



<h1>Emblaze Academy Board Meeting</h1>	
<p>Founding Board Meeting</p>	
<p>August 2nd, 6:30 - 8:00pm</p>	
<p>Board Members Present: Harini Mittal Marlin Jenkins Geraldo Vasquez Matthew Kirby-Smith Tameka Beckford-Young Daniela Cuevas</p> <p>Attending by Phone: Shelly Evans Rosann Santos</p> <p>Absent: Margaret Marrer</p> <p>Quorum Established</p>	
<p>Management Report</p> <ul style="list-style-type: none"> ● Facilities ● Curriculum ● Vendors ● Grants/Fundraising ● Staffing 	<p>Management Report will be sent Every Month in advance to meetings</p> <p>Facilities - working with JLL going wonderfully. Market survey of several options in the Bronx. Buildings that will work for 1-2 years. Short term to afford. Not too many renovations. JLL preparing test fits...looking at floor plans. 3 classrooms for each section of students, teachers' offices. Looking at structure, making sure there are enough windows. Compiling finances.</p> <p>Facilities lawyer - go through the process for rental assistance. Susan is preparing the documents to get that money. Make sure we are getting enough money from the State</p>

	<p>Education department to pay for the facilities.</p> <p>JLL doing financial analysis on 3 different sites. Kristen signing affidavit tomorrow for rental assistance.</p> <p>Curriculum - Kristen getting everything ready for all subjects. Everything has what the teachers are teaching and the assessments for every day. Teachers will have an outline for the school year so they don't have to start from scratch in terms of what to teach. Almost done with Math, and science -- within the next week Engage NY - common core aligned</p> <p>Vendors - Gerry and Harini, and Kristen met with service providers and finally set up bank account. Gerry and Harini will be signers on the account.</p> <p>Looking at insurance proposals today. SIS - Student information system which houses all the student data, behavior and assessment, contact parents, and provide info for parents.</p> <p>501 C3 - Tameka found someone who will do it pro bono. Pillsbury</p> <p>Grants - 800,000 from Fed Gov. Grant for planning and implementation. Official application to start getting the grants. Next Steps - Back office provider we select will help with the budget. 30% of the money needs to be used in minority and women owned enterprises.</p> <p>Director of School Operations - looking at someone right now who is from the DR...speaks Spanish. Experience with data and project management.</p> <p>Next Steps for Hiring...hopefully Nov. or Dec. bring on the Director of School Op.</p> <p>Hiring - 9 teachers, 1 dean,</p>
<p>Back Office Provider Vote</p> <ul style="list-style-type: none"> • EdTech & CSBM 	<p>Ed Tech has provided pro bono services in preparing budget and finances for the year. CSBM - Includes extra/optional services and</p>

	<p>proposal is more expensive. Only benefit we can scale and de-scale with CSBM. Contacted a third option who declined to submit a proposal. Bilateral opportunity to end contracts Ed Tech 2 yr. Commitment but option to exit clause ED TECH VOTED AS BACK OFFICE PROVIDER</p>
<p>HR Provider Vote</p> <ul style="list-style-type: none"> • Littlebird & Paychex 	<p>Shelly - Costs Littlebird vs. Paychex....</p> <p>Littlebird does everything in house. Benefit package Littlebird is more favorable. The only cost would be for a first year premium.</p> <p>Other schools use Littlebird and Ed Tech recommended Littlebird. They often work together</p> <p>Littlebird able to get discounts. Puts all their schools under one plan.</p> <p>Littlebird voted</p>
<p>D&O Insurance Vote</p> <ul style="list-style-type: none"> • Arthur Gallagher 	<p>Arthur Gallagher is the more expensive option. Gallagher is a well known provider for Charter Schools.</p> <p>D&O Covers the risk for board members in the event of lawsuits. So, Board Members are not personally liable..</p> <p>Also looked at 7 other options. Paula found various options with different price ranges.</p> <p>CHUBB VOTED for D&O insurance</p>
<p>Committees Meet</p> <ul style="list-style-type: none"> • Finalize Meeting Time • Review and add to committee actions • Begin Monthly Priorities 	<p>Cut for next meeting because of time constraints</p>
<p>Dashboards</p>	<p>Next Meeting</p>
<p>Closing and Next steps</p>	<p>Enrollment Committee needs to meet/finalize time. Generally meet 2nd week of the month. Committees need to finalize meeting times.</p>

	<p>Work on clear message for the school to start raising money. Website & Social ?</p> <p>Next meeting discuss how to use Google Apps more efficiently</p> <p>Maybe use Slack for committees</p>
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Tameka Beckford-Young

Secretary

Emblaze Academy Charter School

8/18/17

Date of Approval