**Étoile Academy Board Meeting**

**November 14, 2017**

**Start: \_6:04\_\_\_ p.m. CST End: \_\_7:53\_\_\_\_ p.m. CST**

Present: Richard Baker, presiding; Ja’Milla Lomas; Yuhan Xie; Jorge Lara; Wendy Ruiz; Kayleigh Colombero; Shiroy Aspandiar

Quorum met

Guests: none present

Public comments: none stated

Previous Meeting Minutes

* Meeting minutes were read. Minutes were approved.

Committee Reports/Short-Term Goals:

* Finance: Approve the Business Procedures Manual today
	+ We need to reapprove the year 0 budget, line by line with codes from Region 20, at the December meeting. Will see it at the January meeting. After we approve, can start getting Board reports.
	+ Region 20 Training dates need to be finalized. It is opened to everyone but not mandatory.
	+ After this meeting, Kitty and Kayleigh will look at budget projection for years 1-5. Because facility will do a 10-year lease, will look at a longer-term projection. They will share them at the December meeting.
	+ The CSP Grant application will be posted Dec. 1. We will know the results in March 2018.
	+ The depository for the public funds short term goals is to present the options at the December meeting. We have a solid proposal from BBVA. Waiting for the Regents Bank proposal.
	+ Committee recommends that the Board approves the Business Procedures Manual -(based on Board Policies). Vote on it tonight.
* Governance:
	+ Kevin, Richard and Ja’Milla went to a Families Empowered recruitment/application enrollment event a week ago. Lots of families looking to kindergarten enrollment. We collected info from 30 families. A lot of interest downwards, not upwards.
	+ Reviewed the DOO insurance. There is $100,000,000,000 (billion) in domestic terrorism coverage. So we’ll be covered. Just in case.
	+ We have confirmation from Michelle Bair and Alim Adatia that they would like to join the board.
	+ Governance will be planning a half a day new board training after the first of the year. Do we suggest any readings or activities for new board members? Any of the things we did that they should also participate in? Video interviews.
	+ Will continue to meet with board prospects.
	+ **Recommends that the Board approves the addition of Michelle and Alim. Vote on it tonight.**
* Academic Achievement:
	+ We have 13 applications. Correction – 17 applications in 14 days! We are pacing as 1/3 of the applications alongside of KIPP. We need to get to 400, but it’s a good sign that these families are entrusting their children’s education to us.
	+ To hit better numbers, we have to canvas more. Recruitment has gotten better and canvassing has gotten more successful, but the last-minute cancellations has increased. What can we do? Ask volunteers to bring things to make them more accountable? (i.e. bring water, flyers, etc. to make them feel like they own something and people are dependent on them.) Sending out actual calendar invitations to cut down on forgetting.
	+ We have 70 operations positions applications. 160 for the two leadership roles. *(Richard – “Why? That’s incredible!”)* Half of them make it to the phone screen. Over 50 for the teaching positions. Founding a school is exciting our applicants.
	+ Next steps: we need to revisit our enrollment plan per month, but not our final goal of 400 applicants by the end of May.
	+ FYI: we are the only school canvassing. KIPP struggled during their first years also. KIPP Connect and Yes Prep Gulfton are not directly competing with our grade level.
* Fund Development:
	+ Started to meet with Board members about giving. Want to wrap up meeting with everyone by December 5th and the Etoile party.
		- Kevin, Wendy, Kitty, and Kayleigh have set up their Board giving.
	+ The Big Give is November 28th. The boilerplate language is created and shared with us to share on our social media pages – Giving Tuesday.
* Facilities:
	+ Hornwood Facility negotiations remain strong. The Letter of Intent from Lesa French an Hornwood is included in our Board Book. Now it’s up to the lease negotiations. We are on the right track with the budget projections.
	+ Kayleigh and Kitty toured the Baker Ripley HS building that Hornwood renovated. They did a really good job.
	+ We discussed a Plan B, outside of Hornwood, in case something falls through.
	+ We will meet next week with the AAC to discuss the execution of the Community Outreach Plan.
	+ Hoffer will look at the Lease to make sure that it looks good. Kayleigh will meet with architect again.
	+ Tenant improvements will be $15/square foot.
		- *Richard: What is the likelihood that at the end of the 10-year lease, the owners will give us the opportunity to purchase?*
		- *Jorge: If we think we want to do that, we can put it in the negotiations. Kayleigh: However, the owners might not be open to that now. But if we’re strong tenants, they might be more open to it.*
		- *Richard: Do we know the value?*
		- *Wendy: Do we have the right of first refusal?*
		- *Jorge: Can revise the contract with them once we get closer?*
		- *Wendy: Do we or when would we get the security deposit back?*

OLD Business

* Committee Goals: Please review.

* Management Reports:
	+ *Community Events: Spent 16 hours at community events.*
		- We will receive the bulk of our applicants after the first of 2018.
		- We received 5 applications on the first day of open enrollment.
		- We have some snazzy door hangers to leave during canvassing.
		- Apply Houston closes on February 10, 2018. We will accept pre-lottery applications until March 1.

 *Hiring*: Spent about 16+ hours screening and interviewing.

* + - We have gotten about 150 applicants so far. Indeed, word of mouth and 1 flyer have generated interest in employment.
	+ *Curriculum Development*: Spending the rest of her time doing curriculum review and development.
	+ *Travels:* Nashville Intrepid College Prep curriculum is high performing and will be a great model for us to start Financial Literacy from day one. Kayleigh will also create the trimester exams based on this curriculum.
	+ Community Outreach:
		- November 19th – Little Caesar’s, Chimney Rock Road – 10am – 1pm (Wendy, Kayleigh and Ja’Milla)
		- November 27th – Legacy Health Clinic, 6441 Highstar Drive, Southwest – 10am – 4pm
	+ Power Mapping: Activity of connections we have to Houston Endowment, Spindletop Charities and United Way of Greater Houston.

NEW Business

* Voting on New Board Members: Michelle Bair (Fundraising at Memorial Hermann) and Alim Adatia (PR, Outreach Specialist)
	+ Moved – Wendy. Seconded – Jorge.
	+ **Approved**.
* 2018-2019 Parent-Student Handbook:
	+ Discussion:
		- We are not supposed to know, ask for or acquire the status of a student’s citizenship. ICE can come on a campus and request information. But because we won’t know we won’t be able to help them. Our residency verification is something like a utility bill.
		- School Day: Wednesday is early release for teacher professional development. (Page 11 has an error that Kayleigh corrected.)
		- Emergency Closures: We will follow HISD and Alief ISD for closures (i.e. for severe weather)
		- Name Error on page 53 has been corrected.
		- Level error on page 54 has been corrected.
	+ Continue to review. We will vote on this handbook in December.
* Staff Handbook:
	+ Motion – Wendy. Seconded – Jorge
	+ **Approved**.
* Business Procedures Manual:
	+ Motion – Shiroy. Seconded - Kitty
	+ **Approved**.
* Compass Rose Visit:
	+ We will discuss plans to visit at a later date.
* The Big Give – Giving Tuesday:
	+ Would like to do a video of us talking about the importance of giving.
	+ Schedule meeting plans with Wendy.

Adjourned at \_7:53\_ p.m. CST.