



Board Members in Attendance:	Absent Board Members:	Other Attendees:
Geraldo Vasquez, Board Chair Rosann Santos, Vice Chair Tameka Beckford-Young, Secretary Harini Mittal, Treasurer Marlin Jenkins	Daniela Cuevas Margaret Marrer Matthew Kirby-Smith Shelly Evans	Erienne Rojas, Director of Operations Ellen McBurney, Civic Builders Jeffrey Mason, Civic Builders Andrew Elliot, EdTec

Agenda Item
The meeting was called to order at 7:05pm by Geraldo Vasquez.
<p>Motion: Approval of Previous Board Meeting Minutes</p> <p>Geraldo: Approved Rosann: Approved Tameka: Approved Harini: Approved Marlin: Approved</p> <p>RESOLUTION: May meeting minutes approved.</p>
<p>Review Student & Family Handbook:</p> <p>The Student & Family Handbook was compared with 5 -7 other handbooks from several charter schools like Democracy Prep, Harlem Village Academy, and some from BES schools, too. A lawyer reviewed the discipline policy for students with disabilities as well as suspension policies.</p> <ul style="list-style-type: none"> ○ Board Chair says this is subject to revision and is an evolving document. ○ Board member asks if handbook has been compared with the requirements of the State. ○ Director of Operations responds that everything in the Manual is updated with regulations and lawyer advice about discipline. <p>Motion: To move forward with current Student & Family Handbook.</p> <p>Geraldo: Approved Rosann: Approved Tameka: Approved Harini: Approved Marlin: Approved</p> <p>RESOLUTION: Emblaze Academy will move forward with Student & Family Handbook.</p>
<p>Review Employee Handbook</p> <p>Little Bird HR Provider gave Emblaze Academy a boilerplate template of what to work from in terms of legalities then Emblaze Academy built upon policies that were right for the team and fit with mission. The School elaborated on</p>

incident reporting procedure and staff will have to sign off stating that they read the policy. Mandated Reporting is also part of handbook. Little Bird also provided PTO information and how to submit time-off requests.

- Vice-Chair asks about Title VII in the handbook. Director of Operations directs her to the workplace section in back of handbook.
- Director of Operations also shares that employees will have to all take Mandated Reporter training and provide proof for the School to keep on file in records.
- Vice-Chair asks about trainings around this stuff, for example the policy against workplace violence? Is it just a policy? Director of Operations states that Little Bird HR has a Safe Schools portal and recently shared that structured training should happen around sexual harassment in the workplace. This is something separately the School has to do and posters will be given to post in the Teacher's Office.
- Training will happen in August for teachers.
- Vice-Chair asks about fraternization with students. Director of Operations says that is included in Employee Handbook but also in the Social Media Policy in Student & Family Handbook. There is no direct contact except through workplace number. Board Chair asks if fraternization is a firing offense. The answer is yes.
- Board member asks about any applications that are being implemented for school? Director of Operations shares that Alma is the student information system and Kickboard is the behavior management system. Parents will be the only ones to access portal and pull reports for child's behavior for the day or weekly. Parents will also access Alma for bulletin/family events, keep apprised of medical updates and forms that the School needs as well as homework will be uploaded through there. Teachers' will not be chatting or emailing students through Alma. The School is not using it in that capacity.
- Board Secretary asks about if students are ever accessing anything electronically. Director of Operations shares that they will access their Google chromebooks, so they will have google apps and gmail. Students will not have access to email teachers outside of the Google chromebook. There is no access to social media through the chromebook.
- Board member asks if this chromebook is only used in school or if students are allowed to take them home. Director of Operations shares that the students are not allowed to take the Google chromebooks home but the hope is that students will keep the chromebook in 8th grade for high school. The Google chromebook stays in the building.
- Board Chair asks about how the School limits interaction with instructors outside of school. Director of Operations states that there is also a Code of Etiquette around technology usage. Families will receive this information and be aware of policies around communication and technology items.

Motion: To approve the Employee Handbook as is.

