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| **November 19, 2020 Board Meeting** |
| **Date and Time** |
| November 19, 2020 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 |
| **X** | 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 |
| **X** | Maria Montes | Board Member |
| **X**  | Portia McKenzie | Board Member |
| **X** | Mike Van Alstine | Board Member |
| **X** | Deyvis Salazar | Head of School |

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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:** * TEA’s Visit Update
* COVID Case and Response
* MAP Results
* Enrollment
* Next Year Enrollment Efforts (Task Force)
* Needs (Assistant Teacher)
* Interviews and Job Description
* Potential Board member
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| 4:37 | 20 | **Finance Reporting**  | Finance Team  |  |  |
| 4:57 | 5 | Update: Governance Committee  | Governance Committee  |  |  |
| 5:02 | 10 | Update: Development Committee  | Development Committee  |  |  |
| 5:12 | 5 | Update: Board Chair Update  | Board Chair  |  |  |
| 5:17 | 3 | Closing  | Board Chair  |  |  |

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| **November 2020 Board Meeting Notes** |
| **Meeting Notes** |
| **Start Time: 4:03 PM*** **Open Meeting, Roll Call, Welcome**
* **Remarks from the Public**
* **Approve Board Minutes** – moved, motioned, seconded. Approved.
* **School’s Update:**
	+ **TEA’s Visit Update** – under TEA audit for the past three weeks (end of Oct – mid Nov), joined board meeting, multiple meetings with DS, reviewed school finances. Have not seen the report. Unofficially – we are doing a wonderful job and doing the right thing. They are super impressed.
	+ **COVID Case and Response** – three weeks ago, a student had contracted COVID. Found out 11/8, informed parents on 11/9. By the next day, T tested and it was negative. By Wednesday, half of the class was negative. Parent had held the child back prior – so she may have not spread it. Affected attendance for that week, but normed by end of the week.
	+ **MAP Results** – nationally normed reference exams. Assessment was done in October (usually done in Aug/Sept), due to COVID. You can see the # of student at, below, or above GL. Based on this data, identifying needs and doing small group instruction/intervention. Assessments occur three times per year. Interim Assessments (for math) will happen monthly, and F&P (for ELA) assessments are quarterly. These data points will be a part of teacher’s EOY evaluations.
	+ **Enrollment** – starting to look into the future and enrollment for SY21-22, the goal is 175 (from 58). Already began with this for the campaign and the application is now live. Sent a parent survey this week, 15 responses. Most people are finding out about HCCS is from a referral or a friend. Enrollment season begins in December. Parents recommended yard signs to help bring the logo into the community. Enrollment ideas:
		- Going to the workplace of potential parents
		- Posting at places of worship
		- Asking parents to support with canvasing/spreading the word
	+ **Needs (Assistant Teacher)** – needing extra support, using a lot of temps. Starting salary would be $15K for half the year, because the money spent on sub is equal to hiring someone. Interviewed a few, and one lives in the area and will bring their son to the school. Need to work with CSS to determine if we have the financial capacity to do so.
	+ **Interviews and Job Description** – DS will send job descriptions for SY21-22
	+ **Potential Board member/connection** – Joe Greenberg is rolling off the YP board and wants to join a new board that is more of a start-up.
* **Finance Reporting --** Still working with CSS to make current reports more intuitive. See the HCCS Charter First Ratings and CSS’s Observations, Recommendations and Reminders --- team will work with CSS to reformat the reporting
* **Update: Governance Committee –** Aaron and Maria will take lead on the staff gift, shout-out to Mike who is helping with enrollment efforts (parent and family testimonials), Mike is going to help with redesigning the website, AA to send postcards to those who have donated (send AA addresses to anyone you want to add, beyond the 2019 and 2020 campaign)
* **Update: Development Committee**
	+ **Grants**: $65K from the Brown Foundation, Charter School Growth Fund, we will find out on 12/15
	+ About to launch the Giving Tuesday campaign
		- All items are on Dropbox, but being moved to Google
		- December 2nd
		- Giving Tuesday is doing a matching program for the week of Giving Tuesday
		- Email AA or WG if you can donate towards the matching campaign
		- **Deliverable** add in names and email addresses into the spreadsheet by Tuesday, 12/24 – see WG’s email
* **Update: Board Chair Update**
	+ **Deliverable** Read AA’s email regarding online portal
	+ Cancelling the December meeting ☺
* **Closing**

**Closing: 5:19 PM CST** |
| **Executive Session** |
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| **Action Items** |
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