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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 ChairRosann Santos, Vice ChairHarini Mittal, TreasurerTameka Beckford-Young, SecretaryMarlin JenkinsShelly EvansMatthew 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 - yesMarlin-yesTameka-yesRosann-yesShelly- yesHarini - yesMatt-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**
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| 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 - yesMarlin-yesTameka-yesRosann-yesShelly- yesHarini - yesMargaret - yesMatt-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
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| 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
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| 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
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| **MOTION** to adjourn **VOTE**Gerry - yesMarlin-yesTameka-yesRosann-yesShelley- yesHarini - yesMargaretMatt-yes**RESOLUTION:** Meeting adjourned at 7:45pm  |