



## Arco Iris Spanish Immersion School

### Minutes

#### Board Meeting: Board Transition, Part II

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##### Date and Time

Thursday September 14, 2023 at 6:00 PM

##### Location

<https://us02web.zoom.us/j/85371068909?pwd=TkpjR0dBNFM4bWplZEhRdGRzU2hJQT09>

board: In person

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##### 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.

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##### Directors Present

A. Nelson, C. Billings, E. Hatch, S. Zephirin, Y. Jones

##### Directors Absent

A. Kusaba, J. Guerra

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#### 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 14, 2023 at 6:08 PM.

## **II. Executive Director/Board Transition Program**

### **A. Agenda**

Kristen Miles from OSBA facilitated the process of creating a Board Operating Agreement and Communication Protocols.

1. Communication Protocols. Board and Executive Director discussed expectations of how information would be shared in the follow for the following scenarios:
  1. Major Crisis/Emergency
  2. Important but not a crisis
  3. Media Requests
  4. Visits to School as Board Member
2. Board Operating Agreement
  1. Goals of the operating agreement:
    1. Set norms/behavioral expectations for the group
    2. Hold each other accountable
    3. Agreement to anchor to in times of conflict
  2. Board and Executive Director reviewed two examples of an operating agreement, and shared the items that most resonated with them
    1. Themes from Example 1: Own collective decision making process; Exemplify the governance role; importance of meeting protocols, Children's Interest Come First; follow the chain of command
    2. Themes from Example 2: Focus on governance; Uphold legal, compliance and confidentiality; support decisions of the majority; Be mindful that you represent the Board in public; board and director establish annual goals
  3. Themes not captured in the examples
    1. Attendance requirements to remain on the Board. Board discussed adopting language from requirements for Oregon School Board Members. Adding a caveat that the Board Chair will have private conversations with any member not meeting attendance requirements. Adding requirement for Board Training. And excluding meetings where contract approvals are the only agenda item.
    2. Add more details to when the board should provide feedback to the Director during the Director's Report Agenda items.
    3. Focus on assuming positive intent
    4. Will these agreements apply to committees of the Board?
3. Next Steps:

1. Kristen Miles will create formal documentation of the above items and share with the Board
2. Board will review and then may formally adopt the agreements/protocols.
3. Once Board Agreement is adopted, board will discuss the operating agreement needs for Board Committees and the PTO.

### **III. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:53 PM.

Respectfully Submitted,  
S. Zephirin