July 17, 2026

EMBLAZE ACADEMY
CHARTER SCHOOL

July 17, 2026	5:00 PM - 6:00 PM

Board Members in Attendance:	Additional Attendees:
☑ Caroline Wachtler ☑ Daisy Fernandes ☑ Kaitlyn McKeough ☑ Travis Hill ☑ Yana Borokhov	☑ Briana Keitt ☑ Hyrjana Dibra ☑ Zach Zeppieri ☑ Martha Vega ☐ Gary W Brown ☑ Brad A Smith

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
  - Travis Hill
  - Yana Borokhov
- **Additional Attendees:**
  - Briana Keitt
  - Hyrjana Dibra
  - Zach Zeppieri
  - Martha Vega
  - Brad A Smith
- **Agenda Review:** Kaitlyn reviewed the agenda and June 2026 meeting minutes. No edits were proposed.
- **June 2026 Minutes:** Approved by unanimous consent.

2. Annual Meeting Presentation
Presented by: *Kaitlyn McKeough*
The Board reviewed the 2025–2026 Annual Meeting presentation, including:

- School performance and strategic priorities.
- Governance oversight activities completed during the year.
- Progress toward the Board's strategic goals.
- Board self-evaluation results and key areas for improvement.
- Committee accomplishments and year-end reports.
- Priorities and goals for the 2026–2027 school year.
- The Board also reviewed proposed trustee class assignments, officer positions, committee assignments, and governance priorities for the upcoming year.
- Board Elections
  - The Board reviewed trustee class assignments to maintain staggered terms and discussed officer and committee appointments for the 2026–2027 school year.

- The Vice Chair position will remain vacant until additional trustees receive NYSED approval and are eligible for election.

3. Voting Decisions

Motion 1: Board Trustee Class Assignments
Move to approve the revised Board of Trustees class assignments, maintaining two classes with staggered trustee terms.
Result: Unanimously approved (5–0).

Motion 2: Trustee Term Renewal – Kaitlyn McKeough
Move to re-elect Kaitlyn McKeough to the Board of Trustees for a one-year term ending at the 2027 Annual Meeting.
Result: Unanimously approved (4–0).

Motion 3: Trustee Term Renewal – Daisy Fernandes
Move to re-elect Daisy Fernandes to the Board of Trustees for a one-year term ending at the 2027 Annual Meeting.
Result: Unanimously approved (4–0).

Motion 4: 2026–2027 Officer Elections
Move to elect:

- Kaitlyn McKeough as Board Chair
- Daisy Fernandes as Treasurer
- Yana Borokhov as Secretary

for one-year terms ending at the 2027 Annual Meeting, with the Vice Chair position remaining vacant until qualified trustees are elected.
Result: Unanimously approved (5–0).

Motion 5: 2026–2027 Committee Assignments
Move to approve the committee chairs and committee assignments for the 2026–2027 school year, with assignments for trustees awaiting NYSED approval becoming effective upon confirmation.
Result: Unanimously approved (5–0).

Motion 6: Audit Standard Operating Procedure
Move to approve the Audit Standard Operating Procedure (SOP) as presented.
Result: Unanimously approved (5–0).

4. Adjournment

- **Meeting Adjourned:** 4:54 PM
- **Next Meeting Date:** Thursday, August 14, 2026 (4:00 PM – 6:00 PM)

June 18, 2026

EMBLAZE ACADEMY
CHARTER SCHOOL

June 18, 2026	5:00 PM - 6:00 PM

Board Members in Attendance:	Additional Attendees:
☐ Caroline Wachtler ☑ Daisy Fernandes ☑ Kaitlyn McKeough ☑ Travis Hill ☑ Yana Borokhov	☑ Briana Keitt ☑ Hyrjana Dibra ☑ Janeya Hisle ☑ Zach Zeppieri ☐ Martha Vega ☑ Gary W Brown ☐ Brad A Smith ☑ Nick Freda (Gallagher) ☑ Julia Slay (Gallagher)

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:**
  - Daisy Fernandes
  - Kaitlyn McKeough
  - Travis Hill
  - Yana Borokhov
- **Additional Attendees:**
  - Briana Keitt
  - Hyrjana Dibra
  - Janeya Hisle
  - Zach Zeppieri
  - Gary W Brown
  - Nick Freda (Gallagher)
  - Julia Slay (Gallagher)
- **Agenda Review:** Kaitlyn reviewed the agenda and May 2026 meeting minutes. No edits were proposed.
- **May 2026 Minutes:** Approved by unanimous consent.

