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| **Board Members in Attendance:** | **Absent Board Members:** | **Other Attendees:** |
| *Geraldo Vasquez, Board Chair*  *Rosann Santos, Vice Chair*  *Tameka Beckford-Young*  *Matthew Kirby-Smith* | *Harini Mittal, Treasurer* | * Collin Thompson * CShaevz * Katlin Mckenough * T. Waller * Andrew Hunts MOM (Diana) * James Hunt * Francesa Lujan * *Derian* * *Erienne Rojas* |

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| Lead | Scheduled Time/ Actual time | Agenda Item |
| Gerry | 6:30 /6:42 | Call to order  ❖ Presently, the Leadership and Operations Teams have been working on our Reopening Plan that is due on July 31st.  ❖ We are planning on reopening on September 8th with this schedule:  ❖ The ‘20 - ‘21 school year will be operating on a hybrid schedule (specifically: 5th and 6th in person on Monday and Tuesday and virtual Wednesday- Friday; 7th virtual on Monday, Tuesday and Friday and in person on Wednesday and Thursday). In this version of the schedule, classes are split in half so distance can be kept, students never congregate together (lunch and breakfast will be in homerooms) and no more than 15 students will be in a class at a time. (Draft in management report)  ➢ Extra operational precautions will be put in place.  ❖ Parents: ➢ A new survey will be shared with parents next week on “ParentSquare” to assess their feelings and thoughts about the school’s reopening.  ➢ After reading the parent feedback, we will communicate our Reopening Plans on August 7 th , 2020 from 6:00-7:00. All Board Members are welcome to attend.  ❖ The Leadership and Operations teams have been meeting virtually for their summer training and preparations since July 13th and will continue to do so.  ❖ We have scheduled a fully virtual August Professional Development plan for teachers |
| Gerry | 6:30-6:35/ | Approval of Prior Meeting Minutes **To be addressed at a future board meeting**  • June 2020 Board Meeting |
| Francesca/ Erienne | 6:35-7:15/ 6:50 | Review and Vote  • Cleaning Services (Table until we have pricing structure for current situations)   * Looking at 3 vendors for services: Executive Cleaning, Summit Facility, Pro-clean maintenance (current provider) * Pro-Clean: The proposal includes, which is part of the contract provided at no extra charge: (Porter #1: 8am-5pm; Porter #2: 11am-8pm; Porter #3 5pm-9pm> Monday – Friday)   + day porter services for 3 hours/day,   + nightly cleaning for 3 hours/night,   + specialty floor care, supplies   + deep cleaning of school during Summer break and as a complimentary service we will also provide hand soap and toilet paper dispensers for restrooms.   + **$109,116.00 anticipated cost** * Summit Facility   + $100 for Day Porter cleaning supplies & $250 for NC supplies included in monthly charge; equipment is included and there is no charge.   + Consumables (Toilet Tissue, Roll Towels, etc) are not included and can be provided for an additional price.   + Floor Stripping and Buffing was not included in the spec. This work is typically performed during the summer months.   + **$129,900.00 anticipated cost** * Executive Cleaning   + Executive Cleaning Services, LLC will furnish all necessary equipment, cleaning supplies, labor and supervision necessary to perform the service herein.   + All materials such as plastic liners, paper products and hand soap will be furnished by the School.   + As a general company policy we do not provide consumable supplies. If we do, there will be a 20% charge to every item that is ordered. It is much cheaper if you purchase this on your end. If you are referring to cleaning supplies. The price for the 12month program DOES include all supplies that WE use for the cleaning. We would ask that you purchase additional supplies to be used by your staff, if needed during the day for any emergencies. Our porter will have their own cleaning items supplies by us.   + **$107,700 anticipated cost** * Cleaning service needs to more amped up because of COVID-19 school is to be remote at   + Add a line item for covid supplies and other cleaning supplies as part of the contract. * Cleaning services for credit for months   + Month to month   • Painting Services (table the painting services till the next meeting)   * Want to give the school a facelift for the students for when they come back 30,000 sqft project   + Proclean $47,500 estimated cost (Worked with them in the past)   + MLA Construction $61,870 estimated cost     - Worked with landlord   + Art Pop LLC (do no prime walls) $36,000   • Health Care Defined Contributions Increase and Allocation   * Absorbing cost of Covid-19 healthcare costs or share cost with staff * MOTION TO APPROVE to absorbed cost increased * UNNANOMOUSLY APPROVED   • Insurance Policies   * Coverage for 280 students from 180 students * Limits 200 to 300 thousand * Removing the exclusion of communicable disease policies * Was 54k now to 77k because of pupil increase * MOTION TO VOTE * UNNANOMOUSLY APPROVED |
| Francesca | 7:15-8:00 / 7:50 | Management Report  • July 2020 Update  *Enrollment*  Enrollment Goal for 20-21: 280  Total Currently Enrolled: 248  Total Seats Left to Fill: 32  -10 away from our desired goal of 60 students in 5th grade  -20 away from our desired goal of 110 students in 6th grade  -2 away from our desired goal of 110 students in 7th grade  Total Students Offered & on Waitlist:73  • Reopening Plans   1. Stage 1: September-October 2nd: Students and staff will engage in a 100% virtual learning environment. At the end of September, Emblaze Academy will evaluate if the school will move to Stage 2 based on the current state of the Hunts Point area in regard to COVID. 2. Stage 2: October 5th-the end of the pandemic: Given that COVID cases have not spiked or it is otherwise not unsafe for students to be in the school building Emblaze will begin returning students to the building on a limited basis. Students will be split into two groups. Lower School will attend school in person Monday and Tuesday and will be taught virtually Wednesday-Friday. Upper School will be taught virtually Monday - Tuesday and Friday and will attend school in person on Wednesday and Thursday. 3. Stage 3: Once it is safe to do so, because there is a vaccine or herd immunity, staff and students will return to in-person learning. |
| Harini/Derian (Edtec) | No financial results available | Finance and Facilities Committee Report  • June 2020 Financial Results  • June 2020 Finance Report  • Facilities Update To discuss during August 2020 strategic meeting with EdTec  • PPP Forgiveness  • Credit line  • Enhancing Financial and Cash Flow Reporting  • Relationship and responsibilities between “Friends of” and Board  • Financial Results Timeline Revisited |
| Marlin | 8:00-8:05 / | Enrollment and Development Committee Report **To be addressed at a future board meeting**  • Enrollment Update  • Development Update  • Branding Program |
| Gerry | 8:05-8:10 / | Governance Committee Report **To be addressed at a future board meeting**  • Board Candidates Status  o 1 candidate in final phase of review  • Vice Chair Resignation effective 12/31/2020 |
| Gerry | 8:10-8:15 / | Next Steps **To be addressed at a future board meeting**  • Virtual Board Retreat Day and Time Discussion  • Approve Past Meeting Minutes  • Develop Fundraising Approach and Branding Program  • Succession Planning – Selection of New Board Chair |
| Gerry | 8:15 /8:28 | Adjournment |