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|  | **Board Meeting** **January 9, 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 ChairTameka Beckford-Young, SecretaryMatthew Kirby-Smith  | Harini Mittal, TreasurerRaghav ThaparMarlin Jenkins | Kristen Shroff, Head of School  |

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| **Agenda Item** |
| The meeting was called to order at 6:30pm by Geraldo Vasquez.  |
| **Management Report**SurveysSeries of mid-year surveys were taken to gauge a variety of metrics:* Organization Health Survey – adapted from a Gallup Organizational Health Survey
	+ Rec’d positive response from staff with most agreeing that the environment is good and that he school is doing well.
	+ Results in attached January Management Report
* Family Survey
	+ Taken anonymously
	+ Parents gave the school good remarks with 76% of the parents surveyed giving the school an “A” and 24% giving the school a “B”
* Peer Survey
	+ Every teacher took this survey for every other teacher
	+ Kristen reviewed teacher data in one-on-one meetings with them.

Academic Achievement* Interim Assessment will occur January 16-18th and the result will be ready for the February Board Meeting.
* The second round of MAP Testing will occur the last week of January
	+ National normed test (private, public, catholic)
	+ MAP is a computer adaptive test that gives us a percentile score for each student based on how they performed compared to other 5th graders across the country.

Staffing Update* All teachers confirmed that they are planning on returning to Emblaze next year
* Hired three people for 2019-2020 school year

Recruitment* Currently have 207 applicants for 90 spots
* Will communicate the move to parents when the lease has been signed.
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| **Friends of Emblaze*** Filed articles of incorporation
* By laws have been approved
* Auditing of Financial statements
	+ Intent to engage Emblaze’s auditor to serve as auditor for “Friends of” entity
* Friends entity will lease the facility from landlord and Emblaze will sublease from Friend’s entity in order to maximize the rental assistance that Emblaze can receive.

Financial ReportsForecast* YTD Expenses for November were $232K which was higher than October
	+ This was forecasted
* YTD Income $189K; forecast was 198 –
* YTD we are aligned with our budget
* Forecast Revisions
	+ Operating income is forecast to be $925K while the approved budget includes operating income at $570K
		- Reason for the disparity:
			* Revenue funding has been coming based on actual numbers of SPED students vs projected number; we budgeted for 4 students, but we have 18 (30% SPED students)
		- In preparing next year’s budget we won’t rely on having a similar operating income and keep the forecasts conservative.
	+ Expenses – we don’t expect any large expenses (legal fees, furniture, architectural fees)
		- Actual: $2.8 mm
		- Forecast: $2.76
* Burn rate – operating expenses is about 230K
* Regulatory obligations
	+ Reporting
		- Quarterly – coming up in February report
		- 990 – EDtec to verify is this is complete
	+ Audit
		- Circle back with Harini as to when audit is going to take place
 |
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| **Committee Updates**Compensation Committee* Move forward with the committee without Shelly

Governance Committee * Board Chair is in contact with folks to add members to governance and academic achievement committee
* Hard to find folks because of the time commitment
* Outline of committee goals
* Do a better job to make sure we are consistent with subcommittee meetings.
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| **Career Day*** Very well done
* Students were engaged and were prepared to ask questions
* Celebrity Michael Williams from the Wire
* Felt a little rushed
* Too many speakers at the start
* Teachers had full control of their classroom
* Plan to do this annually
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| **MOTION** to adjourn **VOTE**Gerry - yesMarlin-yesTameka-yesRosann-yesShelley- yesHarini - yesMargaretMatt-yes**RESOLUTION:** Meeting adjourned at 7:45pm  |