2. Monthly Monitoring Report (Head of School)
Presented by: *Briana Keitt*

School Highlights

- Leadership presented the June Monthly Monitoring Report.
- Enrollment remained stable at approximately 183–184 students, meeting the budget target.
- End-of-year activities, staffing, and summer planning were reviewed.
- Leadership provided updates on student achievement, culture, and operational readiness for the 2026–2027 school year.

3. Finance Committee
Presented by: *EdTec (Janeya) & Daisy Fernandes*

- EdTec presented June financials and year-end projections.
- The FY2025–26 audit was completed.
- Friends of Emblaze financial responsibilities have transitioned to the school, including direct payment of operating expenses.
- The committee discussed year-end spending priorities, certificate of deposit interest, and updates to financial policies in preparation for the transition to CSBM.
- The Board reviewed continued use of RAMP for accounts payable vendors. proposal for student recruitment was reviewed and remains under consideration.

4. Academic Committee
Presented by: *Kaitlyn McKeough & Briana Keitt*

- Staffing updates, including one pending hire and continued recruitment for math, science, and enrichment positions.
- Enrollment projections for the upcoming school year.
- Adoption of Amplify Science curriculum and transition from i-Ready to NWEA MAP assessments.
- Completion of end-of-year teacher evaluations.
- Proposed academic proficiency targets for grades 6–8.
- New college and career readiness programming.
- Standardized monthly student culture surveys and expanded family engagement efforts.

5. Governance Committee
Presented by: *Kaitlyn McKeough*

- Gallagher's insurance proposal for FY2026–27.
- Budget and enrollment updates.
- Continued engagement with the school's marketing consultant.
- Proposal to establish Marketing as a standing Board agenda item until a formal committee is created.
- Side yard beautification project and related budget considerations.
- Board expansion plans, including setting the Board size at nine trustees.
- Progress toward onboarding newly approved trustees.

6. Executive Session

The Board entered Executive Session to discuss:

- Head of School maternity leave target metrics.
- Personnel and strategic planning matters.

7. Voting Decisions

Motion 1: Revised FY2026–27 Operating Budget
Move to approve the revised FY2026–2027 operating budget as presented.
Result: Unanimously approved (4–0).

Motion 2: FY2026–27 Insurance Policy
Move to approve the insurance policy package presented by Gallagher for the FY2026–2027 policy period.
Result: Unanimously approved (4–0).

Motion 3: Board Size Increase
Move to approve increasing the Board's authorized size to nine trustees.
Result: Unanimously approved (4–0).

8. Adjournment

- **Meeting Adjourned:** 5:55 PM
- **Next Meeting Date:** Thursday, July 17, 2026 (4:00 PM – 6:00 PM)

May 28, 2026

EMBLAZE ACADEMY
CHARTER SCHOOL

May 28, 2026	5:00 PM - 6:00 PM

Board Members in Attendance:	Additional Attendees:
☑ Caroline Wachtler ☑ Daisy Fernandes ☑ Kaitlyn McKeough ☑ Travis Hill ☑ Yana Borokhov	☑ Briana Keitt ☑ Hyrjana Dibra ☑ Janeya Hisle ☑ Zach Zeppieri ☑ Martha Vega ☑ Gary Wade

Meeting Minutes

1. Welcome, Call to Order, & Roll Call

- **Call to Order:** Kaitlyn McKeough called the meeting to order at 5:00 PM.
- **Roll Call – Present Board Members:**
    - Caroline Wachtler
    - Daisy Fernandes
    - Kaitlyn McKeough
    - Travis Hill
    - Yana Borokhov
- **Additional Attendees:**
    - Briana Keitt
    - Hyrjana Dibra
    - Janeya Hisle
    - Zach Zeppieri
    - Martha Vega
    - Gary Wade
- **Agenda Review:** Kaitlyn reviewed the agenda and April 2026 meeting minutes. No edits were proposed.
- **April 2026 Minutes:** Approved by unanimous consent.

