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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** |
| |  |  |  | | --- | --- | --- | |  | **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 Chair  Board 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 |