APPROVED

Arco Iris Spanish Immersion School

Minutes

Board Meeting

Date and Time
Thursday February 15, 2024 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 (remote), C. Billings, E. Hatch, J. Guerra (remote), S. Zephirin, Y. Jones

Directors Absent
None

Directors who arrived after the meeting opened

A. Kusaba

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 Feb 15, 2024 at 6:03 PM.

C. General Public Comment

No public comment

II. New Business

A. Approve Meeting Minutes: January 18th

S. Zephirin made a motion to approve the minutes from Board Meeting on 01-18-24.
E. Hatch seconded the motion.
The board **VOTED** to approve the motion.

B. Approve Meeting Minutes: Jan 28th Special Session

S. Zephirin made a motion to approve the minutes from Special Session Board Meeting on 01-28-24.
E. Hatch seconded the motion.
The board **VOTED** to approve the motion.

III. PTO

A. PTO Report

- Celebration for Luis for National School Counseling week earlier in the month
- Reviewed restaurant nights
- Art Literacy up and running
- Review of Kindness Week
    - Friendship Day celebrations. Families mentioned concerns about candy being provided during the celebrations. Leslie to brainstorm additional notification ideas to families next year.
    - Received lots of food donations on Wednesday
    - Kindness Wall is up (handprint activity)

- Gave Teachers move-a-thon thank you gifts
- Preparing for Auction in April
- Leslie and Jessica looking to recruit new PTO President and Vice President for next year

B. Assign Board Member to attend next PTO Meeting

Christa to attend March PTO meeting

IV. Executive Director

A. Director's and Assistant Director's Report

Academic Excellence

1. Internal assessments
    - Finalizing easy CBM data analysis. Results coming in March 2024 to review with the Board.
2. Updates re: grants tied to Academic program
    - We have submitted a Nike grant (Feb 15) with help from FundEd for $20,000 to support BDBT and purchases for PE equipment
3. Report cards will be going out this week. Our newsletter included language regarding our Standards Based Grading approach, for any new family joining Arco.
    - **SBG doc**

Staff Training and Retention

- Team trainings and support:
    1. Learning rounds for our team started in January and will continue this month:
        - 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 2 days in February, 2 more in March, and 2 in April.
        - The team will follow a rotation to observe each other in practice.
    2. Teacher and admin news:
        - Perla Murphy needed some time off during the month of February for personal reasons. She will be returning Monday Feb 20th.
        - Concepcion Constantino will need to have time off during the months of February, March, and parts of April for personal reasons, as well.
            - We are working with ESS to secure a bilingual sub.
            - Families have been informed.
- Hiring for SY 24-25
    1. We shared our intent to return forms with teachers to find out who is interested in returning next year. We can share these results during the next Board meeting.

2. In anticipation of our hiring needs, we would like to move forward with these two hiring opportunities:
    - We are looking at two potential international teacher search agencies to help us find candidates from a wider variety of Hispanic countries. We are still in the early stages of this process. The cost for using their services would be between $2000 - $6000 per year at a minimum, and could be higher depending on the number of teachers we hire. Any candidates we find through these agencies would still utilize Cordell Hull for their J-1 visas, so we would incur visa costs as well just as we do with all international teachers.
    - There is also an opportunity to hire teachers in Spain (Jesus to travel to Spain in March with support of the Embassy of Spain - the only cost here will be airfare as they are including stay and meals for this opportunity, so around $750-1200 dollars for airfare).
    - In order to move forward, we need approval for these additional recruitment costs. If you have any questions, Michelle can provide more details re: agencies and Jesus re: Spain opportunity. The two agencies we are considering are Search Associates and International School Services in case you are interested in learning more about them. The opportunity in Spain is being supported by their Embassy.

Community Engagement and Positive School Culture

- Fundraising events:
    1. AFG Totals:
        - $123,527
- Community Engagement:
    1. Wonderful opportunities for community engagement are happening this week:
        - Kindness week activities
        - Friendship Day
    2. Upcoming community events/student assemblies:
        - In celebration of BHM, we are planning on bringing in a program/assembly on February 29th to highlight Black voices. More details soon.

Financial Responsibility

- **Grant opportunities and updates**
    1. Nike application submitted February 15
        - Support for BDBT with PE position
        - PE equipment
        - Total grant money requested: no more than $20,000
    2. FundEd is supporting Arco Iris with other grant opportunities
- **Enrollment for 23-24**

1. Total enrollment:
    - 414 students and 4 spots offered

- **SY 24-25 Enrollment and marketing efforts, including upcoming lottery. We have been presenting to potential families these past two months. As a reminder:**
    - 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) - dropping off materials.
- We are working on projections for next school year:
    - Use 450 students as base number (we took this from our strategic plan enrollment projections)
    - Eliminate ESSER and Marie Lamfrom income
    - Staffing Projections
        - 26 FTE for teaching staff - salaries based on salary schedule
        - 11 Instructional Assistants (that is one more than we have this year) - salaries based on hourly pay rate with longevity bonuses
            - Note - Part of our office team falls into this category (Yvette)
        - 1 Student Success Coach
        - 4 Admin staff - salaries based on negotiated pay rate
            - Admin assistant - Kat
            - Office manager - Cyndi
            - Assistant Director - Perla
            - Executive Director - Jesús
        - Special Projects Manager (Michelle) - this is a question mark. Since pay would have to come from the general fund next year, we want to budget it at 2/3 of this year's cost to see if that will work.
- In terms of **COLAs:**
    - We will run scenarios with a 3%, 4% and 5% COLA to see how much we can offer to our educators. Teaching staff would also get steps and IA's would get longevity bonuses.

A. Kusaba arrived at 6:15 PM.
E. Hatch made a motion to approve Executive Director to spend $6000 on search agency contract.
Y. Jones seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

J. Guerra	Aye
A. Nelson	Aye
A. Kusaba	Aye
S. Zephirin	Aye
Y. Jones	Aye

Roll Call

E. Hatch Aye
C. Billings Aye

E. Hatch made a motion to approve Executive Director to spend $6000 on search agency contract.
Y. Jones seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

V. Governance

A. Governance Report

Y. Jones made a motion to approve extension of Sarah Zephirin's Board Term thru June 6, 2025.
A. Kusaba seconded the motion.
The board **VOTED** to approve the motion.

VI. Finance

A. Treasurers Report

Treasurer's Report
- ADMw received for (Month): $303,303.00
- Total income for (Month): $414,169.13
- Cash balance for (Month): $2,869,957.47
- Accts Receivable for (Month): $58,675.35
- Net gain/loss for (Month): $40,349.12

2 CD's are set up to date, with a third coming through today.

VII. Development

A. Development Report

- Fund Ed provided a list of top Foundations we may apply for grants through. Asked Board to review the list and make note of any connections they may have with those organizations.
- Nike grant submitted today

- Erin to support with providing info for the mural grant.

B. Playground Update

- Josh and Christa to schedule date for volunteers to support with moving the storage shed. Likely a weekend date, and weather permitting
- March 22nd---Josh to get construction professionals to do a site visit to get ideas for future design options for playground area.
- Our CCR's prevent us from building a fence. Christa to forward the lawyer's email to Josh. Unsure if there is an appeal process.

VIII. Closing Items

A. Action Items

- Christa to send CCR's to Josh for review
- Christa and Josh to schedule volunteer day for moving the shed
- Erin to contact Fund Ed about options for grants for Michelle's position

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:55 PM.

Respectfully Submitted,
S. Zephirin