APPROVED

Arco Iris Spanish Immersion School

Minutes

Board Meeting

Date and Time
Thursday August 17, 2023 at 6:00 PM

Location
Staff & Board: In person at school

Public: In person at school or online zoom option

Zoom Meeting
https://us02web.zoom.us/j/85371068909?pwd=TkpjR0dBNFM4bWplZEhRdGRzU2hJQT09
Meeting ID: 853 7106 8909
Passcode: 1Uzghf

Mission/Vision
Arco Iris Spanish Immersion Charter School cultivates academic success for all students through a biliterate education and a robust math curriculum. Our students are members of a supportive multicultural community valuing diversity, equity and inclusion.

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

Directors Absent
None

Guests Present

J. Urdiales

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 Aug 17, 2023 at 6:01 PM.

C. General Public Comment

No public comment

II. New Business

A. Approve Meeting Minutes: June 27

S. Zephirin made a motion to approve the minutes from Board Meeting on 06-27-23.
A. Nelson seconded the motion.
The board **VOTED** to approve the motion.

B. Approve Meeting Minutes: July 20th

S. Zephirin made a motion to approve the minutes from Board Meeting on 07-20-23.
A. Nelson seconded the motion.
The board **VOTED** to approve the motion.

C. Approve Meeting Minutes: August 3

S. Zephirin made a motion to approve the minutes from Executive Director/Board Transition Program & Special Session on 08-03-23.
A. Nelson seconded the motion.
The board **VOTED** to approve the motion.

III. Executive Director

A. Director's and Assistant Director's Report

- Jesús reviewed school learning plan we discussed last meeting
- **Academics**
    1. Welcomed new team members this week. Reviewed foundational information to support the 23-24 school year kick off
    2. Exploring a grant for adoption of Early Literacy Curriculum (offered by ODE)
        - Met with ODE to find our options.
            - ODE will cover 75% of the costs of the program. Specifics:

        - $61,000 to purchase a program the 1st year this is offered
        - $64,000 the second year
    - We are exploring HHM Curriculum. We are in the process of getting samples for their HHM curriculum.
    - Reason:
        - HHM has a Spanish component that has been highly recommended by other schools called Arriba La Lectura.
        - We would like to find a curriculum similar to what we have for Math for our Spanish Immersion program and for ELA that all teachers can use (curriculum alignment).
    - Links to resources for this grant shared with board

- **Empowerment (Staff Training and Retention)**
    - Hiring efforts continue
        - Needs: 2IA's, Admin Assistant, 1Middle ELA/Math teacher (recent resignation)
        - Recent hires: 1 IA, 1 in school sub/interventions support
    - Challenges
        - Challenge #1: Not enough applications for the IA position to fully support our program and also BDBT
            - Proposed solution: Adding two stipends to our budget to offer after and/or before school opportunities to our current team members (teachers)
                - Stipends:
                    - After care:
                        - $18.10 hourly rate x 2 = $36.20 for after care
                        - $36.20 x 170 days = **around $6000 (proposing two candidates)**
                    - Before care:
                        - **$3000**
        - Challenge #2: Recent resignation of a team member supporting middle school, and 5th ELA and/or Math.
            - Proposed solutions
                - Explore the option of **eliminating 8th grade**.
                - Offer **remote instruction** for 8th grade math and ELA. This would involve paying Proximity learning, and then a proctor to monitor the room.
                - We can **explore ESS:**
                    - There have been many challenges in the past with filling these positions. They are temporary, and often
            - Discussion:

