APPROVED

Arco Iris Spanish Immersion School

Minutes

Board Meeting

Date and Time
Thursday September 21, 2023 at 7:00 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 (remote)

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 Sep 21, 2023 at 7:04 PM.

C. General Public Comment

II. New Business

A. Approve Meeting Minutes: August 17

S. Zephirin made a motion to approve the minutes from Board Meeting on 08-17-23.
E. Hatch seconded the motion.
The board **VOTED** to approve the motion.

B. Approve Meeting Minutes: August 18

S. Zephirin made a motion to approve the minutes from Board Special Session Meeting on 08-18-23.
E. Hatch seconded the motion.
The board **VOTED** to approve the motion.

C. Approve Meeting Minutes: August 21

S. Zephirin made a motion to approve the minutes from Special session board meeting on 08-21-23.
E. Hatch seconded the motion.
The board **VOTED** to approve the motion.

D. Approve Meeting Minutes: September 3rd

S. Zephirin made a motion to approve the minutes from Special Session Board Meeting on 09-03-23.
E. Hatch seconded the motion.
The board **VOTED** to approve the motion.

III. PTO

A. PTO Report

- $2500 in spirit wear sales this past week

- Lots of volunteer sign ups!
- Preparing for move-a-thon next month
- Leslie and Jessica meeting regularly with leadership team to plan for events
- Book Fair went well--extending online sales thru Sunday. Lots of money donated to teacher accounts.
- Beaverton Parade on Saturday

B. Assign Board Member to attend next PTO Meeting

Andrew will attend the next PTO meeting

IV. Executive Director

A. Director's and Assistant Director's Report

Strategic Plan: All of our actions and subsequent work are tied to the 4 Pillars addressed in our Learning Plan:

1. **Academic (Excellence)**
    - Our work during the month of September regarding Academics has been grounded on:
        1. Welcoming our students and families with a focus on:
            - Building strong and joyful personal relationships using our Responsive Classroom approach.
                - Responsive Classroom supports building a joyful and safe classroom and school community via positive reinforcements and through modeling expectations we want our students to embody.
        2. Diving into the Early Literacy Curriculum samples we received to make a decision re: our adoption of curriculum to support our Spanish Immersion and ELA programs (offered by ODE)
            - Reminders: ODE will cover 75% of the costs of the program.
            - We are exploring the “HHM” Curriculum.
            - It has a Spanish Component (“Arriba la Lectura”), also for all grades KN-5th.
            - Our goal this year is to explore a program and adopt it next year for all grades - for consistency and alignment purposes.
        3. Welcoming families during our Back to School Nights.
           See presentation here.
            - *By the time this report was shared, our first BTSN event had occurred on 9.19.23.*
                - *Learnings from our 1st night:*
                    - *Review offering child care next year.*
                    - *Sharing norms of engagement*
                    - *Shorter presentation*

4. ***Submitting some of the initial reports to BSD and ODE,*** *including our [September Performance Report.]*
    - *I would like to briefly take a moment to celebrate our student's growth based on Oregon's State Assessments from SY 22-23, which was included in our September report. See snapshot of data and also language included in the report, below.* ***Fantastic work by our students and team members!***
    - The public can access the Arco Iris State Assessment Scores on the ODE website

2. **(Empowerment) Staff Training and Retention**
    - We successfully hired Kathy McKenna to support our middle school students for Math and ELA.
    - Hiring efforts continue.
        1. Current needs:
            - 2 IAs
                - Currently interviewing 3 candidates this week.
                - Extended 1 offer today
            - 1 Administrative Assistant
                - We sent an offer letter to a candidate this week. We are waiting for their response. Tentatively will join the team in October. Excited to have a new team member in the office to support our current team, especially with Buenas Tardes needs.
    - How we are currently adapting to our 2 IA vacancies:
        1. We offered 2 stipends (previously approved by the Board) to 2 of our classroom teachers who agreed to support our program from 3:30 - 5:30 pm.
3. **(Engagement and Equity) Community Engagement and Positive School Culture**
    - Communication with our community is key. These are some types of communication that remain the same from prior years, and some adjustments in our communication for consistency purposes:
        1. Weekly admin/office newsletters
        2. Bi-monthly (twice a month) classroom newsletters from teachers.
            - Our goal is for all classrooms to have consistent practices.
    - Recurring and upcoming events:
        1. Coffee with the Principal (1st Friday of every month)
        2. Move-A-Thon coming up in October.
        3. AFG kick-off in November
        4. We are in conversations with our Student Success Coach to bring more family engagements/cultural celebrations tied to our multicultural mission. This is one more area of focus for this year, and our goal is to create more opportunities for cultural celebrations (TBD).
4. **Financial Responsibility**

- Enrollment for 23-24 is at 422 students in grades KN-8.
    1. 6 less students since last report.
    2. Board asked if we track the reasons a family is withdrawing. This may be helpful data for improving our programming in the future
- Waitlist mostly for Kinder at this time. We have released seats in KN.
    1. 95 students in KN wait list
    2. Total waitlist K-8th: 107

V. Board Chair Report

A. Board Chair Report

No major information to report. Christa primarily supported the arrival of the new playground equipment.

VI. Governance

A. Governance Report

- OSBA provided policy update recommendations today. Committee to review.
- Christa and Yesenia to attend a Charter School Conference in Salem. Christa will send out info if anyone else wants to attend.

VII. Finance

A. Treasurers Report

- Receiving adjusted payment from BSD for additional enrollment numbers
- Tonya creating an income statement by student to help with additional data collection and projections.

VIII. Development

A. Development Report

- Erin and Christa met with 3 grant writing companies regarding possible services.

Grant Writing Services

- AGS $110 an hour
- Kish Russell $150 an hour
- Resource Associates $1200-$1800 per grant, $750 for customs research report, $6000-$8,200 or 10% of grant for Program evaluation per grant
- FundEd $53,500 for 12 month agreement, no per grant fee

Average per grant fees based on hourly fees

- Writing an proposal for a brand-new program or project for a new foundation funder: $2,500 to $6,000 (average range).
- Developing a “template” grant proposal for an organization or project/program that can be easily adapted for different donors: $3,000 to $6,000 (average range).
- Managing and writing a large and complex federal grant: $8,000 to $10,000 (average range).

RACC Grant

- Erin and Sarah reviewed the RACC grant information/requirements. Jesús will contact the Dance Group we hope to work with, and start planning for a spring cultural event.

J. Guerra made a motion to allow Christa to sign a contract with FundEd, as per information outlined in letter of interest and after checking company references.
A. Kusaba seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. Playground Update

Josh shared a potential layout for backend striping, after getting feedback from PE teachers.

IX. Closing Items

A. Action Items

- Sarah to send Jesús the RACC grant info and Dance Group Contact info. Jesús to contact the Dance Group to start planning.
- Jesús to look into what information we collect on the student withdrawal form
- Christa to send out Charter School Conference info
- Josh to consult with PE teachers and send mock up to Jesus.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:17 PM.

Respectfully Submitted,
S. Zephirin