2. Monthly Monitoring Report (Head of School)
Presented by: *Briana Keitt*

School Highlights

- Leadership shared highlights from the school's first overnight college trip to Boston, where 39 students visited Boston University and explored the city. For many students, this represented their first opportunity traveling outside of New York City and the Bronx. Staff reported positive student engagement and significant enthusiasm around future college opportunities.

Enrollment & Attendance

- Current enrollment stands at 184 students.
- Enrollment has remained consistently in the 180s since November.
- Daily attendance averaged 85.32% for May, below the school's 90% target.
- On-time attendance averaged 72.05%.

- Leadership discussed ongoing enrollment challenges resulting from:
    - The planned removal of 5th grade.
    - Increased charter school competition.
    - Continued demographic shifts and family relocation from the Hunts Point area.

School Culture

- Recent survey results showed:
    - 88.9% of staff reporting a positive school culture.
    - 72.8% of students reporting a positive school culture.
    - 93.8% of families reporting a positive school culture.
    - 100% of surveyed families reporting confidence in student preparation for high school.
- Leadership highlighted recent school events including athletics programming, student celebrations, and preparation for end-of-year activities.

Upcoming Events

- The Board reviewed plans for:
    - Science Fair (June 6)
    - Field Day
    - End-of-year field trips
    - Sports Banquet (May 29)
    - Graduation ceremonies for 5th and 8th grade students on June 17
- Summer Programming
    - Summer Boost programming will run from June 29 through July 31 and will be used both for academic support and community engagement opportunities.

3. Finance Committee

Presented by: *EdTec (Janeya) & Daisy Fernandes*

Financial Review

- Projected year-end surplus increased to approximately $109,000.
- Cash reserves totaled approximately $3.6 million as of April 30.
- Final enrollment projection is 185.5 FTEs, approximately 27 students below budget assumptions.

FY26–27 Budget Review

The Board reviewed the proposed FY26–27 budget, including:

- 180-student enrollment target.
- Break-even enrollment of 176 students.
- Maximum enrollment cap of 200 students.

Additional Updates

- Lease transition from Friends of Emblaze to the school has been completed.
- Friends of Emblaze dissolution remains in progress.
- Transportation proposal for student recruitment was reviewed and remains under consideration.

4. Academic Committee

Presented by: *Kaitlyn McKeough & Briana Keitt*

Teacher Certification

- Leadership provided updates on teacher certification efforts and recruitment of certified staff.

Curriculum & Summer Planning

The committee reviewed:

- Summer school plans.
- Summer professional development.
- Curriculum purchases and implementation planning.

Special Education Program

- The committee reviewed plans for a 12:1 special education classroom serving grades 6–7 beginning in SY26–27.

Teacher Incentive Program

- Leadership presented a proposed performance-based teacher bonus structure tied to instructional effectiveness, attendance, student outcomes, and school culture metrics.

5. Governance Committee

Presented by: *Kaitlyn McKeough*

Board Composition

- The Governance Committee recommended the appointment of the following pending NYSED approval:
    - Martha Vega
    - Gary Brown
    - Zach Zepieri

Board Development

- The committee discussed committee assignments, board growth, and governance planning for the upcoming school year.

Student Discipline Appeal

- The Board reviewed the appeal of an expulsion related to a second weapon possession incident and discussed the school's recommendation.

6. Executive Session

The Board entered Executive Session to discuss:

- Student discipline matters.
- Personnel matters.
- Budget and strategic planning.

7. Voting Decisions

Motion 1: FY26–27 Budget
Move to approve the FY26–27 operating budget with an enrollment target of 180 students and maximum enrollment of 200 students.
Result: Unanimously approved (5–0).

