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| **September Board Meeting** |
| **Date and Time** |
| October 7, 2019 (RESCHEDULED MEETING)  5:00 PM – 7:00 PM |
| **Location** |
| St. Thomas High School  4500 Memorial Drive, Houston, TX |
| **Attendees** |
| |  |  |  | | --- | --- | --- | |  | **Attendee** | **Role** | | **X** | Adrienne Amin | Board Chair | | **X** | Chris Smith | Vice Chair & Treasurer | | **X** | Mira K. Shah | Secretary | | **A** | Fred Barrera | Board Member | | **X** | Aaron Dominguez | Board Member | | **X** | Maria Montes | Board Member | | **X** | Portia McKenzie | Board Member | | **X** | Deyvis Salazar | Head of School | | **X** | Austin Muck | Guest | |  |  | Guest | |  |  | Guest | |

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| **September Board Meeting Agenda** | | | | | |
| **Time** | **Min** | **Topic (s)** | **Lead** | **Materials** | **Action** |
| 5:00 | 5 | Open Meeting, Roll Call, Welcome | Board Chair  Board Secretary |  | **TIME STAMP**  **ROLL CALL** |
| 5:05 | 2 | Approve Board Minutes | Board Chair | Agenda |  |
| 5:07 | 15 | Opening Meeting Law Presentation | Board Member, Austin Muck |  |  |
| 5:22 | 5 | Approval of Head of School Job Description | Board Chair | Job Description for Head of School | **VOTE** |
| 5:27 | 5 | Approval of Code of Conduct | Board Chair | Code of Conduct | **VOTE** |
| 5:32 | 15 | Conversation and Update regarding Fundraising Campaign   * AmazonSmile * October 15th   Execution of Campaign | Board Chair, Deyvis, Mira and Maria |  |  |
| 5:47 | 25 | Update from Deyvis:   * Contingencies * Upcoming TCSA training * TCSA Conference * Facilities * Back Office Providers   + Charter School Success   + Information from other schools * Year 0 Budget * Enrollment * Events   + PlazAmericas   + Upcoming * Fingerprinting * Dropbox Folders * November School Visit | Deyvis |  |  |
| 6:12 | 5 | Review and Approval of Year 0 Budget | Board Chair and Vice Chair | Year 0 Budget | **VOTE** |
|  |  | Discussion and Approval of Portia McKenzie | Board Chair | Resume | **VOTE** |
| 6:17 | 5 | Board Retreat Ideas | Board Chair |  |  |

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| **September Board Meeting Notes** |
| **Meeting Notes** |
| **Meeting Start time: 5:03 PM**  **Board Minutes**   * Motion to approve meeting minutes – moved and seconded. * Remarks from the public – no comments. * Approval of HOS job description – moved and seconded. * Adoption of the HOS job description – approved. * Approval of Board Code of Conduct – moved and seconded. * Adoption of Board Code of Conduct   **Fundraising Campaign**   * Using Go Fund Me (via Paypal) * Changing goal amount from $10K to $30K * MKS/Deyvis to send out logistics for campaign (email/FB/IG template)   **Open Meeting Law Overview w/ Austin**   * Statute driven rule (Chapter 551 in TX government code) * **What is a meeting?** If you are in a meeting with a quorum, and you are discussing the school business – that is likely deemed an open meeting. This includes emails, parking lot conversations, dinner, Facebook wall post, etc * **Social setting exception** – a meeting does not include a gathering of a quorum, unrelated to public business – conference, workshop, celebration – no formal action or no public business is incidental * No board-wide email discussing matters of the school * **Email Rules**:   + You can send documents – you cannot reply all. You can write in the email that you cannot reply all.   + Email with 2-3 people, then forwarded to another member – can be considered a way to avoid open meeting law, and a walking quorum * Notice for the meeting needs to be publicly posted 72 hours before the meeting starts * Cannot use terms such as old/new/general business * **Does an emergency qualify?** You cannot have a telephone meeting. You can do video (because it’s broader), but you must provide the video link for the public to be able to join. You need one board member at a physical site. * **Continue a meeting** – you can continue or have a recess to a meeting within 24 hours, without providing additional notice. You can reconvene within 72 hours, if there is a catastrophe. * **Location of the meeting** – any requirement to have a photo ID, the court does not find it as a hindering to having the meeting at that place. The location has to meet all ADA requirements. * **Closed meeting** – school discipline, school security, personnel issues, board member issues, facility rental/lease/purchase information   + Must provide notice of the closed meeting for 72 hours   + Must keep a certified agenda (keep for 2 hours) * **Closed meeting vs. Executive session** –TBD. May be interchangeable. * **Posting of Board Minutes** – do not send draft via email and have people post. Minutes do not need to be posted until they are approved   **Updates from Deyvis**   * **Contingencies** – once we were approved, you are in the process of contingencies (things TEA says you need to fix). With HC, they are targeting that we do not have a bilingual/dual-language program at our school. **This has been approved by TEA, we are now waiting on the contract (ETA November 1st).** * **Upcoming TCSA Training** – next week, 5-8pm. Three meetings next week (2 PD meetings, and 1 Board Meeting). * **TCSA Conference –** DS traveling to San Antonio to get training on charter school law. This is being paid for by TCSA. DS/HC will be paying for the hotel. DS has an extra ticket, if anyone wants to join. * **Facilities** – we have a contract out for a facility (submitted 10/7) for a 7 year lease. Once the contract is agreed by both parties, it will come to the board. 14,500 square feet, actually a school already. Need to move around some walls. Need to submit a request to the city on what we may need to do. * **Back Office Providers** – we have not made a decision. We like Charter School Success – it’s very nice, and very expensive. The more we wait, the less we have to pay for year 0. Want to have another conversation, and have them present to the board. * **Year 0 Budget** – moved to November board meeting. * **Enrollment** – attached to PlazAmericas. Have 90+ people sign up to learn more. Recruitment events will be starting up again. A marketing consultant company (DS to meet with them), to get them to support canvas and plaster everywhere within a 5 mile radius of HC. Early enrollment – every Tuesday to conduct informational sessions and enrollment. * **Application** – opens November 1st – partnered with Families Empowered and Apply Houston. * **Events** – more PlazAmericas events (we will buy the table by the event rather than the kiosk). See if community restaurants that would want to come out for a free dinner. * **Fingerprinting** – moved to October Board Meeting * **Dropbox Folders** – feel free to add documents to the Dropbox * **November School Visit** – DS to send a Doodle to visit Beta Academy   **Approval of Portia McKenzie**   * Moved and seconded * Approved   **Board Retreat Ideas**   * Recommended for boards to get to know one another * Cooking class, social at someone’s house, TopGolf, bowling, wine tasting   **Meeting adjourned at 6:29 PM.** |
| **Action Items** |
| * **Deyvis** to send out template for fundraising campaign with images and language * **Year 0 Budget** moved to November Board Meeting * **Fingerprinting** moved to October Board Meeting * **Deyvis** to send out a Doodle for November School Visit Date * **Deyvis** to send out October meetings/trainings calendar invites to Portia * **Deyvis** to send update to the board about location of next week’s meetings |