**Étoile Academy Board Meeting**

**October 17, 2017**

**Start: \_\_\_6:08\_\_\_\_ p.m. CST End: \_\_\_7:33\_\_\_ p.m. CST**

Present: Kevin, Wendy, Shiroy (left at 7:09), Yuhan, Richard (via phone – not voting), Ja’Milla, Kayleigh, Nicole (via video @ 7:09)

Quorum met

Guests: Michelle Bair, Alim Adatia

Previous Meeting Minutes

* Meeting minutes were read silently. Minutes are approved with a correction to Michelle’s name already made by Kayleigh.

Committee Reports/Short-Term Goals:

* Finance: Kitty – still trying to decide as to who will be holding our public funds. Talking to BBVA and Regions Banks regarding getting rid of fees. Not in a rush since we won’t have any public funds until 2018. Are there any other banks to consider? Kayleigh – BB and T otherwise not really. Added 3 new short-term goals
  + 1. Approve Procedures Manual (i.e. Front Office Procedures Manual so we can start to immediately train staff
  + 2. Review Monthly Financial reports
    - Region 20 will be our back-office provider so we should start reviewing their reports in Nov
  + 3. Assisting in the Charter School Start-up Program (federal grant we’re going to apply for) Grant Application
    - Finance Committee should be involved in this so we know what the money is going towards
  + 4.Create updated Budget Projections
    - Would like to have a 5-year projection, with and without the start-up grant
    - Will do it in December in finalize around Jan 1, 2018
    - Will get the CSP funds $800,000 as early as May 2018
  + Will have a Region 20 introductory meeting this Friday, October 20, 2017 at 9am. Open to everyone. **Will have an optional training with Region 20.** Will schedule that later.
  + We must do 12 hours of TEA training, that includes the training with Hoffer by 1 year from our signed contract with TEA.
* Governance:
  + Met with potential new board members, who are “quite swell”, according to Dr. Richard Baker.
  + Worked on new on-boarding procedures
  + Will discuss new orientation procedures
  + Hoffer training was good, but will need to make up training for those who were not able to attend, possibly in the fall of 2018.
  + Discussed insurance policies.
  + One of Kayleigh’s colleague’s (Joelle) board members just moved from Buffalo to Houston and is interested.
  + We need more people to join the Governance Committee, particularly to help recruit, meet with and onboard new board members.
* Academic Achievement:
  + Enrollment is still high on our goal.
  + Schoolmint was signed and will be able to store student information, track student data and send out student acceptance notice.
  + Will be a part of the Common Application – Nov 1 – Feb 10. (it looks great, especially since Kayleigh purposely sent the longer logo!)
  + Kayleigh has paid Families Empowered for access to their database so we can get to their targeted waitlist by zip code to reach enrollment. They will help us map everything out.
  + A challenge for us is how to get volunteers to go with us to canvass. We’ve had cancellations that have made it rough on Kayleigh and our enrollment activities. How can we bring people onboard and cast a wider net? We need Board help!
  + Email blasts are working well. Opens are high and through them we received 5 new volunteers. Thursday nights do better than Saturdays.
  + Wendy suggests reaching out to Volunteer Houston (Shiroy says they’re not responsive on the phone.) Kayleigh had previously tried Volunteer Match. HBU is fairly responsive.
  + Shiroy is suggesting putting up flyers to volunteer to get high school kids from Bellaire. But there are safety concerns versus with using adults.
  + Goals are 3 –
    - Recruiting and training volunteers
    - Ensure recruitment of top talent
    - Review enrollment data and create action steps
* Fund Development:
  + Individual Donors
    - Comprised of Kayleigh’s contacts so far.
    - Will meet with everyone else separately
    - Start thinking about what we would like to start personally giving. We will have the opportunity to give throughout the year. Will need the funds by the end of the fiscal year – June 30, 2018.
  + Corporations and Foundations
    - Will identify top 10 possibilities
    - Will start meeting the grant officers of the targeted organizations.
    - Shiroy – how were the names of the perspective companies curated? Kayleigh – recommended companies. Shiroy – may we target people who have a historical reputation of giving to educational endeavors? YES!
  + Big Give
    - November 28
    - Kayleigh will create boilerplate language for us to send out on our social media
    - If we know small business owners, can we ask if they would mind donating a percentage of their sales to our fundraising needs.
* Would like to still celebrate the Board later this year. “Etoile Café”
* Facilities:
  + Kayleigh met with the architect and ownership. Did space planning for all 4 years. Essentially knocking down walls and code compliance. Sent out questions – do we need to add bathrooms, firewalls, sprinkler systems, pricing and code consultations for fire alarm system.
  + We are fairly confident they will cover the majority of the tenant improvements. Owners would like us to pay a $12,000 security deposit. That was expected. What was unexpected is that they want us to pay the first 2 months of rent by February. However, we saved the $50,000 from Walton that we didn’t use. We aren’t losing anything.
  + We do think we’ll receive a lease to look at within the next few weeks to send to Hoffer to review. We are hopeful to have a (10-year) lease signed by December 1, 2017. That would be great for parents considering enrollment, since our Open Enrollment starts in November, 2017.
  + All of the construction compliance will likely take us up until July 1, 2018. Our Summer Professional Development will start then.
  + Shiroy – what is our contingency plan if we don’t get this place? Kayleigh – we will go into churches that Kayleigh has developed and developing relationships with. Kevin – are there other Hornwood properties? Kayleigh – we are continuing to look at other properties, for instance Plaza Americas. Kevin – is there an ongoing dialogue with them? Kayleigh – no, not ethically fair to dialogue with them while we are so far into negotiations with Hornwood.
  + We recommend that we continue to negotiate with Hornwood and that the Fund Development Committee and full Board continue to work to secure capital for tenant improvements.
  + If necessary, we can secure a loan (i.e. Compass Rose secured a $50,000 loan to cover their gap for improvements).
  + Kitty - The Charter School start-up grants will not cover facilities? Kayleigh – it will off-set costs everywhere else. However, it may change in December.

