



Time	Lead	Agenda Item	Document No.
6:30	Gerry	Call to order	
6:30-6:35	Gerry	Approval of prior meeting minutes Daniela: yes Tameka: yes Marlin: yes Matt: yes Gerry: yes Rosann: yes RESOLVED: Prior meeting minutes approved	1
6:35-6:45	Gerry	Review and Vote: CSD Revision <ul style="list-style-type: none">Wanted to be part of both CSD 7&9 when we applied. However, we are part of Community School District 9 - all the facilities we found are in District 7. Need to submit a request to be part of another CSD. Board needs to approve. VOTE Daniela: yes Tameka: yes Marlin: yes Matt: yes Gerry: yes Rosann: yes RESOLVED: Motion to request SED fo a revision to charter to change CSD approved.	2
6:45-6:55	Matt/Tameka	Review and Vote: Kahn Contract <ul style="list-style-type: none">Architecture contract - approve so we can start the work and move the lease forward.<ul style="list-style-type: none">have done a lot of work for us so far. Provided the test fits. Now they need to do the work to move the building forward for what we need.Need to get everything ready so we can move into the building in July.Risk because hiring the architect to do the work on a building we haven't 100% secured yet. This work is contingent for the space and only that spaceSigning this for Phase 1 of the building only.	3

		<ul style="list-style-type: none"> ○ WE can afford the building, problem is cash flow. What is the probability the lease will fall through? ○ Provision in the contract with the architect that if we don't like the work or there is some sort of problem we can cancel with cause. ○ But we need to get them started because time is of the essence! <p>VOTE Daniela: yes Tameka:yes Marlin: yes Matt:yes Gerry:yes Rosann: yes</p> <p>RESOLVED: Motion to engage Kahn Architecture and Design approved.</p>	
<p>6:55-7:10</p>	<p>Kristen</p>	<p>Management Report</p> <ul style="list-style-type: none"> ● Meet new director of school operations <ul style="list-style-type: none"> ○ 78 applications. Arianne building partnerships and doing a lot to get Emblaze out there. ● Facilities - progress, there is a lease. Needs a little bit of work. The lawyer has been looking over it and turning things over quickly. <ul style="list-style-type: none"> ○ Broker suggestion to set up meeting with landlord to get things moving a little more faster. Especially with renovations and meeting building codes. ● Church is still a backup facility <ul style="list-style-type: none"> ○ Two more backups - a site that kristen has already seen. An elementary school with small classrooms. ● Continuing the lease negotiations. Hopefully have it done by the next meeting. ● Curriculum and planning - every detail of the school and which rules to enforce. By July the handbook and school culture & as well as calendar should be done by then and approved. <ul style="list-style-type: none"> ○ Revisit Math & Science curriculum. ● Grants - Harini connected with HIPA ● Staffing - founding counselor and community coordinator have been hired. <ul style="list-style-type: none"> ○ Interviews for deans of instruction and 11 open seats to fill for teachers & staff ● 78 applications completed. Super good. Only 90 seats available. <ul style="list-style-type: none"> ○ Only 5th grade starting school in the Bronx. ○ sent postcards to 215 fourth graders. ○ goal is to have 400 applicants. 	<p>4</p>

7:10-7:15	Gerry	<p>Governance Committee Report</p> <ul style="list-style-type: none"> ● Succession planning discussion <ul style="list-style-type: none"> ○ on the board. More details at the next meeting. ○ how long will current members commit and who will take over ● 403b Plan Summary (available on Google Docs folder) <ul style="list-style-type: none"> ○ take a look and send comments to Gerry 	
7:15-7:45	Gerry	<p>Finance and Facilities Committee Report</p> <ul style="list-style-type: none"> ● Schall & Ashenfarb presentation and discussion <ul style="list-style-type: none"> ○ AUP: Internal controls ○ AUP: Expended funds of \$50,000 or more ○ Tax report ○ Audit ● Financial activity from inception to November 30, 2017 ● June 2019 first full fiscal year of operations ● Agreed upon procedures for internal control - make sure everything is in place for the report instead of waiting a year. That way you get some money in advance. After 60 Days the auditor comes back to make sure everything was followed -- proper signatures, paperwork, etc. <ul style="list-style-type: none"> ○ If anything is missing, gives an alert before the school year starts. ● June 30 2018 tax filing. ● Then June 30 2019 there will be a full audit. ● Finances reported at the next meeting ● CSP went through 	5
7:45-7:55	Marlin/Daniela	<p>Enrollment and Development Committee Report</p> <ul style="list-style-type: none"> ● Upcoming Fundraiser ● Postponed the fundraiser <ul style="list-style-type: none"> ○ choosing new dates - Jan 27th or Feb 17th ● How to address fundraising for the school -- not just individual fundraising. There is a potential one with City Government.. ● Jan 27 or Feb 17 <ul style="list-style-type: none"> ○ Daniela: 27 ○ Tameka: 27 ○ Marlin: 17 ○ Matt:27 ○ Gerry: 17 ○ Rosann: 27 ○ Kristen: ● Jan? 2-4pm ● What do we need to do in the next week to start pushing the event? What are the deliverables? <ul style="list-style-type: none"> ○ Kristen already ordered everything we need. ○ Daniela has the venue ready ○ vendors? local dignitaries? ● Individually send the info to your friends 	

		<ul style="list-style-type: none"> ● Enrollment: organization hosting a dance for students in the Bronx. Find opportunities for outreach. ● FAQ - list of questions and answers that will typically be asked by people who attend the event. Everyone should memorize these talking points. ● Idea - another event once we have the building to unveil the facility. ● Keep Feb 17th as a backup in the event it snows ● There will be a raffle ● Next Steps: Daniela will finalize the eventbrite & confirm. The event will be shared on social and emailed to everyone on the board. 	
7:55-8:00	Gerry	<p>Next Steps</p> <ul style="list-style-type: none"> ● Sign engagement letter for AUP: Expended funds of \$50,000 or more <ul style="list-style-type: none"> ○ agreed upon procedures 	
8:00	Gerry	Adjournment	