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|  | **Board Meeting**  **April 4th, 2018**  **6:30 PM - 8:00 PM** |

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| **Board Members in Attendance:** | **Absent Board Members:** | **Other Attendees:** |
| Geraldo Vasquez, Board Chair  Tameka Beckford-Young, Secretary  Marlin Jenkins  Matthew Kirby-Smith  Daniela Cuevas | Shelly Evans  Margaret Marrer  Harini Mittal, Treasurer  Rosann Santos, Vice Chair | Kristen Shroff, Head of School  Erienne Rojas, Director of Operations  Nicole Tufts |

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| **Agenda Item** |
| The meeting was called to order at 6:45pm by Geraldo Vasquez. |
| **Motion - Approval of Previous Board Meeting + Special Board Meeting Minutes**  Marlin yes  Matt yes  Tameka yes  Daniela yes  Gerry yes  **RESOLUTION:** April meeting minutes approved |
| **Vote for Friends of Emblaze Academy 501c3 - Affiliate partner**   * we can change the name on the lease to this to get more money * vote if this is an approach we want to follow so we can get a lawyer to start working   **Motion to vote for Friends of Emblaze:**  Geraldo Vasquez, Board Chair - yes  Tameka Beckford-Young, Secretary - yes  Marlin Jenkins - yes  Matthew Kirby-Smith - yes  Daniela Cuevas - yes |
| **Cleaning Service Provider Vote**   * Executive Cleaning - highly recommended   + schedule + what they provide and what we are responsible for   + highest paid. 23/ hr   + good references and work with charter schools   + visit school 3 to 4 times a month to make sure cleaning is super trained. Make sure if a staff member is sick they can find a substitute   + DOE finger printing for all staff.   + do they have insurance liability - yes   + we would provide supplies. looking at a preferred vendor list to figure out the costs for a year.   + why are the labor rates increased in the next year? by how much?   **Motion - postponed till next time once we have more info** |
| **Security Service Provider**   * Total Security - worked with lots of charter schools.   + surveillance cameras, desktop to be monitored in the main office   + they will provide the equipment.   + electronic double door locking   + the most scalable for us as the school grows.     - other options more temporary   + evacuation plan, building safety plan. * other options are lower quality   **Motion to Vote to award a contract to Total Security**  Marlin -yes  Matt- yes  Tameka -yes  Daniela -yes  Gerry- yes  **Voted Total Security** |
| **Management Report- Lease is actually done. Gerry signed.**   * Building Hope is the guarantor.   + reimbursement, collateral, etc. All in agreement about the documents.   + Lease had to be amended because of the documents so need to re-sign and notarized   + Building Hope is on the lease * Project timeline - Carlo created.   + On track in all areas.   + Construction starts April 16th. As long as Quest contract is approved we should be all good.   + Filings are done.   + Sprinkler system is the biggest part of the construction.     - Working with Khan on this   + Curriculum - math has been re-worked.     - Day in the Life document that details every second of a child’s life at Emblaze. How they behave, act, what they do, etc   + Erienne has been working on a packet to make sure we abide by all the laws like allergies, health, etc so we don’t get sued.   + Dismissal information. Emergency contacts. Dietary restrictions.   + Lunch POS system   + Student orientation is ready   + Only a couple of staff members left to find     - 3 left and two offers out. Should be done in the next couple of weeks.   + Enrollment 195 applications. 50 families formally accepted. Only 40 more to fill.   + **Motion to authorize Kristen to sign lease documents already approved by Gerry**   + Marlin - yes   + Matt - yes   + Tameka - yes   + Daniela- yes   + Gerry -yes * **Vote Approved Kristen to sign lease documents** |
| **Governance Report-**   * Term Survey + potential new members * June retreat * Governance committee has the employee and student handbook * Other committees need to work to evaluate the head of school. Evaluation task force.   + everyone should respond before the next meeting * New Board members - |
| **Finance Facilities Report-**   * Gasper is not concerned about the cash flow * Budget is tight but we’re good. |
| **Enrollment & Development Report -**   * Firefly Development Proposal for fundraising & marketing * they do research so they can implement a successful fundraising plan * Also train the board for fundraising efforts * Find ways to get different kinds of grants * we should get them to be at the next meeting through Skype * request a formal proposal from them. we would pay a monthly retainer * pay for him to do the research and then see the proposal |
| **MOTION** to adjourn  **VOTE**  Gerry - yes  Marlin-yes  Tameka-yes  Rosann-yes  Shelley- yes  Harini - yes  Margaret  Matt-yes  **RESOLUTION:** Meeting adjourned at 8:00pm |