

**Etoile Academy Board Meeting
December 18, 2018**

Start: 6:18 p.m. End: 8:03 p.m.

Present:

Shiroy Aspandiar, Richard Baker, Kevin Hardaway, Emmanuel Enriquez, Michelle He, Alim Adatia, 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: Alim Adatia

Vote: 6-0. Approved

Committee Reports:

Finance

- BBVA remaining balance is \$30,627.05. Last two outstanding checks will be voided and account will be closed.
- \$82,635.35 balance in the Cadence Bank account
- Guill Foundation check arrived today and was deposited by KC
- Financial reports now reflect budget amendment that was approved in November.
- Guill Foundation money to be used to fill several part-time positions and reinstate the missing portion of KC's salary. The remaining part of the grant will be used for operating expenses.
- November vote approved to reinstate \$10K of KC's salary once the funds were available. The remaining \$5K of the salary will be placed on the January board meeting agenda.

Resource Development

- Goal of \$100K for corporations, \$30K for individuals
- Lunch and Learn event on 12/11 was a pilot event doing a quick tour of the school and the attendees were interested in helping. There's an interest in doing another event next spring.
- A new partnership beginning with UHD that will benefit both schools.
- 5 agencies have been identified as potential donors to pursue in 2019.

- KC will begin sending out information to previous donors. A previous donor will be donating a piano to the school.

Governance

- Governance did not have a committee call this month.
- Richard and KC sat and drafted an action plan for the next steps for the governance committee.
- These steps include setting up an assistant chair, starting up work on the next school director evaluation, new board orientation, and annual board meeting.
- These items will be a priority in 2019.

Academic Achievement

- Current enrollment at 64.
- 5 families that have applied for next year are interested in making a mid-year switch.
- Ja'Milla is still working on additional leads to bring in a program for literacy intervention with the students.
- Emmanuel working with SWMSC library to start a library visit monthly program for the students.
- STAAR simulation assessment shows much more work needed to ensure students are prepared for the end-of-year assessment.
- Student recruitment initiatives are ongoing by distributing flyers to high-traffic community centers.
- Teacher recruitment initiatives include outreach to big universities

School Director Update

- ELL students are now 42% of the student population, which is higher than the average in the area.
- ADA numbers continue to be high. There was two days of perfect attendance last week.
- The Houston Rockets will be visiting the school sometime early next year to interact with the students and give them some signed items.
- Kevin will be sponsoring a pizza party for the students this coming Friday.
- Staff potluck will be tomorrow. Kids will be using their funds for special items and experiences for this week.
- 2 teachers are on improvement plans. The improvement being asked of them is for the increase of maintaining their kids on task as much as possible.

OLD BUSINESS

- Board Forms have been submitted and signed by all board members.
- Committee Meeting check-in.
 - We are looking into finding a specific meeting times for each committee.
 - There is also an idea to combine all action plans into one document.
 - Governance meeting is being planned on Tuesday at noon, one week before the monthly board meeting.
 - Finance meeting is being planned on Tuesday at 8am on the morning of the board meeting.
 - 10 minute breakout session to discuss action plans for governance, resource development, finance committees.

NEW BUSINESS

- New tracker created by Karoosh from Compass Rose. This tracker has goals set in place on a month-by-month basis to increase student enrollment. KC is now opening the school for prospective parents to come see on the weekend.
- 600 applications by August is the ultimate goal. The grand majority of these numbers are pushed in the summer months immediately preceding the new school year.
- Another tool created shows all of the schools in the area and data on ensuring staff is there right at dismissal for recruiting opportunities for next year enrollment.
- Other tools shows the list of apartment complexes and churches that can be visited for recruitment opportunities as well.
- Bullseye program allows snapshot data with percentages to be overviewed on all types of student and teacher data. This program will be free for two years and paid for the third year. This program will be a great asset to KC and her coaches.

Motion to Adjourn: Kevin Hardaway

Seconded to Adjourn: Ja'Milla Lomas

Vote: 6-0. Approved

Adjourned at 8:03 p.m.