APPROVED

Arco Iris Spanish Immersion School

Minutes

Executive Search Board Meeting Interviews

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

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)

Guests Present
P. Murphy (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 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