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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** |
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|  | **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 ChairBoard 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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