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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 Chair  Shelly Evans  Matthew Kirby-Smith  Marlin Jenkins  Raghav Thapar | Rosann Santos, Vice Chair  Tameka Beckford-Young, Secretary  Daniela Cuevas  Margaret Marrer | Kristen Shroff, Head of School  Erienne 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: Approved  Matt: Approved  Marlin: Approved  Raghav: 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: Approved  Matt: Approved  Marlin: Approved  Raghav: 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: Approved  Matt: Approved  Marlin: Approved  Raghav: 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: Approved  Matt: Approved  Marlin: Approved  Raghav: 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: Approved  Matt: Approved  Marlin: Approved  Raghav: 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 |
| The meeting adjourned at 7:54pm by Geraldo Vasquez. |