

Etoile Academy Board Meeting
June 25, 2020

Start: 6:08 p.m. End: 7:19 p.m.

Present:

Richard Baker (video dial-in), Michelle Bair (video dial-in), Alexandra Caritis (video dial-in), Tabinda Ghani (video dial-in), Michelle He (video dial-in), Ja'Milla Lomas (video dial-in), Philip Wright (video dial-in); Kayleigh Colombero (ex-officio), Cristina Ureña (ex-officio)

Quorum met: Yes

Guests: None

Public Comments: None stated

Review of Agenda

Previous Meeting Minutes

May 2020 meeting minutes were read.

Motioned: Tabinda Ghani **Seconded:** Michelle He

Vote: 7-0-0. Approved

Superintendent Update:

- It is critical to get our students back in the building to achieve our mission. The data collected at the end of the distance learning points to students not attaining their academic best if they aren't in the building getting the intervention needed from teachers.
- We are getting 3-sided desk partitions so that students can work efficiently, safely and together in pairs (with partitions). \$11,000 - \$16,000. Allows us to reduce class size to 16-20 instead of regular 24.
- **Staff Protocol:** Staff is aware of in-person return in the fall. They understand that there is a lack of academic progress during distance learning and are eager to get back into classroom. They are also aware that if there are closures during the upcoming year, we will extend the school year into June.
- Staff will complete a COVID-19 health screening prior to returning for the Professional Development training. Daily temperature checks will be implemented for PD and Etoile-branded masks (which they will wear all day) will be distributed. Staff will be batched with smaller groups of students than previously.
- *Michelle Bair: Do we have a plan for back-up support if a teacher tests positive?* Because of our robust leadership team, we will be able to have someone step into the classroom while that person is out.

- **Student Protocol:** All families who were distributed technology returned it on June 2-3, 2020. The majority of the families who will return in the fall have a good feeling, even with concerns, about it.
- All students will have a COVID-19 health screening prior to the return.
- Daily temperature checks will be implemented (while still in parent vehicle). Grade levels will enter in different doors. Daily greetings will be no-contact and will employ 3 basic symptom questions performed by teachers.
- Students will wear their Etoile-branded masks (or one of their choice) as part of their uniform. Only medical exemptions will allow them to not have one.
- There will be no student movement throughout the building, which will include breakfast and lunch. Grades will be separated in zones – arrival, bathroom breaks and dismissal. Increased handwashing and sanitation stations throughout the building.
- **Bus Protocol:** 3 buses were already budgeted. Daily temperature and symptom screenings for the bus drivers and students. Only one student or family pod per bench seat within the bus. All students face forward. Weather-permitting, the windows will be down. Maybe only 22-24 students per bus (usually fits about 65), which reduces our bus capacity.
- **Confirmed Case Protocol:** Inform all stakeholders within 24 hours. Close the building for 72 hours for a deep cleaning. Evaluate the exposure (i.e. a staff member who only works in front office with no student contact, 5th grade teacher, etc.) to determine who needs to do distance learning for at least 2 weeks. Will allow parents to do distance learning if they have concerns.
- *Michelle He: Are we going to increase the frequency of deep cleaning? Yes. The COVID-Plan discusses the schedule and the janitorial staff purchased new cleaning and sanitation materials in March according to the CDC recommendations. That is our benchmark.*
- *Phillip Wright: We should determine the level of risk we are prepared to take on as a Board. It appears that we are following the CDC recommendations as opposed to the TEA/Texas guidelines.*
- *Discussion followed.*
- **HFB Events:** We host three Houston Food Bank food distribution events this summer - July 1, 19, 29, 2020 (9am – 1pm). We need volunteers!
- **Summer School:** Teachers and leaders did a week of training, with students having orientation online. There are 85 students actively participating in our summer school. Many are students who wanted to participate and incoming 5th graders who chose to participate. We gave out Chromebooks to all students who needed them.
- **End-of-Year Test Data Highlights:** students took the test at home, so the results are not the same as if they would be if they were taken with teacher presence. Places where we got close to meeting our goals – 5th Grade Math,

ELA; 6th Grade Math, ELA (shows the value of having the children for at least 2 years – the culture of excellence is more internalized).

- **Leadership Team Dashboard:** Looks at all the data and breaks it down by sub-group.
- **Sustainable People Model:** We have 6 staff members who are participating in our summer school. Four of them are new to the school!
- **Sustainable Financial Model:** We are doing quite well with our cash position, particularly since we have a lot of unknowns regarding COVID preparation.
- **Facilities:** We did a request for proposals for buildings for our 2nd site. We met with a possible developer. The two options are in Sunnyside as opposed to the targeted northeast area. Waiting on the final number proposal.
- **Attendance Audit:** We had a couple recommendations for corrective action, but nothing that would impact funding.
- **Enrollment:** We are expecting a drop in per pupil funding for FY22. We have lower application numbers than typically at this time, but we have a much better conversion rate than before (2:1 instead of 4:1). We do not have huge concerns about meeting enrollment numbers.

Committee Reports:

Finance

- Last meeting: June 24, 2020. Included a guest.
- Current cash on hand: \$364,144.81 - 73 days cash on hand. (Due to PPP loan, extra funding from grants); might go up by the end of June when \$132,788 FSP funds arrive this week
- Start-up grant drawdown: \$30K left, should finish by June 30
- We plan to apply for CARES grant (\$30K) by August
- No need for line of credit this time

Financial position: As of May 31, 2020, we have spent 125.8% or \$238,850 of the Start-up grant, total spent: \$769,012 of the \$800K, about 96%; and 80.5% or \$1,274,190 of state grant (fund 420) based on Region 20 report. (in line with budget). Of the \$118,000 PPP loan, we've spent \$77,000, or 65.16%, will spend it all by June 30.

May Cash on hand as presented by Region 20 bank report was \$401,153.

Governance

This month the governance committee had a meeting to work on goals for 2020 - 2021.

- Looking into superintendent compensation strategy
- Diversifying the board further and adding members that can help us meet our fundraising goals as a board!

- Increase team building on the board - check emails for invites to upcoming virtual happy hours and virtual lunches!
- Helping the board stay mission focused
- Revisiting the charter. The governance committee will be incorporating parts of the charter into each committee report out at the board meetings. We will also be leading discussions on where we are vs. where we want to be and how the board can work together to meet these objectives
- **Next Steps:** setting milestones for achievement of our discussed goals so that we can hold our committee accountable!

OLD BUSINESS

- Superintendent Mid-Year Evaluation has been completed, will be shared with KC tomorrow morning

NEW BUSINESS

- **Policy Review:**
 - **1.1 – Board’s Authority, Roles and Responsibilities**
 - Guides us in our board meeting governance.
 - Directors ensure the performance of students enrolled in Etoile.
 - Remind directors that there are certain duties and responsibilities that we are solely responsible for and cannot be delegated.
 - **1.4 – Nondelegable Duties**
 - Directors have a fiduciary and all-important responsibility for the success of Etoile.
 - All nondelegable duties are always found on our Board agendas.
- **Fundraising:** 100% of the Board has given a gift to Etoile.
- **Board Retreat:** We want to have a Board Retreat in October 2020, whether it is virtual or in-person. Will work on how we envision fundraising. Philip will be assuming chairing Academic Achievement Committee to present during the Retreat.
- **Next Board Meeting:** August 6, 2020

Motion to Adjourn

Motioned: Ja’Milla Lomas **Seconded:** Michelle He

Vote: 7-0-0. **Approved**

Adjourned at 7:19 p.m.