

Application: Emblaze Academy Charter School

Erienne Rojas - erojas@emblazeacademy.org
2020-2021 Annual Report

Entry 1 School Info and Cover Page

In Progress Last edited: Nov 1 2021

Instructions

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2020-2021 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2021)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

EMBLAZE ACADEMY CHARTER SCHOOL 320800861126

a1. Popular School Name

(No response)

b. CHARTER AUTHORIZER (As of June 30th, 2021)

Please select the correct authorizer as of June 30, 2021 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. DISTRICT / CSD OF LOCATION

CSD # 8 - BRONX

d. DATE OF INITIAL CHARTER

6/2013

e. DATE FIRST OPENED FOR INSTRUCTION

8/2022

f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)

MISSION STATEMENT

Through rigorous curriculum and high-quality instruction, provided within an invested and ambitious school community, Emblaze Academy Charter School prepares all students in grades five through eight to thrive in high school and graduate from the college of their choice.

g. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school's mission and goals, are core to the school's overall design, and are critical to its success.

KDE 1	Rigorous Curriculum We respect the intelligence, innate desire to learn, and academic capability of our students.
KDE 2	High Quality Instruction We believe in the power of high quality teachers to transform our students' academic trajectory.
KDE 3	Invested, Ambitious School Community Our school community is relentlessly ambitious, energetic and focused, and deeply respectful of our students and families.
KDE 4	(No response)
KDE 5	(No response)
KDE 6	(No response)
KDE 7	(No response)
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

<https://www.emblazeacademy.org/>

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2020-2021 SCHOOL YEAR (exclude Pre-K program enrollment)

300

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2021 (exclude Pre-K program enrollment)

248

k. GRADES SERVED IN SCHOOL YEAR 2020-2021 (exclude Pre-K program students)

Check all that apply

Grades Served	5, 6, 7
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l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2021-2022?

No, just one site.

School Site 1 (Primary)

m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	1164 Garrison avenue Bronx, NY 10474	(929) 388-0011	NYC CSD 8	5-8	5-8

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Shakina Hinton	917-736-3351		shinton@emblazeacademy.org
Operational Leader	Erienne Rojas	917-415-6547		erojas@emblazeacademy.org
Compliance Contact	Erienne Rojas			Erojas@emblazeacademy.org
Complaint Contact	Shakina Hinton	917-736-3351		shinton@emblazeacademy.org
DASA Coordinator	Malcolm Wicks			mwicks@emblazeacademy.org
Phone Contact for After Hours Emergencies	Erienne Rojas			erojas@emblazeacademy.org

m1b. Is site 1 in public (co-located) space or in private space?

Private Space

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2021.

Site 1 Certificate of Occupancy (COO)

[220471362F.PDF](#)

Filename: 220471362F.PDF **Size:** 36.4 kB

Site 1 Fire Inspection Report

[1164 Garrison ave X.pdf](#)

Filename: 1164 Garrison ave X.pdf **Size:** 190.1 kB

CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2020-2021 school year? (Please include approved or pending material and non-material charter revisions).

No

o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?

Yes

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report.

Name	ERIENCE E ROJAS
Position	CO-HEAD OF SCHOOL
Phone/Extension	917-415-6547
Email	EROJAS@EMBLAZEACADEMY.ORG

p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES to agree.**

Responses Selected:

Yes

q. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Click **YES to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

(No response)

Thank you.



Entry 3 Progress Toward Goals

Completed Oct 31 2021

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2020-2021 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing,

surveying, and other usual practices should be reported as “N/A”. **Deadline is November 1, 2021.**

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-authorized charter schools only.

Complete the tables provided. List each goal and measure as contained in the school’s currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2021.

1. ACADEMIC STUDENT PERFORMANCE GOALS

For the 2020-2021 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2020-2021 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable

Academic Goal 1	At least 75% of total tested students in the in Mathematics maintain a proficient testing level or trend towards proficiency from one years test administration to the next. (standing goal from 2018-2019 school year).	Unable to assess student growth due to COVID-19 Pandemic. School opted out of NYS Testing.	Unable to Assess	N/A
Academic Goal 2	At least 75% of total tested students in the school in ELA maintain a proficient testing level or trend toward proficiency from one years test administration to the next. (standing goal from 2018-2019 school year)	Unable to assess student growth due to COVID-19 Pandemic. School opted out of NYS Testing	Unable to Assess	N/A
Academic Goal 3	At least 75% of subgroups in the school maintain a proficient testing level or trend toward proficiency from one years test administration to the next. analysis will examine proficiency maintenance or improvement of students in the	Unable to assess student growth due to COVID-19 Pandemic. School opted out of NYS	Unable to Assess	N/A

	school who are economically disadvantaged students with disabilities, and English language learners compared to each students previous years test scores. (Standing goal from 2018-2019 school year)	Testing		
Academic Goal 4	More than one year of growth per year as measured by F&P assessments.	Students reading levels were assessed twice during 20-21 school year using two different platforms therefor yielding invalid results. Overall, students showed over 1.5 years of growth, however, the use of two different platforms could not ensure validity.	Unable to Assess	students will retake F&P assessments during 1st month of 21-22 school year.
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

(No response)

2020-2021 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Meet	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 21				
Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				
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Academic Goal 59				
Academic Goal 60				
Academic Goal 61				
Academic Goal 62				

4. ORGANIZATION GOALS

For the 2020-2021 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2020-2021 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	Our goal is to have greater than 90% year over year retention for teachers who are given an offer to return	Intent to Return Survey	Not Met	Positive adult culture

Org Goal 2	Overall rating of 4.0/5.0 or higher on peer surveys	Not assessed	Unable to Assess	
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2020-2021 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Audit is clean (no material findings)	Audited financial statements	Met	
Financial Goal 2	Net income is equal to or greater than Board approved budgeted net income	Audited financial statements	Met	
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

(No response)

2020-2021 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
	Financial Goal 6			
	Financial Goal 7			
	Financial Goal 8			
	Financial Goal 9			
	Financial Goal 10			

Thank you.

Entry 4 - Audited Financial Statements

Completed Nov 1 2021

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements in .pdf format into the SUNY Epicenter system no later than **November 1, 2021**. SUNY CSI will forward to NYSED CSO.

ALL Regents, NYCDOE, and Buffalo BOE authorized charter schools must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2021**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a .PDF file, ensuring that security features such as password protection are turned off.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[FY21 Audited Fin Stmts 6-30-21 FINAL](#)

Filename: FY21 Audited Fin Stmts 6 30 21 FINAL.pdf **Size:** 658.1 kB

Entry 4b - Audited Financial Report Template (BOR/NYC/BOE)

Completed Dec 20 2021

[Instructions - Regents-Authorized Charter Schools ONLY](#)

Regents-authorized schools must download and complete the Excel spreadsheet entitled "Audited Financial Report Template" from the online portal or the website at [2020-2021 Charter School Annual Report webpage](#). Upload the completed file in Excel format. **Due November 1, 2021.**

Education Corporations with more than one school should complete the Excel spreadsheet for the Education Corporation as a whole, not for the individual schools. Please submit the same Excel spreadsheet for each of the schools.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[Emblaze Academy CS_BEDS-320800861126_2020-21](#)

Filename: Emblaze Academy CS BEDS 320800861 583CdWM.xlsx **Size:** 75.1 kB

Entry 4c - Additional Financial Documents

Completed Oct 31 2021

Instructions - Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents in this section **by November 1, 2021**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a "federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold."

1. Advisory and/or Management letter
2. Federal Single Audit
3. CSP Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school^[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

^[1] Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[20211031 Annual Report \(Entry 4c\)](#)

Filename: 20211031 Annual Report Entry 4c.pdf **Size:** 358.4 kB

Entry 4d - Financial Services Contact Information

Completed Oct 31 2021

Instructions: Please enter the contact information for school staff, firms or other entities providing financial services to the education corporation **by November 1, 2021**.

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Erienne Rojas	[REDACTED]	[REDACTED]

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Schall & Ashenfarb, CPA's, LLC	[REDACTED]	[REDACTED]	4

3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm
	EDTEC INC.	Derian De La Torre	1410A 62nd Street Emeryville, CA 94608	[REDACTED]	[REDACTED]	4

Entry 5 - Fiscal Year 2021-2022 Budget

Completed Nov 1 2021

Instructions - Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY21 Budget using the 2021-2022 [Projected Annual Budget template](#) in the portal or from the Annual Report website **by November 1, 2021**.

The assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

Instructions - SUNY authorized charter schools should download the [2021-2022 Budget and Quarterly Report Template](#) on the SUNY website or Epicenter and upload the completed template into the portal **by November 1, 2021**.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Emblaze - FY 2021-22 NYSED Budget Template 10

Filename: Emblaze FY 2021 22 NYSED Budget MMFVhcu.xlsx Size: 38.6 kB

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed Oct 13 2021

Required of ALL Charter Schools by August 2

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2020-2021 school year must complete a signed:

- Regents, NYCDOE, and Buffalo BOE Authorized Schools: [Disclosure of Financial Interest Form](#)
- SUNY- Authorized Charter Schools: [SUNY Trustee Financial Disclosure Form](#)

All completed forms must be collected and uploaded in .PDF format for each individual member. **If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee.** (Forms completed from past years will not be accepted).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the **education** corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation. Note: Docusign is accepted.

20211013 Financial Interest Forms

Filename: 20211013 Financial Interest Forms.pdf Size: 373.9 kB

Entry 7 BOT Membership Table

In Progress Last edited: Oct 13 2021

Instructions

Required of All charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

Entry 7 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

1. 2020-2021 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD /YYYY)	End Date of Current Term (MM/DD /YYYY)	Board Meetings Attended During 2020-2021
1	Geraldo Vasquez		Chair	Governance	Yes	3	07/01/2020	06/30/2021	12
2	Tameka Beckford-Young		Secretary	Governance	Yes	3	07/01/2020	06/30/2021	12
3	Marlin Jenkins		Trustee/Member	Enrollment & Development	Yes	3	07/01/2020	06/30/2021	12
4	Matthew Kirby-Smith		Trustee/Member	Finance & Facilities	Yes	3	07/01/2020	06/30/2021	12
5	N/A	N/A	Other	N/A	No	1	01/01/2020	01/01/2021	12
6	N/A	N/A	Other	N/A	No	1	01/01/2020	01/01/2021	12
7	N/A	N/A	Other	N/A	No	1	01/01/2020	01/01/2021	

							020	021	
8	N/A	N/A	Other	N/A	No	1	01/01/2020	01/01/2021	
9	N/A	N/A	Other	N/A	No	1	01/01/2020	01/01/2021	

1a. Are there more than 9 members of the Board of Trustees?

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2021	4
b.Total Number of Members Added During 2020-2021	0
c. Total Number of Members who Departed during 2020-2021	2
d.Total Number of members, as set in Bylaws, Resolution or Minutes	7

3. Number of Board meetings held during 2020-2021

12

4. Number of Board meetings scheduled for 2021-2022

12

Thank you.

Entry 8 Board Meeting Minutes

In Progress Last edited: Oct 13 2021

Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY

Schools must upload a complete set of monthly board meeting minutes (July 2020-June 2021), which should match the number of meetings held during the 2020-2021 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by August 2, 2021.

[2021-2022 NYSED Annual Report \(Entry 8\)](#)

Filename: 2021 2022 NYSED Annual Report Entry 8.pdf **Size:** 125.6 kB

[2020-2021 Board Minutes](#)

Filename: 2020 2021 Board Minutes 8s24ucj.pdf **Size:** 42.7 MB

Entry 9 Enrollment & Retention

Completed Oct 13 2021

[Instructions for submitting Enrollment and Retention Efforts](#)

ALL charter schools must complete this section. Describe the good faith efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2021-2022.

Entry 9 Enrollment and Retention of Special Populations

[Instructions for Reporting Enrollment and Retention Strategies](#)

Describe the efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain enrollment of students with disabilities,

English language learners, and students who are economically disadvantaged. In addition, describe the school’s plans for meeting or making progress toward meeting its enrollment and retention targets in 2021-2022.

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
	<p>Economically Disadvantaged Recruitment:</p> <p>Our School is located in the Hunts Point section of the Bronx, the Census Bureau reports that the Median household income is \$25,729, which is about 2/5 of the average American household. In our community, 37.7% people live below the poverty line, more than double the rate in New York: 13.6% and more than double the rate in the United States: 13.1%. Therefore, our school is situated in an environment of an economically disadvantaged community and we keep this in mind, with our recruitment and the services that we provide.</p> <p>Our school did the following to promote our school's recruitment efforts in our community:</p> <p>We created Facebook and Instagram advertisements in English & Spanish. Our community television partner</p>	

"BronxNet" featured our Director of Operations and Operations Manager, who promoted our school to the community. Additionally, postcards were sent to Rising 5th Grade & 6th Grade Families. We sent bilingual "Intent to Return Forms" to our Returning Families. Furthermore, we emailed current families about referring friends, families & neighbors & colleagues in English and Spanish. We also sent emails to our Local Community Board with our recruitment postcard to their listserv. We worked with The Point Community Based Organization to email our recruitment postcards to their listserv, as well. Lastly, we used the "SchoolMint" Common Application in both English and Spanish to improve our recruitment efforts.

Our School is located in the Hunts Point section of the Bronx, the Census Bureau reports that the Median household income is \$25,729, which is about 2/5 of the average American household. In our community, 37.7% people live below the poverty line, more than double the rate in New York: 13.6% and more than double the rate in the United States: 13.1%. Therefore, our school is situated in an environment of an economically disadvantaged community and we keep this in mind, with our recruitment and the services that we provide.

Recruitment Plans remain the same from previous school year: vanguard postcard mailers (2, Fall & Winter), BronxNet partnership (local TV company that hosts public media production workshops with schools), and Schola enrollment solution to boost enrollment with data-driven recruitment campaigns.

Economically Disadvantaged

Our school do the following to promote our school's recruitment efforts in our community:

We will continue to use social media like Facebook and Instagram to advertise our recruitment efforts in English & Spanish. Our community television partner "BronxNet" featured our Director of Operations and Operations Manager, who promoted our school to the community. Additionally, we will send postcards to Rising 5th Grade & 6th Grade Families. We will send bilingual "Intent to Return Forms" to our Returning Families. Furthermore, we will email current families about referring friends, families & neighbors & colleagues in English and Spanish. We will also send emails to our Local Community Board with our recruitment postcards to their listservs. We will continue to work with The Point Community Based Organization to email our recruitment postcards to their listserv, as well. Lastly, we will use the "SchoolMint" Common Application in both English and Spanish to improve our recruitment efforts.