Motion 1: FY26–27 Budget
Move to approve the FY26–27 operating budget with an enrollment target of 180 students and maximum enrollment of 200 students.
Result: Unanimously approved (5–0).

Motion 2: Teacher Performance Incentive Program
Move to approve the FY26–27 teacher performance incentive pilot program.
Result: Unanimously approved (5–0).

Motion 3: 12:1 Special Education Classroom
Move to approve submission of a non-material charter revision request related to the addition of a 12:1 special education classroom.
Result: Unanimously approved (5–0).

Motion 4: Student Expulsion Appeal
Move to uphold the school's expulsion decision.
Result: Approved (3–2–0).

Motion 5: Board Appointments
Move to appoint Martha Vega to the Board of Trustees pending NYSED approval.

Result: Unanimously approved (5–0).

Motion 5: Board Appointments
Move to appoint Gary Brown to the Board of Trustees pending NYSED approval.
Result: Unanimously approved (5–0).

Motion 5: Board Appointments
Move to appoint Zach Zepieri to the Board of Trustees pending NYSED approval.
Result: Approved (4–1–0).

8. Adjournment

- **Meeting Adjourned:** 5:55 PM
- **Next Meeting Date:** Thursday, June 18, 2026 (4:00 PM – 6:00 PM)

April 22, 2026

EMBLAZE ACADEMY
CHARTER SCHOOL

April 22, 2026 | 4:00 PM - 6:00 PM

Board Members in Attendance:	Additional Attendees:
☑ Caroline Wachtler ☑ Daisy Fernandes ☑ Kaitlyn McKeough ☐ Travis Hill ☑ Yana Borokhov	☑ Briana Keitt ☑ Hyrjana Dibra ☑ Janeya Hisle

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
  - Yana Borokhov
- **Additional Attendees:**
  - Briana Keitt (Head of School)
  - Hyrjana Dibra
  - Janeya Hisle
- **Agenda Review:** Kaitlyn reviewed the agenda and March 2025 meeting minutes. No edits were proposed.
- **November 2025 Minutes:** Approved by unanimous consent.

2. Monthly Monitoring Report (Head of School)
Presented by: *Briana Keitt*

School Culture & Student Engagement

- The school completed March programming and activities, including:
  - Parent-teacher conferences
  - State testing preparation
  - Student incentive events
  - Ongoing extracurricular programming
- Leadership noted continued improvements in school culture, student engagement, and family communication.
- Enrollment outreach efforts and community engagement events continued as part of the school's broader recruitment strategy.

Academic & Instructional Updates

- ELA State Test administration was completed.
- Leadership discussed:
  - Student stamina during testing
  - Teacher preparation efforts
  - Systems implemented to support testing readiness
- Summer school and Summer PD planning began for the 2026–2027 school year.

- Preliminary planning for the 2026–2027 academic calendar and curriculum alignment was underway.

Staffing & Certification

- Teacher certification remained a major strategic priority following charter renewal feedback.
- Leadership continued prioritizing certified teacher recruitment and supporting existing staff certification pathways.

Operations & Planning

- SchoolRunner transition planning remained ongoing.
- Leadership discussed preparations for summer programming, staffing structures, and operational readiness for the next school year.

3. Finance Committee

Presented by: *EdTec (Janeya) & Daisy Fernandes*

Financial Review

- EdTec presented updated financial reporting and projections.
- Committee reviewed:
  - Current operating position
  - Enrollment trends
  - Cash flow projections
  - Budget planning for the 2026–2027 school year

Budget Planning

- Preliminary 2026–2027 budget development continued.
- Committee discussed anticipated state funding increases and strategic allocation priorities.
- Enrollment assumptions and staffing considerations remained central to budget planning conversations.

CSBM Transition

- Transition planning from EdTec/Vertex to CSBM continued.
- Board discussed:
  - Transition timelines
  - Audit support concerns
  - Data ownership and contract language
  - Operational handoff planning
- CSBM onboarding and training efforts for school operations and finance systems remained in progress.

