**Étoile Academy Board Meeting**

**May 22, 2018**

**Start: 6:10 p.m. CST End: 7: 57 p.m. CST**

Present: Kevin Hardaway, Jorge Lara, Kitty Xie, Emmanuel Enriquez, Shiroy Aspandiar, Michelle Bair, Rich Baker, Kaleigh Colombero (ex-officio), Marisol Diaz.

Quorum met: Yes

Guests: Yes - Tabinda Ghani

Public comments: none stated

Previous Meeting Minutes

* Meeting minutes were read. Minutes were approved.
* Moved: Kitty; Seconded: Emmanuel
* **Vote**: 7-0. Approved

Committee Reports/Short-Term Goals:

* Finance:
  + May 15th – committee met face-to-face.
    - Michelle He attended (prospective Board member)
    - Need to obtain a line of credit up to $60K to meet payroll in August because we our first payment from the state will be in September. Kayleigh is exploring banks that would do this.
    - Budget Amendment
    - RFP for School and Special Education
    - Discussing the FY19 Budget
  + Financial Position: As of March, we’ve spent 45.49% 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 - $121,408 as of May 15, 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.)
  + *Recommendations:* 
    - *Vote to approve budget amendment form for FY18*
    - *Vote to approve the SEPD and Food Vendor*
    - *Review the FY19 budget, be ready to approve in June Board meeting*
* Governance:
  + Still working towards objective of growing board to 13 members. Will vote on adding one member tonight.
  + Wendy Ruiz has departed the Board.
  + Asking the RDC to draft a communication to solicit funds.
  + 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. Michelle has reviewed two and is reviewing one additional. Hope to bring two products to the Board in the next one or two quarters.
  + 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
  + BES Assessment – went through the first month in April. One area of improvement could be to do a “Roberts Rules” training.
  + 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
    - Governance will send out a survey to see if the meeting time works for Board members.
    - Food for meetings – send survey to ask about how to organize and pay for the food.
    - Kayleigh’s mid-year evaluation will be done in June. Various committee members will be asked to participate.
  + *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.*
    - *Whenever we reach Quarum, the clock for the two hours starts then.*
* Academic Achievement:
  + Currently at 111 applicants.
    - 51 have accepted seats
    - 7 have begun enrollment paperwork
  + A direct mail piece went out in May
    - These have gone out with two different flyers.
      * A) Etoile experience.
      * B) Distance from Etoile to your house.
  + Shiroy spoke with Kayleigh’s BES coach, Luke, to determine whether we are on track in terms of enrollment. Luke felt that we were on track in comparison to national trends and reiterated that the mission of the organization is the quality of education, not the enrollment.
  + Goals: Enrollment and Hiring
  + Obtained a new list of students within our zip code – 2,600 famillies with school aged children within 77074 and 77036
  + 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:
    - Plan for Board training in August
    - Get our Board out to the May canvassing event
    - Survey the Board about canvasing.
  + *Recommendations:* 
    - *The AAC recommends that he Board adopt a once a month canvassing for the next 3 months prior to the school opening. All of us come together on a Saturday.*
    - *Rich Baker suggested setting one of our in-person committee meeting be a canvasing meeting on Saturday.*
  + *Reminder:* 
    - *Opening Day: August 13, 2018*
* Facilities:
  + SNDA form update: the best way forward is to submit a document to the Lender and let them know that this is our final offer.
  + Final Permit has been issued and changed from Group B to Group E (Education).
  + Tenant Improvement Capital - $35K required/ $20K in the budget for renovations that needs to be paid off by September.
  + Renovations start the week of May 1st and are scheduled to finish July 1st.
  + Certificate of Occupancy to be issued July 1st.
  + Next Steps:
    - Ensure progress of renovations is on schedule and certificate of occupancy is issued. Make sure SNDA issue gets resolved. Set new goals.
  + *Recommendations:* 
    - *Get the balance from grants submitted by the Recourse Development committee and making payments installments*
* Resource Development:
  + RDC chair transition – Wendy Ruiz has departed the Board. Michelle Bair will be the RDC Chair.
  + Board Giving
    - Amount pledged: $11,220
    - Amount received: $6,340
    - Percent received: 57%
  + Total Fundraising
    - Goal Amount: $30,000 / Stretch Goal: $100,000
    - Raised-to-date: $23,730 (cash and pledges)
    - Raised-to-date percentage: 79%
    - Remaining to reach base goal: $6,270.26
  + Individual and Corporate Giving
    - Received from Individuals: $6,517.62
    - Received from Corporations: $3,995 (HPE and Pulte)
  + Foundations
    - Upcoming proposals:
      * Guill Foundation - $50K to be submitted in June.
      * Brown Foundation - submitted May 19th
      * Hamman Foundation – Researching
  + Grants Awarded
    - Start-up grant (Federal Grant): $800,000
  + Strategies to Reach Goal
  + Hard Hat Party: June 9, 2018 (1pm – 4pm)
    - Day of – Need Board volunteers from 11am – 4pm. Please sign up for a shift.
    - Food and Beverages are being sponsored by a donor.
    - 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
  + Two fiscal years (nonprofit (August) and Charter School (June))
  + 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:*
    - *Consider moving the nonprofit and charter school fiscal years – Finance committee to discuss.*
    - *Potential Early Audit – Finance Committee to review and the Board will have to select the auditor.*
    - *Identify 1 individual, corporation or foundation who might be a good prospect and send that info to Kayleigh and Michelle.*

