**Étoile Academy Board Meeting**

**November 20, 2018**

**Start: 6:28 p.m. CST End: 8: 11 p.m. CST**

Present:

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

Quorum met: yes

Guests:

Public comments: None stated

Previous Meeting Minutes

Meeting minutes were read. Minutes were approved.

Moved: Michelle B.; Seconded: Ja’Milla L.

**Vote**: 7-0. Approved

**Board Thankfulness**

Michelle H. presented Kayleigh with a beautiful, chocolate-filled Thanksgiving basket as a thank you for all the great work she’s done. Shiroy continues the accolades, showing the Board the handmade card given to her by our students - “I am thankful that you made this school for us.” 😊

**Committee Reports:**

1. **Finance**:

* Great news - we balanced our budget.
* Remaining balance in BBVA: $30,620.51
* Days Cash on Hand: 60
* Update on Cadence Bank: balance - $146,400 (As of October 31, 2018)
* Start-up grant drawdown: up to date
* Outstanding grant requests: $40,000 from Brown – approved; $50,000 from Guill - pending, $25,000 from Powell - denied, should hear back in Nov
* Upcoming Facilities Costs: Nov. 1, one remaining security deposits ($13,850 each)
* Budget Amendment from Region 20: closed the gap
* Auditor recommendation for pre-audit? - Board needs to contact the recommended auditors (Whitley Pennor, RSM) consulting and 990 filing
* Whitley Pennor, Celina Miller at (713) 386-1175, <https://www.whitleypenn.com/blog/bio/celina-cereceres-miller/>. – recommended for consulting & 990
* RSM (but Joel Perez in SA or Marc Sewell) are their main charter auditors

Financial position**:** As of October, we have spent 27.27% of the start-up grant, and $188,384 of Start-up grant based on Region 20 report. (in line with budget)

October Cash on Hand as presented by Region 20 bank report $146,400 (60 days COH). Approved Kayleigh’s salary reduction

***Next Steps****:*

1. Review and approve Budget amendment
2. KC to monitor our funds movement and keep the board informed
3. Continue looking for a CPA & auditor

***Discussion****:* Reading Board Reports (no detail and detail)

***Recommendations****:* Budget amendment; approve Whitley Pennor as auditor for consulting and 990 (assuming they can meet our budget demand).

1. **Governance**:
   * The GC did not meet this month.
   * Board orientation has not been done for new members (Emmanuel and Tabinda)
   * Will try to recruit a CPA and pause growth for additional members.
   * Board digital trainings are due by November 30th.

***Next Steps****:*

* + 1. Facilitate On-Board training of new members

***Discussion****:*

* + 1. We have 10 days to get the board training completed. (Michelle H. has completed her training)

***Recommendations****:* None

1. **Academic Achievement**:

* We currently have 65 students who are enrolled at Etoile Academy
* Literacy intervention supports - 18% reading on grade-level
  1. Volunteer coming in to read each Wednesday
  2. Teacher is pulling small groups to support ELLs
  3. Purchased LexiaCore (reading intervention software) with start-up grant
  4. Following up with additional college/HS volunteer groups to read with students
* Sustainable teaching model supports - Heart Cart!
  + 1. Following up on where the money is from AAC funds
    2. BES fellows to come support subbing in January - special onboarding process for EACS
* Unit exam assessment data
  1. Math Unit 2 - 57% proficient mid-unit
  2. ELA Unit 2 - no data
  3. Science Unit 2 - 81% proficient
  4. Social Studies Unit 2 - no data
  5. Board is wondering why units are so long and why data seems to be missing; also, when is trimester IA data going to be ready? *They are currently reading* Esperanza Rising*, which is a longer book and takes a bit longer. Additionally, the students are comparing that to the Unit 1 project and that is a massive undertaking for them.*
* NWEA Map data
  + 1. Reading Median Percentile: 28; Math Median Percentile: 36
    2. Projected STAAR Performance: 49% on Reading; 77% on Math
* TEA Site Visit Report - very positive! Lots to celebrate: particularly communication with families, academic feel across the schools, alignment of teachers on college message to students, parent involvement, professional development, safety
* AAC Action Plan
  1. Student Recruitment: including family follow-up calls, flyer distribution, canvassing plan, social media content development, and multiservice center connections
  2. Teacher Recruitment: including connecting with college departments for EACS outreach (UTSA, UIW, Texas A&M, HCC, TSU, UH)
  3. Literacy Intervention Support: including follow-up with college/HS volunteer groups

