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|  | **Board Meeting**  **May 1, 2019**  **6:30PM - 8:15PM** |

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

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| **Agenda Item** |
| The meeting was called to order at 6:42pm by Gerry Vasquez. |
| **Management Report**  **Student Recruitment**  o Our Public Lottery for new students took place on Monday, April 8th. For the 2019-2020 school year, we are looking to fill 90 seats for 5th grade and 5-10 seats for 6th grade.  o Of our current 90 families, 74 are a definite yes on returning next year to the new location, 2 are undecided, 0 are not returning, and we are waiting to hear on a final decision from 13 families. Based on conversations with families, I don’t think we’ll have more than 10 who do not re-enroll for next year, which is great considering our move.  o Overall, we had 450 applications for the 2019-2020 school year and our current enrollment status is:  o **5th Grade:**   * 57 families accepted and officially enrolling * 41 offers out * 59 families on the waiting list   o **6th Grade:**   * 5 families accepted and officially enrolling * 3 offers out * 243 on the waiting list   Last year at this point, we had 184 applications for 5th grade only and ended up fully enrolled with 90 students all year, even after having to move locations in late May. Based on that, Erienne and I are confident that we’re in a strong place with enrollment and will be fully enrolled with 180 students for the 2019-2020 school year.  **Academic Achievement**  o As we had the ELA State Exams the first week of April and the Math State Exams this week, we did not have any interim assessments this month so as not to overtest our students. Our focus has been on preparing for the Math State Exam, which we did by:  (1) Converting Close Reading to an additional Math Block in the morning (our literacy teachers have enjoyed getting to see our kids do so well in Math)  (2) Using Problem Solving as a time for kids to get extra, targeted practice with word problems and open responses pulled from previous years’ math state exams and adding an additional teacher in each Problem Solving block to ensure additional data-based, small group support  (3) Adding an additional 50-minute math block called Math II in the afternoon  (4) I pulled a small group daily of our “bubble students” (students who are on the cusp of proficiency) to give them extra small group practice and support  (5) Creating two class vs. class competitions, one based on specific standards on IXL, our online cumulative review program, and the other based on daily proficiency on exit tickets.    Founder/Head of School feels confident in our strategy and can’t wait to see our kids’ results. Last year, 27% of our students were proficient on the Math State Exam. Based on our internal measures and practice tests, I predict that we will have 45%-50% proficiency this year.    In addition to preparing for the Math State Exam, we re-tested student reading levels using the same reading assessment we used at the beginning of the year, Fountas & Pinnell and I am very happy with the results.     * At the beginning of the school year, our students were reading on average at a 3.3 grade level, and seven months later, they’ve grown to a 4.2 grade level on average, showing almost a full year of growth in just seven months. * Thel is for our students to grow 1.5 years in reading each year and we’re currently on track for 1.56 years of growth. * Consistent with our mission, our Special Education student and those who started the school year more than two years below grade level in reading are growing the fastest. Our ELLs are growing at a rate consistent with their non- ELL peers   **Student Culture**  o Our student culture remains strong. Recent student survey results are below. Students answered the below questions on a Likert scale of 1-5, with 5 signifying “Strongly Agree”. We will do student surveys for one final time in June.  **YTD Attendance Rate: 94%**  **YTD Total Suspensions: 6**  **Hiring & Staff Culture**  o 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 32nd week in a row.  o We issued Continuation Letters for our full staff and 100% of our current staff members have committed to coming back to Emblaze for the 2019-2020 school year.  o For the 2019-2020 school year we need to add 13-14 additional employees. Thus far, we have hired 8. We are still looking for a 5th grade Literacy Specialist, two Science teachers, a 6th grade Math Specialist, and two Teaching Fellows. Hiring is where I will be focusing my time in the next months.  o Our former Math Teaching Fellow accepted our terms of separation on 4/11, which included 2 weeks of severance pay.  **Facilities**  o Our lease at 1164 Garrison Ave is fully signed and executed. We paid the $100K security deposit last month and owe an additional $50K on May 1.  o We continue to pay for the fire guard at Our Saviour.  o Our Saviour has asked for $100,417 in total for us to break our lease.   * $50,000 to make up the difference between the rent we were supposed to pay in the 2019-2020 school year and the rent that the next tenant is being charged (due to their lower enrollment). This amount is not confirmed to be the rent differential. Per the other school’s website, the rent differential should be $22K. * $50,417 ($15,000 for “expenses” and the security deposit which was $35,417)   We have engaged our lawyer, Cliff Schneider, to fight at least some of these expenses and are hoping to get the final figure down to less than $65K.  **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 doing a research project on global warming, beginning by reading 6 documents about global warming and writing an essay answering the question, “What is global warming?” and then 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 reading nine documents about Alexander the Great and answering the question, “How great was Alexander the Great?”  **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.  **Past & Upcoming Student events**  **April:**  o We had our 2nd Scholar Dollar Auction, and kids bought things like special lunches with teachers, tickets to a Yankees Game, “Candy Extravaganza”, be the Principal for the Day, record a song or rap at a studio, and get your nails done with a teacher.  o We honored our students at our Trimester 2 Honor Society. Kids earned bronze, silver, gold or diamond scholar awards for their Tri 2 GPAs, GPA Jumper, Super Jumper or All Star Jumper awards for increasing their GPA from Tri 1 to Tri 2, and RISE Awards for showing our core values.  o We had our second Student vs. Teacher Basketball game. Unfortunately, the kids won by one point.  **Coming Soon:**  o This Friday, we have our Poetry Slam, and after that we are looking forward to a Safety Training (complete with dummies for CPR), Community Service Day, Field Day, and our End of the Year Trips in June. For the EOY trips, we’re going to Lehman College, FunFuzion, and Lake Compounce. |
| **Review and Vote: Hertz Furniture Quote**  Emblaze has received a furniture quote in the amount of $149, 249.52.  o Emblaze has fostered a great relationship with Hertz Furniture (DOO on texting basis with vendor)  o Hertz accommodated the tight turnaround on furniture for Y1 and delivered all the furniture on time  o Estimate cost of move and compare to the sale pricing all the furniture, equipment, etc.  o Currently, inventory is 90 percent of original price for Lutheran’s new tenant  o Hertz has offered to house some items free of cost such as big refrigerators/mini fridges  o Previous YTD amount spent on furniture is 65k but we are outfitting a bigger space at Garrison for the amount aforementioned  o 150K=Furniture for 1st floor, 2nd floor and 3rd floor   * 6 classrooms * 6 offices * Cafeteria * Science Lab * Teacher’s Office * Nurse’s Office   **Motion: Approve the Hertz Furniture proposal for 1164 Garrison.**  Gerry: Approved  Tameka: Approved  Matt: Approved  Rosann: Approved |
| **Compensation Committee Report**   * **HOS Review Update**   o Annual Review is scheduled for Thursday, June 6 at 10am  o Rosann (Vice Chair) will meet with Kristen 1:1  o Rosaan (Vice Chair) will meet with teachers and administrators  o Other board members are invited to attend the walkthrough |
| **Governance Committee Report**   * **Committee Member Updates**   o Changes taking place (Raghav gaining this committee)  o Matt is joining Development Committee  o Gerry will act as head of Finance Committee until Harini’s schedule allows her to be back   * **Job Descriptions Status/Recruiting Platforms**   o Update job descriptions for board members  o Use recruiting platforms for board members  o Going forward Raghav will lead onboarding process |
| **Finance and Facilities Committee Report**  o Heading to end the year very favorable  o Higher SPED numbers led to positive revenue stance  o Fundraising - not going to change the budget yet  o How does development fit into strategic plan?  o Revenues are increasing because of student population (due to SPED population)  o Expenses are lower than forecasted  o Final FY19 budget draft will be approved for next board meeting   * Facility Update: Facility Security Deposit, $150k (dip in April) * Incremental costs to terminate current lease * Pay the difference between Emblaze’s rent and the rent new tenant will pay in the amount of $50,000. * Pay an “Exit Fee” of $50,000 formerly coined an inconvenience fee for terminating the 2-year lease. |
| **Enrollment and Development Committee Report**  o Marlin out--presentation will occur in next board meeting  o Strategic planning initiative:   * Good moments at school favorable to have around * Support operational mission of the school |
| **Review and Vote: April 2019 Board Minutes**  **Motion:** Approve April Board Minutes pending the additional of Sexual Harassment Policy and pending final review by Gerry  Gerry: Approved  Tameka: Approved  Matt: Approved  Rosann: Approved |
| **Next Board Meeting:**     * Proclean Cleaning contract (current vendor) will be a voting item * Day Porter F/T updated scope of work * DOO is on texting basis with owner * DOO negotiated all-inclusive monthly rate for supplies + service * Please note: monthly amount due does not change if more paper goods are used (paper towels/toilet tissue) * 2 Security Guard contracts /quotes will be a voting item   **Other News:**   * Board Retreat tk * Polls will be emailed out * NYSED will conduct a Midterm Review in Y3 of operations (this will be informative for the renewal walkthrough) |
| The meeting adjourned at 7:43pm by Gerry Vasquez. |