APPROVED

Arco Iris Spanish Immersion School

Minutes

Board Meeting

Date and Time
Thursday March 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

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

Directors Absent
None

Ex Officio Members Present
C. Brodniak, M. Ston

Guests Present
J. Urdiales (remote)

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 Mar 16, 2023 at 6:06 PM.

C. General Public Comment

Public comment with positive feedback on marketing

II. New Business

A. Approve Meeting Minutes: February 16

S. Zephirin made a motion to approve the minutes from Board Meeting & Executive Session on 02-16-23.
Y. Jones seconded the motion.
The board **VOTED** to approve the motion.

B. Approve Meeting Minutes: February 24

S. Zephirin made a motion to approve the minutes from Executive Search Board Meeting on 02-24-23.
Y. Jones seconded the motion.
The board **VOTED** to approve the motion.

C. Approve Meeting Minutes- February 26

S. Zephirin made a motion to approve the minutes from Executive Search Board Meeting on 02-26-23.
Y. Jones seconded the motion.
The board **VOTED** to approve the motion.

D. Approve Board on Track Renewal

S. Zephirin made a motion to Renew the contract with Board on Track.
E. Hatch seconded the motion.
The board **VOTED** to approve the motion.

III. Executive Director

A. Director's and Assistant Director's Report

Academic Excellence

- Wonders/Maravillas Literacy program. English-Spanish aligned literacy curriculum that is backed by research and aligns directly to state standards. Planning is

basically done for the teacher. Staff are reviewing samples and we will revisit it in April. Chris working with reps for pricing based on what (how much) our program will need.

Staff Training and Retention

- Perla was at George Fox for a recruitment (Job Fair) last month. No solid local leads *yet* from this fair.
- Puerto Rico Recruitment trip (last month). Chris met with university staff at three (3) different locations. Developing a dialogue with the Dean of Education (over all campuses). Solid contact (Tenured Professor) at one campus that has about 150 students whose primary interest is K-6 education. Fair was successful, even though the focus was Engineering. 13 students indicated interest. 2-3 of those are possibilities.
- "Intent to Returns" will go out next week to our staff. (Deadline to return 4/7.) This will give us a better idea of what staffing positions we need to fill for the 2023-24 year.
- Peer/colleague observations. Based on our admin observations of teachers, we've decided many of our staff would benefit from focused peer observations (within teams). This will help some teachers with teacher goals as well. We secured a substitute for a two week period. Each teacher will be given 3 hours of coverage to observe their team members, collaborate, and strategize to improve their own teaching practice.
- Investigating summer professional development/training for teachers on Singapore Math. May partner with Hope Charter School.

Community Engagement and Positive School Culture

- Staff Cultural map project (hallway) presents our cultural diversity within staff at AI.
- 6pm tours are going well. 3 down, 4 more to go.
- Working on a language/SEL study with a teacher resource group with Spain & Universidad de Granada https://proyectoleyla.eu/ Study focuses on the success of multilingual educational programs at different developmental age groups as it relates to teacher profiles. (What do teachers in this field need to be most successful?) Connection is with the spouse of one of our international teachers from Spain. Possibility that the research to be published in academic journals and forums. LEyLA Castellano LEyLA English

Financial Stability

- Open enrollment for 2023-24 has ended. March 14th ran the lottery. We will be good for K and 1st (w/waitlist). 2nd and up, we remain under cap. Marketing firm will help us target these grades.

Employment Contracts:

Board reviewed Perla Murphy's 2023-25 Employment Agreement as "Assistant Director"

Assistant Director Report- SIA Application Updates

- Michelle clarified shift in what positions we will fund with SIA dollars
- Michelle shared ideas of how to share the data we collected from the community within the application for SIA funds.
- Board provided feedback on draft of application
- Michelle will post the draft on the website for community feedback.
- Michelle reviewed next steps prior to submitting the application by March 31st deadline

Y. Jones made a motion to approve the employment contract for Perla Murphy with recommended edits.
J. Guerra seconded the motion.
The board **VOTED** to approve the motion.
E. Hatch made a motion to approve the 2023-2025 biennium Integrated Guidance plan, as presented.
S. Zephirin seconded the motion.
The board **VOTED** to approve the motion.

IV. PTO

A. PTO Report

- PTO researching alternate options to Parent Booker. Will present suggestions to the Board.
- PTO working with Perla to update PTO info on the website.
- Got approx 24 bags at bottle drop off event today. Will hold them and turn in during Earth Day bonus event
- Teacher Appreciation Committee working on events for May, will present to admin
- Fun Drive/Soft goods drive will be held again this year. Advertising happening soon.
- PTO had some ideas on auction that Leslie will share with Christa.
- PTO planning on monthly meeting with admin team

B. Assign Board Member to attend next PTO meeting

March 22nd at 6pm---Christa will attend.

V. Governance

A. Governance Report

S. Zephirin made a motion to renew Erin Hatch for a 3 year Board term.
Y. Jones seconded the motion.

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

VI. Finance

A. Treasurers Report

- Michelle, Chris, Tonya, and Yessenia met last week to discuss budget and FTE. This will be shared with Board at the next meeting.
- We are not meeting the current budget due to enrollment shortfalls. But we are not in the red either.

VII. Development

A. Development Report

Marketing Update- Christa

- Christa shared some data from the marketing company

Grants

- Lowe's grant submitted
- Working on arts grants due next week. Sarah to submit by deadline next week.
- Erin worked with Michelle on application for Marie Lamform grant.
- Michelle confirmed that Arco has ordered all the books in Spanish that Scholastic has to offer. This question came up at our last meeting. Committee is looking for grants to add Spanish books to our library.

Sarah suggested that Director or Assistant Director consider attending Development Committee meetings next year to help provide logistics

Yesenia shared update from 4/5th visit at Nike campus. Generated lots of interest from Nike Employees. Had over 40 Nike volunteers supporting the event.

B. Playground Update

- Josh presented draft of pre-application conference application
- Josh sent out doodle to playground committee to find monthly meeting time.

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

A. Executive Director Search

Director hired!

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

A.

Executive session ORS 192.660 (2)(b)

No update

X. Closing Items

A. Action Items

- Michelle to post SIA plan to website for comment
- Leslie to get volunteer numbers to Erin
- Christa to attend next PTO meeting.
- Leslie to update the meeting date on BOT and Arco School Calendar. And email Cindy for newsletter.
- Sarah to update time allotment for Development report on future agendas
- Yesenia to invite playground/shipping container company to meet with us at May Board meeting
- Board members to send OSBA training info to Sarah Z.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:45 PM.

Respectfully Submitted,
S. Zephirin