***Next Steps****:*

1. Continue to analyze student data - waiting for trimester IA data to come through!
2. Support EACS in enrollment efforts - execute action plan
3. Support EACS in staff recruitment efforts - execute action plan
4. Literacy intervention follow-ups: NM with Michelle re: UH, KC with Anne re: HBU, JL with Delta Gems, EE with SW Multiservice Center re: EACS library day once per month

***Discussion****:*

* + - 1. Shiroy wants to coordinate with Board members to put together sweet pick-me-up’s for a Heart Cart for the staff each month.
      2. Discuss the NWEA MAP data, unit assessment data, and TEA Site Visit report
      3. Review AAC action plan for staff and student recruitment

***Recommendations****:* Literacy support is something Etoile needs. If Board members know of anyone with those qualifications who can volunteer to help our students read, that would be helpful. They could do Saturday Academy, After School Program (4:30 p.m. – 6:00 p.m.) or during Daily Literacy Intervention (2:30 p.m. – 3:30 p.m.)

1. **Facilities**:
   * FC has been meeting ad hoc.
   * The SNDA is ongoing. We are hoping to structure it where they would personally guarantee the loan to the bank. We received a very short, non-informative letter that said the backer “had enough money” and nothing more. In order for Etoile to guarantee the loan to the lender, all they can offer is the low information letter and a “personal guarantee” every quarter.
   * We might need to go back to Lissa and explore our options, including going to speak with Hoffer. Possibly we should hire a specific attorney who only focuses on this issue – real estate, charter school real estate.
     1. The risk of not having it is not having protection against the bank - if the property managers default on the building loan, the lender can rightfully ask us to vacate.
     2. We can tighten up our relocation clause that allows for him to relocate us in case of a default.
     + In Year 4, we will need sprinklers ($80,000+). Unfortunately, the landlord told us that we didn’t need sprinklers. Our takedown schedule was structured around not needing sprinklers in the A building. Now, we will take down B building as scheduled and part of another space. Continuing to expand in C for as long as we can, and then coming back to the A building to finally put in the sprinklers. We want the landlord to be responsible for it, since this is an error on their part.

***Next Steps****:* None

***Discussion****:* None

***Recommendations****:* None

1. **Resource Development**:
   * + Progress to Goal
   * Goal $30K, Raised $1,880 (6.2% to goal)
     1. $30K historically has been any gift brought in by the Board or Kayleigh (individuals)
     2. Revamping the Donor Tracking Sheet to best reflect overall giving to the organization
   * Target Goal by Constituency
     1. Foundations - $325K (Walton, FY18)
     2. Individuals -
     3. Corporations – $500 (Pulte Mortgage, FY18)
     4. Organizations

* $30K Funding Gap
  1. This is independent from the $30K to be raised by the Board
  2. Dollars Raised in FY18 – funds were not used, may be used to offset the Funding Gap – pending further discussion
* Proposals
  1. Powell – Declined ($25K), Reason: Startup Organization
  2. Guill – Solicited ($50K), waiting for response, Kayleigh to reach out to GHCF contact
* Suspects and Prospects

