**Étoile Academy Board Meeting**

**April 17, 2018**

**Start: 6:18 p.m. CST End: 7: 57 p.m. CST**

Present:

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

Quorum met: Yes

Guests: Mariam Klait (BES), Emmanuel Enriquez, Michelle He (prospective Board member)

Introductions were made to the Board prospect, Michelle He. Michelle, a native of China, has been in the U.S. for 28 years and has a financial consulting company.

Public comments: none stated

Previous Meeting Minutes

* Meeting minutes were read silently. Minutes were approved.
* Moved: Shiroy; Seconded: Wendy
* **Vote**: 7-0. Approved

Committee Reports/Short-Term Goals:

* Finance:
  + During the Monday, April 16th call, the Committee talked through the most recent report and budget.
  + As of March, we’ve spent 42.29% of the Wal-Mart grant based on Region 20 report. This is lower than the actual because $40K security deposit and first 2 months’ rent prepaid cannot be expensed until next year. Note: that money has already been spent.
  + March cash on hand - $162,805.96 as of April 16, 2018 (Region 20 report) (Note: there is a difference between the COH that management has tracked because of the one-month delay and checks not having cleared.)
  + Discussions:
    - Reading of the Board Report (“No Detail” and “Detail”
    - Reading of the State Aid template
    - Reading of the FY19 Budget draft
  + Next steps:
    - Board discussion of FY19 should be done in person
  + *Recommendations:* 
    - *Review the detail of the FY19 Budget and bring your concerns to the May 14 Finance Committee Meeting.*
* Governance:
  + Still working towards objective of growing board to 13 members. Will vote on adding one member tonight.
  + Would like to attend the United Way Board Fair this year. However, we do not meet some of the criteria (i.e. fee, be a non-profit for at least 3 years, etc.) Will postpone this until 2019 at least).
  + Requesting that each committee meet in person at least 3 times per year to strengthen bond.
  + Would like to find a platform that would streamline our communication, document management, calendaring, polling, etc. Michelle is working on this project and will also consult Michelle He.
    - Wendy asked about a Board portal that we would access. Does our current website allow for what we need?
    - Ja’Milla suggested ClubExpress as a platform to consider.
  + Another goal is to ensure that all Board members have completed TEA mandated training hours.
  + We need to additionally ensure that at least 75% participation in Board meetings and Committee Calls.
    - Begin tracking attendance
    - Recommend each committee meet in person 3-4 times per year
  + Next steps:
    - Draft at Board Member Application
    - Identify times for 3 check-in calls with BES (After BES Evaluation)
    - Meet with Board prospect – Tabinda Ghani
  + *Recommendations:* 
    - *Each committee should discuss plans for in-person meeting*
    - *Revisit and update goal tracking spreadsheet (plan new ones)*
    - *Inform GC which TEA training option they are most likely to participate in.*
* Facilities:
  + Waiting on final permits to get approved. Were approved on Sunday, April 15.
  + SNDA form update: lawyers are still working to finalize the paperwork. Our attorneys remain happy. 1 year of their loan payments will be in escrow in case we need them.
  + Renovations planned to be finished by June and will occupy by July 1.
  + Next Steps:
    - None
  + *Recommendations:* 
    - *None*
* Academic Achievement:
  + Currently at 106 applicants.
    - Management spent a lot of time confirming people who expressed interest.
    - There is a lot of incomplete information.
    - If they have someone help them walk through the application, they are more likely to finish it.
  + Another direct mailing will go out in May.
    - Two distinctive styled cards will go out. Will use this data to inform future mailings.
      * A) Etoile experience.
      * B) distance from Etoile to your house. 😊
  + Goals: Enrollment and Hiring
  + Hiring: We have 3 teachers hired (signed offer letters).
    - Have a high volume of applicants. Finalizing the math teachers, social studies, PE, and our Office Manager 🡨 strong candidates. However, if we continue to receive strong candidates, we will hold off finalizing positions to see these prospects.
    - Should be fully hired by May 1, 2018.
  + AAC executed 1st training on assessment. Board members will complete Exit Ticket (data gathering) at this April meeting. This information will help to plan the next training in June.
  + Next Steps:
    - Board members will complete Exit Ticket during April meeting.
    - Plan June training
    - Continue to track enrollment and hiring.
  + *Recommendations:* 
    - *None*
  + *Reminder:* 
    - *Opening Day: August 13, 2018*
* Resource Development:
  + Met on April 12, 2018.
  + Board Giving
    - Amount pledged - $10,220
    - Amount received - $6,080
    - Percent received – 59%
  + Total Fundraising
    - Goal Amount: $30,000 (Stretch Goal: $100,000)
    - Raised-to-date: $22,730 (cash and pledges)
    - Raised-to-date percentage: 74%
    - Remaining to reach base goal: $7,270
  + Individual and Corporate Giving
    - Received from Individuals: $6,517.62
    - Received from Corporations: $3,995 (HPE and Pulte)
  + Foundations
    - Upcoming proposals:
      * Baxter LOI available only in mid-April
      * Reconnecting with Brown Foundation April 18, 2018
      * Powell LOI due May 1st
      * Guill Family Grant application release in June (on list to apply)
  + Grants Awarded
    - Start-up grant (Federal Grant): $800,000
  + Hard Hat Party: June 9, 2018 (1pm – 4pm)
    - Families + Funders to tour (combine 2 day-long events into one)
    - BBQ (working on finding someone to cater/cook)
      * Emmanuel is volunteering to help with food, since families are open to home cooking
    - Finalizing invitation (email and hard copy)
    - Wrap-up at 4pm
  + Next steps:
    - Execute meetings with new board members
    - Connect with foundations and complete LOI/grant applications
    - Finalize planning for Hard Hat Party
  + *Discussion:*
    - *None*
  + *Recommendation:*
    - *Reach out to businesses for possible donations.*

