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| **February 25, 2021 Board Meeting** |
| **Date and Time** |
| February 25, 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 |
| **--** | Chris Smith | Vice Chair & Treasurer |
| **X** | Mira K. Shah | Secretary |
| **X** | Fred Barrera | Board Member |
| **X** | Aaron Dominguez | Board Member |
| **X** | Whitney Guarisco | Board Member |
| **---** | Maria Montes | Board Member |
| **4:02** | Portia McKenzie | 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 | 30 | **School’s Update:** * School’s Current Status – Academics
* Digital Marketing
* FE Call list
* Canvassing
* Possible Pre-K4
* CSP Document Review: Completed
* Undergoing a TDA Audit
* Enrollment and plan for 2021 – 2022
* Hiring – AP
* Looking ahead!
* Achievement Net
* Growth Plan
* Shared Service Agreement
* Work with Chris Barbic
 | HOS |  |  |
| 4:37 | 5 | **Approval of Missed Day Waiver**  | HOS |  | **Vote** |
| 4:37 | 20 | Finance Report  | Finance Team  |  |  |
| 4:57 | 5 | Update: Development Committee  | Development Committee  |  |  |
| 5:02 | 10 | Update: Board Chair Update  | Board Chair  |  |  |
| 5:12 | 3 | Closing  | Board Chair  |  |  |

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| **February 2021 Board Meeting Notes** |
| **Meeting Notes** |
| **Start Time: 4:01 PM*** **Open Meeting, Roll Call, Welcome**
* **Approve Board Minutes –** motioned, approved.
* **School’s Update:**
	+ **School’s Current Status – Academics** - Meet Alex ☺
	+ **Digital Marketing –** working with a company in Denver. Focus on sharing messages to the right audience. Affordable ($3,500 – paying with CSP grant dollars, $1,900 is for advertising). Their goal is to help HCCS to get 30 students. If at any point, they are not working – they may redefine the contract.
		- **How much should we be spending, as an open-enrollment school, annually for marketing?** Depends. Different in every state. DS will look into the percentage.
	+ **FE Call list** – hired Families Empowered 3 weeks ago for phone banking. Received a list of 200 families who are interested. Now HCCS is calling and inviting for them for a tour.
	+ **Canvassing –** DS to send out Saturday dates to start canvassing. ASK: sign up for at least 1.
	+ **Possible Pre-K4** – original application is K-8. There is a huge need/gap for great PK4 programs. Reached out to Community Schools, who is leading PK programs. Possibly will have a PK4 program at HCCS, separately run within the building. Opportunity for a pipeline program – supply ~30-40% of enrollment.
	+ **CSP Document Review: Completed –** audited by the state. Waiting for the visit.
	+ **Undergoing a TDA Audit** – Texas Dept Agriculture Audit. Will end in April. Lots of submitting documents, menus, and a lot of calls.
	+ **Enrollment and plan for 2021 – 2022 --**  Saturday canvasing dates will be sent out. Have 48 applications, 7 parents are coming for a tour.
		- Thinking about bussing for next year (working with a parent who works with bussing at YES Prep). Need to look up grants for transportation. Should we consider fundraising?
	+ **Hiring – AP –** hiring an AP for SY21-22, not for this school year.
	+ **Achievement Net** – data analysis firm. DS has used them in NY. Coming to Texas starting SY21-22, want to pilot at HCCS. It starts with 2nd grade student data. Part of the shared service agreement with Etoile for Achievement Net.
	+ **Growth Plan** – to Brown Foundation with projections for the next 7 year (enrollment, shared services, and wishlist). Asking for $100,000, and Etoile will ask for another $100,00.
		- **Shared Service Agreement** – join forces with Etoile – to hire a compliance officer and for Achievement Net.
	+ **Work with Chris Barbic –** monthly check-ins with DS. Coaching for DS.
* **Approval of Missed Day Waiver** – DS sent DocuSign for missed day waiver, to submit the waiver for TEA. Covers the school and staff members. **– motioned, seconded, approved.**
* **Finance Report** – see documents in DS’s email.
* **Update: Development Committee** - Maria is at the mayor’s office, trying to get the word out to corporate sponsorships.
* **Update: Board Chair Update --** thanks to those who completed the board survey, helps with succession planning, board composition, etc. Next week’s meeting is moved to after spring break. Thinking about getting back to in person meetings.

**Closing: 5:25 pm** |
| **Executive Session** |
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