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|  | **Board Meeting**  **June 5, 2019**  **6:30PM - 8:15PM** |

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| **Board Members in Attendance:** | **Absent Board Members:** | **Other Attendees:** |
| Geraldo Vasquez, Board Chair  Tameka Beckford-Young, Esq. Dr., Secretary  Marlin Jenkins | Harini Mittal, Treasurer  Raghav Thapar  Rosann Santos, Vice Chair  Matthew Kirby-Smith | Kristen Shroff, Head of School  Erienne Rojas, Director of Operations  Slav Sobkov, EdTec  Lauren Cotton, Firefly |

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| **Agenda Item** |
| The meeting was called to order at 6:43pm by Gerry Vasquez. |
| **Finance and Facilities Committee Report**  **April Financials**   * Positive variance in revenue (larger SPED numbers) * 4 students in greater than 60% category (trending at 18) * Net income 98k better than expected * Per Pupil Funding (every 2 months) * Liabilities (paying bills and obligations on time) * Approved budget 570k budget for full year vs trending to be 198k higher * Ending cash balance is projected to be 383k * 200k expected monthly expense rate |
| **Management Report**  **Facilities**   * Construction at our new facility at 1164 Garrison Avenue is coming along nicely. All construction is on track to be finished by the end of June and we’re planning to move in the second week of July. * Unfortunately, the school that was supposed to take over the last year of our lease at Our Saviour has been told by SED that they need to take an additional planning year due to low enrollment. This means that we are on the hook for the $650K in rent that we were supposed to pay to Our Saviour for the 2019-2020 school year. * Mike Ronan, Gerry, Cliff Schneider, Slav, Erienne and myself considered many options and decided that adding an additional 30 6th grade students to our overall enrollment is the best solution. This will give us an $637,533 in additional per pupil and facility rental assistance plus additional funding ($12K-$19K per student) for any student with disabilities. * We do not need to increase our staffing to support these additional students, but we do need to increase some other budgetary line items (i.e. more furniture, more Chromebooks, more uniforms, additional projector, etc.). * All in, I estimate that we will end up with $550K more with the 30 new students than without them. * Stradford College Prep (the school that was supposed to take over at Our Saviour) has offered to pay $100K to sublease the space from us for offices. This makes adding the additional 30 students help us net to no cost for the lease for next school year.   In addition, because we were not anticipating having the additional 30 students, we’ll end up with an approximate additional $550K in our budget for the 2020-2021 school year.  **Student Recruitment**   * Overall, we had 450 applications for the 2019-2020 school year and our current enrollment status is:   + 5th Grade (30 more seats to fill)     - 60 families accepted and officially enrolling     - 31 offers out     - 38 families on the waiting list   + 6th grade: (~20 more seats to fill)     - 17 families accepted and officially enrolling     - 24 offers out     - 202 on the waiting list   Erienne and I are confident that we’re in a strong place with enrollment and will be fully enrolled with 210 students for the 2019-2020 school year.  **Academic Achievement**  Our students took the NWEA MAP assessments in Reading & Math at the beginning of the year, again in January, and again this past week. NWEA MAP is a nationally normed, computer adaptive assessment that gives each student a percentile ranking. (Ex. If a student is in the 88th percentile, he or she scored better than 88% of 5th graders nationwide). Students are expected to stay in the same percentile over the course of the year if they grow one year.  Overall, in Math we achieved 157% of our projected growth for the year. Overall in ELA, we achieved **122%** of our projected growth for the year.  **Student Culture**  We took our final round of student surveys on Friday, May 31st. Students took the below survey on each of their teachers individually, the overall averages are below. I’m very happy with the results and with our student culture.   |  |  |  |  | | --- | --- | --- | --- | | **Survey Question** | **Mid-Year Average** | **End-Of-Year Average** | **Change** | | **I am excited for this teacher's class** |  | 4.48 |  | | **I feel like this teacher really cares about me.