

ELEVATE COLLEGIATE CHARTER SCHOOL

BOARD MEETING NOTES

TUESDAY, NOVEMBER 22, 2022

2410 HAMILTON ST. HOUSTON TX 77004

5:30 P.M.

Attendees: Amanda Stephens, Patrick Jefferson, Thuyvi Norris, Chuck Ejim, Terrence Black, Chuck Ejim, Fran-Victoria Stephens

Guests: Ivan Zapata , James Hugas

Absent:

Recorder: Fran Victoria-Stephens

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
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Meeting convened	Meeting called to order at 5:30 p.m. by Dr. Jefferson. Quorum established.			
Academic Committee Report	I. New Lease a. Vote for approval to enter into the lease i. Resolution: Motion to approve the resolution – Chuck; Fran-Victoria – seconded ii. See additional meeting documents for the comprehensive Resolution	VOTE		
Finance Committee Report	II. Auditor Findings a. Need to approve the auditor findings i. Notes 1. Auditor found it hard to follow all of school's uploads to the system; process needs to get better and the procurement process must become clearer, cost too high for teachers' pay, etc. 2. Amanda made some changes to the procurement policies, 3. TEA will send a letter that will have auditor findings, projected financial rating – B 4. Please review letter from TEA for complete findings ii. Approved the audit findings - recommendations iii. Chuck: motion – Terrence: seconded b. Motion to approve the updated policy for the procurement i. Notes: Board will review the updated/revised procurement policies - purchasing and contracting – Board must include clarification of the use of state and federal funding			

<p>Governance Committee Report</p>	<p>1. Otherwise, Elevate Collegiate is on par with the statutory requirements.</p> <p>ii. Terrence: Motion – Thuyvi: Seconded</p> <p>iii. Board will ensure training for revised procurement process for principal and her staff</p> <p>III. Customer Relations Management</p> <p>a. Will to continue to invest in the funding to grow to 100 students – leads to get students enrolled</p> <p>b. Terrence: Motion and Amanda: Seconded</p> <p>i. Approved unanimously</p> <p>IV. Governance</p> <p>a. Keeping track of December Annual Governance</p> <p>b. Thuyvi sent link October 27 with all the trainings</p> <p>c. REMINDER: Board Dues are August 1 - \$500</p> <p>i. Paypal and recurring payments are available through the website</p> <p>V. Fundraising</p> <p>a. Table until January to determine what the school needs</p> <p>VI. Adjournment</p> <p>a. 6:53p.m.</p>	<p>VOTE</p> <p>VOTE</p>		
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NEXT ORDER OF BUSINESS				
NEXT MEETING	Next Meeting: December 15th, 2022			