OLD Business

* School Director Update:
  + New Address – 7207 Regency Square Blvd. Suite 260-8
  + Hiring
    - 5 hired teachers (over 500 applicants)
    - Finalizing Office Manager Hire (several strong candidates)
    - A staff member resigned. Believe we can fill the position internally. Christina (BES fellow) will be working for Etoile Academy and will be taking over the Discipline and Culture role in the school.
  + Facility
    - Toured construction last week
    - Renovation timeline sent out (on track)
    - SNDA issue still outstanding
    - Paid first half of construction cost ($14,237)
    - Will pay second half after 1st state payment
    - Family BBQ after hard had tour on 6/9 – 80 RSVPs
    - Purchasing Policy – include exceptions in the policy regarding the $50K threshold and RFPs. Kayleigh will send materials to the Board (national RFP, etc.).
    - The Board is comfortable with the $65K purchase happening. The question is whether or not we need to revise the policy.
  + Preparation for Opening
    - Ordering materials (technology, furniture, signage, supplies, etc.)
    - Culture Manual Done
    - Operations Manual Done
    - Summer Professional Development Schedule Done
    - Finalize curriculum plans and materials with founding teachers
    - Curriculum materials ordered (with exception of science – waiting on start-up approval)
  + Enrollment
    - New direct mail sent to 2,627 families
    - Continue to target school dismissals
    - Waiting on Families Empowered waitlists
    - Three enrollment nights last three weeks
    - 119 applied
    - 64 accepted, started registration and/or completed registration
    - Univision Radio Plan
  + Other
    - Start-up grant amendment
    - Brown Foundation Proposal
    - Powell Foundation LOI
    - Baxter Application
    - KC at Excel (Boston) May 31 – June 1
    - KC off (MA) June 2 – June 5
    - KC at Practice Perfect (NY) June 6 – June 8

NEW Business

* New Member Vote: Michelle Ou He
  + Motion – Richard
  + Second – Michelle Bair
  + Votes: 7-0
* Food Vendor – Revolution Foods
  + Motion - Kitty
  + Second - Shiroy
  + Votes: 7-0
* SPED Vendor – Diagnostic Assessment Services
  + Motion - Shiroy
  + Second - Kitty
  + Votes: 7-0
* FY19 Budget
  + Will be voting on this next meeting
* Budget Amendment
  + Will be voting on this next month
* Transportation Presentation
  + Will be doing an RFP pending FY19 approval

**Adjourn**

Motion: RIch

Second: Emmanuel

Approved: 7-0

Adjournment: 8:2 p.m. CST