

# Emblaze Academy Board Meeting Minutes



November 14, 2025

4:00 PM - 5:20 PM

## Board Members in Attendance:

- Caroline Wachtler
- Daisy Fernandes
- Kaitlyn McKeough
- Kelly Thompson
- Yana Borokhov

## Additional Attendees:

- Briana Keitt
- Hyrjana Dibra
- Janeya Hisle
- Travis Hill

## Meeting Minutes

### 1. Welcome, Call to Order, & Roll Call

- **Call to Order:** Kaitlyn McKeough called the meeting to order at 4:00 PM.
- **Roll Call – Present Board Members:**
  - Caroline Wachtler
  - Daisy Fernandes
  - Kaitlyn McKeough
  - Kelly Thompson
  - Yana Borokhov
- **Absent: N/A**
- **Additional Attendees:**
  - Briana Keitt
  - Hyrjana Dibra
  - Janeya Hisle
  - Travis Hill
- **Agenda Review:** Kaitlyn reviewed the agenda and September 2025 meeting minutes. No edits were proposed.
- **October 2025 Minutes:** Approved by unanimous consent.

### 2. Monthly Monitoring Report

**Presented by:** Briana Keitt

- Enrollment: 183 students
- Round 1 of staff evaluations has been completed

- Culture walkthroughs indicate a need for more consistency in classroom management

### **3. Finance Committee**

**Presented by:** EdTec (Janeya) & Kaitlyn McKeough

- November Finance Committee meeting debrief
- Progress on moving savings accounts
- Board and school leadership goals alignment

### **4. Academic Committee**

**Presented by:** Kelly Thompson

- Academic Committee met in November
- Ongoing project: redesign of staff job descriptions
- Strategic planning for sustainable instructional coaching and curriculum-aligned PD

### **5. Governance Committee**

**Presented by:** Kaitlyn McKeough

- November Governance Committee meeting
- Progress on policy updates related to charter renewal
- Friends of Emblaze (FOE) dissolution target: December 31, 2025
- Identification of joint board + leadership priorities to be refined in future meetings

### **6. Executive Session**

- Travis Hill's board candidacy
- Norming of project goals between trustees and the Head of School

### **7. Voting Decisions**

- **Motion 1: Appointment of Travis Hill to the Board of Trustees**  
Motion to approve the appointment of Travis Hill to the Emblaze Academy Board of Trustees, subject to all NYSED-required approvals and completion of standard onboarding and compliance procedures.  
Vote: Unanimously approved (5-0)
- **Motion 2: Bylaws Approval**  
Motion to approve updated Emblaze Academy bylaws, aligned to NYSED requirements, with final language to be adopted upon legal review.  
Vote: Unanimously approved (5-0)
- **Motion 3: Complaint Policy Approval**

Motion to approve the updated Emblaze Academy Complaint Policy, aligned with NYSED guidance and compliance requirements.

Vote: Unanimously approved (5–0)

- **Motion 4: Enrollment and Admissions Policy Approval**

Motion to approve the revised Enrollment and Admissions Policy, consistent with NYSED regulations and charter expectations.

Vote: Unanimously approved (5–0)

## 8. Next Steps

- Exploration of alternate facilities for Emblaze Academy
- Partnership exploration with Charter School Growth Fund
- Participation in NYS Charter School Association’s Facilities Conference

## 9. Adjournment

- **Meeting Adjourned:** 5:20 PM
- **Next Meeting Date:** December 18, 2025 (4:00 PM–6:00 PM)