Marketing & Enrollment

- Board discussed continued enrollment and marketing efforts, including:
  - Social media engagement
  - Community events
  - Student-centered recruitment strategies
  - Athletics and extracurricular offerings as enrollment drivers
- Board members discussed the importance of parent word-of-mouth referrals and showcasing school culture through student activities and events.

4. Academic Committee

Presented by: *Kaitlyn McKeough & Briana Keitt*

Academic Updates

- Committee reviewed:
  - ELA State Test administration and preparation
  - Ongoing student progress monitoring
  - Teacher accountability systems
  - Upcoming instructional planning for summer and next school year

Summer & SY26–27 Planning

Discussion included:

- Summer PD planning
- Summer school programming
- 2026–2027 academic calendar development
- Curriculum planning and alignment work

Teacher Certification

- Committee reviewed ongoing teacher certification progress and continued prioritization of certified hires moving forward.

5. Governance Committee
Presented by: *Kaitlyn McKeough*

Board Composition

- Travis Hill was formally approved to join the Board of Trustees.
- Kelly Thompson officially stepped down from the Board.

Governance Operations

Committee reviewed:

- Compliance calendar updates
- Upcoming and completed governance-related deadlines
- Development of future governance infrastructure, including:
    - Board Operating Guide
    - Board recruitment plan
    - Board skills matrix
    - Board onboarding process

Charter Renewal Follow-Up

- Governance Committee continued reviewing action steps tied to the school's charter renewal feedback and long-term strategic planning priorities.

Recruitment & Board Development

- Board discussed future recruitment priorities, including legal, HR, and operational expertise.
- Governance Committee continued refining board onboarding systems and trustee expectations.

6. Executive Session

The Board entered Executive Session to discuss:

- Head of School compensation planning for the 2026–2027 school year
- Personnel and strategic planning matters

7. Voting Decisions

Motion 1: Approve Head of School Compensation Adjustment

To approve an adjustment to the Head of School's salary, effective for the 2026–2027 school year, as presented and discussed by the Board.
Result: Unanimously approved (5–0).

8. Adjournment

- **Meeting Adjourned:** 5:52 PM
- **Next Meeting Date:** Friday, May 22, 2026 (4:00 PM – 6:00 PM)

Topics Tabled / Next Steps

- Consideration of additional facility options for Emblaze Academy
- Exploration of Charter School Growth Fund opportunities
- Attendance and participation in NYS Charter School Association facilities-related conferences

March 24, 2026

EMBLAZE ACADEMY
CHARTER SCHOOL

March 24, 2026	4:00 PM - 6:00 PM

Board Members in Attendance:	Additional Attendees:
☑ Caroline Wachtler ☑ Daisy Fernandes ☑ Kaitlyn McKeough ☐ Kelly Thompson ☑ Yana Borokhov ☐ Travis Hill	☑ Briana Keitt ☑ Hyrjana Dibra ☑ Janeya Hisle ☑ Mike Schall (SAX) ☑ Billy Parker (SAX)

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
  - Yana Borokhov
- **Additional Attendees:**
  - Briana Keitt
  - Hyrjana Dibra
  - Janeya Hisle
  - Mike Schall
  - Billy Parker
- **Agenda Review:** Kaitlyn reviewed the agenda and February 2026 meeting minutes. No edits were proposed.
- **February 2026 Minutes:** Approved by unanimous consent.

2. FY2024 Single Audit Presentation

Presented by: *SAX*

SAX presented the FY2024 Single Audit, including the audit opinion, financial statements, internal controls, and compliance findings. The auditors reported the results of the engagement and answered Board questions regarding the audit process and required follow-up actions.

3. Monthly Monitoring Report (Head of School)

Presented by: *Briana Keitt*

- Leadership presented the March Monthly Monitoring Report.
- Updates included student achievement, school culture, enrollment, staffing, and operational priorities.

- Leadership reviewed preparations for state testing, parent-teacher conferences, and end-of-year planning.
- Ongoing enrollment and staffing efforts remained a focus.