OLD Business

* School Director Update:
  + Founding Teachers are excited to be working with Etoile and looking forward to the school year.
  + Received 450 applications for employment positions.
    - 25 phone screens, 15 in person interviews, 3 teachers hired, 3 strong potential positions
  + We are working with the signage company who worked with Compass Rose. They will send us some mock images by the time of the Hard Hat Party. (Note: We don’t have a mascot yet because we will let our Founding Families choose). Sign Depot ATX is fairly affordable.
  + Hard Hat Party –
    - School tours will also have demo lessons by teachers prior to the party
  + We have also been reaching out to families directly to talk to them about accepting their offer.
  + We are canvassing, attending school dismissals, holding parent info sessions, and holding enrollment packet sessions.
  + We need additional capacity of Board Members, volunteers, another intern, or new employees who can help Management with recruitment events, home visits, applications, etc.
  + We have been working on the budget for FY19. We visited with Compass Rose and spent 5 hours with Region 20 discussing/ planning the budget, planning our process for payroll and training the Operations Manager (Marisol).
  + Student Applications –
    - We have found that directly calling families increases acceptance of offers. The disconnect is with the technology – either not understanding, missing a text, or something similar.
    - Enrollment Sessions in May (St. Lukes, Southwest Multi-Service Center, Jumping World) will help with offers being accepted and enrollment because they will allow for in-person help for families who need guidance on uploading enrollment documents.
    - Based on the projection chart of enrollment, by April 1, we should have 102 applications, 33 accepted offers, 0 enrollment ppw completed. We have budgeted for 108, with a Day 1 enrollment of 112. (Note: there is expected drop-off from enrollment to day 1.)
    - Management has started to go to Elementary School dismissals and handing out flyers. Received a lot of interest that way. 😊

NEW Business

* New Member Vote: Emmanuel Enriquez
  + Motion - Richard
  + Second – Alim
  + Votes: 8 – 0
  + Speech: He is here to serve the community and is happy to be on board. Note: Richard notes that he must bring food for the next month. 😊

State Aid Template: $986,863 🡨 the State Aid we can count on if we have 108 students enrolled. Includes 10 special education students. This is the revenue included in the draft of the FY19 Budget.

* Draft of FY19 Budget:
  + School Lunch Program/ Federal Money – should get full refund of $88,815
  + Discussion of FY19 Budget – line-items
    - We will do a Board amendment to the Budget in September 2018. It will be a real-time update.
    - *Question*: When will have information about special education information about students? *Answer*: if parents disclose it. Possibly over summer if the school district sends us the information if they aren’t closed.
    - There is a new line time for Transportation for certain families who live outside of our area (i.e. Alief ISD families). A large majority of our accepted families come from Alief.
      * Concern about liability and time for RFP. $50,000-$70,000
      * Kevin would like to see a presentation on the RFP, specifically the insurance and liability.
      * Richard – is this a Board or Management decision? KC believes it is a valid discussion. No family has been promised transportation. A bus has been approved, but only for field trips according to the grant. Would like to do an amendment to the start-up budget that would allow for more marketing to families that are closer to Etoile.
      * Wendy – the Founding Board originally went into this knowingly not providing transportation. Fiscally, we would need at least 7-10 students to make having a bus financially sound.
      * Shiroy – in future information gathering, ask the question and flag that so that we know if it’s necessary for (future) enrollment and budgeting.
      * Management is not confident they will be able to meet 108 students without transportation.
      * Next steps:
        + We will have information sent to us before the May meeting regarding the transportation line item.
        + We will discuss and vote on including transportation as a line item.
        + The May meeting can be dedicated mostly to discussing the budget.
        + Hoffer will approve the RFP’s and the Board will approve the final vendor.
    - Board should be concerned with:
      * Enrollment
      * Allocation
* Committee Meetings:
  + Please send out your committee meeting invitations sooner rather than later.
* Board Discussion of TEA mandated trainings:
  + Tabled until May

**Adjourn**

Motion: Shiroy

Second: Wendy

Approved: 9

Adjourned at 7:57 p.m. CST.