We will offer virtual open-houses and once it is safe, in-person open-houses to recruit from our community. We will also reach out to our local Parent Coordinators and Guidance Counselors. Our school has been networking with politicians and

	<p>other local partners to increase our recruitment efforts, as well.</p>	
English Language Learners	<p>In our community, according to our Census Data, 65.1% of the people speak a language other than English at home. According to our Census data from 2018 and 5-year data from beforehand, this is more than double the rate in New York: 30.5%. It is also more than triple the rate in the United States: 21.5%. As such, our school has a multilingual staff and ELL/MLL services to recruit and support this population. Our recruitment efforts are also bilingual.</p>	<p>Recruitment Plans remain the same from previous school year: vanguard postcard mailers (2, Fall & Winter), BronxNet partnership (local TV company that hosts public media production workshops with schools), and Schola enrollment solution to boost enrollment with data-driven recruitment campaigns.</p>
Students with Disabilities	<p>We are a school for students and advertise all of our small group instruction efforts and interventions.</p>	<p>Recruitment Plans remain the same from previous school year: vanguard postcard mailers (2, Fall & Winter), BronxNet partnership (local TV company that hosts public media production workshops with schools), and Schola enrollment solution to boost enrollment with data-driven recruitment campaigns.</p>

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
Economically Disadvantaged	We provide 100% of school supplies, class novels, two free uniform shirts, and also a 1:1 laptop program.	Recruitment Plans remain the same from previous school year: vanguard postcard mailers (2, Fall & Winter), BronxNet partnership (local TV company that hosts public media production workshops with schools), and Schola enrollment solution to boost enrollment with data-driven recruitment campaigns.
English Language Learners	We offer small group instruction and supports with phonics in the classroom as well as through ELL Foundations Platform. Students can complete the ELL Foundations courses at their own pace, progressing through the courses as the teacher provides feedback and guidance.	Recruitment Plans remain the same from previous school year: vanguard postcard mailers (2, Fall & Winter), BronxNet partnership (local TV company that hosts public media production workshops with schools), and Schola enrollment solution to boost enrollment with data-driven recruitment campaigns.
Students with Disabilities	We have a strong family partnership to ensure students with disabilities have all the tools, resources, and support at home and in school.	Recruitment Plans remain the same from previous school year: vanguard postcard mailers (2, Fall & Winter), BronxNet partnership (local TV company that hosts public media production workshops with schools), and Schola enrollment solution to boost enrollment with data-driven recruitment campaigns.

Entry 10 - Teacher and Administrator Attrition

Completed Aug 18 2021

Form for "Entry 10 - Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation

A. TEACH System - Employee Clearance

Charter schools must ensure that all prospective employees^[1] receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

^[1] Employees that must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must simultaneously request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at

<http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf>.

Attestation

Responses Selected:

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

Entry 11 Percent of Uncertified Teachers

Completed Oct 13 2021

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	
Total Category A: 5 or 30% whichever is less	5.0

CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	
Total Category B: not to exceed 5	5.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	5
Total Category C: not to exceed 5	5.0

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	7

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	15

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	37



Thank you.

Entry 12 Organization Chart

Completed Oct 13 2021

[Instructions](#)

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

Upload the 2020-2021 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart

2020-2021 Org Chart

Filename: 2020 2021 Org Chart sNkOeqG.pdf Size: 682.7 kB

Entry 13 School Calendar

Completed Aug 18 2021

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 2, 2021. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 2nd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2021**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools *"... unless the school's charter requires more instructional time than is required under the regulations."*

Board of Regents-authorized charter schools are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Final Emblaze 20-21 Calendar

Filename: Final Emblaze 20 21 Calendar.docx 1.pdf **Size:** 238.6 kB

Entry 14 Links to Critical Documents on School Website

Completed Aug 18 2021

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Most recently filed Annual Report (i.e., 2019-2020 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

Form for Entry 14 Links to Critical Documents on School Website

School Name: Emblaze Academy Charter School

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

	Link to Documents
1. Most Recent Annual Report (i.e., 2019-20)	https://www.emblazeacademy.org/board
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	https://www.emblazeacademy.org/board
2a. Webcast of Board Meetings (per Governor's Executive Order)	https://www.emblazeacademy.org/board
3. Link to NYS School Report Card	https://www.emblazeacademy.org/board
4. Lottery Notice announcing date of lottery	https://www.emblazeacademy.org/enroll
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	https://www.emblazeacademy.org/health-safety
6. District-wide Safety Plan	https://www.emblazeacademy.org/health-safety
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	https://www.emblazeacademy.org/health-safety
7. Authorizer-Approved FOIL Policy	https://www.emblazeacademy.org/health-safety
8. Subject matter list of FOIL records	https://www.emblazeacademy.org/health-safety

Thank you.



**EMBLAZE ACADEMY
CHARTER SCHOOL**

**Audited Financial Statements In Accordance
With Government Auditing Standards**

June 30, 2021

EMBLAZE ACADEMY CHARTER SCHOOL

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Independent Auditor's Report

To the Board of Trustees of
Emblaze Academy Charter School

Report on the Financial Statements

We have audited the accompanying financial statements of Emblaze Academy Charter School (the "School"), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Emblaze Academy Charter School as of June 30, 2021, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the School's 2020 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 27, 2020. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2020 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 26, 2021 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.



Schall & Ashenfarb
Certified Public Accountants, LLC

October 26, 2021

**EMBLAZE ACADEMY CHARTER SCHOOL
STATEMENT OF FINANCIAL POSITION
AS OF JUNE 30, 2021**

(With comparative totals as of June 30, 2020)

	<u>6/30/21</u>	<u>6/30/20</u>
Assets		
Cash and cash equivalents	\$1,392,016	\$222,838
Government grants receivable - per pupil (Note 3)	15,926	34,533
Government grants receivable - other	255,930	267,322
Pledges receivable	171,589	0
Prepaid expenses and other assets	130,406	217,055
Security deposits	150,000	220,834
Fixed assets, net (Note 4)	377,018	343,572
Restricted cash (Note 5)	50,028	50,013
	<u> </u>	<u> </u>
Total assets	<u>\$2,542,913</u>	<u>\$1,356,167</u>
Liabilities and Net Assets		
Liabilities:		
Accounts payable and accrued expenses	\$235,640	\$137,393
Paycheck Protection Program Loan (Note 6)	0	338,725
Deferred rent	1,608,499	1,036,863
	<u> </u>	<u> </u>
Total liabilities	<u>1,844,139</u>	<u>1,512,981</u>
Net assets:		
Without donor restrictions	698,774	(156,814)
	<u> </u>	<u> </u>
Total liabilities and net assets	<u>\$2,542,913</u>	<u>\$1,356,167</u>

The attached notes and auditor's report are an integral part of these financial statements.

EMBLAZE ACADEMY CHARTER SCHOOL
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2021
(With comparative totals for the year ended June 30, 2020)

	<u>6/30/21</u>	<u>6/30/20</u>
Without Donor Restrictions:		
Public support and revenue:		
Public school district revenue: (Note 3)		
Resident student enrollment	\$3,956,584	\$2,635,681
Students with special education services	1,044,314	793,561
Total public school district revenue	<u>5,000,898</u>	<u>3,429,242</u>
New York City rental assistance (Note 3)	1,183,904	790,462
Other government grants	352,715	327,221
Contributions	176,579	80,000
Government grant - Paycheck Protection Program (Note 6)	338,725	0
Other income	799	1,507
Total public support and revenue	<u>7,053,620</u>	<u>4,628,432</u>
Expenses:		
Program services:		
Regular education	3,780,002	3,501,900
Special education	1,574,615	1,427,037
Total program services	<u>5,354,617</u>	<u>4,928,937</u>
Supporting services - Management and general	<u>843,415</u>	<u>599,863</u>
Total expenses	<u>6,198,032</u>	<u>5,528,800</u>
Change in net assets	855,588	(900,368)
Net assets - beginning of year	<u>(156,814)</u>	<u>743,554</u>
Net assets - end of year	<u>\$698,774</u>	<u>(\$156,814)</u>

The attached notes and auditor's report are an integral part of these financial statements.

**EMBLAZE ACADEMY CHARTER SCHOOL
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2021**

(With comparative totals for the year ended June 30, 2020)

	Program Services			Supporting Services	Total Expenses 6/30/21	Total Expenses 6/30/20
	Regular Education	Special Education	Total Program Services	Management and General		
Salaries	\$1,743,297	\$726,654	\$2,469,951	\$345,175	\$2,815,126	\$1,942,578
Payroll taxes and benefits	328,499	136,927	465,426	65,042	530,468	352,486
Total personnel costs	2,071,796	863,581	2,935,377	410,217	3,345,594	2,295,064
Professional fees	10,635	4,427	15,062	218,974	234,036	218,772
Curriculum and classroom expenses	57,720	24,027	81,747		81,747	69,957
Facilities expense (Notes 3 and 8)	1,456,674	606,334	2,063,008		2,063,008	2,647,794
Equipment	12,320	5,128	17,448	8,383	25,831	23,474
Office expenses			0	63,809	63,809	54,506
Professional development	37,200	15,484	52,684		52,684	18,230
Insurance	49,398	20,562	69,960	12,346	82,306	43,491
Recruitment			0	64,403	64,403	62,795
Other expenses			0	65,283	65,283	17,587
Depreciation	84,259	35,072	119,331		119,331	77,130
Total expenses	<u>\$3,780,002</u>	<u>\$1,574,615</u>	<u>\$5,354,617</u>	<u>\$843,415</u>	<u>\$6,198,032</u>	<u>\$5,528,800</u>

The attached notes and auditor's report are an integral part of these financial statements.

EMBLAZE ACADEMY CHARTER SCHOOL
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2021
(With comparative totals for the year ended June 30, 2020)

	6/30/21	6/30/20
Cash flows from operating activities:		
Change in net assets	\$855,588	(\$900,368)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	119,331	77,130
Changes in assets and liabilities:		
Government grants receivable - per pupil	18,607	(25,757)
Government grants receivable - other	11,392	(228,028)
Pledges receivable	(171,589)	0
Prepaid expenses and other assets	86,649	(153,371)
Security deposits	70,834	0
Accounts payable and accrued expenses	98,247	1,913
Paycheck Protection Program Loan	(338,725)	338,725
Deferred rent	571,636	1,036,863
Total adjustments	466,382	1,047,475
Net cash flows provided by operating activities	1,321,970	147,107
Cash flows from investing activities:		
Purchases of furniture and equipment	(152,777)	(260,996)
Net cash used for investing activities	(152,777)	(260,996)
Net increase/(decrease) in cash, cash equivalents and restricted cash	1,169,193	(113,889)
Cash, cash equivalents and restricted cash - beginning of year	272,851	386,740
Cash, cash equivalents and restricted cash - end of year	\$1,442,044	\$272,851
Cash, cash equivalents and restricted cash consists of:		
Cash and cash equivalents	\$1,392,016	\$222,838
Restricted cash (Note 4)	50,028	50,013
Total cash, cash equivalents and restricted cash	\$1,442,044	\$272,851
Supplemental disclosures:		
Interest and taxes paid	\$0	\$0

The attached notes and auditor's report are an integral part of these financial statements.

EMBLAZE ACADEMY CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021

Note 1 - Organization

Emblaze Academy Charter School (the "School"), located in Bronx, New York, is a not-for-profit education corporation chartered by the Board of Regents of the State of New York. The School provides a full range of educational services appropriate for Grades 5-8. The School completed the 2020-2021 fiscal year with an average enrollment of approximately 245 students. The School is a publicly funded, privately managed school, which is independent of the New York City Department of Education ("NYCDOE").

In August 2018, the School was granted a provisional charter for a term up to and including through June 2023. The summarized comparative information reflects activity for the year ended June 30, 2020.

The School has been notified by the Internal Revenue Service that it is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes has been reflected in the accompanying financial statements. They have not been designated as a private foundation.

The School is affiliated with Friends of Emblaze Academy Charter School, Inc. ("Friends of Emblaze") through the use of shared members of their respective Boards of Trustees. Friends of Emblaze is a not-for-profit corporation established to support the creation of the School and function as the fundraising arm of the School. As the School does not have control over Friends of Emblaze, the financial statements are not permitted to be consolidated. See Note 8 for a description of related party transactions.

Note 2 - Summary of Significant Accounting Policies

a. Basis of Accounting

The financial statements have been prepared using the accrual basis of accounting, which is the process of recognizing revenue and expenses when earned or incurred rather than received or paid.

b. Basis of Presentation

Net assets are classified based upon the existence or absence of donor-imposed restrictions as follows:

- *Net Assets Without Donor Restrictions* – represents those resources for which there are no restrictions by donors as to their use.
- *Net Assets With Donor Restrictions* – represents those resources, the uses of which have been restricted by donors to specific purposes or the passage of time and/or must remain intact, in perpetuity. The release from restrictions results from the satisfaction of the restricted purposes specified by the donor. The School did not have any net assets with donor restrictions at June 30, 2021 or June 30, 2020.

c. Revenue Recognition

The School follows the requirements of the Financial Accounting Standards Board's ("FASB") Accounting Standards Codification ("ASC") 958-605 for recording contributions, which are recognized at the earlier of when cash is received or at the time a pledge becomes unconditional in nature.

Contributions are recorded in the net asset classes referred to above depending on the existence and/or nature of any donor-imposed restriction. When a restriction expires, that is, when a stipulated time restriction ends, or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions. If donor restricted contributions are satisfied in the same period they were received, they are classified as without donor restrictions.

Contributions may be subject to conditions which are defined as both a barrier to entitlement and a right of return of payments or release from obligations and are recognized as income once the conditions have been substantially met.

The School's public-school district revenue and other government grants are primarily conditional, non-exchange transactions and fall under FASB ASC 958-605. Revenue from these transactions is recognized based on rates established by the School's funding sources and when performance related outcomes are achieved as well as other conditions under the agreements are met.

Contributions and grants that are due within one year are recorded at net realizable value. Long-term pledges are recorded at fair value, using risk-adjusted present value techniques. At June 30, 2021, all contributions and grants are expected to be collected within one year.

All receivables are reviewed for collectability. Based on knowledge of specific donors and factoring in historical experience, no allowance for doubtful accounts exists as of June 30, 2021 or June 30, 2020. Write-offs will be made directly to operations in the period the receivable is deemed to be uncollected.

d. Cash and Cash Equivalents

For the statement of cash flows, the School considers all liquid investments purchased with a maturity of three months or less to be cash and cash equivalents. Restricted cash has been classified separately.

