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| **December Board Meeting** |
| **Date and Time** |
| Thursday, December 19, 20194:00PM – 6:00PM |
| **Location** |
| St. Thomas High School |
| **Attendees** |
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|  | **Attendee** | **Role** |
| **X** | Adrienne Amin | Board Chair |
| **X** | Chris Smith | Vice Chair & Treasurer |
| **A** | Mira K. Shah | Secretary |
| **X** | Fred Barrera | Board Member |
| **X** | Aaron Dominguez | Board Member |
| **A** | Maria Montes | Board Member |
| **X** | Portia McKenzie | Board Member |
| **X** | Deyvis Salazar | Head of School |
| **X** | Whitney Guarisco | Board Member |
|  |  | Guest |
|  |  | Guest |

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| **December 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 | Introduction to new Board Member: Whitney Guarisco | Board Chair  |  |  |
| 4:17 | 25 | School’s Update: * Pace
* Facilities Update
* Enrollment Strategy and events
* Marketing
* BOP – Charter School Success
* Grant(s)
* Fundraising Update
* Email to Donors
* Committee Assignments and work
* Real Estate Task Force

  | Deyvis  |  |  |
| 4:42 | 10 | Job Description for DOO and Teachers  | Deyvis/Board Chair | Job Descriptions for DOO and Teachers  | **VOTE** |
| 4:52 | 10 | Board Update: * Robert’s Rules
 | Board Chair  |  | **VOTE** |
| 4:52 | 10 | Upcoming Board Meetings Schedule  | Deyvis  |  |  |
| 5:02 | 5 |  Closing  | Adrienne  |  |  |

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| **December Board Meeting Notes** |
| **Meeting Notes** |
| **Meeting Start time: 4:07PM****Board Minutes*** Motion to approve meeting minutes – moved and seconded.
* Remarks from the public – no comments.
* Approval of DOO and Teacher Job Description – Approved

**Updates from Deyvis*** **Pace:** The last six weeks have been very slow, however, with the beginning of the new year, our responsibilities and duties will increase due to the demand on enrollment, marketing, and continuing to garner support.
* **Facilities:** We are in the last stages of finalizing our contract. Once our attorneys have agreed to the contract, it will then be delivered to the Board to review and finally approve.
* **Enrollment:** We have 30 applicants to our school. We have reached out to them and are in contact with them. Further, our plan for enrollment will begin in January 2020.
* **Marketing:** We have sent over 3,200 flyers to families in the targeted area. We are now in the process of creating and printing door hangers for our canvassing campaign.
* **BOP:** We are awaiting their contract. Once they have sent over the contract, we will forward to the Board for review and approval.
* **Grant**: We will be applying for the CSP grant. We are looking at options as to when to submit.
* **Email to Donors:** We are working on sending our donors emails and mail cards thanking them for their support.
* **Committee Assignments:** We will begin to work in committees before any matter is presented to the entire Board to vote.

**Job Descriptions for DOO and Teachers:** * Board members wanted to expand and clarify the role in order to reach a wider pool of candidates. Language was added to ensure that the description for the Director of Operations was clearer regarding protentional candidates.
* Called for a vote by Board Member, Chris Smith and seconded by Fred Barrera.
* Board approved the descriptions.

**Board Update:** * Roberts’s Rules: Board Member Adrienne gave a presentation on Robert’s Rules and how it applies to our Board in relation to our size.

**Upcoming Board Meeting Schedule:** * All meetings were scheduled and confirmed for the 2020-2021 school year.

**Meeting adjourned at 5:20pm**  |
| **Action Items** |
| * **Deyvis** to send fact sheet to Whitney
* Deyvis to send the Real Estate Task force the latest lease
* Deyvis to add language to job descriptions
* Deyvis to post job descriptions
* Deyvis to input Board Meetings
* **Deyvis** to update the Board on Facilities and Enrollment
* Deyvis/Whitney/Adrienne follow up on events and thank yous for supporters
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