OLD Business

* Committee Goals: Please review.

* Management Reports:
  + *Hiring* - The job descriptions are online (website, facebook, linkedin) and TFA and Relay are the two other organizations who are reaching out to their alumni with our job descriptions (pas the teacher JD’s just yet). Kayleigh is sifting through 50 resumes of college students right now and scheduling interviews. Kayleigh done 11 outreach calls to persons to apply (6 applications in the last 2 weeks and observed 3 teachers in the classroom).
  + *Community Outreach*: We have had 5 major events since the last board meeting. Kitty and Shiroy did National Night Out. One of the kids drew a teacher! Kayleigh gave out 200 waters at an event in line and went to a Farmers Market today and spoke with families.
    - **We need someone at the Fall Fest at St. Lukes on Wednesday, Oct. 25 3 – 6:30 p.m.**
    - Our family interest list is up to 300 people. We’ll collect on this list until our applications go live.

NEW Business

* Board Evaluation Tool: Read through silently.
  + This is a living document at this point and once we agree on it at this point, we will implement it.
  + We will evaluate ourselves as a Board every 6 months.
  + Motion to use it - Approved.
* Board Recruitment and Vetting Process/ Orientation for New Board Members: Read through silently.
  + We will have ongoing board recruitment.
  + Observing board members noted that they have enjoyed the process thus far, particularly meeting with Richard, Kevin and Wendy. Trusting their liaison helps. Having fund development information helps them immensely.
  + Kitty - Motion to approve the On-Boarding Process and Orientation Template. **Approved.**
* Directors and Operators Insurance: Recommend quote 2 – Affinity/ Wortham.
  + Scope of coverage is more in alignment with what we want. Compass Rose uses the same provider. We budgeted $1500, and the overage is approximately $2400, which we should be able to absorb with no issue.
  + Kitty – Moved to approve Affinity as D&O Provider. Wendy – seconded. **Approved**.
* Employee and Student Policies:
  + Kayleigh went back over the policies with Hoffer.
  + Leave and FMLA was changed most recently. We won’t offer paid leave until we reach 50 employees.
  + We defined 12-month period as the anniversary date of hire.
  + There are points that state that the superintendent can add to the policy where Kayleigh and the Board may change and add as needed (i.e. the employee dress code, adding language where it is vague - “well dressed and well groomed).
  + Will need to revisit our policies annually, assess our finances and see if we can add things, such as paid Maternity/ Paternity Leave.
  + Kitty – Moved to approve Policies, Wendy Seconded. **Approved.**
* Enrollment and Engagement Plan: We need about 6 volunteers at each canvassing event. So that no one goes alone. Can cover 3 separate areas.
  + Applications go live Nov. 1
  + Families Empowered Fair – Nov. 4
  + Cigna Health Fair – Nov. 5
  + Facilities Committee Outreach – between Nov. 1- Jan. 30 (open enrollment)
  + Holiday Meal and Application Session – Kayleigh hosting, Nov. 17 from 6pm – 8pm
* Committee Report Templates: A template for committee chairs to fill out following their committee meetings and calls to submit to Kayleigh before each Board Meeting. Kayleigh will additionally provide 3 weeks’ worth of management update reports at each Board meeting.

Adjourned at \_\_7:33\_\_ p.m. CST.