FRIENDS OF ENERGY INSTITUTE

BOARD PACKET

BOARD OF DIRECTORS

SPECIAL MEETING

August 5, 2026

5:30 PM

3501 Southmore Blvd,
2nd Floor Ted Talk Space,
Houston, Texas 77004

NOTICE OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS
Energy Institute High School

August 5, 2026

Notice is hereby given that a Regular Meeting of the Board of the Directors of Friends of Energy Institute High School will be held on Wednesday, July 29, 2026 at 4:30 PM, 3501 Southmore Blvd, 2nd Floor Ted Talk Space, Houston, Texas 77004. The items listed in this notice may be considered in any order at the discretion of the Chair or Board and items listed for closed session discussion may be discussed and/or approved in open session and vice versa as permitted by law.

I. Call to Order

II. Hearing of the Citizens

III. Agenda

1. Approval of Executive Director job description

VII. Adjournment to closed or executive session pursuant to Texas Government Code Sections 551.071; 551.072 and 551.074, the Open Meetings Act, for the following purposes:

A. Legal Matters
Consultation with legal counsel concerning pending or contemplated litigation, a settlement offer, or matters on which the attorney's duty to the System under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with the Texas Open Meetings Laws.

1. Discussion of 1882 contract compliance.

B. Personnel Matters
Deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer, employee or board member to hear complaints or changes against an officer, employee or board member unless the officer, employee or board member who is the subject of the deliberation or hearing requests a public hearing.

1. Discussion of Executive Director job description

VIII. Additional Closed or Executive Session Authority:
If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the

Board may conveniently meet in such closed or executive meeting or session concerning:

Section 551.071 - For the purpose of a private consultation with the Board's attorney about pending or contemplated litigation, a settlement offer, or matters on which the attorney's duty to the System under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with the Texas Open Meetings Laws.

Section 551.073 - For the purpose of considering a negotiated contract for a prospective gift or donation to the System if deliberation in an open meeting would have a detrimental effect on the position of the System in negotiations with a third person.

Section 551.074 - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer, employee or board member to hear complaints or changes against an officer, employee or board member unless the officer, employee or board member who is the subject of the deliberation or hearing requests a public hearing.

Section 551.076 - To consider the deployment, or specific occasions for implementation of security personnel or devices, or a security audit.

Section 551.082 - For the purpose of considering discipline of a student or to hear a complaint by an employee against another employee if the complaint or charge directly results in a need for a hearing, unless an open hearing is requested in writing by a parent or guardian of the student or by the employee against whom the complaint is brought.

Section 551.084 - For the purpose of excluding a witness or witnesses in an investigation from a hearing during examination of another witness in the investigation. Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

A. The open meeting covered by this Notice upon the reconvening of the public meeting, or

B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

IX. Reconvene in Open Meeting

X. Adjournment

CERTIFICATE OF POSTING OR GIVING NOTICE

On this 31st Day of July, this Notice was posted at a place convenient to the public and readily accessible at all times to the general public at the following locations: (1) the Energy Institute High School, 3501 Southmore Blvd., Front Door, Houston, Texas 77004 and (2) the Energy Institute High School's website: https://energyinst.houstonisd.org/ and is also linked on the FOE website: https://www.friendsofenergy.org/.

Posted By:

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Lori Lambropoulos
Executive Director
Friends of Energy Institute Inc.

Executive Director (Job Description) DRAFT

Friends of Energy Institute, Inc. (FOE)

Position Summary

The Executive Director (ED) serves as the chief executive of Friends of Energy Institute, Inc (Friends). partnership structure. TThe ED monitors and provides supervision, guidance and support to the Principal regarding school operations and academic programming. The ED is responsible for the partnership coordination, 1882 and grant compliance, and supports the FOE Strategic Planning Committee. The ED is supervised by and reports to the Board of Director for Friends of Energy Institute. The ED directs Energy Institute High School school operations, academic programming, partnership coordination, 1882 compliance and supports the FOE Strategic Planning Committee.

