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|  | **Board Meeting**  **March 8, 2018**  **6:30 PM - 8:00 PM** |

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| **Board Members in Attendance:** | **Absent Board Members:** | **Other Attendees:** |
| Geraldo Vasquez, Board Chair  Rosann Santos, Vice Chair  Harini Mittal, Treasurer  Tameka Beckford-Young, Secretary  Marlin Jenkins  Shelly Evans  Matthew Kirby-Smith  Margaret Marrer | Daniela Cuevas | Kristen Shroff, Head of School  Erienne Rojas, Director of Operations  Nicole Tufts |

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| **Agenda Item** |
| The meeting was called to order at 6:45pm by Geraldo Vasquez. |
| **MOTION** to approve of prior meeting minutes  **VOTE**  Gerry - yes  Marlin-yes  Tameka-yes  Rosann-yes  Shelly- yes  Harini - yes  Matt-yes  Margaret - yes  **RESOLUTION:** February meeting minutes approved |
| Project Budget   * Booster Bump that was not included in the original budget….take some of the money from phase 2 and throw it into phase 1. * The landlord could benefit and subsidize that. * Talked with Gasper and Mike Ronan…and The overall hard cost…is higher than expected...   + electric work, etc. * E Rate stuff came in super low * Project Budget and Operating Budget   + the up fit to get into the building * 3 Proposals are for RFP… to save time looked at a construction manager with a GMP. Because the construction drawings are not done yet…we sent what we have to 4 construction managers. 3 responded and want to hiring based on their experience and the feat. The when we hire the construction general manager, they will help shift over things into phase 2. * Once the drawings are 95% you can hold the contractor to a max fee they can’t go over. * 50 goes back to them and the other 50 to the school? * Which vendor - Johnny Quest (For the General Manager)   + we will go with them if they don’t exceed our budget   + when do we need to have a contract with a two week buffer to start construction?     - then we can do a special vote?   + Construction starts in April …. **will make a decision NEXT WEDNESDAY at the Governance Committee Meeting** |
| Risk Management Insurance   * Looking for a lost cost service provider for a Risk Manager to help not just with construction, but insurance, and employment once we start on boarding more people?   + cyberbullying insurance, etc.   **MOTION** Approving Gallagher for Risk Management  **VOTE**  Gerry - yes  Marlin-yes  Tameka-yes  Rosann-yes  Shelly- yes  Harini - yes  Margaret - yes  Matt-yes  **RESOLUTION:** Emblaze Academy will approve Gallagher for Risk Management Insurance |
| Lease   * Not signed yet. Every bad thing that could happen has happened. Lots of issues with the landlord and lawyers. * Good with tenant improvement allowance and everything else we were fighting for * Does not affect our timeline because everything else is moving forward. * We need a guarantor… Building Hope. They are helping with phase 2 * Lease needs to be signed in the next few months. by JULY |
| Management Report   * 600 books donated * Development committee is looking into fundraising * Kristen has made the leadership team bios * Have an office manager now * Founding PE teacher * Founding Literacy teaching fellow * Special Education teacher   + hiring is going really well   + Enrollment - lottery is coming up April 2nd.   + Erienne has spoken to all the families   + send out a mailer to get more applications. 152 for 90 seats   + NEXt board meeting will have an update on lottery and will probably know all the founding families of the school by then |
| Finance Report   * January financials — are on track * security deposit coming up * everything is in line on a revenue perspective   + - this is going to be reimbursed in CSP     - no activity that was unbudgeted     - the project budget created by Carlo — shows current expenses and       * revenue portion —       * cash flow analysis - what is the exposure?         + what kind and how can we cover this |
| **MOTION** to adjourn  **VOTE**  Gerry - yes  Marlin-yes  Tameka-yes  Rosann-yes  Shelley- yes  Harini - yes  Margaret  Matt-yes  **RESOLUTION:** Meeting adjourned at 7:45pm |