The School follows FASB ASC Topic 230. This requires that restricted cash and cash equivalents be included as components of total cash and cash equivalents as presented on the statement of cash flows.

e. Concentration of Credit Risk

Financial instruments, which potentially subject the School to concentration of credit risk, consist of cash accounts, which have been placed with financial institutions that management deems to be creditworthy. At times, balances may exceed federally insured limits. While at year end the School had uninsured balances, management feels they have little risk and has not experienced any losses due to bank failure.

f. Capitalization Policy

Computer hardware, furniture and equipment are capitalized at cost or at the fair value at the date of gift, if donated. The School capitalizes fixed assets in excess of \$5,000 that have a useful life of more than one year. Depreciation was computed using the straight-line method over the estimated useful life of each asset, which generally is between 3 and 7 years.

g. Deferred Rent Obligations

Rent expense is recorded on the straight-line basis and recognized evenly over the life of the lease. Rent expense recognized in excess of cash payments is reflected as deferred rent. As future payments exceed the annual expense recognized, deferred rent will be reduced to zero by the end of the lease term.

h. Donated Services

Donated services are recognized in circumstances where those services create or enhance non-financial assets or require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased, if not provided in-kind. Board members and other individuals volunteer their time and perform a variety of services that assist the School. These services do not meet the criteria outlined above and have not been recorded in the financial statements.

i. Functional Allocation of Expenses

The costs of providing various programs and other activities have been summarized on a functional basis in the accompanying financial statements. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Such allocations are determined by management on an equitable basis.

Salaries were allocated using time and effort as the basis. The following costs were allocated using the salary allocation as the basis:

- Payroll taxes and benefits
- Insurance

Certain program expenses have been allocated between Regular Education and Special Education based on student FTE rates. All other expenses have been charged directly to the applicable program or supporting services.

j. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

k. Contingencies

Government contracts are subject to audit by the grantor. Management does not believe that any audits, if they were to occur, would result in material disallowed costs, and has not established any reserves. Any disallowed costs would be recorded in the period notified.

- l. Accounting for Uncertainty of Income Taxes
The School does not believe its financial statements include any material, uncertain tax positions. Tax filings for periods ending June 30, 2018, and later are subject to examination by applicable taxing authorities.
- m. Comparative Financial Information
The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the School's financial statements for the year ended June 30, 2020, from which the summarized information was derived.
- n. New Accounting Pronouncements
FASB issued ASU No. 2020-07, *Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*, which becomes effective for the June 30, 2022 year with early adoption permitted. This ASU focuses on improving transparency in the reporting of contributed nonfinancial assets and requires a separate line-item presentation on the statement of activities and additional disclosures.

FASB issued ASU No. 2016-02, *Leases*. The ASU which becomes effective for the June 30, 2023 year, requires the full obligation of long-term leases to be recorded as a liability with a corresponding "right to use asset" on the statement of financial position.

The School is in the process of evaluating the impact these standards will have on future financial statements.

Note 3 - Government Grants Receivable - Per Pupil

Activity related to the contract with the NYCDOE can be summarized as follows:

	<u>6/30/21</u>	<u>6/30/20</u>
Beginning grants receivable	\$34,533	\$8,776
Per pupil funding:		
Funding based on allowable FTE's	5,000,898	3,429,242
Advances received	<u>(5,019,505)</u>	<u>(3,403,485)</u>
Ending grants receivable	<u>\$15,926</u>	<u>\$34,533</u>

In addition to per pupil funding, the School was entitled to receive a rent subsidy that is calculated at the lower of 30 percent of the per pupil amount or actual lease costs as approved by the NYCDOE. During the years ended June 30, 2021 and 2020, the amount of rent subsidy recognized was \$1,183,904 and \$790,462 based on the per pupil cap. See Note 8 for a more detailed description of the lease arrangement with Friend of Emblaze.

Note 4 - Fixed Assets

Fixed assets consist of the following:

	<u>6/30/21</u>	<u>6/30/20</u>
Furniture, fixtures and equipment	\$596,675	\$443,898
Less: accumulated depreciation	<u>(219,657)</u>	<u>(100,326)</u>
Total fixed assets, net	<u>\$377,018</u>	<u>\$343,572</u>

Note 5 - Restricted Cash

An escrow account has been established to meet the requirement of the Board of Regents of the State of New York. The purpose of this account is to ensure sufficient funds are available for an orderly dissolution or transition process in the event of termination of the charter or school closure.

Note 6 - Paycheck Protection Program Loan

During the fiscal period ended June 30, 2020, the School obtained a loan from the Small Business Administration ("SBA") through the Paycheck Protection Program ("PPP"). Terms of the loan indicated that if certain conditions were met, which included maintaining average work forces during periods subsequent to receipt of the loan funds that are not less than pre-determined historical periods, that the loan, or a portion thereof, would be forgiven.

The School accounted for the PPP loan as a conditional contribution in accordance with FASB ASC 958-605. During the year ended June 30, 2021, the School met all of the conditions and recognized the full amount as revenue. The School was notified that the loan was forgiven by the SBA.

Note 7 - Significant Concentrations

The School is dependent upon grants from the NYCDOE to carry out its operations. Approximately 88% and 91% of the School's total public support and revenue was from the NYCDOE for the fiscal period ended June 30, 2021 and June 30, 2020, respectively. If the NYCDOE were to discontinue funding it would have a severe economic impact on the School's ability to operate.

Note 8 - Related Party Transaction

The School has a sublease agreement with a related party, Friends of Emblaze, for educational space that became effective July 1, 2019. The lease expires on June 30, 2040 with two five-year renewal options. Friends of Emblaze is responsible to pay rent, various utilities, and provide services on the School's behalf. The School will then make monthly payments to Friends of Emblaze to cover these expenses.

These amounts included base rent of \$990,000 plus additional facility costs of \$492,937 for the year ended June 30, 2021.

Future minimum payments under this lease are as follows:

Year ending:	June 30, 2022	\$1,779,528
	June 30, 2023	1,815,120
	June 30, 2024	1,851,420
	June 30, 2025	1,888,440
	June 30, 2026	1,926,216
	Thereafter	<u>31,384,632</u>
Total		<u>\$40,645,356</u>

Note 9 - Retirement Plan

The School has a retirement plan (“Plan”) under Section 403(b) of the Internal Revenue Code. All employees who are at least 21 years of age are eligible to participate. Employees may elect to defer a portion of their salary and contribute to the Plan up to statutory amounts and receive an employer-based contribution equal to 100% of the salary reduction contributions made by the employee for the calendar year, not to exceed 3% of the employee’s salary.

The School contributed \$26,000 and \$23,000 to the Plan during the fiscal years ended June 30, 2021 and June 30, 2020, respectively.

The following vesting periods apply:

<u>Period</u>	<u>Vesting Percentage</u>
Less than 1 year	0%
At least 2, but less than 3 years	50%
3 years or more	100%

Note 10 - Availability and Liquidity

At June 30, 2021, the School’s financial assets available to meet cash needs for general expenditures within one year are \$1,835,461, which consist of cash and cash equivalents of \$1,392,016 and grants and pledges receivable due within one year of \$443,445. There are no external or internal limits imposed on these balances. As part of its liquidity management, the School operates its programs within a board approved budget and relies on grants and contributions to fund its operations and program activities.

Note 11 - Subsequent Events

Subsequent events have been evaluated through October 26, 2021, the date the financial statements were issued. The School has concluded that no other material events have occurred that are not accounted for in the accompanying financial statements or disclosed in the accompanying notes.

Note 12 - Other Matters

On January 30, 2020, the World Health Organization declared the coronavirus outbreak a "Public Health Emergency of International Concern" and on March 10, 2020, declared it to be a pandemic. Actions taken around the world to help mitigate the spread of the coronavirus include restrictions on travel, quarantines in certain areas, and forced closures for certain types of public places and businesses. The coronavirus and actions taken to mitigate it have had and are expected to continue to have an impact on the economies and financial markets of many countries, including the geographical area in which the School operates. As of the date of these financial statements, many of the travel restrictions and stay at home orders have been lifted, however supply chains remain impacted. Management continues to monitor the outbreak, however as of the date of these financial statements, the potential impact cannot be quantified.

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING
STANDARDS***

Independent Auditor's Report

To the Board of Trustees of
Emblaze Academy Charter School

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Emblaze Academy Charter School (the "School"), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended and the related notes to the financial statements, and have issued our report thereon dated October 26, 2021.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

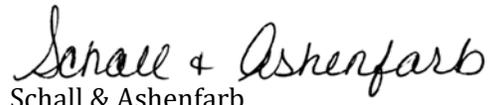
As part of obtaining reasonable assurance about whether the School's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance or other matter that is required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and responses as item 2021-001.

Management of the School's Response to Findings

The School's response to the finding identified in our audit is described in the accompanying schedule of findings and responses. The School's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.


Schall & Ashenfarb
Certified Public Accountants, LLC

October 26, 2021

**EMBLAZE ACADEMY CHARTER SCHOOL
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
JUNE 30, 2021**

Current Year:

2021-001 – Minimum Escrow Account Balances

Criteria: The New York State Education Department requires every charter school to create a dissolution reserve account for purposes of school closure and/or dissolution. After three years of operation a charter school is required to maintain a minimum balance in its escrow account of \$75,000.

Condition: As of June 30, 2021, the balance in the School’s escrow account was \$50,028.

Cause: Due to a change in personnel, the School did not transfer additional funds to the escrow account.

Effect: The School was not in compliance with its charter school agreement, nor the New York State Education Department’s requirements for minimum escrow deposits.

Recommendation: The School should take immediate steps to ensure its escrow account is properly funded.

Views of Responsible Officials: See management’s corrective action plan attached.

Prior Year:

None



October 26, 2021

Corrective Action Plan

2021-001 – Minimum Escrow Account Balances:

Subsequent to year-end, the School deposited the additional funds into the escrow account.



October 26, 2021

Schall & Ashenfarb, CPA's, LLC

307 Fifth Avenue, 15th Floor

New York, NY 10016

This representation letter is provided in connection with your audit of the financial statements of the Emblaze Academy Charter School which comprise the statements of financial position as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of October 26, 2021, the following representations made to you during your audit.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated June 25, 2021, including our responsibility for the preparation and fair presentation of the financial statements, in accordance with U.S. GAAP.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP.



3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable. This specifically includes the methodology for the statement of functional expenses.
6. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
7. All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
8. There were no uncorrected misstatements that are material, both individually and in the aggregate, to the financial statements as a whole.
9. There were no known actual or possible litigation, claims, and assessments required to be accounted for and disclosed in accordance with U.S. GAAP.
10. Material concentrations, if applicable, have been appropriately disclosed in accordance with U.S. GAAP.
11. There were no guarantees, either written or oral, under which the organization is contingently liable, that are required to be recorded or disclosed in accordance with U.S. GAAP.

Non Attest Services

In regard to the non-attest services provided by you, we have:

1. Assumed all management responsibilities.



2. Designated an individual with suitable skill, knowledge, or experience to oversee the services.
3. Evaluated the adequacy and results of the services performed.
4. Accepted responsibility for the results of the services.

As part of your audit, you prepared the draft financial statements and related notes. We have designated an individual with suitable skill, knowledge, or experience to oversee your services and have assumed all management responsibilities. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.

Information Provided

1. We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of the governing board or summaries of actions of recent meetings for which minutes have not yet been prepared.
2. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
3. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
4. We have no knowledge of any fraud or suspected fraud that affects the organization and involves:
 - a) Management,
 - b) Employees who have significant roles in internal control, or
 - c) Others where the fraud could have a material effect on the financial statements.



5. We have no knowledge of any allegations of fraud or suspected fraud affecting the organization's financial statements communicated by employees, former employees, grantors, regulators, or others.
6. We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements. This includes the issue of the rent subsidy we receive from NYCDOE. We are subleasing our space from a related party that holds the underlying lease with the landlord of the space. The monthly payments that we make to the related party under the sublease agreement are more than the monthly payments that the related party makes to the landlord in the underlying lease. The difference covers the additional facility costs that are necessary for maintaining and operating the building. We have reviewed our sublease agreement with legal counsel and have been advised that it does not violate any applicable laws and regulations. All payments made to the School from NYCDOE for the rent subsidy have been or will be used on actual rent costs in compliance with the law.
7. We are not aware of any pending or threatening litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP.
8. We have disclosed to you the identity of the organization's related parties and all the related party relationships and transactions of which we are aware.
9. The organization has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
10. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us; and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
11. We have evaluated subsequent events through the report date including events related to the coronavirus (COVID-19) pandemic. We have concluded that there are no adjustments needed to the financial statements. The estimated potential future impact cannot be determined.
12. We have no plans or intentions to discontinue the operations of any program or discontinue any significant services or activities.



13. The School received full forgiveness of the Paycheck Protection Program (“PPP”) loan during the year.

14. Emblaze Academy Charter School is an exempt organization under Section 501(c)(3) of the Internal Revenue Code. Any activities of which we are aware that would jeopardize the School’s tax-exempt status, and all activities subject to tax on unrelated business income or excise or other tax, have been disclosed to you and appropriately reported. All required filings with tax authorities are up-to-date.

15. There have been no instances that have occurred, or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.

16. There have been no instances that have occurred, or are likely to have occurred, of noncompliance with provision of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.

17. There have been no instances that have occurred, or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.

 **10/26/21**

Erienne Rojas

Co-Head of School

Subject: Re: Emblaze - Escrow Account
Date: Tuesday, October 26, 2021 at 1:42:57 PM Eastern Daylight Time
From: Erienne Rojas
To: Laura Hill
CC: Shakina Hinton
Attachments: image001.png, image002.jpg, image003.jpg, image004.jpg

Hey Laura,

Thank you for the ongoing communication here around this unforeseen situation. I received confirmation from Chase yesterday that signer changes have been successfully completed and as a result, I have now full access to the savings/escrow account ending in 3731. I was finally able to transfer the funds! See below for support documentation. Let me know if you need anything else from our end here. We will be sharing this with the auditor as well.

✔ You've scheduled a transfer of \$25,000.00 to your CHASE BUS PREM

Transfer from
PLAT BUS CHECKING (...9865)

Transfer date
Oct 25, 2021

Transfer to
CHASE BUS PREM SAV (...37

Memo
Escrow, Yearly Requiremen

In Gratitude,
Erienne

--

Erienne E. Rojas | Co-Head of School | 917.415.6547



EMBLAZE ACADEMY
CHARTER SCHOOL

www.emblazeacademy.org

From: Laura Hill <Laura.Hill@nysed.gov>
Date: Tuesday, October 19, 2021 at 10:55 AM
To: Erienne Rojas <erojas@emblazeacademy.org>
Cc: Shakina Hinton <shinton@emblazeacademy.org>
Subject: RE: Emblaze - Escrow Account

Hi Erienne,

I understand your concern, but we do not offer extensions. We are aware that the situation was unforeseen and I will definitely note that in my annual report review. If you can get the funds transferred quickly, then I really don't see any major repercussions as far as the renewal. I've spoken with our finance manager and filed our correspondence regarding the escrow account. We will be able to explain the situation if/when it comes up in the renewal report. Please do let me know as soon as the funds are transferred.

