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|  | **Board Meeting**  **Date: February 5, 2020.**  **Time: 6:30 PM - 8:15 PM.**  **Location: Video conference via** [https://zoom.us/j/6671132491](about:blank). |

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| **Board Members in Attendance:** | **Absent Board Members:** | **Other Attendees:** |
| *Geraldo Vasquez, Board Chair*  *Rosann Santos, Vice Chair*  *Tameka Beckford-Young, Secretary*  *Harini Mittal, Treasurer*  *Matthew Kirby-Smith*  Marlin Jenkins | Raghav Thapar | *Kristen Shroff, Head of School*  *Erienne Rojas, Director of Operations* |

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| **Time** | **Lead** | **Agenda Item** |
| **6:30** | Gerry | **Call to order** |
| **6:35-7:00** | Kristen | |  | | --- | | Management Report  • February 2020 Update   * ***Student Survey Results***   + The third round of student surveys were conducted on Jan 17 2020. The students were asked the following questions (5-Strongly agree to 1-Strongly disagree)      * + Students say that they are learning a lot at the Academy and are growing and improving academically and they feel safe and school.   + The school wants to increase the reporting of students being excited to come to school. The school has a lot of events set up to combat cold weather blues and testing blues. * ***Interim Assessment results (3)***   + Overall, our 6th grade is growing very fast in ELA and our 5th grade is growing very fast in Math. 6th grade ELA has been focused on Close Reading and practicing cold-reads of passages like they will see on the state test. We’ve also been working on Multiple Choice, which is 70% of the overall ELA state test score. 5th grade Math has been focused on problem solving & reviewing operations & calculations, which has resulted in fewer calculation errors and mistakes.   + In the next few months, our academic focus is going to be on 5th grade ELA and 6th grade Math. For 5th grade ELA, we have changed our focus to Close Reading, so kids are getting more practice with cold-reads and multiple choice. We have introduced strategies for process of elimination and annotating. In 6th grade Math, we need to review proportions & ratios. Kids are doing very well with expression & equations. These are the two most important standards in 6th math.   + We are also starting Friday Academy for our “cusp students”, or kids who are right on the cusp of proficiency and just need a little extra time and targeted instruction. Formal test prep starts for all kids after February break.        * ***Staffing and Hiring***   + looking to hire 13 people for the following roles: Principal, Director of Operations, Office Manager, Literacy Teaching Fellow, 7th History, 7th Literature, 7th PE, 7th Writing, 6th STEM Specialist, 6th Literature, 6th History, 5th History, 5th SPED Literacy   + Paul Adler (my coach from BES) has been working to support us with finding a Principal using the BES database. We had an informal interview with one candidate and will be interviewing more in the next weeks.   + We will not be asking back our two Academic Deans and will be promoting different people into those roles from within.   + We terminated our previous counselor due to an additional egregious staffing incident. A new counselor starts on 2/10. We are very excited about her.   + Our 6th Grade Literature Teacher is currently exploring a leave of absence for short-term disability. We don’t know much about the disability or the length of time that she might be out. In the meantime, we have a coverage plan in place. We do not pay employees who are on STD.   + While it’s not ideal to have employees on leave, I estimate that we’ve saved $16,500 with employees on leave thus far and we will probably save another $35K between maternity leaves and the 6th Lit teacher, which is about an additional $50K in our budget for the year. | |
| **7:00-7:25** | Harini | |  | | --- | | Finance and Facilities Committee Report  • December 2019 Financial Results    • Tax Report Update  • Facilities Update   * We and the Friends of Emblaze Board are continuing to work with the landlord & his representative to finish up the punch-list of 49 items that Rainer, our architect, prepared and that are considered “landlord’s work”. We will not pay for any of these items to be completed. However, after the punch-list is done; we do have a triple-net lease and will be responsible for most of the facilities-related upkeep & improvements going forward. * We are also planning to engage Rainer to finalize the list of Summer 2020 items that we negotiated that the landlord would resolve during lease negotiations last year. This is mostly work on the kitchen. | |
| **7:25-7:40** | Marlin | Enrollment and Development Committee Report   * Development Update |
| **7:40-8:10** | Gerry | |  | | --- | | Governance Committee Report   * 1. • Establishment of HOS Hiring Committee   The HOS reconfirmed that despite her regret in having to resign as HOS, she still planned to resign effective school year end. She plans to return from maternity leave on or around May 15, 2020 and work through the remainder of the school year.   * The Board Chair indicated that per discussions that he had has with the school’s authorizer, NYSED, Emblaze Academy will be receiving a Notice of Deficiency for the 2018 – 2019 school year.   + This means that Emblaze Academy’s overall performance, per the state grade 5 math and ELA exams, is below that of the district and the New York State average for all students, students with disabilities, ELL students, etc., students in math and English.   + The official notice will be sent to the HOS and Board Chair within the month.   + The school will have four weeks to provide a work around/corrective plan to NYSED   + The HOS was not aware that a notice of deficiency would be issued.   + However, she indicated that in light of the fact that he school has such a high SPED population, the lower results were possible.   + She also indicated that she would prepare a response for NYSED indicating corrective action.  1. o Posting of Job Description 2. • Succession Planning – Selection of New Board Chair 3. • Committee Meetings – New dates and timeframes 4. • Board Member Job Descriptions Status (Updating) 5. • Recruiting Platforms (Reviewing) | |
| **8:10-8:15** | Gerry | Next Steps   * Committee Objectives and Meetings * Outstanding Items |
| **8:15** | Gerry | Adjournment |