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| **September 15, 2020 Board Meeting** |
| **Date and Time** |
| September 15, 2020 at 4:00 PM |
| **Location** |
| Houston Classical Charter School –  6403 Addicks Clodine Rd  Houston, Texas 77083 |
| **Attendees** |
| |  |  |  | | --- | --- | --- | |  | **Attendee** | **Role** | | **X** | Adrienne Amin | Board Chair | | **A** | Chris Smith | Vice Chair & Treasurer | | **X** | Mira K. Shah | Secretary | | **X** | Fred Barrera | Board Member | | **X – 4:21** | Aaron Dominguez | Board Member | | **X** | Whitney Guarisco | Board Member | | **X – 4:09** | Maria Montes | Board Member | | **X** | Portia McKenzie | Board Member | | **X** | Deyvis Salazar | Head of School | | **X** | Mike Van Alstine | Guest | |  |  |  | |

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| **August 2020 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 | 30 | **School’s Update:**   * Enrollment * Opening * Teaching & Learning * Assessments * After School * Grants * Board trainings * Financial Reporting | HoS |  |  |
| 4:37 | 5 | Update: Governance Committee | Governance Committee |  |  |
| 4:42 | 5 | Update: Development Committee | Development Committee |  |  |
| 4:47 | 5 | Update: Board Chair Update | Board Chair |  |  |
| 4:52 | 3 | Closing | Board Chair |  |  |

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| **August 2020 Board Meeting Notes** |
| **Meeting Notes** |
| **Start Time: 4:05 PM**   * **Approve Board Minutes** – motioned, seconded, approved. * **Brief Introductions of Board Members to Guests** * **School’s Update:**    + **Enrollment** – we had a drop in enrollment, based on children living too far, few families have gone MIA (with tech), and current enrollment is 55, which is below our 60 goal. Continuing to reach out to day cares and other families.   + **Opening** – open for 2 weeks as of Friday, so far, so good. Structures and routines are being set in classroom.   + **Teaching & Learning –** curriculum and behavior management structures have begun.   + **Assessments** – first math assessment will be administered on 9/18, first round of MAP testing will be in the second week of October   + **After School** – going well, up to 10 kids. Expect that it will grow once parents feel safe.   + **Grants** – asking Brown Fdn for $65K (due tomorrow)   + **Board trainings**   + **Financial Reporting** – waiting to get the report from CSS, hope to get it next week and CSS to join the next Finance Committee meeting * **Update: Governance Committee**    + Updating committee descriptions, building out more structure and accountability   + Mira, chairs Education Committee; Whitney, chairs Development Committee, and Chris, chairs the Finance Committee   + Committee chairs – share minutes on Dropbox   + Invite Adrienne to all committee meetings, as Board Chair * **Update: Development Committee**    + Goal is to raise $100-200K this year   + Giving Tuesday launch   + Monies are for – future expansion and renovations, academic programs such as arts, dance, PE, more for our current staff (especially now that local districts and charters are increasing salaries)   + Taking out loans should be HCCS’s last resort   + Charter First recommends HCCS to have 60-90 days of cash on hand, to show to TEA that we are financially viable   + We will not have the Walton Grant for next year * **Update: Board Chair Update**    + Try visiting the school if/when you can! * **Board Deliverables**   + Board Trainings are due 10/15   + Board Agreements are due to Adrienne   + Complete Whitney’s fundraising idea form   **Closing: 4:38 PM** |
| **Executive Session** |
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| **Action Items** |
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