



January 2023 Board Meeting Date:
January 31, 2023.
Time: 6:30 PM - 8:15 PM. Location: Virtual meeting at
[https://emblazeacademy-org.zoom.us/j/5210424773?pwd=ckFDVG9aSERJ a](https://emblazeacademy-org.zoom.us/j/5210424773?pwd=ckFDVG9aSERJ amNjbHdMSWJQcmkyQT09)

[mNjbHdMSWJQcmkyQT09.](https://emblazeacademy-org.zoom.us/j/5210424773?pwd=ckFDVG9aSERJ amNjbHdMSWJQcmkyQT09)

Board Members in Attendance:	Absent Board Members:	Other Attendees:
Geraldo Vasquez Janneth Gaona Marlin Jenkins	Matthew Kirby-Smith Tameka Beckford-Young	Ms.Hinton, Leslie Rich (EdTech),

Time	Lead	Agenda Item/ (Document No.)
6:30/ 6:45	Gerry	Call to order. <ul style="list-style-type: none"> Board would like to clarify some polices around fiscal spending by the leadership in way that is more practical and acceptable for the numbers of students that school has retained. There seems to be some level of confusion about what can be written off as a school expense and what cannot, as there are some regulations with spending tax payer dollars on certain types of activities.
6:30- 6:40	Gerry	Board Meeting Minutes 9/2022-12/2022 (Forthcoming)
6:40- 7:00 7:15	Janneth/ Edtec	Finance and Facilities Committee Report <ul style="list-style-type: none"> December 2022 Financial Results (including monthly credit card activity by line item) (1-6) YTD Actuals recoded using SpEd Billed Actuals of 7 FTE (20-60%) & 36.051 FTE (Greater than 60%) per November Per Pupil Invoice Revenue Note: <ul style="list-style-type: none"> State grants negative variance driven by under enrollment. Expense Notes: <ul style="list-style-type: none"> Personnel savings from vacancies Curriculum and Classroom coverage driven by textbooks, assessment and food & incentives. Professional Development variance driven by PD timing. Facilities variance driven by repairs. Misc. expense driven by positive variance contingency costs.

Budget YTD vs. Actuals YTD

		2022-23	2022-23	Variance
		Budget YTD	Actuals YTD	
Revenue	Per Pupil Funding & State Grants	3,387,317	2,901,497	(485,820)
	Federal Grants	5,183	6,375	1,192
	Contributions & Grants	-	-	-
	Fundraising	-	-	-
	Interest	-	70	70
	Miscellaneous Revenues	-	-	-
	Total Operating Revenue	3,392,500	2,907,942	(484,558)
Expenses	Personnel	1,482,617	1,216,759	265,857
	Benefits & Insurances	339,979	283,071	56,908
	Curriculum & Classroom	94,623	111,554	(16,932)
	Administrative Expenses & Insurances	226,924	205,910	21,014
	Professional Development & Services	182,667	230,530	(47,863)
	Marketing & Recruitment	52,540	25,094	27,446
	Facilities	1,045,385	1,074,274	(28,889)
	Miscellaneous Expenses	238,063	102,542	135,521
Total Expenses	3,662,797	3,249,734	413,063	
	Net Operating Income	(270,297)	(341,792)	(71,495)
	CARES Act	-	-	-
	Net Income*	(270,297)	(341,792)	(71,495)

- Accomplishments
 - Reclassification of expenses into more specific categories for tracking and budgeting purposes
- Next Steps
 - Monitor student FTEs in proportion to discretionary funding.
 - Review of staffing by category
- Goals & Horizon Issues
 - Review and update Financial Policies and Procedures
 - Work with school to identify additional areas of savings and funding opportunities.

7:00-7:20

Shakina

Management Report (7)

- January 2023 Update (including NYSED exam results, enrollment, hiring statuses and assessment results)
 - Boys' and girls' basketball teams have started for the season.
 - Spark night sip and paint for the SpEd students to have them mingle and ask questions to the director of SpEd, is being hosting by a local business who will provide all the materials.
 - Emblaze now has a mascot, a dragon. Students will participate in an art contest to determine the actual logo.
 - Food pantry Feb 10, this will be held on a monthly basis. There will be a drawing for the families in need.

Interim Assessment Data

Emblaze Academy Proficiency = 70% and above

NYS Proficiency - 65% and above

Grade	ELA		NYS ELA Proficiency	Math		NYS Math Proficiency
	IA #1	IA #2		IA #1	IA #2	
5	0%	17%	38%	6%	34%	37%
6	0%	21%	57%	2%	27%	38%
7	15%	12%	48%	0%	22%	38%
8	5%	35%	47%	2%	28%	24%

- Enrollment
 - 22-23 Total Enrollment UTD (up to date): 182
 - 5th grade: 17 students (loss of 13 students from August)
 - 6th grade: 46 students (loss of 30 students from August)
 - 7th grade: 58 students (loss of 14 students from August)
 - 8th grade: 59 students (loss of 8 students from August)
- Current enrollment projects:
 - Mailers - In Progress
 - Website Redesign- Complete
 - Open House - Multiple tours scheduled for February.
 - Outreach to local Elementary School - Two Middle School Fairs being scheduled for Spring.
 - Enrollment calls/emails to prospective families - In Progress
- Professional development for Shakina (approved unanimously)

7:20-7:40

Rainer (Architect)

Facility Renovations Presentation

- Vendor presents the following projects.
- 23-24 Summer Building Beautification Project
 - Addition to first floor/Plaza -possible to add same space in the basement.
 - Create a place for a front security vestibule, allow for more space in the front and create a barrier between the classrooms and the front office for security.
 - Cost for this right now with everything that would need to be figured out first with the landlord and the schools leaders will delay this project for the foreseeable future
 - Outside terrace added to 2nd floor in the same space as above
 - Both projects would create a functional office space as well as an upper outside space for the children
- Board wants to have a discussion with the landlord about splitting the cost, or breaking the lease and getting a better facility. Even speaking to the landlord to resolve the cost

		<p>breakdown may take longer than the 2 weeks the contractor has said he would need to do the project over the summer.</p> <ul style="list-style-type: none"> • Other fixes that could be important to helping the school look better is moving the trash to a different spot that is not at the entrance, and the paint job to the 4 floors of the building.
7:40-7:55	Marlin	<p>Enrollment and Development Committee Report (tabled for the next meeting)</p> <ul style="list-style-type: none"> • Enrollment Update • Development Update • Branding Program
7:55-8:10	Gerry	<p>Governance Committee Report</p> <ul style="list-style-type: none"> • Merger Status
8:10-8:15	Gerry	<ul style="list-style-type: none"> • Christmas party expense was a concern for the board, we should not be using the tax levied dollars for alcohol, there is going to be an updated to the financial policies so there is a lot of clarity with how money can be spent. <p>Adjournment 8:30</p>