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| **September Board Meeting** |
| **Date and Time** |
| Thursday, November 21, 2019  4:00PM – 6:00PM |
| **Location** |
| Arnarlds Richards Picos  3601 Kirby Drive, Houston, Texas 77098 |
| **Attendees** |
| |  |  |  | | --- | --- | --- | |  | **Attendee** | **Role** | | **X** | Adrienne Amin | Board Chair | | **X** | Chris Smith | Vice Chair & Treasurer | | **A** | Mira K. Shah | Secretary | | **X** | Fred Barrera | Board Member | | **X** | Aaron Dominguez | Board Member | | **X** | Maria Montes | Board Member | | **X** | Portia McKenzie | Board Member | | **X** | Deyvis Salazar | Head of School | |  |  | Guest | |  |  | Guest | |  |  | Guest | |

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| **November Board Meeting Agenda** | | | | | |
| **Time** | **Min** | **Topic (s)** | **Lead** | **Materials** | **Action** |
| 4:00 | 5 | Open Meeting, Roll Call, Welcome | Board Chair  Board Secretary |  | **TIME STAMP**  **ROLL CALL** |
| 4:05 | 2 | Approve Board Minutes | Board Chair | Agenda |  |
| 4:07 | 25 | School’s Update:   * Facilities * Enrollment * Marketing * BOP * Grant * Fundraiser | Deyvis |  |  |
| 4:32 | 10 | Job Description for DOO and Teachers | Deyvis/Board Chair | Job Descriptions for DOO and Teachers | **VOTE** |
| 4:42 | 10 | Year 0 Budget | Board Chair/Deyvis/Finance Committee | Year 0 Budget | **VOTE** |
| 4:52 | 15 | Board Retreat | Deyvis |  |  |
| 5:07 | 5 | Closing | Adrienne |  |  |

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| **November Board Meeting Notes** |
| **Meeting Notes** |
| **Meeting Start time: 4:00 PM**  **Board Minutes**   * Motion to approve meeting minutes – moved and seconded. * Remarks from the public – no comments. * Approval of DOO and Teacher Job Description – Reviewed and changes pending for next meeting * Approval of Year 0 Budget – approved.   **Updates from Deyvis**   * **Facilities:** We are still negotiation with the landlords attorneys. Our facilities task force joined one of the calls between our attorneys this week. More information will be forthcoming the in the coming days. * **Enrollment:** We have 20 applicants to our school. We have reached out to them and are in contact with them. Further, our plan for enrollment will begin in January 2020. * **Marketing:** We are using InfoVine as our marketing company to assist in our enrollment efforts. On November 1, they send over 3000 post cards to families living within our geographic boundaries. * **BOP:** We are still speaking to Charter School Success. We want them to lower their overall fees and specifically when it comes to our local fund raise dollars. * **Grant**: We have received a grant from the Brown Foundation. * **Fundraiser:** We have launched our fundraiser with the goal of reaching $30,000. We have well on our way to reach that goal. More information will be forthcoming.   **Job Descriptions for DOO and Teachers:**   * Board members had questions regarding language on the descriptions. They also wanted to further review these documents before they were approved. These documents are to be edited, reviewed and submitted to the Board by the next Board meeting for approval.   Year 0 Budget:   * Finance Committee and Deyvis worked on the budget for Year 0. The Board had time to review the Budget and add any comments. Year 0 budget was approved and seconded.   **Board Retreat Ideas**   * Recommended for boards to get to know one another * Cooking class, social at someone’s house, TopGolf, bowling, wine tasting   **Meeting adjourned at 4:55pm.** |
| **Action Items** |
| * **Deyvis** edit the job descriptions and send to the Board * **Deyvis** to update the Board on Facilities and Enrollment |