APPROVED

# Arco Iris Spanish Immersion School

## Minutes

Board Meeting

**Date and Time**
Thursday January 18, 2024 at 6:00 PM

**Location**

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 (remote), A. Nelson (remote), C. Billings (remote), E. Hatch (remote), J. Guerra (remote), S. Zephirin (remote), Y. Jones (remote)

**Directors Absent**
*None*

**Directors who arrived after the meeting opened**

C. Billings

**Ex Officio Members Present**
M. Ston (remote)

**Guests Present**
J. Urdiales (remote)

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

S. Zephirin called a meeting of the board of directors of Arco Iris Spanish Immersion School to order on Thursday Jan 18, 2024 at 6:01 PM.

### C. General Public Comment

No public comment

## II. New Business

### A. Approve Meeting Minutes: Dec 14th

S. Zephirin made a motion to approve the minutes from Board Meeting on 12-14-23.
A. Nelson seconded the motion.
The board **VOTED** to approve the motion.

### B. Approve Meeting Minutes: Dec 15th Special Session

S. Zephirin made a motion to approve the minutes from Special Session Board Meeting on 12-15-23.
A. Nelson seconded the motion.
The board **VOTED** to approve the motion.

### C. Appoint Civil Rights Coordinator

E. Hatch made a motion to appoint Jesús Urdiales, Executive Director, as Arco's Civil Rights Coordinator.
S. Zephirin seconded the motion.
This is a new requirement from the State of Oregon.

A civil rights coordinator, at a minimum, shall: (A) Monitor, coordinate and oversee school district compliance with state and federal laws prohibiting discrimination in public

education; (B) Oversee investigations of complaints alleging discrimination in public education and ensure that the investigations are resolved; (C) Provide guidance to school and school district personnel on civil rights issues in the school district, respond to questions and concerns about civil rights in the school district and coordinate efforts to prevent civil rights violations from occurring in the school district; (D) Satisfy any training requirements prescribed by the State Board of Education by rule; and (E) Comply with any rules adopted by the State Board of Education for the purpose of implementing this paragraph.
The board **VOTED** to approve the motion.

**Roll Call**

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

## III. PTO

### A. PTO Report

- Saturday is restaurant fundraiser at Red Robin
- Upcoming coffee with the executive director
- Recruiting for auction volunteers
- Teachers received $120 gift cards, personalized cups, and breakfast prior to Winter Break.
- Next PTO meeting will be in person (Zoom also offered)
- Recent uniform exchange
- Room parents working on upcoming Friendship Day celebrations

### B. Assign Board Member to attend next PTO Meeting

Feb 7th- Sarah (Zoom or in person at Arco)

## IV. Executive Director

### A. Director's and Assistant Director's Report

I. Academic Excellence

- **Academic updates during the month of December include:**
  1. **Internal assessments**
     - We use easyCBM as an internal assessment to illustrate our students' growth throughout the year, and a data analysis was presented during our last board meeting to share our students' fall scores.

        - This fall data analysis showed that all grade levels were on the right trajectory in demonstrating increased mastery of grade-level standards in both Math and Reading when comparing it to previous fall data, with the exception of 1st and 2nd grade Reading ELA.
        - We are expecting to have winter results and a data analysis with comparisons ready for our February or March meetings.
    2. **Updates re: grants tied to Academic program - Early Literacy Curriculum Adoption**
        - **Application for Early Literacy curriculum was submitted early January**
            - Application needed board review, and initial drafts were presented in December.
            - Final submission and summary can be found below.  Michelle reviewed the application document with the board.
            - Special thanks to Michelle Ston for guiding these effort!

II. Staff Training and Retention

- **Team feedback:**
    1. We previously shared the results with the board of our **anonymous team feedback form**.
        - Overall results were fairly positive with about 82-83% staff satisfaction, and the team expressing feeling supported.
        - As a reminder, we will share a second form with our team with similar questions at the end of the school year to better understand how to meet the unique needs of our team.
- **Team trainings and support:**
    1. We are providing opportunities for the team to attend the following trainings:
        - Responsive Classroom training in January.
        - OABE (OR Association of Bilingual Ed) Winter Institute on Feb 23 and 24. Theme is:"¡Es el momento! Elevating the Multilingual Learning Experience!”
    2. We are also creating learning rounds for our team starting in January.
        - Team members will have the opportunity to visit each other’s classrooms during instructional times.  We are making this possible by securing a substitute teacher for 3 days in January, 2 days in February, 2 more in March, and 2 in April.
        - The team will follow a rotation to observe each other in practice.
    3. Erin asked for updates on securing substitute teachers.  Arco has increased our daily pay rate for subs and this seems to be helping with getting substitutes this year.

III. Community Engagement and Positive School Culture

- **Fundraising events:**

1. AFG Totals: $122,487

- **Community Engagement:**
  1. We sent a midyear survey to families. We had few families respond to this survey: 13 families total. Results therefore don't represent the entire community. We will re-share this survey when we send report cards home.
  2. Survey/draft link shared with Board

IV. F**inancial Responsibility**

- **Grant opportunities and updates**
  1. Submitted Early Literacy program application (already discussed)
  2. FundEd is supporting Arco Iris with other grant opportunities. FundEd working on grant from Nike for sports equipment. Christa also shared a possible grant that would support with safety trainings for staff. Admin completed that application.
- **Enrollment for 23-24**
  1. Total enrollment:
     - 417 students
     - No movement from December.
     - Still sending invitations for Kinder seats - 1 available.
- **SY 24-25 Enrollment and marketing efforts, including upcoming lottery:**
  1. **We will be sharing materials and presenting to potential families starting in January, both at certain preschools and at Arco Iris:**
     - Jan 8 - Feb 29, Open Enrollment.
     - Conducting informational sessions via Zoom every Friday during these months.
     - Conducting in-person tours every Wednesday starting in February.
     - Outreach (Spanish Immersion preschools) - visiting some of these from January to March to drop off materials and/or present.
     - Other items related to informational sessions and tours for SY 24-25:
       - Prior to our winter break, we sent out a Letter of Commitment to families (Intent to return) - this is for current families in an effort to understand their commitment to returning next year.

C. Billings arrived at 6:13 PM.

## V. Governance

### A. Governance Report

No current updates. Committee to start work on policy reviews.

## VI. Finance

### A.

**Treasurers Report**

Treasurer's Report

- ADMw received for (Month): $327,184.00
- Total income for (Month): $479,337.60
- Cash balance for (Month): $3,139,096.56
- Accts Receivable for (Month): $197,214.78
- Net gain/loss for (Month): $93,555.73

Andrew continuing to work with bank on CD ladders.

## VII. Development

### A. Development Report

- Adreana has been working with Beaverton Chamber of Commerce on a mural project for the school
- Adreana also shared information with Jesus on options for pursuing ATDLE national recognition
- Next meeting with FundEd is on Tuesday

### B. Playground Update

- Contractor who helped build the shed offered his crew up to help us move the shed to it's new location

## VIII. Closing Items

### A. Action Items

None

### B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:44 PM.

Respectfully Submitted,
S. Zephirin