1. Corporate Resources: Greater Sharpstown Management District, Sharpstown Economic Development Authority, Southwest Houston Chamber of Commerce and the Southwest Houston Redevelopment Authority (research organizations)
2. Foundations
   * 1. Pulled a list of 103 Foundations accepting applications in TX for education – 32 have email contacts listed, 27 have websites listed. Disqualified 7 Foundations (giving priority doesn’t match).  Identified 5 as options for FY19 solicitation:
        + Halliburton
        + Shell Oil
        + Cullen Foundation
        + Albert and Margaret Alkek Foundation
        + Good Reason Houston (Organization)
        + Sarofim Foundation (scheduling a tour for the ED)
3. Past Donors and Prospects
   * + Need to develop prospect list that includes individuals, foundations and corporations
     + L. Sarofim
     + J. Smith (need list of contacts)
   * Corporations
     1. Earthman
     2. Miller Funeral & Cremation Services

* Possible cultivation and solicitation event with targeted prospects/donors in February/early March
  1. Pick a Date – Kayleigh to reach out to Josephine to pick a date before the holidays
  2. Location – At the School
  3. Type of Event – lunch or breakfast so that they could see the students if it is a small group
  4. Invite List

***Next Steps****:*

* + 1. Execute meetings with new Board members (Emmanuel, Tabinda).
    2. MB to send a reminder to Board about their annual gift

***Discussion****:*

1. Can we conduct tours for possible donors? Yes, we have been doing some of those.
2. $30K – clarity on what is expected, what will go toward this goal.
3. Prospects – any organizations, corporations or individuals you can recommend?
4. Resource Challenges
   * Afterschool staffing and options
   * Saturday tutorials (9am - 12pm) – 2 to 3 times a month, but depends on schedule
   * MB reaching out to UH to see if there might be a program we can establish
5. Recruitment of Students for 2019-2020
   * Contract third-party person to do recruitment?
   * $25K in the startup grant to do the recruitment piece – potential solution?
   * ***Recommendations****:* 
     + 1. None
6. **School Director Update**:
   * How are we serving?
     1. Are we serving the students that need us most?
        + 18% reading on grade level
        + 14% currently in RtI
        + 3% Special Education students (including one on the high functioning autism scale)
     2. Are they sticking with us?
        + Only lost 1 student in Oct. (due to mobility – moved to Ohio)
        + We currently have 2 families in the process of enrolling
        + 96.38% ADA for our second attendance cycle (6 weeks)
        + Currently at 65 students
     3. Are they progressing academically?
        + Yes! (See sample student work)
     4. Are we building a sustainable people model?
        + Yes. They have demanding schedules, and KC and staff are working together to make it enjoyable.
        + Office
     5. Are we building a sustainable financial model?
        + Application for 2019 school year opened November 1st.
        + Currently have 47 applications for next year
        + 18+ for 5th grade
        + 15+ for 6th grade Marisol Diaz has resigned on good terms.

**OLD BUSINESS**

* Board Training at TCSA Conference (Shiroy, Michelle He attended).
* Board training form due on November 30th, please complete before then.

**NEW BUSINESS**

1. Budget Amendment
   * Can’t move Brown money over, so need to move Expenses to account for it.
   * All of the cuts we’ve made are manageable. However, if one-line item is too tight, we can look to other areas where we’ve underspent.
   * We would get docked by Charter First if we have a budget deficit.

Motion to approve: Michelle B. Seconded: Michelle H.

**Vote: 6-0**

*Motion for the Budget Amendment passes*

1. Consultant and 990 Auditor
   * Approve Selena Pillar Whitttley Penner as the consultant and 990 Auditor with the condition that it doesn’t exceed $1,750

Motion to approve: Alim A. Seconded: Michelle B.

**Vote 6-0**

*Motion for the Consultant and Auditor passes*

1. Internet Safety Policy
   * Approve Internet Safety Policy

Motion to approve: Michelle H. Seconded: Ja’Milla

**Vote: 6-0**

*Motion for the Internet Safety Policy passes*

1. Board holiday reading: Charter School Board University chapter
   * **Governing** (how well?) **vs**. **Management** (how are things going?)
2. Academic Achievement Committee kudos
3. December Board meeting potluck proposal

Motion to Adjourn: Michelle B.

Seconded to Adjourn: Ja’Milla

**Adjourn**

Adjourned at 8:11 p.m. CST.