        - Board member asked if we can bus 8th graders to Conestoga for math.
        - Board member asked about what legal options we have with a signed contract
        - Board discussed possible financial impacts, school community impacts, and impact on our ability to fulfill our commitment to academic excellence for 8th grader class
    - Next steps:
        - Jesús will contact 8th grade families to share current challenge and ask for feedback
        - Board will hold a special session meeting on August 18th to make final decision
- **(Engagement and Equity) Community Engagement and Positive School Culture**
    - We have been sending weekly newsletters to our families with information regarding:
        1. Meet the teacher event
            1. Board member gave feedback that it is challenging for families to attend during the daytime. Another Board member shared that many other schools in BSD follow a similar schedule.
        2. Orientation recording
            1. Board member noted that this was not offered in Spanish. Jesús made note to change this for next year to align with our equity goals
        3. Special schedule for Kindergarten students (staggered schedule or “Gentle Beginnings.”)
            1. Board member gave feedback that some schools offer kinder student beginnings during summer or week before school. That way kinders can start on day 1, which is more convenient for families who have more than one student.
    - We are doing the same to communicate upcoming dates and events to the team.
        - Consideration to bring back coffee with the principal
    - Brief discussion on how we measure community engagement, at request of board member
    - BTSN occurs on Sept 19th and 21st
        1. Scheduling conflict with our Board meeting also happening on the 21st
            1. Board agreed to change the time of the meeting on 21st to 7-9pm, after back to school night is over
- **Financial Responsibility**
    - **Enrollment for 23-24 is at 428 (-3) students in grades KN-8.**
        1. 2 KN students
        2. 1 8th grader

- Waitlist only for Kinder at this time (97 students). We have released seats in KN.

S. Zephirin made a motion to approve the stipends for BDBT as presented.
Y. Jones seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

IV. Board Chair Report

A. Board Chair Report

Christa reported on her work over the past month:

- Attended board chair seminars
- Ed Fund grant writing webinar
- Weekly meetings with Charter School Capital
- Editing fundraising documents to reflect new language
- Recorded family orientation
- Attended OSBA conference in Salem
- Monthly meetings with Director

V. Governance

A. Governance Report

- Adreana provided information on conference for Association for Two Way and Dual Language Education in Sacramento
  - Organization has made exceptions to certify individual schools (vs districts). Adreana to continue to foster that relationships
  - Adreana encourages other board members and the Director to attend with her next year
- Christa, Andrew and Adreana attended the OSBA conference in Salem earlier this month. Highlighted information learned.
  - Do we have a policy for that?
  - Use "families" and "team members" versus parents and staff

- Christa to start implementing speaking checklist to ensure all voices are heard. Also learned some other tools we can implement in the future as needed.
- Your Board member email is a public record and can be requested.
- Christa to start including proposed language for motions---will be sent in an email

VI. PTO

A. PTO Report

- Lots of work getting the new app working for volunteer hours, background checks, etc.
- Reviewed upcoming events, including Chalk Walk, Welcome Back baskets, Meet the Teacher event
- Playdates have been well attended
- PTO yearly calendar is almost ready
- Upcoming planning meeting for Move-a-thon, many parents signed up to help

VII. Finance

A. Treasurers Report

- Final ERC credit of $231k will be booked as income into 2022-2023 school year
- We were notified of a new grant for the school for Early Literacy - our portion is $61,718 for 23-24 school year and $64,237 for 24-25 school year. The goals for these funds have to align with our SIA pretty closely.
- Andrew is working with Tonya to create a scorecard to help track financial targets

VIII. Development

A. Development Report

- Erin and Christa met with FundEd Strategies. Sent proposal to use their grant writing services. This company specializes in work with Charter Schools.
  - Board member asked if we can gather more data on how many of the schools they work with
- Christa sent out proposals to three other companies

B. Playground Update

- 17 volunteers signed up to help on Sunday with playground matting
- Playground equipment delivery keeps getting pushed back due to supply chain issues. Christa to keep board updated.

IX. Closing Items

A. Action Items

- Christa to update meeting time for Sept 21st board meeting
- Christa to add a special session meeting board meeting via Zoom at 7:15pm on August 18th.
- Board to sign up for Victouch. Important to log our board member work as volunteer hours
- Sarah to move PTO ahead of the Director's report on future agendas
- Josh to work with PE teachers on blacktop plan, location for basketball hoop, location of tetherball (Christa to provide sandbags once location determined)

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:11 PM.

Respectfully Submitted,
S. Zephirin