4. Finance Committee

Presented by: *EdTec (Janeya) & Daisy Fernandes*

- EdTec reviewed March financial statements and year-end projections.
- The committee discussed ongoing financial monitoring, budget planning, and enrollment trends.
- Marketing and enrollment initiatives were reviewed.
- Planning continued for the transition to CSBM for FY26–27.

Additional Updates

- Marketing and enrollment initiatives continue under the Marketing Committee.
- Progress on the Microsoft Grant application was shared.

Academic Committee

- *The Academic Committee did not meet prior to the Board meeting.*

5. Governance Committee

Presented by: *Kaitlyn McKeough*

- The newly developed Board Compliance Calendar.
- Progress on the Board Operating Guide.
- Development of a Board Recruitment Plan and Skills Matrix.
- Progress toward a formal board onboarding process.
- Completion and submission of charter renewal materials.
- Status of Travis Hill's pending NYSED trustee approval.

6. Voting Decisions

- **Motion 1: FY2024 Single Audit**
  Move to approve the FY2024 Single Audit as presented.
  Result: Unanimously approved (4–0).
- **Motion 2: Delegation of Audit Support Authority**
  Move to delegate authority to the Board Chair and Treasurer, acting jointly, to negotiate and execute agreements related to FY2025–26 audit support in an amount not to exceed $20,000.
  Result: Unanimously approved (4–0).

7. Adjournment

- **Meeting Adjourned:** 5:20 PM
- **Next Meeting Date:** April 22, 2025 (4:00 PM–6:00 PM)

February 27, 2026

EMBLAZE ACADEMY
CHARTER SCHOOL

February 27, 2026	4:00 PM - 6:00 PM

Board Members in Attendance:	Additional Attendees:
☑ Caroline Wachtler ☑ Daisy Fernandes ☑ Kaitlyn McKeough ☑ Kelly Thompson ☑ Yana Borokhov ☐ Travis Hill	☑ Briana Keitt ☐ Hyrjana Dibra ☑ Janeya Hisle ☑

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
- **Additional Attendees:**
  - Briana Keitt
  - Janeya Hisle
- **Agenda Review:** Kaitlyn reviewed the agenda and January 2026 meeting minutes. No edits were proposed.
- **January 2026 Minutes:** Approved by unanimous consent.

2. Monthly Monitoring Report (Head of School)

Presented by: *Briana Keitt*

- Leadership provided the February Monthly Monitoring Report.
- Student accountability systems continued through four-week progress reports to improve communication between teachers and families.
- Parent-Teacher Conferences were scheduled for March 27.
- Leadership reviewed staffing plans, including continued recruitment efforts focused exclusively on certified teachers.
- Summer planning and science curriculum implementation were discussed.

3. Finance Committee

Presented by: *EdTec (Janeya) & Daisy Fernandes*

- EdTec reviewed the February financial statements and current year projections.

- CSBM onboarding planning continues in preparation for the FY26–27 transition.
- The FY2024 Single Audit remains pending while awaiting guidance from SAX, the school's auditor.
- Friends of Emblaze dissolution remains under review by the New York State Attorney General.
- Leadership plans to renew the school's certificates of deposit prior to maturity.
- Upcoming financial and compliance deadlines, including the Security Grant and Per Pupil Billing submission, were reviewed.

Additional Updates

- Marketing and enrollment initiatives continue under the Marketing Committee.
- Progress on the Microsoft Grant application was shared.

4. Academic Committee

Presented by: *Kelly Thompson*

- The committee reviewed implementation of the new four-week progress report cycle.
- Parent communication and student accountability continue to be areas of focus.
- Leadership provided updates on hiring efforts, with future instructional hiring limited to certified teachers.
- Planning for Parent-Teacher Conferences and science curriculum implementation was reviewed.

