



Board Meeting Agenda & Notes

Board Meeting: NOVEMBER 18, 2021

Date and Time

Thursday, November 18 at 4:00-6:00 PM

800 Capitol Houston, Texas 77002

ZOOM LINK: <https://us02web.zoom.us/j/83414528282?pwd=WW44NFRJZlI4ckt1eHpSdzV1Zmx5Zz09>

ID: 895 8757 2128 ——— Password: 248342

Attendees

	Attendee	Role
X	Adrienne Amin	Board Chair
X	Chris Smith	Vice Chair & Treasurer
A	Mira K. Shah	Secretary
X	Fred Barrera	Board Member
A	Aaron Dominguez	Board Member
X	Whitney Guarisco	Board Member (Recording Secretary for 11//21)
X	Portia McKenzie	Board Member
X	Deyvis Salazar	Head of School

NOVEMBER 12, 2021: Board Meeting Agenda

Time	Min	Topic (s)	Lead	Materials	Action
4:00	2	Open Meeting, Roll Call, Welcome	Chair		TIME STAMP ROLL CALL
4:02	1	Comments from Public			
4:03	2	Approve Board Minutes	Vice Chair	Agenda	Vote
4:05	20	Mr. Salazar's Update <ul style="list-style-type: none"> Overall state of school Staffing this year Enrollment Season Hiring of 2022-23 Sped Finding 	HOS	Agenda	
4:25	20	Independent Audit Report	Auditors: Randy Walker & Company		Vote
4:45	10	Effcts Contract	HOS/Whitney/Adriene		
4:55	10	Deyvis' compensation schedule	Board Chair		Vote
5:05	15	Update from Board Chair <ul style="list-style-type: none"> New advisor Event Planning Committee Board member recruitment Board Meeting -logistics & planning 			
5:20	3	<ul style="list-style-type: none"> Closing 	Board Chair		



NOVEMBER 18, 2021: Board Meeting Notes

Meeting Notes

Start Time: 4:07 PM CST

- Open Meeting, Roll Call, Welcome
 - Adrienne called meeting to order
- Remarks from the Public
 - None
- Approval of Minutes
 - Upon motion duly made and seconded, the October 18, 2021, Meeting Minutes were approved.
- Head of School Report
 - Overall state of school: Mr. Salazar discussed
 - Staffing this year: HCCS is down 1 teacher from the beginning of school year
 - Enrollment Season: Mr. Salazar provided an update on enrollment. As of the meeting date, enrollment was at 133, can only recruit students from Houston, Alief, and Fort Bend ISD and therefore some children had to leave the school. In the future, will amend to include other ISDs and PK programs.
 - Hiring of 2022-23: Will need to add teachers for 1st, 3rd, and TAs. No plan yet, will report back.
 - Sped Finding: TEA report to be added. All procedures for Special Ed rectified and submitted.
- Independent Audit Report
 - Meeting attendee, Randy Walker presented findings from Audit. He discussed Assets, cash, funds from local support, net income, payroll, operating expenses, and cash.
 - Noted very good working capital, healthy year and had all documentation needed.
 - Discussion regarding HCCS rent agreement. Due to more information needed, a vote was not taken.
 - Discussion on amendments and timelines. Noted that Fed and local funds do not need to be amended 240 and 420 must be amended.
 - Chris address timing issues with finance committee and asked for information to be presented earlier for more review.
 - A vote to approve the audit was not taken.
- Effects Contract
 - Reviewed and approved by Whitney, Fred, and Adrienne.
 - Team will look for local funds to help support Effcts efforts.
 - Upon motion duly made and seconded, effct contract was approved.
- Devyis' Compensation Schedule
 - Presented by Adrienne. Upon motion duly made and seconded, Deyvis' compensation schedule was approved.
- Update from Board Chair
 - Adrienne noted that the IRS has stated that an individual's compensation is presumptively reasonable if the Board has taken and appropriately documented the following three steps:
 1. The Board obtained and relied on appropriate comparability data in making its determination;
 2. The Total compensation package was approved in advance by the Board, and no individuals who had an actual or potential conflict of interest with respect to the compensation arrangement participated in deliberations; and
 3. The board adequately and contemporaneously documented the basis for its determination.
 - Adrienne introduced new advisors, event planning committee and discussed board member recruitment as it is important to future planning of HCCS.

Closing: 5:44PM CST by Board Chair



Board Meeting Agenda & Notes

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