The ED directly supervises:

- **Principal** who leads the academic program
- **Financial Manager** who supports fiscal responsibility for HISD, 1882, and FOE purchasing dollars.
- **Development/Fundraiser Coordinator**, who supports the Fundraising Committee, maintains donor relations, and manages community engagement on behalf of Friends *(potential future position to be added)*

The future Development coordinator will **not be considered school staff**, but the ED will eventually oversee this person for day-to-day activities to ensure alignment between school storytelling, community visibility, and fundraising needs. The ED is responsible for ensuring collaboration between the school and Friends' development efforts.

Key Responsibilities

1. Leadership & Governance

- Lead Friends of Energy Institute EIHS as the executive director of the 1882 Operating Partner
    - SupervisingManaging school principal, overseeing compliance and success of the campus action plan, standardizing educational performance for the school, and accountable forupholding fiscal responsibility for Friends of Energy Institute and school spending. school spending and budgeting.

● Manages governance

Governance (Board) management (ED) partnership with the Friends of Energy (FOE) Board to align organizational and school priorities.

● Provide regular reports to the FOE Board on school performance, 1882 grant progress, risks, and compliance.

● Support the Board Chair in meeting preparation, strategic planning, and governance matters. ● Responsible Ensure compliance with TEA, HISD, Friends' bylaws, and all grant-related policies.

2. Academic & School Leadership

● Set vision and direction for Friends in a manner consistent with the 1882 Partnership Goals and upholding the overall vision of EIHS. EIHS academic programs and STEM-focused pathways.

● Supervise the Principal.

● Principal will oversee systems related to school culture, safety, student support, and discipline and report to the ED.

● Principal is responsible for directing all school staffing decisions and structures . The ED is accountable for supervising the Principal's approach for staffing to school outcomes.and the ED will approve.

● Support principal's drive of school performance metrics aligned with TEA accountability and EIHS's STEM/PBL mission.

3. Grant Management & Program Oversight

● Oversee Texas 1882 grant implementation, compliance, reporting, and budgeting.

● Supervise the Finance Manager in executing day-to-day grant-related tasks, purchasing, logistics, and documentation.

● Monitor program outcomes to ensure alignment with 1882 grant expectations and school goals. **4. Partnership & Stakeholder Management**

● Act as the primary liaison between Friends and , EIHS, HISD, TEA, industry partners, and community groups.

- Represent Friends, the school and organization in public events, school exhibitions, district meetings, and stakeholder gatherings.
- Accountable for setting expectations with the school to position Ensure school programs are positioned to engage all organizational stakeholders effectively.donors, industry partners, and volunteers effectively.

5. Development Collaboration

Collaborate with the Strategic Planning Committee

- Provide school-based insight and impact data.
- Offer perspective on program needs that may influence fundraising priorities.
- Participate in donor engagements as a programmatic representative.
- Support networking and fundraising efforts for the school.

Develop needed positions to achieve Friends Goals for Fundraising and DevelopmentEventually Supervise the Development Coordinator

- Provide direction on school stories, data, events, and needs that support donor engagement.
- Ensure campus access, program insight, and visibility to support fundraising activities.
- Coordinate timing and logistics of school tours, donor visits, and community events.
- Align development activities with school operations, schedules, and student safety.

6. Operations & Compliance

- Monitor Oversee campus-level operations including staffing structures, master schedules, facilities coordination, and safety.
- Ensure that school systems and Friends' nonprofit processes align operationally (procurement, documentation, audits).
- Manage Friends compliance reporting to HISD, TEA, the Board and all other required stakeholders.and the FOE Board.

7. Team Leadership & Management

- Directly supervise:
    - Principal
    - Financial Manager for FOE
    - Eventually Development Coordinator

  Other positions created to implement the goals of Friends and the 1882 Partnership
- Cultivate a unified, mission-driven culture across school and nonprofit functions.
- Prioritize communication, accountability, and alignment across all roles.

8. All other duties as assigned consistent with the mission of Friends.