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|  | **Board Meeting** **April 4th 2019****6:30 PM - 8:15 PM** |

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| **Board Members in Attendance:** | **Absent Board Members:**  | **Other Attendees:**  |
| Geraldo Vasquez, Board ChairRosann Santos, Vice Chair Marlin Jenkins Tameka Beckford-Young, Esq. Dr., SecretaryMatthew Kirby-Smith | Harini Mittal, Treasurer Raghav Thapar | Kristen Shroff, Head of SchoolErienne Rojas, Director of OperationsSlav Sobkov, EdTec |

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| **Agenda Item** |
| The meeting was called to order at 6:39pm by Gerry Vasquez.  |
| **Review and Vote: January 2019 Board Minutes**Gerry: ApprovedMarlin: ApprovedTameka: Approved Matt: ApprovedRosann: Abstained |
| **Review and Vote: 2017 Tax Return (990) (07/01/17-06/30/18)****990 Draft*** Sent to Finance committee for review
* One change has been made to enrollment number with auditor; revision has been sent to Slav
* Check with Treasurer regarding the draft
* Then Send to auditor
* Final version must be circulated to the Board

**Proposed changes as per Board Chair:*** Part 6, Section C Disclosure- Individuals: who owns the books and records? School or EdTec?
* Schedule 0, Line 15A- Change to Compensation Committee (from Executive Committee) in Compensation Review & Approval Process
* Distinction between programming expenses and management expenses
* 990 is used by an outsider to determine the amounts of expenses specific to program
* Make sure we are thoughtful and allocating expenses appropriately

Motion: Approve the tax report provided the changes take place (addressed in final version) and pending final review by Gerry.Gerry: ApprovedMarlin: ApprovedTameka: Approved Matt: ApprovedRosann: Approved |
| **Management Report****Family Engagement*** We had our Trimester 2 Report Card Afternoon on Thursday, March 21st. Almost 70% of our families were in attendance. Families met with teachers and also completed the Emblaze Academy Family Survey #2. Families answered each question below on a scale of Strongly Agree (5) to Strongly Disagree (1). Overall family satisfaction remains at a 4.8/5.0.

**Student Recruitment*** Our Public Lottery for new students will take place on Monday, April 1st.
* We sent out a “Intent to Return” Survey to all of our families so we will best be able to estimate the number of seats that we have available. 83/90 students are definitely returning. 5/90 families are undecided and 2/90 families have indicated that the will not be returning. The only reason for any families being undecided or not returning is the relocation of the school and the lack of availability of yellow bussing.
* We have received 393 applications for enrollment next year, 160 for 5th grade and 233 for 6th grade. Our estimate is that we will have 10 seats available for 6th grade and 85 seats available for 5th grade.
* Erienne and I are not worried about student recruitment or about hitting our enrollment target of 90 5th graders and 90 6th graders for the 2019-2020 school year.

**Academic Achievement*** Our students have been working hard to prepare for the New York State Exams. We will test their reading levels again the week of April 8th and will have End of Year assessments and do MAP testing again in June.
* BES sent out an analysis of the 78 BES-founded schools that took the MAP Assessment in Fall and Winter of this school year. Emblaze ranked #1 in student growth out of the 78 schools on the nationally-normed NWEA-MAP assessment.

**Staff Culture*** We did our second round of Organizational Health surveys in March. The results remain high and I am pleased with the strength of our team. Overall employee satisfaction remains at a 4.7/5.0, the same as on our first Org Health survey.

**Hiring & Staffing Updates*** We issued Continuation Letters for our full staff and 100% of our current staff members have committed to coming back to Emblaze for the 2019-2020 school year.
* For the 2019-2020 school year we need to add 13-14 additional employees. Thus far, we have hired 8. We are still looking for a 5th grade Literacy Specialist, two Science teachers, and a 6th grade Math Specialist.

**Facilities*** We continue to pay for the fire guard at Our Saviour.
* Construction is underway at 1164 Garrison Ave and it looks wonderful! Erienne and I have a call with the project team each Tuesday and met with the full team at the site in March for a full walkthrough. The team estimates that all construction should be done and permits signed off on by June 1st. Our hope is to move in at the beginning of July.
* Erienne and I have been working on moving our vendors over to the new site (furniture, security, cleaning, etc.)
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| **Finance and Facilities Committee Report****Financial Highlights of Feb 2019*** YTD: positive variance in goal revenue and operating side (35,000)
* We will hold on to this positive variance (higher SPED counts)
* 4 students in original budget for 60+ (we actually have 14)
* CSP Fund came in February
* Expenses we have (draw down additional CSP fund on next financial statement)
* YTD Spending (8k variance—personnel and facilities) This will decrease moving forward
* Net income: 230k
* Modest liabilities (paying bills on time)
* Facility deposit (dip in April)
* Forecast projections (no adjustment on revenue)
* Higher in revenue due to SPED population
* Conservative adjustments (positive variances – spent less than we budgeted)
* FY20 Budget Timeline: Current assumptions (additional changes can be done within a month)
* Draft will be sent to Finance committee this week
* FY20 Budget Approval by end of school year

**Upcoming Audit*** Year 0 and Y1 Combined May 2017—June 2019
* Complete 990 first
* Interim audit will be done in June (help expedite final close)
* Actual end of year audit will be done in August-September
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| **Enrollment and Development Committee Report****Development Update*** Look at other ways to raise some money
* Make sure marketing plans are tight

**Firefly*** 5-6 different proposals have been sent to foundations
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| **Compensation Committee Report****HOS Review Update*** Scheduled for end of school year
* Compensation Committee open to join
* Career Day is considered as HOS’s “Mid-Year Assessment”
* Formal Evaluation will be conducted
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| **Governance Committee Report****Board Meeting Minutes Status*** Cleaning Board Meeting Minutes for audit

**Other News:*** Finance and Facilities Committee- Gerry will step in for Harini
* Flexible with scheduling
 |
| The meeting adjourned at 8:17pm by Gerry Vasquez. |