**Emblaze Academy Board Meeting**

**September 5th, 2018**

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| **Board Members Present** | **Other Attendees** |
| Raghav ThaparRosann Santos, Vice ChairMarlin JenkinsMatthew Kirby-SmithHarini Mittal | Kristen Shroff, Head of SchoolGasper Magallanes, EdTec |

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| The meeting was called to order at 6:49pm by Rosann Santos |
| **Review and Discuss Next Steps: Kahn Contract*** The board discussed an outstanding invoice owed to KAD.
* Kristen will send the invoice to our lawyer to review and coordinate a call with our Finance and Facilities Committee to review.
* The team will meet to discuss next steps re: Kahn invoice the week of 9/10
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| **September Management Report*** We are fully enrolled with 90 students
* Staff is off to a strong start.
* LittleBird HR presented incorrect information about benefits to staff, which was resolved with LittleBird paying part of the difference
* Kristen will have our lawyer review our contract with LittleBirdHR
* The facility needs a new fire alarm and we are currently employing a fire guard until Our Saviour’s fire alarm system is upgraded.
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| **Site Discussion*** Civic Builders presented a deck with two potential sites. They require 6 months’ rent upfront. The board discussed varying options for securing this funding.
* Our other option is working with Kiu builders.
* Kristen will follow up with Building Hope on their capacity to take us on as a client.
* The team will meet the week of 9/10 to discuss our site options.
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| **HOS Contract*** The team will meet offline to discuss HOS compensation
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| **Finance Committee Report*** Expenses are below expected and the additional anticipated SPED funding has positively impacted the budget
* We can expect DYCD funding at the end of the school year
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| **Development Committee Report*** Firefly’s proposal was considered and we will vote on their contract next month
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| The meeting was adjourned at 8:05pm  |

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