Thank you,
Laura

From: Erienne Rojas <erojas@emblazeacademy.org>
Sent: Monday, October 18, 2021 4:23 PM
To: Laura Hill <Laura.Hill@nysed.gov>
Cc: Shakina Hinton <shinton@emblazeacademy.org>
Subject: Re: Emblaze - Escrow Account

Dear Laura,

Thank you so much for all of your support given to Shakina and I in a very challenging time. I appreciate your words very much in noting our transparency and proactiveness here. We are doing everything we can for our school community!

I am writing to follow-up about the audit. Here is what the auditor sent us about how the finding would read:

Current Year:

2021-001 – Minimum Escrow Account Balances

Criteria: The New York State Education Department requires every charter school to create a dissolution reserve account for purposes of school closure and/or dissolution. After three years of operation a charter school is required to maintain a minimum balance in its escrow account of \$75,000.

Condition: As of June 30, 2021, the balance in School's escrow account was \$50,028.

Cause: Due to a change in personnel, the School did not transfer additional funds to the escrow account.

Effect: The School was not in compliance with its charter school agreement nor the New York State Education Department's requirements for minimum escrow deposits.

Recommendation: The School should take immediate steps to ensure its escrow account is properly funded.

Since there is no formal process for a waiver, would it be possible at all to be granted an extension instead considering this unforeseen obstacle? I am hoping to have the funds transferred by 11/1 into the escrow account.

In Gratitude,
Erienne

--
Erienne E. Rojas | Co-Head of School | 917.415.6547



EMBLAZE ACADEMY
CHARTER SCHOOL

www.emblazeacademy.org

From: Laura Hill <Laura.Hill@nysed.gov>
Date: Wednesday, October 13, 2021 at 11:19 AM
To: Erienne Rojas <erojas@emblazeacademy.org>
Cc: Shakina Hinton <shinton@emblazeacademy.org>
Subject: RE: Emblaze - Escrow Account

Hi Erienne,

Thank you for bringing this to our attention. We appreciate your transparency and understand that this was an unexpected obstacle. There is no formal process whereby we would issue a waiver. As you noted in our conversation, this could be noted as a finding in the auditor's report. However, you were proactive in letting the CSO and auditor know about this, you have indicated that the money is there (just not accessible to you at the moment), and you are obviously taking immediate action to remedy the situation. These points will be noted by the CSO and taken into consideration when/if the auditor does include the \$25K needed for the escrow account in his/her report.

Please keep me updated on the situation so that I know when everything is all set.

Thank you,
Laura

From: Erienne Rojas <erojas@emblazeacademy.org>
Sent: Tuesday, October 12, 2021 4:45 PM
To: Laura Hill <Laura.Hill@nysed.gov>
Cc: Shakina Hinton <shinton@emblazeacademy.org>
Subject: Emblaze - Escrow Account

Dear Laura,

Thank you so much for all of your time over zoom and the phone today.

As per our discussion, we would like to request an extension for the yearly requirement that was due at the end of the previous fiscal year to transfer the \$25k into our escrow account. We were not able to initiate the transfer back in June because I do not have access to the escrow account (Business Savings account ending in 3731). I realized only at the end of June 2021 that I had not been added as an authorized user to the escrow account though I do in fact have access to all of the other school

accounts. Our business banker advised me to go to my Chase local branch to have my name added to the account then but when I went to do so, I was told by the banker that the window of time had passed for me to be added through the branch. Apparently, I was supposed to have been added back when I was hired in 2017. There is in fact still another way to be added to the account as a signer but this would entail that a manual submission on my behalf be sent to the Chase's back office team.

Please let me know if an extension can be granted. We appreciate your consideration of said request.

In Gratitude,

Erienne

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Erienne E. Rojas | Co-Head of School | 917.415.6547



EMBLAZE ACADEMY
CHARTER SCHOOL

www.emblazeacademy.org

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October 26, 2021

Corrective Action Plan

2021-001 – Minimum Escrow Account Balances:

Subsequent to year-end, the School deposited the additional funds into the escrow account.

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member – Board of Regents-Authorized Charter Schools

Name: Dr. Geraldo Vasquez, DBA

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Emblaze Academy Charter School, Inc.

1. List all positions held on the education corporation Board of Trustees (“Board”) (e.g. president, treasurer, parent representative).
 - a. Chair, Board of Trustees
 - b. Chair, Governance Committee

2. Are you an employee of any school operated by the education corporation?
 Yes No X

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?
 Yes No X

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with

you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
None.			

5. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None**."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None.				

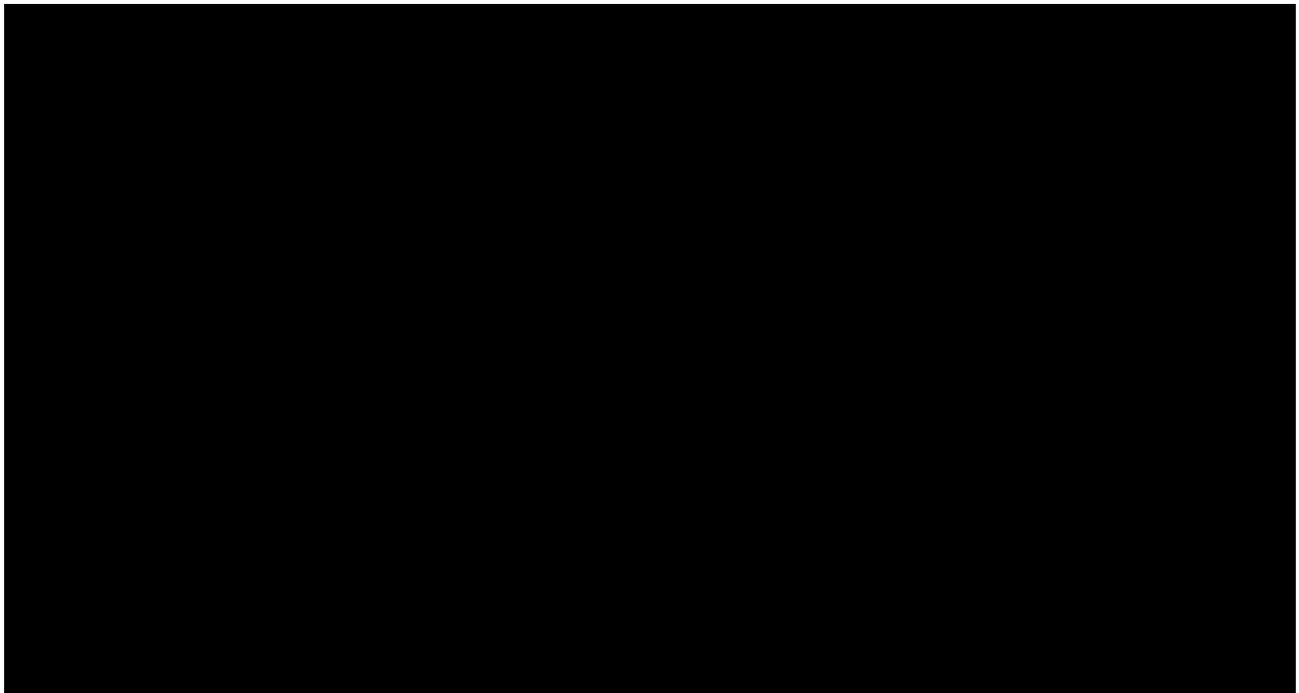
Geraldo Vasquez

Signature

October 13, 2021

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member – Board of Regents-Authorized Charter Schools

Name: Tameka Beckford-Young

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Emblaze Academy Charter School, Inc.

1. List all positions held on the education corporation Board of Trustees (“Board”) (e.g. president, treasurer, parent representative).

Secretary and Acting Vice President

2. Are you an employee of any school operated by the education corporation?
 Yes No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

n/a

3. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

N/A

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>N O N E.</i>	<i>N O N E.</i>	<i>N O N E.</i>	

5. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None**."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
NONE.		NONE.		

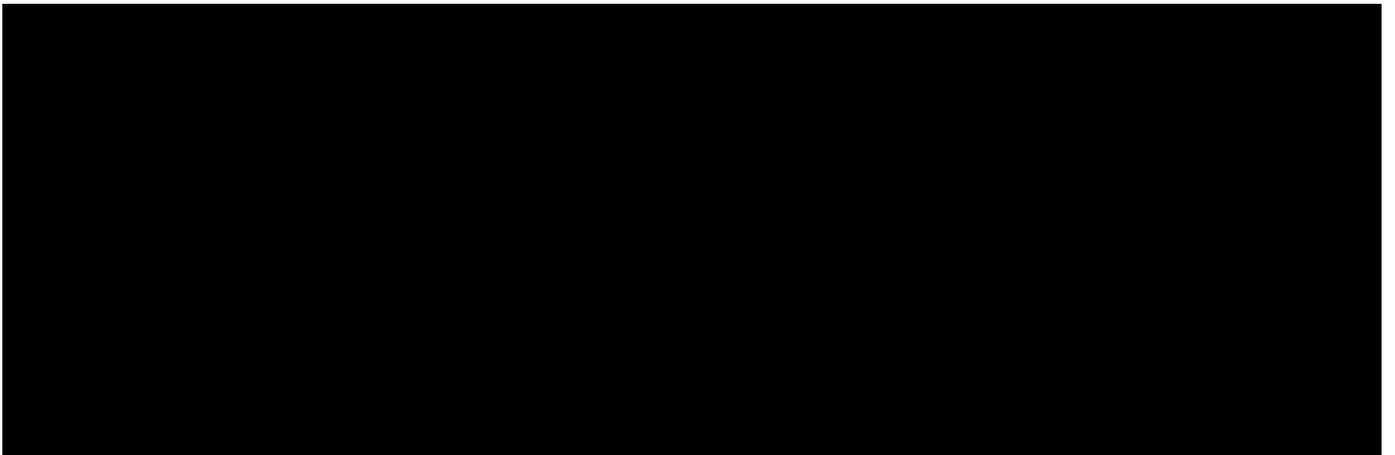
Tameka Beckford-Young

10/13/21

Signature

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.





EMBLAZE ACADEMY
CHARTER SCHOOL

Entry 8 Board Meeting Minutes

The Board of Trustees must upload this complete set of monthly board meeting minutes (July 2020-June 2021).



July 2020 Board Meeting

Date: August 5, 2020.

Time: 6:30 PM - 8:15 PM.

Location: Virtual conference via

[https://connectcuny.webex.com/meet/Dr.G.Vasquez.](https://connectcuny.webex.com/meet/Dr.G.Vasquez)

Board Members in Attendance:	Absent Board Members:	Other Attendees:
<p><i>Geraldo Vasquez, Board Chair</i></p> <p><i>Rosann Santos, Vice Chair</i></p> <p><i>Tameka Beckford-Young</i></p> <p><i>Matthew Kirby-Smith</i></p>	<p><i>Harini Mittal, Treasurer</i></p>	<ul style="list-style-type: none"> • Collin Thompson • CShaez • Katlin Mckenough • T. Waller • Andrew Hunts MOM (Diana) • James Hunt • Francesa Lujan • <i>Derian</i> • <i>Erienne Rojas</i>

Lead	Scheduled Time/ Actual time	Agenda Item
Gerry	6:30 /6:42	<p>Call to order</p> <ul style="list-style-type: none"> ❖ Presently, the Leadership and Operations Teams have been working on our Reopening Plan that is due on July 31st. ❖ We are planning on reopening on September 8th with this schedule: ❖ The '20 - '21 school year will be operating on a hybrid schedule (specifically: 5th and 6th in person on Monday and Tuesday and virtual Wednesday- Friday; 7th virtual on Monday, Tuesday and Friday and in person on Wednesday and Thursday). In this version of the schedule, classes are split in half so distance can be kept, students never congregate together (lunch and breakfast will be in homerooms) and no more than 15 students will be in a class at a time. (Draft in management report) <ul style="list-style-type: none"> ➢ Extra operational precautions will be put in place. ❖ Parents: ➢ A new survey will be shared with parents next week on "ParentSquare" to assess their feelings and thoughts about the school's reopening. <ul style="list-style-type: none"> ➢ After reading the parent feedback, we will communicate our Reopening Plans on August 7 th , 2020 from 6:00-7:00. All Board Members are welcome to attend. ❖ The Leadership and Operations teams have been meeting virtually for their summer training and preparations since July 13th and will continue to do so. ❖ We have scheduled a fully virtual August Professional Development plan for teachers
Gerry	6:30-6:35/	<p>Approval of Prior Meeting Minutes To be addressed at a future board meeting</p> <ul style="list-style-type: none"> • June 2020 Board Meeting

Francesca/
Erienne

6:35-7:15/
6:50

Review and Vote

- **Cleaning Services** (Table until we have pricing structure for current situations)
 - Looking at 3 vendors for services: Executive Cleaning, Summit Facility, Pro-clean maintenance (current provider)
 - Pro-Clean: The proposal includes, which is part of the contract provided at no extra charge: (Porter #1: 8am-5pm; Porter #2: 11am-8pm; Porter #3 5pm-9pm> Monday – Friday)
 - day porter services for 3 hours/day,
 - nightly cleaning for 3 hours/night,
 - specialty floor care, supplies
 - deep cleaning of school during Summer break and as a complimentary service we will also provide hand soap and toilet paper dispensers for restrooms.
 - **\$109,116.00 anticipated cost**
 - Summit Facility
 - \$100 for Day Porter cleaning supplies & \$250 for NC supplies included in monthly charge; equipment is included and there is no charge.
 - Consumables (Toilet Tissue, Roll Towels, etc) are not included and can be provided for an additional price.
 - Floor Stripping and Buffing was not included in the spec. This work is typically performed during the summer months.
 - **\$129,900.00 anticipated cost**
 - Executive Cleaning
 - Executive Cleaning Services, LLC will furnish all necessary equipment, cleaning supplies, labor and supervision necessary to perform the service herein.
 - All materials such as plastic liners, paper products and hand soap will be furnished by the School.
 - As a general company policy we do not provide consumable supplies. If we do, there will be a 20% charge to every item that is ordered. It is much cheaper if you purchase this on your end. If you are referring to cleaning supplies. The price for the 12month program DOES include all supplies that WE use for the cleaning. We would ask that you purchase additional supplies to be used by your staff, if needed during the day for any emergencies. Our porter will have their own cleaning items supplies by us.
 - **\$107,700 anticipated cost**
 - Cleaning service needs to more amped up because of COVID-19 school is to be remote at
 - Add a line item for covid supplies and other cleaning supplies as part of the contract.
 - Cleaning services for credit for months
 - Month to month
- **Painting Services** (table the painting services till the next meeting)
 - Want to give the school a facelift for the students for when they come back 30,000 sqft project
 - Proclean \$47,500 estimated cost (Worked with them in the past)

