



**DRAFT MINUTES**

**Board Members in Attendance:**

Geraldo Vasquez

Matthew Kirby-Smith

Daniela Cuevas

Shelly Evans

**Board Members Participating by Video Conference:**

Margaret Marrer

**Absent Board Members:**

Rosann Santos

Harini Mittal

Tameka Beckford-Young

Marlin Jenkins

**Others Present:**

Kristen Shroff

Gaspar Magallanes

Nicole Tufts

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Meeting called to order at 6:30pm by Gerry Vasquez

**Management Report:**

- Facilities - Mike Ronan and everyone from JLL toured 3 sites.
  - Site 1 - less likely to work. Floors are so small. Bathrooms in every class. Too expensive to renovate
  - Site 2 - code issues that need to get done.
  - 4 potential sites looking at
- Matt and Kristen had interviews with architects today. See the scope of work that needs to get done to start getting idea of how much will cost
- Approved for rental assistance funds.
  - once finalized, the lease approve to the DOD.
- Term sheets have gone out to the four sites. Then see what will be possible financially.
  - Try to narrow down to 2 sites. Do test fits. Based on experience with other charter schools.
  - Hoping to have lease figured out in the next month

- Curriculum - math assessment done, teacher evaluations done. Moving on to science now.
- Focus on hiring.
- HR and payroll will start 9/30.
  - looking at healthcare plans in October at the governance meeting
- Workers Comp will be moved to next time
- E- Rate - paid back for some of our starter infrastructure.
- Student recruitment - Kristen met with a lot of families. Spread the word
  - Purchasing an Emblaze academy t-shirt. Daniela will design.
  - Order branded pens & pencils
- Staffing - DSO role has 3 applicants.

### Finance Presentation by Gasper Magallanes - EdTec

- CSP grant of sizable amount.
- Expense side - adjusted based on updated contracts. Spending more money on facilities planning.
- Gasper will keep a projection of where we will end up at the end of the year.
- Other educational services - we don't need educational counseling anymore.
- Furniture and fixtures. Need to make purchases soon
- July to June fiscal year.
  - First year is 24 months of financial activity.
- Start Right Program - NY Charter School system. Leaders to start up the different activities at school.
- Insurance numbers have been firmed up again. But need to wait for actual quotes from Little Bird, and until people are on the payroll.
  - Budget covo for next year starts in Jan or Feb at the board level. That will be an ongoing conversation with Kristen in the ongoing months. In Jan it will be brought to the finance committee for feedback. By April hopefully committee will make recommendation to the board. In May the board will go over and allow public participation and in May or June adopt the motion. Work spread over 5 months.
  - Cash and accrual basis? - Yes.
    - on the expense side, once there's an invoice we are recognizing the expense.
    - financial statements - modified accrual, balance sheet, etc.
    - Computers, desks, - furniture purchase. Computers 40% purchase, 60% lease.
      - are there software bundles? Educational discounts for software? What makes leasing better than purchasing computers? Turning over technology quickly.
    - Kristen, Harini, Gerry
      - Anything \$5,000 or above there needs to be more than one signer.
      - Signatures all get done over email. Account payable stuff done through Box.
    - **Table the approval of financial procedures approval.**
- 2018 key deadlines & financial tasks -
  - budget approved.
  - financial procedures tableded.
  - SED needs to know you have implemented these financial procedures.
    - SED expects you to write the letter and have an auditor back you up.
    - have not yet selected an auditor. Gasper will recommend. Ed tec can't pick the auditor but will recommend.
  - CSP application - will get some funds in the next 45 days.
  - 501 3C application submitted. No notice from the IRS yet. 3- 6 months.
    - No taxable income as an organization.
  - 501 3C, after we get that need to get the sales tax exemption. We may be able to apply for sales tax refund now up to 2 years.
- Oversight - Approve annual budget.

- Contracts over 25,000 need to be put before the board.
- Below 25,000 kristen can approve the contract. But if she wants to pay 10,000 she needs an extra signature.
- Reviewing financial statements. Every time you meet need to review, specifically performance vs. budget.
- Check register review.
- Review Annual Finance?
- New Charter schools do not have an audit obligation.
- Schedule finance 101 training on charter schools. How are they funded?
- Developing financial goals. Great accountability on spending activity. Need to decide Operating income, fundraising -
  - Finance committee needs to decide this in the next few months.

#### BUDGET VOTE

- Daniela Cuevas- yes
- Shelly Evans - yes
- Gerry Vasquez- yes
- Matt Kirby-Smith-yes
- Margaret Marrer- yes

#### **2018-2019 BUDGET AMENDMENT APPROVED**

##### **Governance Committee Report**

- Vote to approve Job Descriptions :
  - Daniela Cuevas -yes
  - Shelly Evans - yes
  - Gerry Vasquez- yes
  - Matt Kirby-Smith-yes
  - Margaret Marrer- yes

#### **2018-2019 JOB DESCRIPTIONS APPROVED**

- The length of experience for the director of operations. It is a huge responsibility so increased the number of years of experience we were looking for.
- Director of... Required fluent in Spanish, written & verbal
- The job descriptions do read in line with the vision of the school which is important.
- Post all the jobs but focus on the director of operations. Screen through, then phone screen, then tasks aligned to what their job responsibility would be, three different tasks for each roles, then the interview. Paul from BES will sit in on all the interviews.
- If someone does not come from an education background they will partner with a school to shadow.
  - open and informal responses - looking at the thought process
- De-brief the responses in person to get of sense of what they know.
- Salary based off of education and years of experience. Consistent with other charter schools.
- Vote on Organizational Chart:
  - Daniela Cuevas -yes
  - Shelly Evans - yes
  - Gerry Vasquez- yes
  - Matt Kirby-Smith-yes

- Margaret Marrer- yes

### **2018-2019 Organizational Chart APPROVED.**

- Governance Committee already reviewed the organizational chart

### **Development/Enrollment Committee Report:**

- Daniela has created emails for everyone. @emblazeacademy.org (through google). Will send link so everyone can reset passwords.
- Also created a Slack group.
- Google docs shared with everyone - the charter, board contact lists, etc.
- Website coming along nicely. Daniela will share that Sunday. Post jobs to it. Put the board meetings.
- Social is ready to go
- Donation page.. what \$100 would contribute to?
  - are we setting up the donation stuff? Yes, paypal, etc..
  - looking at other BES sites to structure donation platform.

Meeting adjourned at 8:30pm

### **Next Steps:**

- **Stay in communication. Working board.**
- **Administrative things Gerry has on the plate that he will share with the board in the coming weeks.**
- **Revisit Financial Policies**
- **Revisit Worker's Compensation Plans**