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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 School4500 Memorial Drive, Houston, TX |
| **Attendees** |
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|  | **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 ChairBoard 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
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