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

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

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| **Agenda Item** |
| The meeting was called to order at 6:38pm by Gerry Vasquez. |
| **Management Report**   |  | | --- | | **Student Survey Results** | | We did our first round of student surveys on October 4th. Students answered the below questions on a Likert scale of Strongly Agree (5) to Strongly Disagree (1). We reviewed the results as a team at our first Data Day on October 15th and created action plans to support our students who are struggling socially.  Overall, we are very pleased with the results- especially for “I am learning a lot at Emblaze Academy.”, “I feel I am growing academically at Emblaze Academy.”, and “My teachers really care about me.” Our next steps are to support our students (especially our 5th graders and new students) with making new friends through school events & sitting with new people at lunch and to make a special effort to highlight strong work in class.  Our next round of student surveys is on November 15th. In this survey, students will answer questions about their individual teachers. | | **Interim Assessment #1 Results** | | Students took their first round of Interim Assessments the week of October 8th. In literacy, Interim Assessments are Mock State Exams and test all skills that students are expected to master by the end of the year. IA scores are generally low in the first part of the year as students have not yet learned or mastered all of the content required to pass the exam. In math, Interim Assessments are Mock State Exams with only content that students have learned.  While proficiency is currently low, it is an accurate representation of where our students are currently performing and aligned with state test scores. Teachers analyzed student scores on data day and created Data Driven Plans to address misconceptions, trends in student work, individual focus students, and individual focus standards for review.    Our next IA cycle starts on November 18th. We expect to see approximately 10% growth in % correct and proficiency. | | **Facility Update** | | While we absolutely love our new building overall, there have been a few issues with the facility that the landlord needs to resolve- most urgently the HVAC system is unbalanced and not working on the 4th floor. We are also unable to control AC in the hallways or bathrooms, which are very cold. This is also leading to extremely high ConEd bills each month (~$5500). In addition, the Nurse’s Office has an odor of sewage which has resulted in her needing to frequently re-locate to other rooms.  Mike Ronan did a walkthrough with Erienne & me and recommended that we ask Rainer to come out with his Engineer to assess the below issues. We have also flagged the below issues for the landlord. As we have a triple net lease, we are responsible for all work in the building, but Mike agrees that the below issues should be taken care of by the landlord.   |  |  |  |  | | --- | --- | --- | --- | | **Item** | **Description** | **Location/Room** | **Comments** | | Wall | Requires patching | Cellar/Multipurpose Room | Can we insert a piece of metal for the corner of the wall where it has appeared to move? | | Boilers | Reduce energy consumption | Cellar/Mechanical Room | Do all 4 boilers need to be running? | | Vent | Reduce energy consumption | Cellar/Mechanical Room | Can we add foam insulation on pipes? | | Pipes | Reduce energy consumption | Cellar/Mechanical Room | Vent at back of room is temperature controlled for hot/cold air; does this in fact work? | | Fan | Not operational | Cellar/Water Meter Room | How do we get this to work? | | Water damage | Mold on sheetrock | Cellar/Water Meter Room | What can we do about the mold? | | Fire sprinkler system | Debris on equipment | Cellar/Fire Pump Room | There is leftover debris & dust from construction here. Can we have this removed? Our Board Chair said that we can receive a violation during an inspection if this is not taken care of. | | Fire alarm panel | Backup battery | 1st Floor/Office 102 | Do we have this backup battery at hand? Our Board Chair advised that we should have 24hrs battery. | | Elevator | Elevator certificate | Whole Building | Do we have one on file? Our Board Chair advised that we should have this posted in the elevator. | | |
| **Review and Vote: Audited Financial Statements for FYE June 30, 2019**   * No problem with internal controls * No non-compliance issues noted * No material findings or discrepancies * Financial statements are in order! * Management claims over financial health of the organization (assertions are accurate)   **Vote for the audited financial statements and conclusions as stated.**  Gerry Approved.  Harini: Approved  Tameka: Approved  Matthew: Approved  Marlin: Approved |
| **CSP Grant AUP Report from Auditors**   * Expenses are properly reconciled and reasonable * Sampling was conducted for expenses and in accordance with the budgeted categories * Clarification regarding the school adhering to charter agreement and not using weighted lottery * Board of Directors should get a memorandum from the auditor and not only management team |
| **Finance and Facilities Committee Report**  **September 2019 Financial Results**   * Per pupil funding is less due to change in enrollment * Inflated expenses due to beginning of year * Talk to EdTec about drafting the budget accordingly to initial year expenses (higher variance) * Positive and sizeable balance of operating profits * Use new approved budget in our reports instead of 210 students (or add an additional column in budget vs forecast) * Additional revenue will catch up with us in next year especially with not paying double rent   **Other News:**   * Gerry is stepping down as Board Chair of Emblaze by December board meeting * Committee meetings can be done in the afternoon (reoccurring dates and times make sense for everyone) * Finalizing board member job descriptions * Goal: send out before November board meeting |
| **Enrollment and Development Committee Report**   * Firefly has a new matrix in place with newer opportunities * Spent 50,000 and 0 in return to date * Anticipate that by end of year, we will have 3 awards totaling 100k   **Governance Committee**   * Gerry stepping down at end of year * Marlin will get back to us re: Board Chair * Committee Chairs need regular meetings * Bring someone in to take minutes regularly   **Decision Made: Table Board Meeting Minutes**  **Next Steps:**   * Summer Committee Meetings – consider scheduling meetings every other month * Committee Objectives – Succession Planning * Close-out outstanding open items for the Board |
| The meeting adjourned at 7:50pm by Gerry Vasquez. |