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| **January 2020 Board Meeting** |
| **Date and Time** |
| Thursday, January 16, 2020 at 4:00 PM CST |
| **Location** |
| St. Thomas High School, Houston, TX 77030 |
| **Attendees** |
| |  |  |  | | --- | --- | --- | |  | **Attendee** | **Role** | | **X** | Adrienne Amin | Board Chair | | **X** | Chris Smith | Vice Chair & Treasurer | | **X** | Mira K. Shah | Secretary | | **X** | Fred Barrera | Board Member | | **X** | Aaron Dominguez | Board Member | | **X** | Whitney Guarisco | Board Member | | **X** | Maria Montes | Board Member | | **X – 4:29** | Portia McKenzie | Board Member | | **X** | Deyvis Salazar | Head of School | |  |  | Guest | |  |  | Guest | |  |  | Guest | |

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| **January 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 | 10 | Fred’s Presentation on Lease Contract | Board Chair | PowerPoint Presentation |  |
| 4:17 | 25 | School’s Update:   * Enrollment * Hiring Update * Marketing * Follow up with Supporters and next steps from the Board * Upcoming events * CSP Grant and Next Steps * Charter School Success Contract Review * Initial work on School's budget for 2020 - 2021 school year * Update on TEA   Assistance | Deyvis |  |  |
| 4:42 | 10 | Happy Hour Event | Chair |  |  |
| 4:52 | 10 | Development Update | Chair |  |  |
| 5:02 | 5 | Closing | Chair |  |  |

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| **January 2020 Board Meeting Notes** |
| **Meeting Notes** |
| **Start Time:** 4:01 PM   * Motion to adopt meeting minutes from December 2019 – **approved** * **Lease Contract**   + Landlord: New Life Baptist Church of Houston   + 14,500 square feet   + We have the ability to remove/cover any religious signage   + Landlord cannot conduct religious events on campus   + **Dates**: April 1, 2020 – June 30, 2027   + No rent until June (free for the first 2 months)   + $15 per square foot + utilities   + Renewal right towards the end of the lease, to renew for another 7 years   + Tenant approval allowance $65,250 (for building improvements)   + Review of exhibits (B – D)   + Need to think through security   + Thoughts on having Kaboom! Parks   + Landlord will maintain some systems in the building for the first year   + After year 1, up to HC for maintenance   + Landlord will maintain roof, foundation, drives, parking areas, structural areas   + HC is responsible for the condition of the building, soccer field, playground, and raw land   + HC is responsible for the safety and security of employees, guests, etc on premise   + Landlord is responsible for their employees and guests   + Liability is split   + HC has the right to install signage   + HC can sublease or assign the lease – some needs permission, some does not   + HC has the right of first refusal * **School Update**:   + **Enrollment**: more events attending, January 25th first big event, beginning January 29th begins the weekly Alief library presentation event (every Wednesday), additionally going to local businesses, currently 29 student applications (DS has called, emailed)   + **Hiring Update**:  posted the application for Director of Operations (230 applications), teachers (34 applications), working with TFA for recruitment, Interview process for DOO (phone call, at a school scenario, shadow a Director of Ops)   + **Marketing**: door hangers have been created (500), planning to make a similar version via Vistaprint or another cheaper option (Got Print)   + **Follow up with Supporters and next steps from the Board**: covered   + **Upcoming events**: January 25, January 29, Deyvis will send out more events   + **CSP Grant and Next Steps**: grant writer   + **Charter School Success Contract Review**: back office provider, should receive it soon   + **Initial work on School's budget for 2020 - 2021 school year**: first thing that Charter School Success will work on once they are on board (100%, 50%, 25% enrollment scenarios)   + **Update on TEA**: informing TEA of our bank account (DS and AA to sign)   + **Assistance:** DS needs support reviewing resumes * **Happy Hour Event:** February 27th, 4-7, Vinology, Whitney is working on the invitation * **Development Update:** Gala in Spring 2021, thought about doing multiple events to raise the final goal of $30,000 – one event for S and families, one for funders, and one for community give-backs   **End Time: 4:56 PM** |
| **Executive Session** |
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| **Action Items** |
| * MKS to connect DS with Anne Whitlock to get a connection with YMCA * DS to make a list of target community leaders within the school’s radius |