		<ul style="list-style-type: none"> ○ MLA Construction \$61,870 estimated cost <ul style="list-style-type: none"> ▪ Worked with landlord ○ Art Pop LLC (do no prime walls) \$36,000 <ul style="list-style-type: none"> • Health Care Defined Contributions Increase and Allocation <ul style="list-style-type: none"> • Absorbing cost of Covid-19 healthcare costs or share cost with staff • MOTION TO APPROVE to absorbed cost increased • UNNANOMOUSLY APPROVED • Insurance Policies <ul style="list-style-type: none"> • Coverage for 280 students from 180 students • Limits 200 to 300 thousand • Removing the exclusion of communicable disease policies • Was 54k now to 77k because of pupil increase • MOTION TO VOTE • UNNANOMOUSLY APPROVED
Francesca	7:15-8:00 / 7:50	<p>Management Report</p> <ul style="list-style-type: none"> • July 2020 Update <p><i>Enrollment</i></p> <p>Enrollment Goal for 20-21: 280 Total Currently Enrolled: 248 Total Seats Left to Fill: 32</p> <p>-10 away from our desired goal of 60 students in 5th grade -20 away from our desired goal of 110 students in 6th grade -2 away from our desired goal of 110 students in 7th grade Total Students Offered & on Waitlist:73</p> <ul style="list-style-type: none"> • Reopening Plans <ol style="list-style-type: none"> 1. Stage 1: September-October 2nd: Students and staff will engage in a 100% virtual learning environment. At the end of September, Emblaze Academy will evaluate if the school will move to Stage 2 based on the current state of the Hunts Point area in regard to COVID. 2. Stage 2: October 5th-the end of the pandemic: Given that COVID cases have not spiked or it is otherwise not unsafe for students to be in the school building Emblaze will begin returning students to the building on a limited basis. Students will be split into two groups. Lower School will attend school in person Monday and Tuesday and will be taught virtually Wednesday-Friday. Upper School will be taught virtually Monday - Tuesday and Friday and will attend school in person on Wednesday and Thursday. 3. Stage 3: Once it is safe to do so, because there is a vaccine or herd immunity, staff and students will return to in-person learning.
Harini/Derian (Edtec)	No financial results available	<p>Finance and Facilities Committee Report</p> <ul style="list-style-type: none"> • June 2020 Financial Results • June 2020 Finance Report • Facilities Update To discuss during August 2020 strategic meeting with EdTec • PPP Forgiveness • Credit line

		<ul style="list-style-type: none"> • Enhancing Financial and Cash Flow Reporting • Relationship and responsibilities between “Friends of” and Board • Financial Results Timeline Revisited
Marlin	8:00-8:05 /	<p>Enrollment and Development Committee Report To be addressed at a future board meeting</p> <ul style="list-style-type: none"> • Enrollment Update • Development Update • Branding Program
Gerry	8:05-8:10 /	<p>Governance Committee Report To be addressed at a future board meeting</p> <ul style="list-style-type: none"> • Board Candidates Status <ul style="list-style-type: none"> o 1 candidate in final phase of review • Vice Chair Resignation effective 12/31/2020
Gerry	8:10-8:15 /	<p>Next Steps To be addressed at a future board meeting</p> <ul style="list-style-type: none"> • Virtual Board Retreat Day and Time Discussion • Approve Past Meeting Minutes • Develop Fundraising Approach and Branding Program • Succession Planning – Selection of New Board Chair
Gerry	8:15 /8:28	Adjournment



September 2020 Board Meeting

Date: October 6, 2020.

Time: 6:30 PM - 8:15 PM.

Location: Virtual conference via

<https://connectcuny.webex.com/meet/Dr.G.Vasquez>.

Board Members in Attendance:	Absent Board Members:	Other Attendees:
<p><i>Geraldo Vasquez</i></p> <p><i>Rosann Santos</i></p> <p><i>Tameka Beckford-Young</i></p> <p><i>Matthew Kirby-Smith</i></p> <p><i>Harini Mittal,</i></p>		<ul style="list-style-type: none"> • Collin Thompson • CShaez • Katlin Mckenough • T. Waller • Andrew Hunts MOM (Diana) • James Hunt • Francesca Lujan • <i>Derian,</i>

Lead	Scheduled Time/Actual	Agenda Item																											
Gerry	6:30/ 6:44	Call to Order																											
Gerry	6:30-6:40/	Approval of Prior Meeting Minutes <ul style="list-style-type: none"> • July 2020 Board Meeting To be addressed at a future board meeting 																											
Harini/ Derian (Ed-Tech)	7:30-8:00/ 6:50	Finance and Facilities Committee Report <ul style="list-style-type: none"> • August 2020 Financial Results <div style="background-color: #0056b3; color: white; padding: 5px; text-align: center; margin-bottom: 10px;"> Budget vs. Actuals - Expenses </div> <table border="1"> <caption>Budget vs. Actuals - Expenses (in thousands)</caption> <thead> <tr> <th>Category</th> <th>Budget YTD</th> <th>Actuals YTD</th> </tr> </thead> <tbody> <tr> <td>Personnel</td> <td>300</td> <td>295</td> </tr> <tr> <td>Benefits & Insurances</td> <td>80</td> <td>75</td> </tr> <tr> <td>Curriculum & Classroom</td> <td>40</td> <td>35</td> </tr> <tr> <td>Administrative Expenses & Insurances</td> <td>100</td> <td>95</td> </tr> <tr> <td>Professional Development & Services</td> <td>50</td> <td>45</td> </tr> <tr> <td>Marketing & Recruitment</td> <td>10</td> <td>5</td> </tr> <tr> <td>Facilities</td> <td>375</td> <td>385</td> </tr> <tr> <td>Miscellaneous Expenses</td> <td>30</td> <td>25</td> </tr> </tbody> </table>	Category	Budget YTD	Actuals YTD	Personnel	300	295	Benefits & Insurances	80	75	Curriculum & Classroom	40	35	Administrative Expenses & Insurances	100	95	Professional Development & Services	50	45	Marketing & Recruitment	10	5	Facilities	375	385	Miscellaneous Expenses	30	25
Category	Budget YTD	Actuals YTD																											
Personnel	300	295																											
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Marketing & Recruitment	10	5																											
Facilities	375	385																											
Miscellaneous Expenses	30	25																											

- Actual expenses YTD are \$99k below budget expenses
- Admin overage due to an increase in insurance cost

Budget YTD vs Actuals YTD Variance

	2020-21	2020-21	Variance
	Budget YTD	Actuals YTD	
Revenue			
Per Pupil Funding & State Grants	1,168,907	1,093,467	(75,440)
Federal Grants	-	29,091	29,091
Contributions & Grants	-	-	-
Fundraising	-	-	-
Interest	-	4	4
Miscellaneous Revenues	-	-	-
Total Revenue	1,168,907	1,122,561	(46,345)
Expenses			
Personnel	305,027	292,535	12,492
Benefits & Insurances	82,687	50,056	32,631
Curriculum & Classroom	45,696	39,433	6,263
Administrative Expenses & Insurances	99,968	107,129	(7,161)
Professional Development & Services	52,889	42,478	10,411
Marketing & Recruitment	7,511	3,250	4,262
Facilities	372,068	371,354	713
Miscellaneous Expenses	39,080	(290)	39,370
Total Expenses	1,004,926	905,945	98,981
Operating Income	163,980	216,616	52,636
Beginning Balance (Audited)	726,394	837,340	110,946
Operating Income	163,980	216,616	52,636
Ending Fund Balance (incl. Depreciation)	890,374	1,053,956	163,582
Ending Fund Balance as % of Expenses	88.6%	116.3%	27.7%

- Facilities Update **To be addressed at a future board meeting**
- Derain explains the PPP(loan) forgiveness process
 - 5 months after application we should expect loan forgiveness

Received first two per pupil payments as expected

- NYSED Confirmed FY20 Senate Appropriations
- Received \$77k in CARES Act allocation

Gerry
8:05-
8:10/7:07

Governance Committee Report

- Board Candidates Status

o 1 candidate in final phase of review

8:10-
8:15/7:07

Next Steps

- Virtual Board Retreat Day and Time Discussion
- poll for time and dates for virtual retreat
- Process of selecting new board member
- Approve Past Meeting Minutes with Tameka
- Develop Fundraising Approach and Branding Program
- Succession Planning – Selection of New Board Chair
- Gerry opened floor for questions and comments
 - Parent introductions were made
 - A parent question of a 5th grader (Q: why were electives are removed?)
 - Staff says it is harder to teach certain things online without accesses to the facilities and certain materials

- A parent said that online schooling has made assignment accountability hard as it has fallen more on the parents

7:15 we have corium

Francesca/Erienne
6:40-7:00/
7:20

Review and Vote

- **Cleaning Services To be addressed at a future board meeting**
 - An updated cleaning proposal is forthcoming
 - Updates will include cleaning for prices for current online style classes
 - Contract will adjust according to services and price will adjust as well
 - Vendor will be flexible for coming in and out of the building
 - Facility will be cleaned on a regular basis twice a month
- **Painting Services (Tabled)**

Francesca/Erienne
7:30-8:00/
7:35

Management Report

- ❖ Enrollment is at 252 currently due to covid-19 circumstances
- ❖ Would like to be at 265

Grade	Overall Enrollment Goal	Current Students Returning from 19-20	Current Students Retained from 19-20	Filled Seats on SchoolMint (Enrollment Platform)	Total Seats Filled for 20-21 (new offers + returning + retained students)
5th	50	N/A	5	43	48
6th	100	42	1	40	82
7th	130	108	N/A	45	113

- ❖ 5th grade is the most difficult to recruit for
- ❖ Engaged a recruitment companies (schola) 2 students so far from this
- ❖ Curriculum goals
 - Vetting virtual programs (MyON) allows reading assessments
 - Exact path virtual learning apps is an assessment program individualized learning plans for reading writing math
- **August 2020 Update**
 - ❖ Presently, the Leadership and Operations Teams have been working on our **Professional Development** with new and returning teachers.
 - ❖ The entire team was presented with the Reopening Plan for review and discussion on August 20th.

		<ul style="list-style-type: none"> ❖ The '20 - '21 school year will begin on a 100 % virtual schedule on 9/8/2020 ❖ Parents: <ul style="list-style-type: none"> We communicated our Reopening Plans with returning families on August 7th, 2020 from 6:00-7:00 We communicated our Reopening Plans with new families on August 17th, 2020 from 6:00-7:00 ❖ Beginning of Year School Supplies Package, 2 free uniform shirts, Chromebook and hotspot will all be provided and distributed to ALL of our families on the following dates: <ul style="list-style-type: none"> ➤ 7th Grade, 8/26: 6:30am-6:30pm ➤ 6th Grade, 8/27: 6:30am-6:30pm ➤ 5th Grade, 8/28: 6:30am-6:30pm ❖ Science Lab was installed Wednesday: August 5th <p>Virtual Teacher Professional Development for Lab Learner Curriculum: August 6th + 7th was completed</p> <ul style="list-style-type: none"> • Reopening Plan Update <ul style="list-style-type: none"> ○ waiting to hear from the governor's office and the Board of Education on this <p>Recruitment Strategies:</p> <ul style="list-style-type: none"> ❖ Active Facebook & Instagram Ad Campaign <ul style="list-style-type: none"> ➤ Online Impressions (amount of times that the advertisement has been displayed): 132,476 ➤ Reach (total number of people that have viewed this Ad): 68,471 ➤ Local community mailer targeting 6 zip codes (10454, 10455, 10459, 10472, 10473, and 10474) ➤ Total Student Reach: 5,364 ❖ Schola Marketing Campaign (5k for year-round support with recruitment) <ul style="list-style-type: none"> ➤ Money-back guarantee if we do not generate leads ➤ Campaign up and running in ~24 hours ➤ No more guesswork about ROI and marketing spend ➤ 1 enrolled student pays for the system
	7:50	<p>Executive Session begins:</p> <ul style="list-style-type: none"> ➤ Discussed management level personnel matters ➤ Gerry and Rosann will be responsible for getting the paperwork together for informing personnel about matters

Gerry	9:00/	Adjournment
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October 2020 Board Meeting
Date: October 27, 2020.
Time: 6:30 PM - 8:15 PM.
Location: Virtual meeting via
<https://us02web.zoom.us/j/6860318723>

Board Members in Attendance:	Absent Board Members:	Other Attendees:
<i>Geraldo Vasquez, Board Chair</i> <i>Tameka Beckford-Young Secretary</i> <i>Matthew Kirby-Smith</i> <i>Marlin Jenkins</i>	<i>Rosann Santos, Vice Chair</i> <i>Harini Mittal, Treasurer</i> <i>Raghav Thapar</i>	<ul style="list-style-type: none"> • Erienne Rojas, Director of Operations • Derian & 2 Others from EdTech team • Francesca Lujan • Collin Thompson • CShaez • Katlin Mckeough • T. Waller • Joseph Albano CPA • James Hunt • Ana Dibra, • Bryson Wilson, • Janneth Goana • Jeanette Rodriguez • Brad Blosser • Tarore Kassoum, • Ana Lorea

Lead	Scheduled Time/ Actual time	Agenda Item
Gerry	6:30/ 6:35	Call to order <ul style="list-style-type: none"> ❖ Opened floor to questions before addressing agenda items ❖ Parent asked how likely schools are to open soon? <ul style="list-style-type: none"> ➤ Erienne responded saying that as soon as Department of Education tells them it is safe to they will.
Joseph Albano, CPA	6:40-7:10/ 6:45	Audit Report (Draft) Presentation Schall and Ashenfarb, CPA's, L.L.C. <ul style="list-style-type: none"> ❖ The audit needs to be submitted to the State by November 2, 2020 ❖ Auditor's opinion is that we have a "clean bill of health" in this year's audit ❖ Liquidity is tight June 2020; the school should aim to have 2 to 4 months' worth of reserves

