



Updated: May 2023 Board Meeting.

Date: May 30, 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_a)

[mNjbHdMSWJQcmkyQT09.](https://emblazeacademy-org.zoom.us/j/5210424773?pwd=ckFDVG9aSERJ_a)

Board Members in Attendance:	Absent Board Members:	Other Attendees:
Geraldo Vasquez Marlin Jenkins	Matthew Kirby-Smith Tameka Beckford-Young Janneth Gaona	Leslie Rich (EdTech), Eirene Rojas, Ms.Hinton, Stacy (part of the management team), Natalie Claudio(PTO head)

Time	Lead	Agenda Item/ (Document No.)																																																																																													
6:30	Gerry	Call to order																																																																																													
6:30-6:40	Gerry/Tameka	Board Meeting Minutes <ul style="list-style-type: none"> <li>April 2023 (8)</li> </ul>																																																																																													
6:40-7:20	Janneth/Edtec	Finance and Facilities Committee Report <ul style="list-style-type: none"> <li>April 2023 Financial Results (including monthly credit card activity by line item) (1-5)               <ul style="list-style-type: none"> <li>Enrollment negative variance of \$1.4MM offset by \$911k in expense savings, operating income of (\$538k) variance from budget.</li> </ul> </li> </ul>																																																																																													
<div style="background-color: #0056b3; color: white; padding: 5px; font-weight: bold; font-size: 1.2em;">Budget vs Year End Forecast</div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th colspan="2"></th> <th style="background-color: #92d050;">2022-23</th> <th style="background-color: #92d050;">2022-23</th> <th style="background-color: #e69d00;">Variance</th> </tr> <tr> <th colspan="2"></th> <th style="background-color: #92d050;">Budget</th> <th style="background-color: #92d050;">Current Forecast</th> <th></th> </tr> </thead> <tbody> <tr> <td rowspan="6" style="text-align: center; vertical-align: middle;">Revenue</td> <td>Per Pupil Funding &amp; State Grants</td> <td style="text-align: right;">6,796,488</td> <td style="text-align: right;">4,853,551</td> <td style="text-align: right;">(1,942,938)</td> </tr> <tr> <td>Federal Grants</td> <td style="text-align: right;">308,805</td> <td style="text-align: right;">314,579</td> <td style="text-align: right;">5,774</td> </tr> <tr> <td>Contributions &amp; 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		<ul style="list-style-type: none"> <li>○ KEY assumptions <ul style="list-style-type: none"> <li>○ Keeping the budget as flat to last year as possible.</li> <li>○ Proposing a shortfall of \$848k, floating the program by using cares act funding, one in the Budget should break even, at \$20k.</li> <li>○ Gains are represented by the summer youth programs.</li> <li>○ There will be a 5% contingency (slush fund) if enrollment does not come in at 175, or if contracts go over budget, essentially allowing for some wiggle room if necessary.</li> </ul> </li> <li>• Board Financial Requests Status <ul style="list-style-type: none"> <li>○ Contract Reviews Status <b>Slated for June Meeting</b></li> <li>○ Cash on Hand Allocation on Dashboard <ul style="list-style-type: none"> <li>▪ <b>Have the April dashboard, shared separately with the board, will be added to the regular May finance committee meeting.</b></li> </ul> </li> <li>○ Review and Update Cash Management Policy <b>Will be prepared for the May Finance committee, and June board meeting.</b></li> </ul> </li> <li>• FY24 Budget Status (6) <ul style="list-style-type: none"> <li>○ Will be available and discussed during the May 2023 board meeting; vote required by June 2023.</li> </ul> </li> </ul>
<p><b>7:20-7:40</b></p>	<p>Shakina</p>	<ul style="list-style-type: none"> <li>• May 2023 Management Report (including NYSED exam results, enrollment, hiring statuses and assessment results) (7)</li> <li>• <b>Assessments</b> <ul style="list-style-type: none"> <li>○ <b>NYS ELA Exam - 4/19 - 4/20 – Complete.</b></li> <li>○ <b>NYS Math Exam - 5/3 - 5/4 – Complete.</b></li> <li>○ <b>IA # 4 - 5/15 - 5/19 (ELA Only)- Complete.</b></li> <li>○ <b>Science State Exam (Performance 8th Grade Only) - 5/23 - 5/24 Complete.</b></li> <li>○ <b>IA # 4 -5/30 - 6/1 (Math Only)- Upcoming. Science State Exam - 6/5 (8th Grade Only) - Upcoming</b></li> </ul> </li> <li>• Facility Renovation Update <ul style="list-style-type: none"> <li>○ Exterior and interior painting.</li> <li>○ <b>Emblaze Academy Vertical Signage - In progress, searching for a new vendor, images submitted were not satisfactory. Quotes will be presented during June board meeting.</b></li> <li>○ <b>Exterior Paint - Quotes will be presented during June board meeting.</b></li> </ul> </li> <li>• New Student Enrollment Approach <ul style="list-style-type: none"> <li>○ Current enrollment is at 191, there is a smaller 8<sup>th</sup> grade cohort.</li> <li>○ 131 will be returning next year, so 95-100% of students will be returning the school the following year.</li> <li>○ There is 185 applications currently that are being processed as well as a waitlist to continue filling.</li> <li>○ Current projections for next year are 35-5<sup>th</sup> grader 80-6<sup>th</sup> graders, 65-7<sup>th</sup> graders, and 65-8<sup>th</sup> graders, the invoice states a 245 per pupil count projection.</li> <li>○ The board would like to see a more overall holistic pipeline to help replenish the grade enrollments up.</li> </ul> </li> <li>• Status of NYSED Renewal by June 2023 Now pending the states response.</li> <li>• <b>Professional development for the faculty.</b></li> <li>• <b>The Establishment of a parent survey, for communication and parent satisfaction.</b></li> </ul>

7:40-7:55	Marlin	Enrollment and Development Committee Report <b>Tabled for next meeting.</b> <ul style="list-style-type: none"> <li>• Enrollment Update</li> <li>• Development Update</li> <li>• Branding Program</li> </ul>
7:55-8:10	Gerry/Tameka	Governance Committee Report <ul style="list-style-type: none"> <li>• “Friends of...” Entity Update (<b>Will depend on the enrollment number</b>)</li> <li>• Discuss Potential of “Friends of...” Board Member(s) Transitioning to Emblaze Board</li> </ul>
8:10-8:15	Gerry	Adjournment <b>8:20</b>