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|  | **Board Meeting** **July 11th, 2018****6:30 PM - 8:30 PM** |

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| **Board Members in Attendance:** | **Absent Board Members:**  | **Other Attendees:**  |
| Geraldo Vasquez, Board ChairShelly Evans Matthew Kirby-SmithMarlin JenkinsRaghav Thapar | Rosann Santos, Vice ChairTameka Beckford-Young, Secretary Daniela Cuevas Margaret Marrer  | Kristen Shroff, Head of SchoolErienne Rojas, Director of Operations  |

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| **Agenda Item** |
| The meeting was called to order at 6:48pm by Geraldo Vasquez.  |
| **Motion: Approval of Previous Board Meeting Minutes** Geraldo: Approved Shelly: ApprovedMatt: ApprovedMarlin: ApprovedRaghav: Approved **RESOLUTION:** June Special Board Meeting minutes approved. |
| **Review and Vote: Civic Builders and Building Hope**The process has commenced for looking into a long-term facility and vetting the potential vendors via conference call.* Board Chair says the new approach is a one-stop shop to assist with acquiring the new site.
* 75-90 minute conference call with the goal to display expertise with charter schools, financing, project management and oversight of the construction.
* Building Hope Highlights: Finance and resource management are both strengths, very familiar with Emblaze Academy as an organization and budget as well as the EA team; presence is not in NY.
* Civic Builders: Presence is in Hudson St, experience with 30-35 charter schools from start to finish, and acquisition of a site/building is available.
* Long-term planning with the potential to open up a high school.
* Both vendors have a developer fee, rent escalation fee, and dead service charge.
* Due diligence process: Start-up costs in a lump sum for Civic Builders and Building Hope.
* Both vendors have skin in the game.

**Motion:** To bring on Civic Builders as our vendor. Geraldo: Approved Shelly: ApprovedMatt: ApprovedMarlin: ApprovedRaghav: Approved **RESOLUTION:** Emblaze Academy will move forward with Civic Builders for a long-term facility search and build-out.  |
| **Review and Vote: Revise by-Laws and Board Policies*** Change founding board members’ academic year to calendar year (end date for any board member is December 31st of that applicable year whether serving 1, 2, or 3 years)

Geraldo: Approved Shelly: ApprovedMatt: ApprovedMarlin: ApprovedRaghav: Approved **Motion**: To approve the board members term to calendar year.**RESOLUTION**: All board members will now serve the full calendar year instead of a school year.* Create Strategic Planning Committee
* This committee will be the committee leading the charge with new space acquisition plan
* Involved with 5 year plan (scaling and expanding new location)
* Meet every other month and then quarterly (more flexibility with this committee)

**Motion: To create the Strategic Planning Committee.**Geraldo: Approved Shelly: ApprovedMatt: ApprovedMarlin: ApprovedRaghav: Approved **RESOLUTION: The Strategic Planning Committee is active and will include the Chair, experts in Finance, HR, Legal, Facilities, and the Head of School.*** Create Compensation Committee
* Meet every other month and then quarterly
* Develop incentive structure across the board which will influence the decision around salary increases for Head of school
* Committee will consist of the Vice-Chair, Finance, HR and Legal expert

**Motion: To create the Compensation Committee.**Geraldo: Approved Shelly: ApprovedMatt: ApprovedMarlin: ApprovedRaghav: Approved **RESOLUTION: Actively look and search for additional board members. The Compensation Committee will still be created. Next board meeting will be the walkthrough of semantics.** |
| **Management Report*** Facilities: Painting completed, ACs/Refrigerators delivered
* IT infrastructure commenced today (Data access points)
* Chromebooks + staff laptops delivered
* Furniture scheduled for install on 8/6
* Securing donations through the MFTA
* Copier delivered tomorrow
* Pre-opening Site Visit
* Finalizing Safety Plan/Building Accessibility Plan
* Enrollment: 84 students registered
* Hosted 2 School tours in June
* 30 Home Visits completed thus far
* Recruitment Mailer #3 in the works
* 1st Parent Orientation: 26th of this month (3 altogether)
* Staffing: School Counselor and Office Manager already started
* Leadership Team starts (Dean of School Culture + Dean of Curriculum)
* All staff has completed their deliverables
* Head of School and Director of Operations have sent monthly team emails to the Founding Team
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| The meeting adjourned at 7:54pm by Geraldo Vasquez. |