



## Arco Iris Spanish Immersion School

### Minutes

#### Executive Search Board Meeting Interviews

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

Thursday February 2, 2023 at 5:30 PM

##### **Location**

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**

M. Ston (remote)

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

M. Ston (remote)

##### **Guests Present**

P. Murphy (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 Feb 2, 2023 at 5:32 PM.

## II. New Business

### A. Executive Director Search Special & Executive Session

#### Moved to Executive Session at 5:32pm

- Christa and Erin reviewed information from their social media/internet checks on the two candidates
- Board reviewed interview questions and any follow ups we may need to ask
- Search committee joined at 5:55pm and received instructions on providing feedback to the board after each interview
- Board interviewed 2 candidates at 6pm and 7pm. Search committee members were able to observe the interviews and provide written feedback to Steve at OSBA.
- Board reviewed written feedback from search committee on the interviews, and determined finalists for the executive director position
- Board determined plan for conducting reference check on finalists

#### Moved to Special Session at 8:27pm

- Steve from OSBA gave information to Board members on how to conduct reference checks
- Board discussed plans for finalists day in the community, scheduled for February 24th.

J. Guerra made a motion to approve \$1000 of travel expenses for out of state executive director candidates.

Y. Jones seconded the motion.

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

## III. Closing Items

### A. Action Items

- Steve and Christa to work out details on day in community with finalists
- Steve to write draft press release

-Christa to create google doc to track reference check calls. Steve will notify board when we can begin those calls.

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:10 PM.

Respectfully Submitted,  
S. Zephirin