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| **April 2020 Board Meeting** |
| **Date and Time** |
| April 16, 2020 at 4:00 PM |
| **Location** |
| <https://us04web.zoom.us/j/76165568045> |
| **Attendees** |
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|  | **Attendee** | **Role** |
| **Y** | Adrienne Amin | Board Chair |
| **Y** | Chris Smith | Vice Chair & Treasurer |
| **Y** | Mira K. Shah | Secretary |
| **Y** | Fred Barrera | Board Member |
| **Y** | Aaron Dominguez | Board Member |
| **Y** | Whitney Guarisco | Board Member |
| **Y** | Maria Montes | Board Member |
| **Y** | Portia McKenzie | Board Member |
| **Y** | Deyvis Salazar | Head of School |
| **Y** | Mandi Lovett | Guest |
|  |  | Guest |

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| **April 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 | 10 | **Houston Food Bank Partnership** * Background
* Logistics
	+ Time
	+ Volunteers and Update on list
	+ Operations

Safety | Board Chair/HoS |  |  |
| 4:17 | 30 | **School’s Update:** * Facility Update
* Handbooks
	+ Staff, Fiscal, Student
* Enrollment Update
	+ Social media
	+ Signs on the school
	+ Shorten application
	+ Tote Bags
	+ Strategic Mailings

(77083)* Hiring Update
	+ DOO and Teachers
* CSS Update
	+ Fingerprinting
	+ Budget
	+ Payroll running
	+ HR
* Nutrition Program
* Tech Infrastructure
* Grants

Opening  | Deyvis  |  |  |
| 4:47 | 15 | Development Committee Updates * Website
* Print Advertising/Marketing
* Social Media

Community Outreach  | Chair/Whitney/Mira/Maria |  |  |
| 5:17 | 5 | Closing  | Chair  |  |  |

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| **April 2020 Board Meeting Agenda** |
| **Meeting Notes** |
| **Start Time: 4:12*** Prior board meeting minutes – APPROVED.
* Houston Food Bank Partnership
	+ Partnering with HFB and setting up a food distribution site at the school
	+ Supports HCCS with getting our name out there, getting flyers and applications out there
	+ Refer to DS’s email with the protocol, if they are volunteering
	+ Reached out to landlord to reach out to the congregation for the food distribution
	+ Submitted flyers to daycares and businesses around the area for the food distribution
* School Updates
	+ Biggest pressing issues: enrollment, hiring, and building
	+ Staff handbooks are almost final
	+ Thinking through ways to support the community 🡪 ordered 500 tote bags with goodies for students/families, Houston Food Bank Partnership
	+ Strategic mailings going to ~3,500 families to the families around the neighborhood
	+ Social media efforts have stepped up
	+ State of Texas would support deferment of opening the campus to the following year
		- Potentially opening the school start date to later, giving more recruitment time
		- Potentially opening 2021 (not ideal)
	+ Grants: CPS grant ($800,000), Charter School Growth Fund ($250-600,000)
	+ Current costs: salaries, CSS, rent
	+ Facility update:
		- HBJ article about obtaining the facility
		- Need: fire marshal to come inspect the building (through Harris County)
		- Had an architect review the building a few weeks ago
		- Reviewing floor plan options for Year 1 – 3 options, minimal work
	+ Hiring:
		- Interviewed a few teachers – none hired.
		- A top priority
	+ Finances:
		- Payroll is up and running
		- Weekly check-in with CSS
* Development Committee Updates
	+ Created art work for the campus – 100 posters (for day cares), banners for the school (4 large, 2 small), postcards (sent to 3,562 residents), 500 folders, 250 food distribution flyers
	+ Posting on Facebook and Instagram – 2 ads for the food distribution, page views have gone up ~200%, and number of followers have significantly increased.
	+ Press release was sent out, re: Houston Food Bank Partnership

**End Time: 5:04 PM** |
| **Executive Session** |
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| **Action Items** |
| * Sign up to volunteer with the Houston Food Bank Distribution
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