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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 Chair  Rosann Santos, Vice Chair  Tameka Beckford-Young, Secretary  Matthew Kirby-Smith | Harini Mittal, Treasurer  Raghav Thapar  Marlin 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**  Surveys  Series 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. |
| **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 Reports  Forecast   * 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 |
| **Financial Report**  Forecast   * 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 |
| **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. |
| **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 |
| **MOTION** to adjourn  **VOTE**  Gerry - yes  Marlin-yes  Tameka-yes  Rosann-yes  Shelley- yes  Harini - yes  Margaret  Matt-yes  **RESOLUTION:** Meeting adjourned at 7:45pm |