5. Governance Committee

Presented by: *Kaitlyn McKeough*

- Charter Renewal action steps.
- Development of a formal board onboarding process.
- Updates to the board compliance calendar and policy tracker.
- Simplification of the school's Key Design Elements.
- Planning to reduce enrollment targets and discontinue 5th grade beginning in SY26–27.
- Ongoing tracking of teacher certification within Monthly Monitoring Reports.
- Future AI professional development opportunities.

6. Voting Decisions

- **Motion 1: Head of School Cost-of-Living Adjustment**
  Move to approve a 3% cost-of-living adjustment to the Head of School's annual base salary for the 2026–2027 school year.
  Result: Unanimously approved (5–0).

7. Adjournment

- **Meeting Adjourned:** 5:25 PM
- **Next Meeting Date:** March 24, 2025 (4:00 PM–6:00 PM)

January 23, 2026

EMBLAZE ACADEMY
CHARTER SCHOOL

January 23, 2026	4:00 PM - 6:00 PM

Board Members in Attendance:	Additional Attendees:
☑ Caroline Wachtler ☑ Daisy Fernandes ☑ Kaitlyn McKeough ☐ Kelly Thompson ☐ Yana Borokhov	☑ 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
- **Additional Attendees:**
  - Briana Keitt (Head of School)
  - Hyrjana Dibra
  - Janeya Hisle
  - Travis Hill (potential board member)
- **Agenda Review:** Kaitlyn reviewed the agenda and December 2025 meeting minutes. No edits were proposed.
- **November 2025 Minutes:** Approved by unanimous consent.

2. Monthly Monitoring Report (Head of School)

Presented by: *Briana Keitt*

- **Data Systems Transition:** The school is preparing to transition from PowerSchool to SchoolRunner to unify academic and culture tracking into a single platform.
- **Accountability Structures:** A revised detention structure and staff “stay-late” expectations were introduced to reinforce consistency and follow-through.
- **Leadership Development:** Briana is participating in Relay professional development and conducting quarterly leadership walkthroughs to strengthen instructional coaching and feedback cycles.
- **Special Education Expansion:** Launch planning for a 12:1 program is underway, along with hiring a Director of Special Education.

- **Staffing & Retention:** The school is developing a teacher pipeline partnership with Relay and exploring performance-based bonus structures.
- **Community Engagement:** A block party and expanded local outreach are planned to increase enrollment and community visibility.
- **Next Steps:**
  - Finalize SchoolRunner contract
  - Confirm busing vendor review
  - Continue 12:1 program planning

3. Finance Committee

Presented by: *EdTec (Janeya) & Daisy Fernandes*

- **EdTec Presentation:** Ongoing financial review and reporting.
- 1099 Submissions: Compliance review underway.
- **FOE Dissolution:** Filing submitted to the NYS Attorney General; awaiting approval and requested backdating to July 1, 2025.
- **Line of Credit Consideration:** Discussion of potential liquidity options to support operational stability.
- **Vendor Forecast & 2026–2027 Budget:** Budget planning in progress with a projected 7% per-pupil increase; enrollment target set between 180–200 students.
- **Head of School PD Options:** Exploration of professional development investments aligned to leadership goals.
- **Marketing Updates:** Continued transition of marketing efforts and monitoring of enrollment pipelines.

4. Academic Committee

Presented by: *Caroline Wachtler & Briana Keitt*

- Progress on the transition to SchoolRunner.
- Updated detention and accountability expectations.
- Relay certification pipeline discussions.
- Instructional leadership growth plans.
- Continued development of the 12:1 special education program.

5. Governance Committee

Presented by: *Kaitlyn McKeough*

- **Friends of Emblaze Dissolution:** Filing submitted; awaiting state approval.
- **Facilities Continuity:** Ana to hold quarterly facilities check-ins.
- **Board Membership:** Chair to confirm Caroline's continuation and begin recruitment for a seventh trustee with legal or HR background.
- **Governance Operations:** Board members to complete updated HOS evaluation questionnaire; exploring Slack or WhatsApp to streamline communication.
- **High School Expansion:** Preliminary review of the Banknote building as a potential site; awaiting cost estimates.
- **Next Steps:**
  - Daisy to share CSBM proposal summary before upcoming vote.
  - Kaitlyn to follow up with EdTech regarding audit fees.