Geraldo: Approved

Rosann: Approved

Tameka: Approved

Harini: Approved

Marlin: Approved

RESOLUTION: The Employee Handbook is now part of the organization and what we are going to adhere to moving forward.

Review Charter First/Scholastic First insurance Program

The Governance Committee had clarifying questions about insurance situation, so a conference call took place with Rusty Godfrey from Arthur J. Gallagher & Co.

- Board chair asks if guidance was provided during the call and also answers to the questions that the Governance Committee needed.

- Board Chair says that the point is if there needs to be further discussion that this voting item can be tabled to June 30 Special Meeting.
- There is ample time to discuss insurance needs in June 30 Special Meeting.

Motion: To table insurance items.

Review Firefly Development Proposal

- The dates are off in the document (Letter of Agreement)—not April to June 1.
- Term aside, Board member says we need to move forward with this.
- Firefly is going to do an assessment and identify different foundations, grants, and applications.
- Firefly will give report for all the different things that the School can potentially go after.
- It makes sense to go with Firefly earlier; while Kristen is out, the Board has an idea and plan to take action with. There is some traction and runway.
- Board Chair asks about confirmation of flat fee: \$3796. Board member said correct.
- Board Chair asks that all documents are property of Emblaze. Board member says correct.

Motion: To vote on Firefly as a contractor.

Geraldo: Approved

Rosann: Approved

Tameka: Approved

Harini: Approved

Marlin: Approved

RESOLUTION: To move forward with Firefly and engage them to do initial review.

Management Report

- Facilities: Emblaze has it's official District Borough Number! Now the School can receive Per Pupil Funding. This was the impetus to get the Certificate of Occupancy. Per Pupil Training is next week and Director of Operations will attend with EdTec. Emblaze will receive the first two Per Pupil payments which are projections.
- Emblaze is working closely with Lutheran School. Lutheran Principal is a great partner. Director of Operations is already working out of the school prior to official lease commencement of July 1.
- Air conditioners are installed at the school. Emblaze is in a good place.
- Curriculum/Planning: Kristen (Head of School) Finalized the "Day in the Life" so all the systems and procedures for students are set for the first day of orientation. Everyone has a post and all details are in place from how students get off the bus to enter the building, uniform check, breakfast, homework check and then transition to homerooms.
- Emblaze PD Calendar is finalized and staff have this information. There are 67 PD sessions and a lot are on emergency readiness, training on HR platforms, student information system and behavior management system, as well as general HR policies like recording time and submitting time-off as well.
- IT infrastructure will be operational in July with iWise.
- Everything else is happening in June: painting, appliance delivery such as ACs/fan and refrigerator. Emblaze is still waiting on final furniture quote.
- Emblaze is going full speed ahead.
- Director of Operations negotiated heavily on custodial services contract and it came below by 8k of anticipated budget.
- School will be ready by July 23 when Head of School returns.
- Director of Operations secured 5k in donations for class novels, classroom libraries, and cameras for student electives and teacher lessons/coaching sessions.
- Emblaze is fully hired! First team email went out with deadlines and action items. Director of Operations email will be sent next week to follow-up with the team on I-9 eligibility documents, dress attire, and resume/teacher certifications upload requests onto HR Platform.
- Student uniforms were purchased months ago. This is done. Emblaze is good to go. Two free uniform shirts will

be given to families during Parent Orientation, which begins on July 26. Family PowerPoint is done for Orientation as well.

- When Kristen returns on July 23 from Maternity Leave, the leadership team will be together for a week of planning. The Dean of Curriculum and Instruction and Dean of School Culture start this week too. The leadership team will flesh out the “Day in the Life”, scope and sequence of the year, and roles/responsibilities on the team.
- Counselor/Community Engagement Coordinator starts on July 2 and the Office Manager starts on July 9.
- Enrollment: 3 families withdrew their application based on location change. Emblaze still has 85 confirmed seats and 50 families on waitlist.
- Everything is ready for Parent Orientation sessions.
- Director of Operations is focused on facility setup and making sure the space is welcoming and inviting for the team, students and families.

The meeting adjourned at 8:30pm by Geraldo Vasquez.