion.

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

### **C. Approve Meeting Minutes- February 2**

S. Zephirin made a motion to approve the minutes from Executive Search Board Meeting Interviews on 02-02-23.

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**

- Data teams are developing nicely...staff are beginning to get the hang of it after the 2nd round. (First round in the fall.) We are refining our assessment/testing cycles.
- Investigating Wonders/Maravillas Literacy program. English-Spanish aligned literacy curriculum. Chris & teaching teams will be reviewing print samples. Meeting with rep on 2/27 to discuss the basics of what we need, then work on a quote.

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

- Perla at George Fox for a recruitment (Job Fair) on 2/15/23.
- Puerto Rico Recruitment trip 2/21-2/26 for job fair at UPR (Mayaguez campus). Will also visit two other campuses: San Juan (Rio Piedras) and Ponce. Working on networking with their Education major programs.

- Express Personnel Temp agency: *Yaneth* She is bilingual, working Monday and Friday in the front office (Administrative Assistant). Possibility to move her to 5 days a week by March. She'll be needed to cover in operations as we are seeing more and more IA absences. Kataliea is training her. (Our monthly bill for Express will go up about \$3000/month if we move her to 5 days/week)

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

- Recent concern from a few families about the marketing tours. Concern was about too many visitors in the building while students were also. Held a community feedback session roughly 18 families attended. I decided to move Tours to after 6pm due to not enough resources, nor enough staff to make it happen. Tours a couple times a month until June.
- First tour on Monday, Feb 13th. Facilitated by staff and board member(s). Went well. 8 families, 20 total.
- Staff feedback collected as part of SIA funds. Overall, consistently hearing they want more support (instructional) in the classroom. It all seems to center on *more staff*.

### **Financial Stability**

- Open enrollment for 2023-24 began on Jan 9 (closes Feb 26) Cyndi reports they are still rolling in.
- We have been filling spots in Kinder, First, and Second for this 2022-23. Current enrollment: 382
- It looks like we may exceed our allotted substitute allotment for this 2022-23 year. Chris will be working with the finance committee to determine projection and where we can make adjustments from other line items.
- We will likely exceed the budget for substitutes this year.

### **SIA updates from Michelle:**

- Shared raw data from community feedback surveys. Data shows majority support we continue using our SIA funds to support the added staff positions (Assistant Director, Counselor, IA's at younger grades).
- State encouraging schools to have a layered strategy for spending funds. For us, this means a plan for shifting adding positions to the general fund and then thinking about how we would spend the remaining SIA funds.
- Application for the Aligning Student Success Funds due by end of March. ESD open to looking at a draft before we submit.

## **IV. Governance**

### **A.**

## **Governance Report**

Committee interviewed a potential new board member, and recommends him for the position. There was only one candidate for the open position. Candidate has experience that would be helpful to the Board.

S. Zephirin made a motion to Approve Andrew Nelson as a School Board member of Arco Iris for a 3 year term starting March 1st or after the Executive Director search is completed.

J. Guerra seconded the motion.

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

### **B. Vote to Adopt Updated Policies**

Changes to policies presented are per recommendations from OSBA. Governance committee reviewed all recommendations.

E. Hatch made a motion to Approve all policy changes, including deletions.

A. Kusaba seconded the motion.

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

### **C. Executive Director Search**

- Christa received feedback that we may want to increase our salary range for the Executive Director position, given the the salaries of surrounding districts.

E. Hatch made a motion to Allow Christa Billings to negotiate up to \$10,000 more for the Executive Director position.

Y. Jones seconded the motion.

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

## **V. PTO**

### **A. PTO Report**

- PTO working on re-organizing/streamlining information for officer transitions
- Sock fundraiser did not raise as much money as we hoped. Raised approx. \$700. Likely impacted by being in January. Mike Bryan did an additional push---still waiting on those numbers.

### **B. Assign Board Member to attend next PTO meeting**

Next PTO meeting is Feb 22nd (usually the last Wednesday of the month). Sarah will attend.

## **VI. Finance**

### **A. Treasurers Report**

No report

## VII. Development

### A. Development Report

- Next meeting is March 9th, 6:30-8pm
- Grant application work continues in the background
- Erin did a tutorial with Insturmentl. Provides software to help find and apply for grants.

### B. Playground Update

- \*Josh working on application for "Preapplication Conference" with City of Beaverton.
- \*Board discussed information on "Play Pods"

## VIII. Executive Session ORS 192.660 (2)(a)

### A. Executive Director Search

Regular Board Meeting closed at 7:19pm

Executive Session called to order 7:20pm.

Executive Session ORS 192.660 (2)(a) The governing body of a public body may hold an executive session to consider the employment of a public officer, employee, staff member or individual agent.

- Board decided on final interview questions
- Board discussed next steps if Executive Director position is not filled

## IX. Executive session ORS 192.660 (2)(b)

### A. Executive session ORS 192.660 (2)(b)

#### ORS 192.660 (2)(b)

To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.

- Board reviewed formal complaint made via board policy. Board agreed to move forward with a formal investigation.

Executive Session Closed at 8:34pm

Regular Session re-opened at 8:35pm.

## **X. Closing Items**

### **A. Action Items**

- \* As able, Board to review Michelle's community feedback data, email her with any feedback by week of February 27th.
- \* Sarah to attend PTO meeting on Feb 22nd. Encourage attendance at Community Forum
- \* Erin to continue working in Insturmentl, Christa to forward a different software option as well.
- \*Erin to send out draft of fence grant application for feedback.
- \*Josh to work on preapplication conference paperwork.
- \*Josh to send out email to school playground workgroup about setting up meeting time
- \*Sarah to add committee assignments to next meeting's agenda
- \* Christa to follow up with Steve on community forum logistics.

### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:38 PM.

Respectfully Submitted,  
S. Zephirin