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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 ChairTameka Beckford-Young, SecretaryMarlin JenkinsMatthew Kirby-Smith Daniela Cuevas  | Shelly EvansMargaret MarrerHarini Mittal, TreasurerRosann 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 yesMatt yesTameka yesDaniela yesGerry 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 - yesTameka Beckford-Young, Secretary - yesMarlin Jenkins - yesMatthew Kirby-Smith - yesDaniela 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 -yesMatt- yesTameka -yesDaniela -yesGerry- 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**
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| **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 -
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| **Finance Facilities Report-** * Gasper is not concerned about the cash flow
* Budget is tight but we’re good.
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| **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
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| **MOTION** to adjourn **VOTE**Gerry - yesMarlin-yesTameka-yesRosann-yesShelley- yesHarini - yesMargaretMatt-yes**RESOLUTION:** Meeting adjourned at 8:00pm  |