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| **May 2020 Board Meeting** |
| **Date and Time** |
| May 21, 2020 at 4:00 PM |
| **Location** |
| Houston Classical Charter School (6403 Addicks Clodine Rd) | <https://us04web.zoom.us/j/71585922790?pwd=blpJa1lmM3hIeUpQQlp0Tllvcm1hdz09> |
| **Attendees** |
| |  |  |  | | --- | --- | --- | |  | **Attendee** | **Role** | | **4:11 PM** | Adrienne Amin | Board Chair | | **X** | Chris Smith | Vice Chair & Treasurer | | **X** | Mira K. Shah | Secretary | | **X** | Fred Barrera | Board Member | | **5:08 PM** | Aaron Dominguez | Board Member | | **X** | Whitney Guarisco | Board Member | | **4:25 PM** | Maria Montes | Board Member | | **X** | Portia McKenzie | Board Member | | **X** | Deyvis Salazar | Head of School | | **4:08 PM** | Mandi Lovett | Guest | |  |  | Guest | |

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| **May 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**   * Update   Impact | Board Chair/HoS |  |  |
| 4:17 | 30 | **School’s Update:**   * Opening * Enrollment * Facility – Permits * Rent and Utilities * Architect * Furniture * Staffing & Events * Food Program * Erate Program * CSP Grant * CSP Grant Manual * Family/Student Manual * Curriculum Development   + ELA   + Math   + Science   + History * Brown Foundation * General Donations | Deyvis |  |  |
|  |  | **Review Staff Manual** | Head of School | Staff Handbook | **Vote** |
|  |  | **Review Board Fiscal Policy** | Head of School | Fiscal Policy | **Vote** |
| 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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| **May 2020 Board Meeting Notes** |
| **Meeting Notes** |
| **Start Time: 4:03 PM.**  Chris Smith is acting as chair.  **April 2020 Board Meeting** – motioned to approve – motioned, and approved.  **Houston Food Bank Partnership Update:**   * Shortage of volunteers – marketed to St. Thomas HS * Increased awareness about the campus * 700 calls have been made, 500 left * May be decreasing to Friday – less volunteers on Tuesday, and a lot of other work being done on campus   **School Update:**   * Opening for 2020-2021 – HCCS will be opened this August, unsure with respect to the capacity * If we need to do distance learning – we can hire non-TX teachers * Teacher hiring – slow until we have a definite plan, goal is to hire teachers in 2-3 weeks   + Post ads online (targeted) with targeted language * **Enrollment**    + Had 30 applications from the first wave of Apply Houston, most got accepted to other charters near their home   + With HFB partnership, 41 new applications have come in, of them we have 37 that have pledged to enroll and received their enrollment packet/tour/etc   + Confident we will hit our75 mark   + Want to do another mail-out   + CSP grant was approved, $40,000 on teacher and student recruitment   + Referral fee to families that refer a friend that enrolls * **Facilities**   + Submitted requests for permits to the city   + Had contractors come out * **Rent & Utilities**   + Transferred utilities to HCCS   + Rent will begin 7/1 * **Architect** – same that work for YES and KIPP. * **Furniture** – KI Furniture from Wisconsin, ordered tables/chairs, and desks, buying for Y1 and Y2 * **Teacher Recruitment** – interviewing during the next few weeks, planning events * **School Year Food Program** – RFP process with Revolution Foods. Federal food program, will get reimbursed for most of it through the FRL program. * **Erate Program** – technology grant from the Federal government. Approved for $15,000 for technology (tier 1). May get more dollars in the future. * **CPS Grant** – we are going to get it, but we have not officially gotten it. * **Family & Student Manual** – very Texas specific. * **Curriculum Development** – ongoing. Working with consultants. Amplify Science for science curriculum. * **Brown Foundation** – received another grant, $2,500. * **Additional contributions** – Friends of Houston Classical, and volunteers. Total is ~$7,500. * **After School Programs** – looking into options. Baller Academy (MM), iKid University (WG)   **Staff Manual –** motion to vote on the manual. Motioned, seconded. Approved.  **Reviewed of Board Fiscal Policy –** motion to vote on the policy. Motioned, seconded. Approved.  **Development Committee Update**   * Raised ~$7,500 in donations * WG is marketing HCCS via Facebook * Generating leads from families within a 5 mile radius of the school * + 367 people following on FB, engagement has increased drastically, posts are targeted to the neighborhood * IG followers have minimally increased, engagement is not as high * Covered by the CW about the partnership with Houston Food Bank   **Communication** – change from text to graphics. Increase use of WhatsApp as that is what the immigrant community is utilizing much more.  **End Time: 5:18 M** |
| **Executive Session** |
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| **Action Items** |
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