	6/30/2020	6/30/2019*
Without donor restrictions:		
Public support and revenue:		
Public school district (Note 5)		
Revenue - resident student enrollment	\$2,605,691	\$1,374,196
Revenue - students with special education services	793,648	407,214
Total public school district revenue	3,400,339	1,781,410
New York City rental assistance (Note 3)	390,462	413,537
Other government grants	227,221	1,838,963
Contributions	80,000	327,140
Other income	1,367	41,725
Total revenue and public support	4,401,429	5,383,075
Expenses:		
Program services:		
Regular education	3,503,900	1,599,510
Special education	1,627,997	438,143
Total program services	5,131,897	2,037,653
Supporting services:		
Management and general	599,863	566,981
Depreciation	0	4,999
Total supporting services	599,863	571,980
Total expenses	5,731,760	2,609,633
Change in net assets	(90,331)	773,442
Net assets - beginning of year	743,124	0
Net assets - end of year	(16,207)	773,442

* Reclassified for comparative purposes

- ❖ Rent is the 1-million-dollar liability
 - As the payments are made towards the facilities rent, which is seen as a liability, the liabilities financially should decrease
- ❖ 89% of dollars spent were spent directly on the school; (this is very good) (means the money is being well spent and mostly benefitting the students directly)
- ❖ The cost of Facilities and income seemed a tad high but not too outrageous (see below)

ENHBLAZE ACADEMY CHARTER SCHOOL
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2020
 (With comparative totals for the period from inception through June 30, 2019)

	Program Services		Total Program and General	Supporting Services	Total Expenses 6/30/2020	Total Expenses 6/30/2019
	Regular Education	Special Education				
Salaries	\$1,174,762	\$478,810	\$1,653,572	\$389,697	\$1,943,269	1,241,503
Payroll taxes and benefits	213,758	87,948	301,706	51,613	353,319	239,276
Total personnel costs	1,388,520	566,758	1,955,278	441,310	2,396,588	1,480,779
Professional fees	20,466	15,448	35,914	164,724	200,638	385,401
Construction and classroom expenses	49,703	20,356	70,059	49,957	120,016	90,854
Facilities expense	1,801,193	746,195	2,547,388	2,647,794	5,195,182	2,16,009
Equipment	40,972	1,118	42,090	18,878	60,968	34,257
Office expenses	767	150	917	53,089	54,006	72,200
Professional development	12,952	5,278	18,230	18,230	36,460	34,308
Insurance	20,820	10,747	31,567	6,371	37,938	33,347
Recruitment	48,814	18,181	66,995	42,795	109,790	23,454
Other expenses	205	118	323	17,188	17,511	12,274
Depreciation	54,799	25,221	80,020	77,450	157,470	23,436
Total expenses	\$3,321,908	\$1,437,837	\$4,759,745	\$1,998,663	\$6,758,408	\$2,809,458

1. Basis of Presentation
 The financial statements are prepared on an accrual basis of accounting and follow generally accepted accounting principles (GAAP) for nonprofit organizations. Management believes the financial statements are presented fairly in all material aspects. Management believes they have little risk and has not experienced any losses due to such factors.

2. Capitalization Policy
 Computer hardware, furniture and equipment are capitalized at cost or at the fair value at the time of gift, if donated. The school capitalizes fixed assets in excess of \$5,000 that have a useful life of more than one year. Depreciation was calculated using the straight-line method over the estimated useful life of each asset, which generally is between 3 and 7 years.

3. Donated Services
 Donated services are recognized as supporting services, where those services create or enhance the financial assets or acquire specialized skills, are provided by individuals possessing those skills and would typically need to be purchased, if not provided as kind, donor, volunteer and other individuals volunteer their time and perform the same or similar duties for the school. These services do not meet the criteria outlined above and therefore have not been recorded in the financial statements.

4. Allocation of Expenses
 The costs of preparing financial statements and other activities have been allocated on a pro-rata basis to the accompanying financial statements. Accordingly, certain costs have been allocated among the program and supporting services benefited. Such allocations are determined by management on an equitable basis.

Salaries were allocated using time and effort as the basis. The following costs were allocated using the salary allocation as the basis:

- Payroll taxes and benefits
- Insurance

Certain program expenses have been allocated between Regular Education and Special Education based on student FTE rates. All other expenses have been charged directly to the applicable program or supporting services.

5. Use of Estimates
 The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make

Commented [TBY1]: Did the accountant say why this was good? Was it good because a large percentage of funds were spent on the directly on the school, as opposed to other things?

Commented [AD2R1]: Did not say why

Commented [AD3R1]:

Commented [TBY4]: Did income seem high? What income? Or is this an error?

Commented [AD5R4]: I believe he meant income as in money coming into the school as much wasn't used on facilities bc of covid but the ongoing cost of repairs to the school were also high

Commented [AD6R4]:

- ❖ The financial results could be more transparent to the outside reader who may not understand financial numbers
- ❖ The current facilities lease has not been signed but postponed due to covid-19 (remote learning), we will however be required to record it liability in the future as it is an asset

Note 6 - Commitments and Contingencies

The school has a release agreement with Friends of Emblaze for educational and administrative space that became effective July 4, 2019. The lease expires on June 30, 2024 with two five-year renewal options. Friends of Emblaze is responsible to pay rent, utilities, janitorial, and provide services on the school's behalf. The school will then make monthly payments to Friends of Emblaze to cover these expenses.

These amounts included have cost of \$600,000 plus additional facility costs of \$417,700 for the year ended June 30, 2020.

Future minimum payments under these leases are as follows:

Year ending:	June 30, 2021	\$1,482,956
	June 30, 2022	1,279,520
	June 30, 2023	1,015,120
	June 30, 2024	1,000,000
	June 30, 2025	1,000,000
	Thereafter	2,837,024
Total		\$10,594,620

Note 7 - Retirement Plan

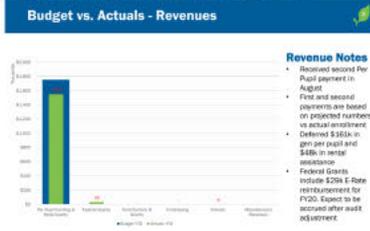
The school has a retirement plan (401k) under Section 401(k) of the Internal Revenue Code. All employees who are at least 21 years of age are eligible to participate. Employees may elect to contribute a portion of their salary, up to the plan up to statutory, applicable and federal tax limits. Employer contributions equal to 50% of the salary reduction contributions made by the employee for the calendar year, set to exceed 0% of the employee's salary.

The school contributed \$1,700,000 to the plan during the fiscal year ended June 30, 2020 and the period from inception through June 30, 2019, respectively. The plan is a defined contribution plan.

- ❖ The current PPE check will also be converted to cash/flow revenue
- ❖ Emblaze rent payments are a little higher because it subleases the space through Friends of Emblaze instead of leasing directly with landlord
- ❖ The cost of renting through the friends of Emblaze should be tracked as "Other costs" (could be useful to track over-time)
- ❖ There are no underlying issues that need to be reported to the state.
- ❖ Questions opened to meeting attendees:
 - Committee member asked if there were things that we we need to keep track of for future audits, and if they are disclosed in the document.
 - Auditor explained that the only thing that we need to be mindful of for the future is the lease through friends of emblaze.
 - It was also mentioned the friends of emblaze board is currently looking at different leasing and cost options in conjunction with the emblaze board

Derian 7:10-7:30/ 7pm

Finance and Facilities Committee Report
September 2020 Financial Results



Budget YTD vs Actuals YTD

- PPP Forgiveness Discussion
- ❖ Derian explains that the PPE loan was received through Paypal lenders. The portal through which it was received is still open as it has not been spent yet and it has been 200 days since it was received. (The loan is for 338k) There are two options with this moving forward: either the money can be returned or used for the upcoming payroll costs. But whichever way we go we need to decide soon there are 90 days left until we

		<p>can apply for the loan's forgiveness, as it is a loan under 2 million and was taken out in good faith.</p> <p>Little Bird (Emblaze's) HR company being bought out.</p> <ul style="list-style-type: none"> ❖ Derain also informs the board of the merger of Tri-net and Little Bird the schools HR and Payroll. There will be changes to the relationship between EdTech and Emblaze because of this new merger, as they will not be allowed to offer a Payroll processor to Emblaze because of the contract that Tri-net has with its clients. ❖ Tri-net has asked Emblaze to sign a new contract but management and board to get additional information from Tri-Net about change in services.
Erinee	7:40-7:55/ 7:40	<ul style="list-style-type: none"> ❖ Ms. Rojas presents the Management Report as Mrs. Lujan absent due to illness <p>Management Report</p> <ul style="list-style-type: none"> ❖ Cleaning Services Contract <ul style="list-style-type: none"> ○ Erienne re-negotiated with and updated its cleaning proposal ○ The cost has been reduced from [previous monthly amount] to \$950 a month. The cleaning service is for twice a week- at night during this period of remote learning. ○ Supplies included in this cost. <p>• October 2020 Update</p> <p>Enrollment</p> <ul style="list-style-type: none"> ❖ Currently at 252 students ❖ A teacher talk about state exams and how testing for the school in this covid-19 remote learning environment is difficult not only to collect but to validate. ❖ A conversation about the school's measurement of improvement, through testing has also been affected according to teachers and school operators, as they would normally be having an assessment every 6-8 weeks during normal schooling circumstances ❖ There is a high possibility that state exams will even be canceled once again this year ❖ Members from the board discuss communicating with other charter school educators about what they are doing to measure the progress of their students during the current schooling environment. <p>• Reopening Plan Update</p> <ul style="list-style-type: none"> ❖ Waiting for directive for the department of education on this
Gerry	7:30-7:40/7:50	<p>Review and Vote:</p> <ul style="list-style-type: none"> • Audit Report <ul style="list-style-type: none"> ○ Unanimously approved ❖ ADDED VOTING ITEM: Cleaning contract <ul style="list-style-type: none"> ○ Unanimously approved • PPP Forgiveness {Vote tabled for now} <ul style="list-style-type: none"> ❖ PPP loan forgiveness (goes from loan to grant) <ul style="list-style-type: none"> ○ School has not used funds yet <ul style="list-style-type: none"> ▪ Ed-tech thinks we should apply for loan forgiveness on the PPE loan ▪ A board member suggests that if we are not using the loan why not return it we don't technically need it we could possibly return it ○ We already have it; could keep it for future possible emergency funds. We need to protect the interest of the schools.
Gerry	8:00- 8:05/ Tabled	<p>Governance Committee Report</p> <p>To be Addressed at Next Month's Meeting</p> <ul style="list-style-type: none"> • Board Candidates Status <ul style="list-style-type: none"> ○ 1 candidate in final phase of review

Gerry	8:05-8:15/ Tabled	Next Steps To be Addressed at Next Month's Meeting <ul style="list-style-type: none">• Virtual Board Retreat Day and Time Discussion• Approve Past Meeting Minutes• Develop Fundraising Approach and Branding Program• Succession Planning – Selection of New Board Chair, Vice Chair and Treasurer
Gerry	8:15/8:13	Adjourned meeting



November 2020 Board Meeting
Date: December 1, 2020.
Time: 6:30 PM - 8:15 PM.
Location: Virtual meeting via
<https://us02web.zoom.us/j/6860318723>.

Board Members in Attendance:	Absent Board Members:	Other Attendees:
<p><i>Geraldo Vasquez, Board Chair</i></p> <p><i>Rosann Santos, Vice Chair</i></p> <p><i>Tameka Beckford-Young</i></p> <p><i>Marlin Jenkins</i></p>	<p><i>Harini Mittal,</i></p> <p><i>Matthew Kirby-Smith,</i></p>	<ul style="list-style-type: none"> • Collin Thompson • CShaez • Katlin Mckenough • Erienne Rojas • Ana Dibra • Bryson Wilson • A. Korona • Ana Lora • Colin Thompson • Elizabeth Goana • Ronaire Morris • Tiana Waller • Francesa Lujan • Derian

Lead	Scheduled Time/ real time	Agenda Item
Gerry	6:30/ 6:38	Call to order
Gerry	6:30-6:40	Approval of Prior Meeting Minutes {Tabled for next month's meeting } <ul style="list-style-type: none"> • July-Sept 2020 Board Meeting
Derian	6:40-7/6:40	<p>Finance and Facilities Committee Report</p> <ul style="list-style-type: none"> • November 2020 Financial Results <div style="display: flex; justify-content: space-around;"> <div style="width: 45%;"> <p>Budget vs. Actuals - Revenues</p> <p>Revenue Notes</p> <ul style="list-style-type: none"> • Received second Per Pupil payment in August • First and second payments are based on projected numbers vs actual enrollment. • Deferred \$215k in gen per pupil and \$68k in rental assistance. • Federal Grants includes \$29k E-Rate reimbursement for FY20 which was not accrued and will remain in FY21's books. • Excluding E-Rate, negative variance in Tax funding due to timing. </div> <div style="width: 45%;"> <p>Budget vs. Actuals - Expenses</p> <p>Expense Notes</p> <ul style="list-style-type: none"> • Actual expenses YTD are \$211k below our budgeted expenses • \$22k positive variance in personnel due to start dates • Positive variance in benefits due to timing. • Curriculum & Classroom include mOn and LearningPath • Admin Expenses and Professional Dev & services variances due to timing. • Misc Expenses positive variance due to COVID-19 placards • Misc Expenses includes \$13.5k in unaccrued FY20 audit fee. </div> </div>

Budget YTD vs Actuals YTD Variance

	2020-21	2020-21	Variance
	Budget YTD	Actuals YTD	
For Profit Funding & Non-Drugs	1,537,612	2,000,000	462,388
State Grants	38,052	25,000	(13,052)
Donations	-	-	-
Interest	-	0	0
Other Income	-	0	0
Total Revenue	1,575,664	2,025,000	449,336
Personnel	780,247	747,350	32,897
Benefits & Expenses	490,288	490,288	0
Operation & Maintenance	19,328	11,296	8,032
Administrative Expenses & Materials	1,032,002	1,178,867	(146,865)
Professional Development & Services	320,174	63,971	256,203
Printing & Reproduction	23,171	23,171	0
Travel	40,000	60,000	(20,000)
Information Systems	18,112	10,000	8,112
Other Expenses	1,000,000	1,177,811	(177,811)
Operating Income	395,357	341,000	54,357
Operating Expense Method	100,000	(100,000)	0
Operating Income	295,357	241,000	54,357
Other Fund Balance (or) Depreciation	1,111,000	980,000	131,000
Other Fund Balance (or) Depreciation	20,000	20,000	0

