**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.