6. Voting Decisions

- **Motion 1: Approve Finance Service Provider Change**
  To approve a change in finance services provider to CSBM in order to enhance financial oversight, internal capacity, and audit readiness effective SY 2026–2027.
  Result: Unanimously approved (3–0).
- **Motion 2: Approve Transition to SchoolRunner**
  To approve the transition from PowerSchool to SchoolRunner as the school's student information system to strengthen data management and reporting.
  Result: Unanimously approved (3–0).

7. Adjournment

- **Meeting Adjourned:** 5:00 PM
- **Next Meeting Date:** February 26, 2025 (4:00 PM–6:00 PM)

January 9, 2026

EMBLAZE ACADEMY
CHARTER SCHOOL

January 9, 2026	1:30 PM - 2:00 PM

Board Members in Attendance:	Additional Attendees:
☑ Caroline Wachtler ☑ Daisy Fernandes ☑ Kaitlyn McKeough ☑ Kelly Thompson ☑ Yana Borokhov	☑ 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 1:30 PM.
- **Roll Call – Present Board Members:**
  - Caroline Wachtler
  - Daisy Fernandes
  - Kaitlyn McKeough
  - Kelly Thompson
  - Yana Borokhov
- **Additional Attendees:**
  - Briana Keitt (Head of School)
- **Agenda Review:** Kaitlyn reviewed the agenda, the objective of the meeting was established; to confirm decisions on the remaining academic and culture leadership positions following prior approvals of classroom roles and the security position. The goal was to review what had already been decided, clarify what remained open, outline available options, and move to a vote.

2. Options Overview

Presented by: *Kaitlyn McKeough*

- The Chair presented three options for academic leadership:
  - **Option 1: HOS Original Proposal**
    - Replace Assistant Principal with two Academic Directors (Humanities and STEM)
    - Establish Associate Dean of Culture
  - **Option 2: Treasurer Proposal**
    - Maintain Assistant Principal role
    - Establish Associate Dean of Culture
  - **Option 3: Treasurer Proposal + Deferred Academic Split**
    - Maintain Assistant Principal role
    - Establish Associate Dean of Culture

- Revisit potential split into Humanities/STEM Academic Directors during April/May 2026 as part of FY27 planning
- Based on financial analysis from the Emplova discussion, it was determined that the school could not sustainably support two Academic Director positions at this time.

3. Head of School Input

Presented by: *Briana Keitt*

- Maintaining the Assistant Principal model is financially responsible given current enrollment and 5th grade phase-out.
- Promoting internally to the Assistant Principal role provides continuity during a period of cultural instability.
- Cultural challenges remain present among staff and 8th grade students following recent personnel changes.
- Financially, the internal promotion model allows salary reallocation, as the Assistant Principal candidate's classroom role can be replaced at a lower cost.
- Deferring the Academic Director split decision preserves flexibility for FY27 planning.
- The Board discussed cultural dynamics, staff morale, confidentiality expectations, and financial sustainability. Trustees expressed support for prioritizing stability and fiscal responsibility while keeping future structural options open.

4. Voting Decisions

- **Motion 1: Academic Leadership Structure**
  Motion to approve maintaining the current academic leadership structure with one Assistant Principal for the remainder of the school year, with the option to revisit splitting the role into Humanities and STEM Academic Directors as part of 2026–2027 planning.
  Result: Unanimously approved (5–0)
- **Motion 2: Associate Dean of Culture**
  Motion to approve the establishment of an Associate Dean of Culture position to replace the Dean of Students role for the remainder of the school year.
  Result: Unanimously approved (5–0)

5. Additional Discussions

- Monitoring cultural stability among 8th grade students
- Financial oversight considerations for upcoming board review (EdTec discussion forthcoming)
- Need for careful staffing transitions and long-term sustainability planning

6. Adjournment

- **Meeting Adjourned:** 1:50 PM
- **Next Meeting Date:** January 23, 2026 (4:00 PM–6:00 PM)