



## November 2021 Board Meeting

**Date:** Dec. 7, 2021.

**Time:** 6:30 PM - 8:15 PM.

**Location:** Virtual meeting at

<https://emblazeacademy-org.zoom.us/j/5210424773?pwd=ckFDVG9aSERJamNjBHdMSWJQcmkyOT09>.

| Board Members in Attendance:  | Absent Board Members:  | Other Attendees:   |
|---|--|--|
| <p><i>Geraldo Vasquez</i></p> <p><i>Tameka Beckford-Young</i></p> <p><i>Janneth Gaona</i></p> | <p><i>Marlin Jenkins</i></p> <p><i>Matthew Kirby-Smith</i></p> | <p><i>Erienne Rojas,</i></p> <p><i>Derian , Ms.Hinton, Stacy Chavez, sixta ramirez, S Regina, Tiffany P, Jenee, Giselle, Miguel Pena, Kaila Torres</i></p> |

| Time      | Lead                   | Agenda Item  |
|-----------|------------------------|--|
| 6:30      | Gerry                  | Call to order  |
| 6:30-6:45 | Gerry                  | Approval of Prior Board Meeting Minutes  |
| 7:00-7:30 | Janneth/Derian (Edtec) | <p>Finance and Facilities Committee Report</p> <ul style="list-style-type: none"> <li>October 2021 Financial Results Update</li> <li>SpEd Enrollment               <ul style="list-style-type: none"> <li>The 20%-60% SpEd that was billed for 13 students for the 3<sup>rd</sup> per pupil payments, one student was added for the 4<sup>th</sup> PPP</li> <li>The others that are considered greater than 60% SpEd 61 students were billed for the 3<sup>rd</sup> PPP and 60 for the 4<sup>th</sup></li> </ul> </li> </ul> |

Budget vs. Actuals - Expenses

| Category                             | Budget YTD | Actuals YTD |
|--------------------------------------|------------|-------------|
| Personnel                            | 1000       | 808         |
| Benefits & Insurances                | 250        | 177         |
| Curriculum & Classroom               | 100        | 56          |
| Administrative Expenses & Insurances | 250        | 208         |
| Professional Development & Services  | 150        | 98          |
| Marketing & Recruitment              | 50         | 8           |
| Facilities                           | 750        | 834         |
| Miscellaneous Expenses               | 50         | 37          |

- YTD actual expenses are \$270k below the budget
- Operating expenses are within the budget YTD
- There is a positive variance of \$192k because of personnel

## Previous Forecast vs Current Forecast Variance

|   |                                      | 2021-22           | 2021-22          | Variance         |
|---|--------------------------------------|-------------------|------------------|------------------|
|   |                                      | Previous Forecast | Current Forecast |                  |
| Revenue   | Per Pupil Funding & State Grants     | 7,362,612         | 7,497,825        | 135,213          |
|   | Federal Grants                       | 916,707           | 920,713          | 4,006            |
|   | Contributions & Grants               | 100,000           | 100,000          | -                |
|   | Fundraising                          | -                 | -                | -                |
|   | Interest                             | -                 | -                | -                |
|   | Miscellaneous Revenues               | -                 | -                | -                |
| <b>Total Revenue</b>                            |                                      | <b>8,379,319</b>  | <b>8,518,538</b> | <b>139,219</b>   |
| Expenses  | Personnel                            | 3,547,533         | 3,670,693        | (123,160)        |
|   | Benefits & Insurances                | 725,325           | 749,288          | (23,963)         |
|   | Curriculum & Classroom               | 290,929           | 292,708          | (1,779)          |
|   | Administrative Expenses & Insurances | 365,207           | 381,207          | (16,000)         |
|   | Professional Development & Services  | 321,928           | 325,893          | (3,965)          |
|   | Marketing & Recruitment              | 81,799            | 81,799           | -                |
|   | Facilities                           | 1,828,525         | 1,828,525        | -                |
|   | Miscellaneous Expenses               | 291,014           | 291,014          | -                |
|   | <b>Total Expenses</b>                |                   | <b>7,452,260</b> | <b>7,621,127</b> |
| <b>Operating Income</b>                         |                                      | <b>927,059</b>    | <b>897,411</b>   | <b>(29,648)</b>  |
| Beginning Balance (Audited)                     |                                      | 698,774           | 698,774          | -                |
| Operating Income                                |                                      | 927,059           | 897,411          | (29,648)         |
| <b>Ending Fund Balance (incl. Depreciation)</b> |                                      | <b>1,625,833</b>  | <b>1,596,185</b> | <b>(29,648)</b>  |
| <b>Ending Fund Balance as % of Expenses</b>     |                                      | <b>21.8%</b>      | <b>20.9%</b>     | <b>-0.9%</b>     |

- Employee Recruiting Fees
- There is a concern amongst the board that this could become a cost to worry about, due to the turnover of teachers in the last year

7:30-8:00

Shakina/Erienne

### Management Report

- November 2021 Update (including enrollment and hiring statuses)
  - Student Enrollment
    - 32 students - 5<sup>th</sup> grade new students
    - 69 students – 6<sup>th</sup> grade
    - 76 students – 7<sup>th</sup> grade
    - 106 students – 8<sup>th</sup> grade
    - Total: 283 students
- Restructuring of Management Team Update (Tabled for Now)
- The leadership Team and Erienne are working on a reset for the new year. This reset will include the following:
  - Hiring more interventionist to provide extra support to students
  - Hiring a behavior interventionist to assist with the 7th and 8th The leadership Team and I are working on a reset for the new year. This reset will include the following:
    - Hiring more interventionist to provide extra support to students
    - Hiring a behavior interventionist to assist with the 7th and 8th grade cohort.
- “Reinvent the wheel” conversation
  - Teachers will now be required to record weekly lessons for observation and feedback
  - Lesson plans will now be displayed in each classroom for each subject daily.
  - Teachers will now receive “in the moment” feedback and will be expected to implement changes on the spot.
  - Due to COVID restrictions, teachers were not pulling small groups during certain blocks- ALL specialists will now be REQUIRED to pull a small group (Minimum of 7 students) for small group instruction in each content area.
  - Develop a stronger “teacher development” program
  - Teachers will participate in ongoing professional development geared towards academic improvement and classroom management
  - Teachers will be observed by the Director of School Culture more often (once a behavior interventionist is hired). Until then, I will observe teachers and provide “in the moment feedback” on classroom management.

|                  |                      |  |
|------------------|----------------------|--|
| <b>8:00-8:05</b> | Marlin               | Enrollment and Development Committee Report ( <a href="#">Tabled for Now</a> ) <ul style="list-style-type: none"><li>• Enrollment Update</li><li>• Development Update</li><li>• Branding Program</li></ul> |
| <b>8:05-8:15</b> | Gerry/<br>Tamek<br>a | Governance Committee Report <ul style="list-style-type: none"><li>• NYSED Deficiencies</li></ul>   |
| <b>8:15</b>      | Gerry                | Adjournment  |