**Étoile Academy Board Meeting**

**September 16, 2017**

**Start: \_\_\_9:18\_\_\_\_ a.m. CST End: \_\_\_11:35\_\_\_ a.m. CST**

Present: Kevin, Shiroy, Jorge, Yuhan Xie, Richard, Kayleigh, Ja’Milla (Courtney Sales, guest)

**PUBLIC COMMENTS**

None

**MINUTES**

Reading of the minutes. It was noted and accepted that the unfortunate Patriots fans among us, Brian Gendron, Kevin, Nicole, and Kayleigh, were all sad by the glorious loss.

Shiroy moved and Kitty seconded that the minutes from the September 7th meeting be approved and accepted.

**COMMITTEE REPORTS**

Finance

* Will approve Year 0 Budget today.
* Have moved to vote on bank for school until later. Kayleigh has deposited the Walton check. We forgot to take a picture with the check at the September 7th meeting.
* We will talk about the back-office provider decision later in the meeting today.
* Kevin: Have we set a deadline for board giving? Kayleigh: Individual Board giving is under Fund Development. Kitty: We did discuss changing the Fund Development Plan from Wendy only to add Wendy plus her designee to cover her in the event of an absence.
* Kayleigh has made her individual fund contribution already.
* Last week we provided some training dates for finance and will provide those dates to be approved in the next Board meeting.

Governance

* Richard and Kevin have a goal of expanding Board members. Talked to someone who they invited to Oct meeting – Michelle Bair (invited by Richard), employed by Memorial Hermann in fund development, finance and technology.
* Will vote to approve new Governance Policies today.

Academic Achievement

* Have a goal of increasing committee size. Meeting with Amaka who handled a charter school, KIPP. Will join in a non-voting capacity. Help us figure out policies and procedures for enrollment plan and gave us feedback on our plan.
* Our website is launched and live.
* Now that we have money from the Walton check, need to figure out who we can use to help us with marketing.
* One of the big decisions we have is regarding the common application, impacting our lottery system. It puts our school alongside bigger schools and orgs like Families Empowered and YES Prep and KIPP. But it pushes up our lottery date for enrollment. Allows families to see us, gives us visibility, and puts us on their list of schools to enroll. We hold the lottery “in name”, go knocking on doors afterwards, and tell families we speak to in person they are founding families. Most families in this area are already automatically on the KIPP and YES Prep waitlist, so that gives us an advantage in middle school. It’s a fairly effortless process to get on the common application – we tell Families Empowered we’re interested.

Development

* Got a great early start. Wendy and Kayleigh will be meeting with individual board members to go over with them on what kind of gift to the school makes the most sense to each of us.

Facilities

* We have a facility in mind and have a take-down plan as we progress up to year four (4).
* We have tours set-up: Kayleigh saw a warehouse space earlier this week (a shell that’s cheaper in square footage [20,000sqft x $6] + [20,000sqft x $6] but cost prohibitive because it has no a/c already installed); Kitty, Kayleigh, Kevin, Ja’Milla, Jorge will meet with Lesa of JLL at 11:45 a.m. to see Hornwood.
* Kayleigh created a detailed stakeholder map with businesses and apartment complexes so that we can create a community engagement plan that will help us move forward with enrollment and goodwill.

**Old Business**

Kayleigh will be spending more time on the road and would like to ask for help – people to bring food to meetings; sign up for more events on the spreadsheet, including volunteers from our network; will work hard to delegate responsibilities, including making copies from official Secretary.

**NEW BUSINESS**

* Approve Bylaws – passing changes as an Amendment through TEA. Shiroy moved to approve, Jorge seconded. Approved.
* Approve Conflict of Interest Policy – Richard moved; Shiroy seconded. Approved.
* Vote on Officers – **Chair**: Shiroy nominated **Kevin**. Seconded by Richard. Accepted. Approved. **Vice Chair**: Shiroy nominated **Dr. Richard Baker**. Seconded by Kitty. Accepted. Approved. Treasurer: Shiroy nominated **Yuhan Xie**. Seconded by Jorge. Accepted. Approved. Secretary: Yuhan Xie nominated **Ja’Milla Lomas**. Seconded by Shiroy. Accepted. Approved.
* Approve Governance Policies – change: Superintendent will be able to accept a gift of any size. Moved by Shiroy and seconded by Richard. Approved.
* Approve Fiscal Policies – Shiroy Moved and Jorge seconded. Approved.

*(Kayleigh exited meeting at 10:03 a.m.)*

* Approve School Director Job Description – Richard moved and Shiroy seconded. Approved.
* Approve School Director Letter of Agreement – Richard moved and Jorge seconded. Approved. Richard moves to rescind the letter of agreement and moves to amend the letter of agreement to modify Section 5, Evaluation to read: “The Employee shall perform their duties as detailed…” to reflect a gender-neutral letter of agreement. Seconded by Jorge. Approved.
* Approve School Director Compensation and Hiring of School Director – discussion of best possible candidate. Richard moved to hire Kayleigh Colombero and Shiroy seconded. Approved.

*Kayleigh’s title will be “Superintendent/School Director”*

* Approve School Leader Evaluation – recent addition: self-care. Shiroy moved to accept; Jorge seconded. Approved.
* Approve Budget (Planning Year) – Shiroy moved and Richard seconded. Approved.
* Approve Vendor for Back Office Provider – Recommendation is to use Region 20 (Hoffer, Compass Rose and Texas Charter School Association). They are a service center, a government entity that supports charter schools, based in San Antonio. This makes them a cheaper option than the other options of Book Reports and Charter School for Success. We will not be approving a specific contract. We will only need to work with them on a month-to-month basis for this planning year. We just need to approve to work with them. Richard moves to accept Region 20 as provider, Shiroy seconded. Approved.
* Approve Leadership Sustainability – addition: language to communicate with BES if a change in School Leadership. Richard moved, Kitty seconded. Approved.
* Approve Board Calendar – October 5, Hoffer Policy Training at 5pm. Need a facility. October 28-29, TCSA Board Training is being held for boards of directors (will need to pay) (8:30 – 3:30). Need to let Kayleigh know if we are able to make it. Nicole in DC that weekend. Kevin can’t commit until closer to the date. Standing time for committees have been added to October. Kitty moved to accept with revision to November meeting (Nov 21 🡪 Nov 14), Jorge seconded. Approved.
* Approve Fund Development Plan – Richard moved, Shiroy Seconded. Approved.

Adjourned – 11:34 a.m.