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| **January 21, 2021 Board Meeting** |
| **Date and Time** |
| January 21, 2021 at 4:00 PM |
| **Location** |
| Houston Classical Charter School – 6403 Addicks Clodine RdHouston, Texas 77083 **Zoom**: <https://us02web.zoom.us/j/87640309403?pwd=MklBa2VQYmNSR2I1aFIyZkVBTzBYZz09>  |
| **Attendees** |
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|  | **Attendee** | **Role** |
| **X** | Adrienne Amin | Board Chair |
| **X** | Chris Smith | Vice Chair & Treasurer |
| **X** | Mira K. Shah | Secretary |
| **X** | Fred Barrera | Board Member |
|  | Aaron Dominguez | Board Member |
|  | Whitney Guarisco | Board Member |
| **X** | Maria Montes | Board Member |
| **X** | Portia McKenzie | Board Member |
|  | Mike Van Alstine | Board Member |
| **X** | Deyvis Salazar | Head of School |
| **x** | Joe Greenburg | Guest |

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| **October 2020 Board Meeting Agenda** |
| **Time** | **Min** | **Topic (s)** | **Lead** | **Materials** | **Action** |
| 4:00 | 5 | Open Meeting, Roll Call, Welcome | Board ChairBoard Secretary |  | **TIME STAMP****ROLL CALL** |
| 4:05 | 2 | Approve Board Minutes | Board Chair | Agenda |  |
| 4:07 | 5 | Introduction to Guest: Joe Greenberg  | Board Chair/HoS |  |  |
| 4:07 | 30 | **School’s Update:** * School’s Current Status – Academics
* Attendance in last quarter
* Successes
* Up to date with all reports
* Grants Received
* Enrollment and plan for 2021 – 2022
* Hiring – AP
* Hiring AT (January 2021)

Looking ahead!  | HoS |  |  |
| 4:37 | 5 | **Approval of HB-3 Goals**  | HoS/Academic Committee  | Chart with Academic Goals  | **Vote**  |
| 4:42 | 5 | **Approval of Job Descriptions for 2021 - 2022** | HoS | Job Description  | **Vote**  |
| 4:47 | 5 | **Employee Manual**  | HoS/Governance  | Employee Handbook | **Vote** |
| 4:47 | 20 | Finance Report  | Finance Team  |  |  |
| 4:57 | 5 | Update: Governance Committee  | Governance Committee: Portia McKenzie |  |  |
| 5:02 | 5 | Update: Development Committee  | Development Committee  |  |  |
| 5:12 | 10 | Update: Board Chair Update  | Board Chair  |  |  |
| 5:27 | 3 | Closing  | Board Chair  |  |  |

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| **January 2021 Board Meeting Notes** |
| **Meeting Notes** |
| **Start Time: 4:02 PM*** **Open Meeting, Roll Call, Welcome**
* **Remarks from the Public**
* **Approve Board Minutes** – moved, motioned, seconded. Approved.
* **Guest: Joe Greenberg**
	+ **Board focus recommendation:** to be mission focused and big picture focused. Kids come first. Adding more scholars to help growth. Imperative to grow – there are a lot more kids that need to be serve. Growth to come with quality, not too fast, and strategic. Biggest impact, financially sustainable, and continues to align to the mission.
	+ **Questions to ask (re: growth):** Is growth sustainable? Have we achieved what we need do? Do we have the dollars? Do we have the right skillset on the board?
		- Only growth quality and strategic vision.
	+ **Relationship between Board and HOS:** extraordinarily important. Similar to the corporate world. As the school grows, the pressures of the board are different. Support with talent cultivation and talent retention.
	+ **Composition of the Board + Commitment:** Non-negotiable: passionately missioned aligned. Not a resume ticking position. Has to be a working board with committees. Everyone has to understand and feel personally attached to the mission. Smaller board preference. Diversity is important. You need board members that are good in finance, business (you are essentially a startup business), need a lawyer. Real estate can be helpful, especially if you are going to grow. You need a fundraising component to the board, but YES did not prioritize that for the first 10-15 years. You do not want to the board to just be a money raising board.
	+ **Community Participants:** People who support but are not on the board (finance, development, real estate). We do not put parents on standing committees. We invite parents to board meetings to shared experiences, ask questions to the board and have parental input.
* **Agenda Amendment: Mike Van Alstine Resignation -**  moved, motioned, seconded. Approved
	+ Will continue to support school financial, but cannot continue on the board
* **School’s Update:**
	+ **TEA Summary Report/Audit**: 3 week process due to COVID. Congratulated the work we are doing. Had a lot of positive feedback. Two immediate reminders/next steps: leadership team is just Deyvis, current enrollment status.
	+ **School’s Current Status – Academics**
		- Spring MAP test happening in a few weeks
		- **Reading assessments (reading level)** – BOY = 90% of students could not read at a kinder or 1st grade reading level, CURRENTLY = reduced to 55%
		- **Math assessments**: 46/55 are emerging or proficient in counting (current)
		- Hired an interventionist – reading (guided reading) and math (stern math)
		- 3 students on campus with disabilities.
	+ **Attendance in last quarter**
		- 95% attendance rate, goal was 96% and budget was 94%
	+ **Up to date with all reports**
		- All TEA reports have been submitted
	+ **Grants Received**
		- Approved for CSGF grant $350K, with a window to apply for more funds next year
		- Parent engagement grant for $150K for next year
	+ **Enrollment and plan for 2021 – 2022**
		- 20 applicants for SY21-22, confirmed, and completed enrollment packets (a lot more than last year
		- Sending out mailers to the 5 identified zip codes to every family with kids
		- 3 billboards for a month in the neighborhood (they go up next week)
		- We have an online presence, thanks to Adrienne for upgrading our website!
		- KHOU video is about to run
		- 27 campus tours – Tuesday, Thursday, and Saturday
		- Families Empowered – will start phone banking
		- Canvasing will start soon – **need board support!**
		- Newsletter – Classical Times – coming out next week to current and prospective parents (will be mailed and put on our website)
		- Few parent referrals so far – referral program is working!!
		- **To be considered**: food drive
	+ **Hiring – AP**
		- Madelyn Mars – HIRED!
	+ **Looking ahead!**
		- **Successes:** establishing a school, students are doing well and are safe and happy!
		- **Looking ahead:** expansion ahead, 2nd grade – enrollment = opportunities
* **Approval of HB-3 Goals** – moved, motioned, seconded. Approved.
* **Approval of Job Descriptions for 2021 – 2022** – moved, motioned, seconded. Approved.
* **Employee Manual** – moved, motioned, seconded. Approved.
* **Finance Report**
	+ Working with CSS with the financial reporting – adding reports and revising reports
* **Update: Governance Committee**
	+ Index of Board Actions and Resolutions
	+ Continue to use Dropbox
	+ Sign all virtual documents
* **Update: Development Committee**
	+ $100,000 raise across the board
	+ Mail Adrienne a check or pay online
	+ Primary focus is getting passed COVID
	+ Advisory council commitment $2,500
* **Update: Board Chair Update**
	+ All committees have met in January
	+ Governance Committee is working on a board survey
	+ Enrollment season is upon us

**Closing: 5:29 PM** |
| **Executive Session** |
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