** | 4.68 | 4.68 | **+0** | | **This teacher respects me.** | 4.71 | 4.79 | **+0.08** | | **This teacher notices my good work.** | 4.54 | 4.57 | **+0.03** | | **In this teacher's class, we learn a lot.** | 4.65 | 4.68 | **+0.03** | | **This teacher explains things clearly.** | 4.62 | 4.65 | **+0.03** | | **When I don't get something, this teacher works with me until I understand it.** | 4.51 | 4.58 | **+0.07** | | **In this teacher's class, we stay busy and don't waste time.** | 3.95 | 4.04 | **+0.09** | | **Overall Average** | **4.41** | **4.42** | **+0.01** |   **Hiring & Staff Culture**   * Staff culture remains strong with 100% of staff agreeing or strongly agreeing that “Overall, this week laid a strong foundation for our team to be great.” For the 36th week in a row. * For the 2019-2020 school year, we are growing our staff from 14 to 28. We have hired 12/14 new staff members. The only remaining positions we have available are 6th grade Science and the Literacy Teaching Fellow role. I’ve had several interviews for both roles and am confident that we’ll be fully hired and at or under budget for staffing by the end of the school year.   **What the Students are Learning**   * **Literature**: We are reading *Percy Jackson and the Lightning Thief* and focusing on 6th grade standards and author’s craft (ex. How does the author create a feeling of suspense?; Why does the author include the flashback in Ch. 7?) * **Writing**: We are researching to write an essay answering the question, “Which energy source best meets the needs of the future – solar, hydro, or wind?” * **History:** We are researching the pharaohs of Ancient Egypt and answering the question, “Under which Ancient Egyptian pharaoh did Egypt most prosper?” * **Math:** We are moving onto the post-state test standards including graphing points on the coordinate plane and analyzing patterns and relationships within algebraic expressions.   **Upcoming Student Events**   * Field Day * End of Year Awards & Stepping Up Ceremony * Trimester 3 Electives Showcase * End of the Year Trips to Lehman College, FunFuzion, and Lake Compounce. |
| **Firefly Presentation**  **Grants Campaign Update**   * 8 submissions made in the philanthropic community; 5 denials; 1 potential * 7 months into engagement – high quality submission material * Why is Emblaze needed in the South Bronx? Defining features? * Emblaze is Fiscally conservative and disciplined due to surplus * Case viable and interested in advancing (Step in the right direction) * Wrap-up letter (stewardship letter) to every donor – thank you for your considerations * Academic achievement data for end of year will be incorporated in materials * Identify new potential prospects for next school year * Start to build out funder list through smaller grants for curricular and field trips * Fundraising is done behind the desk and also cultivating/networking to build personal relationships * Next Steps: Continue to bolster case statement (gather testimonials) and build out for smaller asks * Next Steps: Uncover more strong prospects for submissions * Hope that we will have more than 1 out of 8 as positive * Emblaze can start to reach out to individual donors or prospects/supporters (include a handwritten note) * **Pitch:** tidying up the numbers (what you use as internal operating budget vs earmarking a budget for funders that shows reserve funds for 2 months of operating costs) |
| **Enrollment & Development Committee**   * Look into another fund developer (outside of Firefly) * Hard Rock Café Fundraising Walkthrough with Sales and Marketing Manager, Alisha Horesh * Marlin visited Emblaze with Alisha and observed student electives: BronxNet TV Production, Dance, Yearbook, East African Culture & Anime   Next Steps: More specific information re: donations to report out to the board next time |
| **Compensation Committee Report**   * Rosann out – presentation will occur in next board meeting |
| **Governance Committee Report**   * Specializations and job descriptions * Explicit about time commitment for incoming board members * Board matching through LinkedIn |
| **Special Board Meeting:**     * Approval of prior meeting minutes * Approval of FY20 Budget * Approval of Security Guard contract * Approval of Material Revision to Charter (enrolling an additional 30 6th grade students) * Approval of sublease between Friends of Emblaze Academy and Emblaze Academy Charter School |
| The meeting adjourned at 7:43pm by Gerry Vasquez. |