

**Etoile Academy Board Meeting  
October 22, 2018**

**Start: 6:07 p.m. End: 8:14 p.m.**

Present:

Shiroy Aspandiar, Richard Baker, Michelle Bair, Kevin Hardaway, Emmanuel Enriquez, Tabinda Ghani, Michelle He, Alim Adatia, Nicole Morrissey (video dial in), Kayleigh Colombero (ex-officio)

Quorum met: Yes

Guests: None

Public Comments: None stated

**Previous Meeting Minutes**

**Meeting minutes were read. Minutes were approved.**

**Moved: Kevin Hardaway Seconded: Emmanuel Enriquez**

**Vote: 7-0. Approved**

**Committee Reports:**

**Finance**

- Cadence bank balance \$148,554; BBVA balance \$30,620. The goal is to move all BBVA funds to Cadence account
- \$50,000 loan has been paid off
- \$20,000 for construction, first month of rent paid, two security deposits to be paid Nov. 1
- Saving \$25,000 by not refilling the Office Manager position
- By combining the \$40,000 grant from Brown Foundation, the gap has been reduced to \$35,000
- There is an idea on the table for Kayleigh to take a salary reduction to cover the amount of the gap.
- Salary changes to KC can be done at any time
- Charlotte from Region 20 can assist with redacting this documents as needed
- Final decision for budget amendment to be made in November

**Governance**

- Governance committee met this month
- Identified two potentially new board members and will walk them through the board recruitment process
- Board governance policy

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### **Academic Achievement**

- Current enrollment at 65 students enrolled
- 87 applications in the pipeline
- Families Empowered meeting we had 5 applications from this event.
- Board canvassing event is coming up sometime this month
- Staff capacity
- Smith college students are pulling small groups through Friday. One targeting literacy and one targeting math.
- Two BES fellows are also supporting with small group through February
- We have hired a 6th grade science teacher for next year. About to hire an ELA teacher for next year and a social worker.
- Richard asks a question pertaining to how often we find schools our size recruiting a hybrid social worker and teacher.
- Student achievement - we analyzed STAAR data last time. STAAR action plan.
- MAP testing is happening this week
- action planning: academic achievement will support in helping families complete applications.
- Recruitment - support in having people spread information about Etoile.

### **Facilities**

- Amendment to lease and SNDA - we have a final version for them to waiting to execute. Personal guarantee made in place. Replaced in the lease amendment if they take out another loan in the future it just reverts back to a personal guarantee structure.

### **Resource Development**

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### **School Director Update**

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### **OLD BUSINESS**

- Completion of board training before November 30th. Training will be online. Shiroy, Emmanuel, Michelle H. will be attending TCSA this coming Friday to receive their first six hours of training.

### **NEW BUSINESS**

- Discussion of school director evaluation tool has been tabled. A subcommittee has been formed to finalize evaluation tool and this will be brought to the full board. Subcommittee will be comprised of Shiroy, Emmanuel, Kevin, Michelle B.
- **School Director Salary Reduction**
  - **Motion to reinstate Kayleigh Colombero's salary to the original amount of 90,000.**  
**Moved: Kevin Hardaway. Seconded: T**  
**Vote: 9-0. Approved**
- Discussion of taking down new space will be contingent on updates with the SNDA. KC is saying we should likely move forward since the payment for security deposits is already in the budget and we would need the space for the expansion of 6th grade for the school.
- Board Meeting is currently scheduled for November 20th, right before the Thanksgiving holiday. The meeting will stay on this date.
- Board committees need to step up and run more efficiently without the constant input of Kayleigh since her bandwidth is limited with her myriad of responsibilities with the school as the director.
  - The model that is being proposed is for a plan to slowly release increasing responsibilities to committee members. KC is saying we can use templates to outline needs of the school that can be used by each committee and use these as a starting point to create committee that can eventually understand the school's needs on their own.
  - Additionally, KC is suggesting to add accountability to tasks assigned to board members by adding specific deadlines to task items that arise from committee calls.
  - We will also add a section for outstanding questions and action items to committee reports.

**Motion to Adjourn: Kevin Hardaway**  
**Seconded to Adjourn: Michelle Bair**

**Adjourned at 8:14 p.m.**