**Étoile Academy Board Meeting**

**January 18, 2018**

**Start: \_6:27\_\_ p.m. CST End: \_7:57\_ p.m. CST**

Present:

Kevin Hardaway, Wendy Ruiz, Yuhan Xie, Kayleigh Colombero (ex-officio), Alim Adatia, Richard Anthony Baker, Ja’Milla Lomas, Nicole (video dial in), Michelle Bair

Quorum met: Yes

Guests: none

Public comments: none stated

Previous Meeting Minutes

* Meeting minutes were read. Minutes were approved.
* Alim moved; Richard seconded
* **Vote**: 7-0. Approved

Committee Reports/Short-Term Goals:

* Finance:
	+ We decided to switch our account with BBVA to a Public Funds account from a Money Market fund because we have more freedom of movement. We should also only have one operating account in accordance with Board Policy, as well as it helps with payroll, that factored into the decision.
	+ We received our Board Budget Reports from Region 20 late today.
	+ *We received a $500 grant from Pulte Mortgage that we will use for field trips next school year!*
	+ Next step:
		- FC will look at all Board Reports Region 20 will generate going forward, with budget included; possibly have additional training that included finance (full day).
	+ *No recommendations for the Board at this time.*
* Facilities:
	+ Please read the Facilities report.
* Academic Achievement:
	+ We currently have 34 applications for students, behind goal of 150. We are in the process of realigning our goals and creating an action plan for February. We are doing everything we can and that we’ve been trained to do, that other schools have done. We have been more aggressive. It’s helpful to be clear about our messaging, showing the short application, having fluent Spanish speakers with us during canvassing outings.
	+ Families Empowered did a recent campaign for us. It’s an app. We paid for 50 leads.
	+ We were denied a public information request from HISD. But sent Alief ISD funds for a PIR.
	+ We hired Marisol Diaz – Operations Manager! She starts February 1.
	+ We have 6 final Culture and Community Manager candidates.
	+ Next steps: plan board training, execute board training, give input on action plan, share action plan
	+ Discussion:
		- What does it look like budget-wise if we only get 80 students on the first day? As long as we have the start-up grant, there is no impact on our budget as long as we have 100 students. As we add staff, it adds a lot of credibility and sustainability to Etoile.
		- What happens with the lease, if we can’t afford to pay for it? There is default language in the lease. We’re also not putting anything into the building, the landlord is based on the public funds. The landlord also would not be able to let us go quickly because we are a school.
		- The intern is working great. Her term is up February 17, 2018.
	+ National School Choice Day is on Jan. 27 is at Minute Maid Park.
* Fund Development:
	+ Kayleigh is working with the Start-up grant writer for an $800,000 grant. She will send out the final draft to the Board for comments and questions.
	+ Several meetings have happened with funders such as Houston Endowment (pushed back until possibly other BES schools come into the area so we can do a joint request)
	+ We have received $6,000 in donations from Smith College Alumni.
	+ Board member pledges are coming in regularly. Thank you.
	+ Hard Hat Party. In the new building, have people wear a hard hat, talk about the plans and solicit donations.
	+ Recommendations: Board members should connect Wendy and Kayleigh to people inside their corporation or potential individual donors.
	+ Discussion: How is the $30,000 we budgeted as Board-raised money factored in?
* Governance:
	+ We have a new member – Dr. Michelle Bair
	+ Alim and Michelle received their onboarding on Saturday, January 13. Alim is joining Facilities and Michelle is joining Resource Development and Governance.
	+ Leaders of the Facilities and RD will provide their onboarding processes.
	+ Next steps:
		- create the sub-committees for school director’s mid-year evaluation.
		- Kayleigh has already completed her self-evaluation. We just need to put together the sub-committee (Shiroy – AAC, Kitty – Finance, Kevin – Governance, Ja’Milla – Multi-purpose)
		- Prepare for full board check-in for Continuous Improvement Framework.
		- Kevin thinks at least one other person should participate in the BES Board Training on the phone with Sue Walsh (talk about board development, goals, etc.) the last week of January. Richard and Michelle have volunteered. They will report back to the full board.
	+ *Recommendations:*
		- *One member of each committee should be apart of the mid-year evaluation for the School Director (see names above)*
		- *Refer all hiring questions/ inquiries to Kayleigh. If there is a complaint, please connect them to Richard or Kevin.*

OLD Business

* School Director Update:
	+ The Etoile polos are here!
	+ Management reports for the last few weeks included in packet.
	+ We have a candidate who was rejected and was confused with their response. Please refer all complain communication to Richard or Kevin and hiring communication to Kayleigh.
	+ The 990 was submitted on the 8th of January, that allows us to keep our non-profit status.
	+ 162 applications from Indeed. 40 applications through Kayleigh’s email. (Operations Manager - majority, CCM, teachers).

NEW Business

* Lease: We are looking at the lease for final draft pending legal review. The last facilities call had our attorneys, our team and Lesa, and the landlord’s team as well. We decided to put things in 2 buckets 🡪 1) needs attorney referral, 2) able to be handled by Board. It was a 3-hour call. Alim is comfortable with the call and that we are being represented well. The only sticking points is that they are understanding we are a school and not a normal tenant (issues of use, payment, default, weather, time and access to get into space due to any conditions, can’t kick us out until end of school year, take-down space and them giving us a loan at 2%, etc.)
	+ Motion to approve the lease pending final legal review: Richard
	+ Second: Alim
	+ **Vote:** Approved. 7-0

* AAC and Facilities Outreach Plan:
	+ Plaza Americas will allow us to be at their events at no cost.
* Fundraising Plan:
	+ HPE is the gift that keeps on giving. As we learn about our individual corporations, there may be opportunities that are available to us.
	+ Target school donations. Amazon Smile.
* Start-up Grant Draft:
	+ We should have a final draft by Friday, January 19, 2018. Many of the things in it comes from our Charter Application.
	+ We do need to live within the budget outlined in it.
* Board Communication:
	+ Committee Chairs and Kayleigh will have a call to discuss agenda, goals, etc.
	+ Chairs will draft agendas, drive the committee calls (Kayleigh will pop-in when she can)
	+ Chairs will bring any questions to Kevin or Kayleigh
	+ Board Chair will ensure members have accepted board meeting invite, etc. and ensures quorum for board meeting
	+ Secretary posts agenda to website and at St. Luke’s 72 hours prior to meeting.
	+ Board meeting.
* Committee Planning Time: - Tabled

**Adjourn**

Motion: Kitty

Second: Michelle

Adjourned at \_\_7:57\_p.m. CST.