

Emblaze Academy Board Meeting



August 16, 2024

1:00 PM - 3:00 PM

Board Members in Attendance:

- Daisy Fernandes
- Janneth Gaona
- Ryan Hicks
- Kaitlyn McKeough
- Caroline Wachtler

Additional Attendees:

- Hyrjana Dibra
- Shakina Hinton
- Astha Dutta
- Janeya Hisle
- Bryson Wilson

Agenda Topic

Discussion Lead

5m Welcome, Call to Order, & Roll Call (*Start recording*)

Board Chair

Note board member attendance, & review agenda for the meeting.

30m Monthly Monitoring Report

HOS & DOO

- August MMRs
 - [Financial goals](#)
 - Academic goals update on status

10m Academic Committee

Academic Committee Chair

- Present updates from [August meeting](#)
 - Delegate
 - History, SPED, culture responsibilities to deans
 - Day-to-day tasks to deans/coordinators
 - Focus on “big picture” tasks
 - All decision aligning to established Mission & Vision
 - Coaching deans to execute delegated tasks
 - Establishing structures (Deans create, HOS reviews & approves)
 - Coaching norms
 - Culture norms
 - PD S&S
 - Assessment schedule
 - Surveys
 - LENS training: <https://bes.org/lens>

- Update on Audit (*In progress- on track*)
- Follow up from July Meeting
 - Status of Chase CD account (*2 accounts- \$250 in each*)
 - Status of EdTec/EA's Account Service Provider (*continuing EdTec contract for 24/25 SY with modified contract*)
- Finance Committee Meetings commencing in September 2024
 - Establish goals
 - Outline responsibilities (ex. Contract management)

- Personnel Handbook updating details
 - Modify with Emplova based on Susan's notes
 - Continue updating within chunks
- Confirm Officer titles:
 - Board Chair & Secretary: Kaitlyn McKeough
 - Co Vice Chair: Ryan Hicks
 - Treasurer & Finance Committee Chair: Daisy Fernandes
 - Vice Treasurer: Janneth Gaona
 - Co Vice Chair & Academic Committee Chair: Caroline Wachtler
- Confirm committee seats
 - Academic committee
 - Caroline Wachtler (chair)
 - Kaitlyn McKeough
 - Finance Committee
 - Daisy Fernandes (chair)
 - Janneth Gaona
 - Governance Committee
 - Kaitlyn McKeough (chair)
 - Ryan Hicks

Decisions:

- Officer Titles

(**APPROVE** | REJECT)

	YAY	NAY	ABSTAIN
<input checked="" type="checkbox"/> C. Wachtler	<input type="checkbox"/> C. Wachtler	<input type="checkbox"/> C. Wachtler	
<input type="checkbox"/> D. Fernandes	<input type="checkbox"/> D. Fernandes	<input type="checkbox"/> D. Fernandes	
<input type="checkbox"/> J. Gaona	<input type="checkbox"/> J. Gaona	<input type="checkbox"/> J. Gaona	
<input checked="" type="checkbox"/> R. Hicks	<input type="checkbox"/> R. Hicks	<input type="checkbox"/> R. Hicks	
<input checked="" type="checkbox"/> K. McKeough	<input type="checkbox"/> K. McKeough	<input type="checkbox"/> K. McKeough	

- Committee Seats

(**APPROVE** | REJECT)

YAY	NAY	ABSTAIN
<input checked="" type="checkbox"/> C. Wachtler	<input type="checkbox"/> C. Wachtler	<input type="checkbox"/> C. Wachtler
<input type="checkbox"/> D. Fernandes	<input type="checkbox"/> D. Fernandes	<input type="checkbox"/> D. Fernandes
<input type="checkbox"/> J. Gaona	<input type="checkbox"/> J. Gaona	<input type="checkbox"/> J. Gaona
<input checked="" type="checkbox"/> R. Hicks	<input type="checkbox"/> R. Hicks	<input type="checkbox"/> R. Hicks
<input checked="" type="checkbox"/> K. McKeough	<input type="checkbox"/> K. McKeough	<input type="checkbox"/> K. McKeough

Topics to table

- Vote whether to continue with Leslie for enrollment support.
- Vote on LENS training, decide who will be attending/when

Next Steps

- Look at monthly board meeting calls to be early evening (4-6 range)