- PPP Forgiveness Discussion {Tabled till next month's meeting}
- Facilities Update {Tabled for next month's meeting}

Gerry

7:00-7:20

Review and Vote: {Tabled for next month's meeting}

- PPP Forgiveness

Francesca

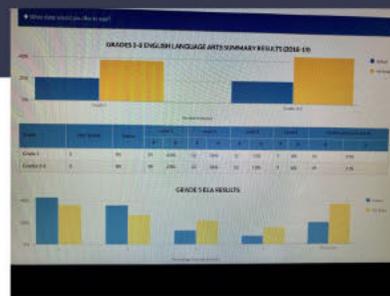
7:20-7:40/
7:08

Management Report

- November 2020 Update
 - ❖ Enrollment of students is at 250 currently
 - ❖ Myon (a academic progress monitoring system) data from December 2019 to present for the students has increased in Lexile points (measure of literacy)
 - ❖ However, the students reading levels on average are still below the expected for their grade level (as per state requirements) but have been improving since 2019 December
 - ❖ The next progress testing for this program will be held virtually on December 15th
 - ❖ Presentation of student progress using myon statistic is below

ELA State Exams

- 21% of students at this school met NY State standards
- Average score was 2.4 out of 4.5.
- 39 students scored at a level 1 (43%).
- 32 students scored at a level 2 (36%),
- 12 students scored at a level 3 (13%),
- 7 students scored at a level 4 (8%)

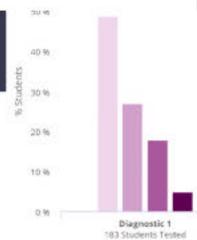


Students are considered meeting standards when they scores a 3 or 4 on a scale of 1-4 on either New York State Exam. A score of 1 or 2 on either the ELA or Math exam is considered not meeting standards, according to the New York City Department of Education

2020 Exact Path Diagnostics

Reading

5th		6th		7th	
Percentile Rank	Diagnostic 1	Percentile Rank	Diagnostic 1	Percentile Rank	Diagnostic 1
0 - 24th	59% (22)	0 - 24th	54% (34)	0 - 24th	41% (34)
25 - 49th	30% (11)	25 - 49th	33% (21)	25 - 49th	22% (18)
50 - 74th	8% (3)	50 - 74th	12% (8)	50 - 74th	27% (22)
75 - 99th	3% (1)	75 - 99th	-	75 - 99th	11% (9)
Students Tested	37	Students Tested	63	Students Tested	83



Math State Exams

- 90 5th graders
- 28% of students at this school met NY State standards
- Average score was 2.6 out of 4.5*
- 23 students scored at a level 1 (26%)
- 42 students scored at a level 2 (47%),
- 15 students scored at a level 3 (17%),
- 10 students scored at a level 4 (11%)



Exact Path Diagnostics

Math

5th		6th		7th	
Percentile Rank	Diagnostic 1	Percentile Rank	Diagnostic 1	Percentile Rank	Diagnostic 1
0 - 24th	68% (25)	0 - 24th	51% (34)	0 - 24th	26% (23)
25 - 49th	22% (8)	25 - 49th	45% (30)	25 - 49th	30% (34)
50 - 74th	8% (3)	50 - 74th	4% (3)	50 - 74th	29% (25)
75 - 99th	3% (1)	75 - 99th	-	75 - 99th	6% (5)
Students Tested	37	Students Tested	67	Students Tested	87

❖ Another report is forthcoming after the testing that will show more details on the exact students and how they have improved since their start with Emblaze Academy

• Reopening Plan Update

- ❖ State exams will most likely be cancelled for 2020 and 2021 till all schools are open
- ❖ Schools will continue to get remote learning from January to June of this academic year
- ❖ Floor opened for questions.
 - Q: If there is a way to get a survey out to the students about how the online learning experience has been for them
 - A: There is currently a survey that goes out to families and teachers. However, getting a survey out to the students will be looked into for the rest of the academic year.
 - Q: Is the current system (Myon) comparable to the state exams
 - A: The Myon system measures different skills than the state exams would, but it is a good indicator of the things that the students have learned and what their levels are compared to state standards.
- ❖ The Head of School has submitted an official request to be mentored by the principal of a South Bronx public school, MS 223, who is very connected to the Latin American communities and the Teaching communities.

Marlin

7:40-7:50

Enrollment and Development Committee Report {Tabled for next month's meeting}
• Enrollment Update

		<ul style="list-style-type: none"> • Development Update • Branding Program
Gerry	7:50- 8	<p>Governance Committee Report {Tabled for next month's meeting}</p> <ul style="list-style-type: none"> • Board Candidates Status <ul style="list-style-type: none"> o 1 candidate in final phase of review
Gerry	8:15	<p>Next Steps {Tabled for next month's meeting}</p> <ul style="list-style-type: none"> • Virtual Board Retreat Day and Time Discussion • Approve Past Meeting Minutes • Develop Fundraising Approach and Branding Program • Succession Planning – Selection of New Board Chair, Vice Chair and Treasurer
Gerry	8:15/8:15	<ul style="list-style-type: none"> ❖ Evaluation time is coming up and one-one meetings with Rosann, the results of which will be presented to help improve how the board runs as an entity <p>Adjournment</p>



January 2021 Board Meeting

Date: January 26, 2021.

Time: 6:30 PM - 8:15 PM.

Location: Virtual meeting via

[https://us02web.zoom.us/j/6860318723.](https://us02web.zoom.us/j/6860318723)

Board Members in Attendance:	Absent Board Members:	Other Attendees:
<p><i>Geraldo Vasquez, Board Chair</i></p> <p><i>Tameka Beckford-Young Secretary</i></p> <p><i>Matthew Kirby-Smith</i></p> <p><i>Marlin Jenkins</i></p>	<p><i>Rosann Santos, Vice Chair</i></p> <p><i>Harini Mittal, Treasurer</i></p> <p><i>Raghav Thapar</i></p>	<ul style="list-style-type: none"> Erienne Rojas Derian Francesca Lujan Luis Guaman Collin Thompson Floribel Rodriguez Jamie Gomez Janneth Gaona Jeanette Rodriguez Markus Ms.Hinton Ms.McKeough Roniare Morris Shanell Sharpe Stacy Chavez Tiana Waller Dolice Smith

Lead	Scheduled/ Actual Time	Agenda item
Gerry	6:30/ 6:37	Call to order
Gerry	6:30-6:40	Gerry Approval of Prior Meeting Minutes {Tabled till next month's meeting} <ul style="list-style-type: none"> July-Nov 2020 Board Meeting Forthcoming
Harini/ Derian	6:40-7:00/ 6:40	<p>Finance and Facilities Committee Report</p> <ul style="list-style-type: none"> December 2020 Financial Results <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Budget vs. Actuals - Revenues Budget vs. Actuals - Expenses</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Revenue Notes</p> <ul style="list-style-type: none"> Received fourth Per Pupil payment in December Actuals are based on November invoice \$202K variance in Per Pupil Funding, expect variance to continue Federal Grants variance due to timing, currently forecasting initial 20% in next two months \$5K in Contributions from Yankee Stadium Community Benefits Fund. </div> <div style="width: 45%;"> <p>Expense Notes</p> <ul style="list-style-type: none"> Actual expenses YTD are \$328k below our budgeted expenses \$57k positive variance in personnel due to start dates Positive variance in Benefits due to timing. Curriculum & Classroom and Admin Expense positive variance have led to real savings Professional Dev & Services variance due to timing </div> </div> </div>

Budget YTD vs Actuals YTD Variance

	2020-21	2020-21	Variance
	Budget YTD	Actuals YTD	
Revenue			
Per Pupil Funding & State Grants	3,506,719	3,303,771	(202,949)
Federal Grants	153,731	29,091	(124,640)
Contributions & Grants	-	4,990	4,990
Fundraising	-	-	-
Interest	-	14	14
Miscellaneous Revenues	-	-	-
Total Revenue	3,660,451	3,337,865	(322,586)
Expenses			
Personnel	1,284,467	1,226,736	57,731
Benefits & Insurances	282,599	219,860	62,739
Curriculum & Classroom	100,653	57,907	42,746
Administrative Expenses & Insurances	190,398	124,855	65,543
Professional Development & Services	163,168	118,711	44,456
Marketing & Recruitment	20,030	19,271	760
Facilities	906,305	866,082	40,223
Miscellaneous Expenses	117,239	103,381	13,858
Total Expenses	3,064,858	2,736,802	328,057
Operating Income	595,592	601,063	5,471
Beginning Balance (Audited)	726,394	(156,814)	(883,207)
Operating Income	595,592	601,063	5,471
Ending Fund Balance (Incl. Depreciation)	1,321,986	444,250	(877,736)
Ending Fund Balance as % of Expenses	43.1%	16.2%	-26.9%

- ❖ Cash on hand December 31st was \$2.2M, which currently sits at \$1.9M
- PPP Forgiveness Discussion
 - ❖ The PPE Loan forgiveness process is currently ongoing
 - ❖ The Loan is not currently categorized as revenue, it is now considered a special loan part of the covid-19 Stimulus package
 - ❖ Once the loan has been fully forgiven and used, the full \$338k then it will be moved into the revenue column
- Facilities Update {Tabled till next month's meeting}
- 2019 990 {Tabled till next month's meeting}

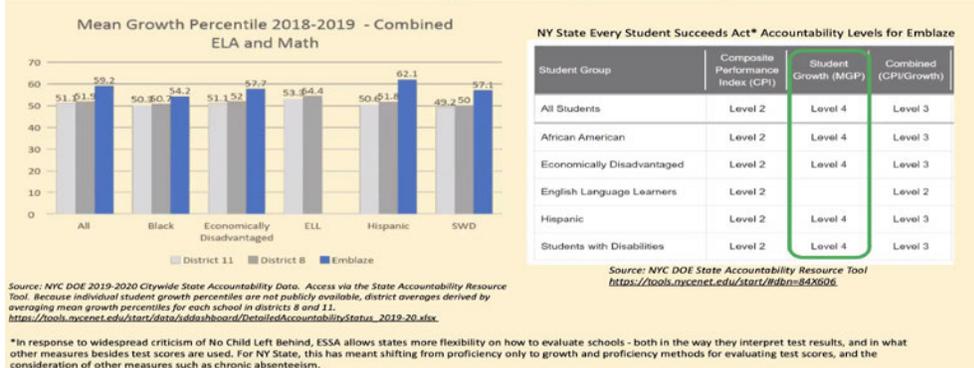
Francesca

7:30-7:50/
6:50

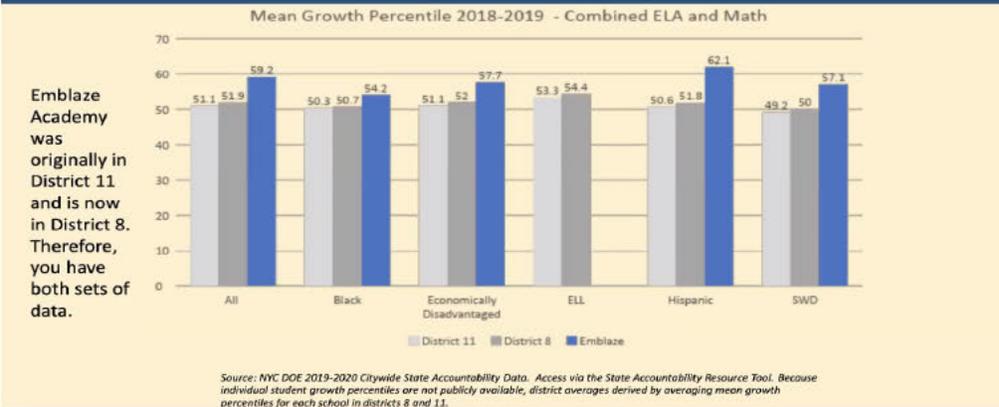
Management Report

- January 2020 Update
 - ❖ Enrollment is a 247, 5th grade students at 48 students, 6th grade students at 88, and 7th grade students 111
 - Reopening Plan Update
 - ❖ Awaiting the Department of education to give a directive related to this
- Data on student improvement update (clips from the PowerPoint are attached)

Its ESSA state accountability determination reflects the high growth achieved by its students, earning it the highest level (4) on student growth



Emblaze's students made significantly more progress than their peers in districts 8 and 11 on the 2019 state exams in all subgroups.



- ❖ Academic deficiencies according to the state assessment:
 - The proficiency data from the 2018-2019 administration of the state grade ELA exam, Emblaze Academy's overall performance is below that of NYC CSD 8, the school's district of location, and the New York State average for all students as well as the English language learner/multilingual learner and economically disadvantaged student population of ELA
 - The same is true for grade 5 math as well
- ❖ Visual explanations for why this may be the case. With background in types of testing.

Norm based vs. criterion based evaluations

Norm-based vs. Criterion-based evaluations

Gabriella is 10 years old in 2018. She is 4' 7" tall. A panel of physicians have decided that all 10 year old girls from 4'7" - 5'0" are a Level 3. Thus, she is considered a **Level 3** in height

Lisa is also 10 years old in 2018, but is 4' 6" inches tall. A panel of physicians have decided that all 10 year old girls from 4'1" - 4'7" are a Level 2. Thus, she is considered a **Level 2** in height

For example, let's define:

"Gabriella" is 10 years old in 2018. She is 4 feet 7 inches tall. She is in the 57th percentile by height

This means she is:

- Taller than 57% of all other 10 year old girls
- Shorter than 43%

This is a norm-based evaluation

How do we evaluate Gabriella's progress?

Gabriella was 10 years old in 2018, and started at Emblaze as a 5th grader in 2018-2019

She scored a **53%** of possible points on her ELA state exam at the end of her 4th grade year in 2018.

She earned a proficiency rating of **2.63**

So what is growth percentile? Let's consider an example

Gabriella was 10 years old in 2018, and started at Emblaze as a 5th grader in 2018-2019

At the end of her 5th grade year in 2019, she earned 66% of possible points on her ELA state exam

She scored a **2.63** on her the ELA state exam at the end of her 4th grade year in 2018.

She earned a **proficiency rating of 2.47**

Her growth percentile is 68, meaning she scored better than 68 percent of other students in the state *who also scored a 2.63 on the 4th grade exam in 2018*

She is grouped with all other students in NY who also scored a **2.63** on the 4th grade ELA exam at the end of 2018.

She scored a **2.47** on her ELA state exam at the end of her 5th grade year in 2019.

Her 2.47 was a better score than 68 percent of other students in her group. **Thus, her growth percentile is 68.**

Each student in the school is assigned a student growth percentile in each subject. All the students in the school's growth percentiles are then averaged together to make a mean growth percentile.

The school's student-specific approach to reading focus areas supported strong growth from Fall 2018 to Fall 2019

The first issue is the relatively arbitrary way that proficiency ratings are determined. The result is that many students who scored better on the 2019 5th grade exam than the 2018 4th grade exam appeared to decline.

Primary Strategy	# Students	5th Grade Fall 2018	6th Grade Fall 2019	Change
Accuracy	10	2.7	3.3	0.6
Comprehension	4	3.2	5.1	1.9
Fluency	14	2.4	3.5	1.2
Pacing	6	4.3	5.3	1.0
Rate	4	4.4	5.8	1.4
Tracking	7	4.1	5.8	1.7
Vocabulary	3	4.0	5.4	1.4
WPM	8	2.6	4.1	1.5

For lower-level readers, a primary focus on Fluency and WPM yielded the strongest results. Mid to higher level readers benefitted most from a focus on comprehension and tracking.

- Some of the board members would like the input of the state board on this data and comparisons, possibly David Frank
- Another suggestion was to compare Emblaze data with other schools in the district and other Charter schools of the same size

Gerry

7:00-7:30/
7:41

- Review and Vote:**
- PPP Forgiveness
 - ❖ EdTech suggest that Emblaze apply for forgiveness as we are eligible
 - ❖ Motion to approve the application (Unanimously approved)
 - 2019 990 {Tabled till next month's meeting}
 - DASA: Dignity for All Student Acts Policy {Tabled till next month's meeting}
 - ❖ Copy of this policy is attached to the Management report
 - ❖ A copy of this should be reviewed by the boards legal counsel as to what it means legally to approve this policy
 - ❖ Will be voted on once boards legal counsel can explain where the liabilities of enacting the policy will fall
 - Dr. Ramon Gonzalez Inc. Coaching Agreement
 - ❖ This contract is attached to the management report
 - ❖ This is for the Head of School to get some extra coaching, a single source agreement
 - ❖ HoS has worked with this principal in the past, has a great track record with school administrators
 - ❖ Is renowned for his work in the Latino communities
 - ❖ He would be charging \$1,500 a day or \$200 an hour for coaching on a weekly basis
 - ❖ Motion to approve contract as is (Unanimously approved)
 - Sharpe Mind App

Bellow are the features of the app in the words of its creator (she is currently teacher at Emblaze)

Sharpe-Mindset Features

 - Creates system for referring and requesting Counseling
 - Flexible - Provides flexible curricula and allows more flexibility in teacher/student schedules
 - Additional Unit - Covering Social Justice in today's climate
 - Accessible - Access content in school, at home, and on the go!
 - User Friendly - Easy to navigate
 - Fun - Increase student engagement through creative expression
 - Time Saver - Generates and aggregates data
 - Trouble Saver - Paperless Documentation
 - Aligns with National CASEL Standards

		<p>Features on why it is helpful to both teachers and parents especially is this covid learning environment:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">Plus for Parents</p> <ul style="list-style-type: none"> • Whole School Approach: Our students are growing, so our parents should be growing with us • Improves communication between school team and parents • Tools for parents to utilize at home with their children </div> <div style="width: 45%;"> <p style="text-align: center;">Tools for Teachers</p> <ul style="list-style-type: none"> • Teachers can infuse SEL into their daily lessons • Ability to view student academic progress • Tools to improve relationships with students and parents • Teachers are equipped with a Self-Care Toolkit </div> </div> <ul style="list-style-type: none"> ❖ Board would like more time to evaluate the options of buying the app outright vs just a license to use the program ❖ Possibly look at other apps that currently exist and compare the rates ❖ Board agrees that more options need to be looked at before a decision is made
Marlin	7:50-8:00	<p>Enrollment and Development Committee Report {Tabled till next month's meeting}</p> <ul style="list-style-type: none"> • Enrollment Update • Development Update • Branding Program
Gerry	8:00-8:10	<p>Governance Committee Report {Tabled till next month's meeting}</p> <ul style="list-style-type: none"> • Board Candidates Status <ul style="list-style-type: none"> o 1 candidate in final phase of review o 2 candidates under review
Gerry	8:10-8:15	<p>Next Steps {Tabled till next month's meeting}</p> <ul style="list-style-type: none"> • Virtual Board Retreat Day and Time Discussion • Approve Past Meeting Minutes • Develop Fundraising Approach and Branding Program • Succession Planning – Selection of New Board Chair, Vice Chair and Treasurer
Gerry	8:15/ 8:30	Adjournment



February 2021 Board Meeting

Date: February 23, 2021.

Time: 6:30 PM - 8:15 PM.

Location: Virtual meeting via

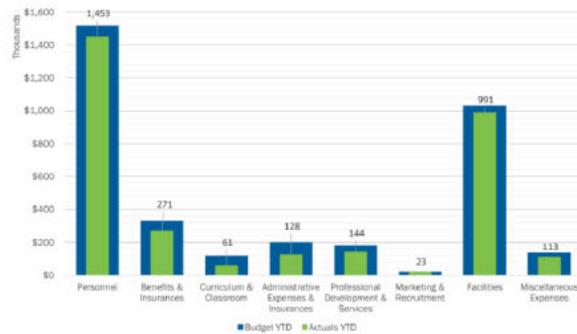
<https://us02web.zoom.us/j/686031872>

3.

Board Members in Attendance:	Absent Board Members:	Other Attendees:
<p><i>Geraldo Vasquez</i></p> <p><i>Tameka Beckford-Young</i></p> <p><i>Matthew Kirby-Smith</i></p> <p><i>Marlin Jenkins</i></p>	<p><i>Raghav Thapar</i></p>	<ul style="list-style-type: none"> • Erienne Rojas • Derian • Francesca Lujan • Collin Thompson • Ms.Mckeough • T. Waller • Bryson Wilson, • Janneth Goana • Brad Blosser • Shanieka Descartes • Alicia Padilla • Shanell Sharpe • Ms.Okeh

Lead	Scheduled Time/ Actual time	Agenda Item
Gerry	6:30/ 6:40	Call to order
Gerry	6:30-6:40 / 7:45-7:55	<p>Approval of Prior Meeting Minutes</p> <ul style="list-style-type: none"> • Nov 2020 Board Meeting Unanimously approved • Jan 2021 Board Meeting Unanimously approved <ul style="list-style-type: none"> ❖ Add to these minutes the cap of \$6,000 towards HOS mentorship proposal • July 2020 – Oct 2020 and Dec 2020 Board Meetings <ul style="list-style-type: none"> ❖ Forthcoming and website update is required
Gerry/ Derian (Edtec)	6:40-7:00/ 6:45	<p>Finance and Facilities Committee Report</p> <ul style="list-style-type: none"> • January 2021 Financial Results <p>Budget vs. Actuals - Revenues</p> <p>Revenue Notes</p> <ul style="list-style-type: none"> • Received fourth Per Pupil payment in December • Actuals are based on January invoice • \$317K variance in Per Pupil Funding, expect variance to continue • Federal Grants variance due to timing of Title funding, we did receive IDEA • \$5K in Contributions from Yankee Stadium Community Benefits Fund.

Budget vs. Actuals - Expenses



Expense Notes

- Actual expenses YTD are \$362k below our budgeted expenses
- \$63k positive variance in personnel due to start dates
- Positive variance in Benefits due to timing.
- Curriculum & Classroom and Admin Expense positive variance have led to real savings
- Professional Dev & Services variance due to timing

Monthly Cash Balance

		Jun FY2020	Jan FY2021	YTD Change
Assets	Cash Balance	272,851	1,764,974	1,492,123
	Current Assets	518,910	12,156	(506,754)
	Fixed Assets	343,571	425,131	81,559
	Other Assets	220,834	150,000	(70,834)
	Total Assets	1,356,167	2,352,261	996,095
Liabilities & Equity	Current Liabilities	1,174,255	1,524,793	350,538
	Long-Term Liabilities	338,725	338,725	-
	Beginning Net Assets	743,556	(156,814)	(900,370)
	Net Income (Loss) to Date	(900,370)	645,557	1,545,927
	Total Liabilities & Equity	1,356,167	2,352,261	996,095

- ❖ Cash on hand as of Jan 31st was \$1.7 M, currently at \$1.9 M
- ❖ Other assets include Garrison security deposit (facility)
- ❖ The long-term liabilities are reflected in the PPP Loan

- PPP Forgiveness Update
 - ❖ Application has been submitted should hear back soon
- "Friend of...." Board Analysis Review

Gerry

7:00-7:30/ 7:55-8:06

Review and Vote:

- 2019 990 **Unanimously approved**
 - ❖ Not flagged with any problems ready for submission
- DASA: Dignity for All Student Acts Policy **Unanimously approved**
 - ❖ The lawyers gave the go ahead that liability for this will not be falling on the school, and that having such a policy sets the standard for equality amongst students
- Update Board Bylaws (from 7 members to 5 members) **Unanimously approved**

Francesca

7:30-7:50/ 7:10-7:45

Management Report

- February 2021 Update
 - ❖ The Office of Special Education refused to pay for some of our Special Education services. Because of this, we were short \$90,000 for the Fall Semester. Our school schedule has been changed to rectify this problem. Our day is now from 8:00 and ends at 3:00 on Monday - Thursday and 9:55 -2:00 on Friday.
 - ❖ Mock exams to stimulate state testing (which hasn't been decided yet) will be happenin in March students will be on the building in staggered waves to take exams to monitor progress

		<ul style="list-style-type: none"> • Reopening Plan Update <ul style="list-style-type: none"> ❖ Dep of education hasn't given any solid outline as it if schools will be reopening in the Fall of 21 <ul style="list-style-type: none"> ○ But there is a plan to have both distanced and in person learning that is being figured out with the schools administrators ○ Hopefully students and teachers will all be vaccinated which would give a little bit more leeway with how many students can be in the building • Sharpe Mind App Update <ul style="list-style-type: none"> ❖ Board would like a written proposal of cost benefit analysis of this app and its competitors ❖ Needs more time to vote on this item and approve ❖ App Enrollment: Sharpe-Mindset: \$3,499 (Less than \$15.00 per student a year) ❖ Other Curricula: <ul style="list-style-type: none"> ○ Respectful Ways: \$249 per lesson sold separately. Over 10 month school period \$50,000 lifetime buy ○ Second Step: \$2,749.00 + 500 for kit (sold separately). NO whole school approaches ○ Emozi: \$500 per grade. Implementation sold separately. \$10,000 per year ○ Dangers of the Mind: \$13,000 per year. Kit sold separately. Not digital.
Marlin	7:50-8:00/ Tabled	<p>Enrolment and Development Committee Report</p> <ul style="list-style-type: none"> • Enrollment Update • Development Update • Branding Program
Gerry	8:00- 8:10/ 8:06	<p>Governance Committee Report</p> <ul style="list-style-type: none"> • Board Changes <ul style="list-style-type: none"> ○ Vice Chair <ul style="list-style-type: none"> ▪ Tameka will serve as acting Vice Chair (this is temporary for the time being could become permanent) ○ Treasurer <ul style="list-style-type: none"> ▪ Gerry will serve as acting Treasurer (currently working with Derian from Edtech to keep the finance reports coming for every meeting) ○ Board Member <ul style="list-style-type: none"> ❖ Currently looking for possible candidates that would be a good fit for the role more information is forthcoming • Board Candidates Status <ul style="list-style-type: none"> ○ 1 candidate in final phase of review ○ 2 candidates under review
Gerry	8:10-8:15/ 8:10	<p>Next Steps</p> <ul style="list-style-type: none"> • Virtual Board Retreat Day and Time Discussion <ul style="list-style-type: none"> ❖ This will count as the Annual meeting • Approve Past Meeting Minutes <ul style="list-style-type: none"> ❖ This will be forthcoming the next few meetings and there is a backlog of minutes to be approved and eventually to be made available on the Emblaze website • Develop Fundraising Approach and Branding Program • Succession Planning – Selection of New Board Chair, Vice Chair and Treasurer <ul style="list-style-type: none"> ❖ Will be hearing more about this in couple meetings as search for possible candidates
Gerry	8:15/8:13	Adjourned meeting



March 2021 Board Meeting
Date: March 30, 2021.
Time: 6:30 PM - 8:15 PM.
Location: Virtual meeting via
[https://us02web.zoom.us/j/6860318723.](https://us02web.zoom.us/j/6860318723)

Board Members in Attendance:	Absent Board Members:	Other Attendees:
<i>Geraldo Vasquez</i> <i>Tameka Beckford-Young</i> <i>Matthew Kirby-Smith</i>	<i>Marlin Jenkins</i>	<ul style="list-style-type: none"> Erienne Rojas Derian Francesca Lujan

Lead	Scheduled Time/ Actual time	Agenda Item																																																																																																				
Gerry	6:30/ 6:40	Call to order																																																																																																				
Gerry	6:30-6:40 / 6:42	Approval of Prior Meeting Minutes <ul style="list-style-type: none"> ❖ Feb 2021 Board Meeting <ul style="list-style-type: none"> ○ APPROVED the minutes ❖ July 2020 – Oct 2020 and Dec 2020 Board Meetings <ul style="list-style-type: none"> ○ Forthcoming 																																																																																																				
Gerry/ Derian (Edtec)	6:40-7:00/ 6:45	Finance and Facilities Committee Report <ul style="list-style-type: none"> February 2021 Financial Results <ul style="list-style-type: none"> All federal loans have come in as a reimbursement of expenses <p>Budget YTD vs Actuals YTD Variance</p> <table border="1"> <thead> <tr> <th></th> <th>2020-21</th> <th>2020-21</th> <th>Variance</th> </tr> <tr> <th></th> <th>Budget YTD</th> <th>Actuals YTD</th> <th></th> </tr> </thead> <tbody> <tr> <td>Revenue</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Per Pupil Funding & State Grants</td> <td>4,675,626</td> <td>4,243,029</td> <td>(432,597)</td> </tr> <tr> <td>Federal Grants</td> <td>153,731</td> <td>90,799</td> <td>(62,932)</td> </tr> <tr> <td>Contributions & Grants</td> <td>-</td> <td>4,990</td> <td>4,990</td> </tr> <tr> <td>Fundraising</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>Interest</td> <td>-</td> <td>19</td> <td>19</td> </tr> <tr> <td>Miscellaneous Revenues</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>Total Revenue</td> <td>4,829,357</td> <td>4,338,836</td> <td>(490,521)</td> </tr> <tr> <td>Expenses</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Personnel</td> <td>1,748,687</td> <td>1,684,904</td> <td>63,782</td> </tr> <tr> <td>Benefits & Insurances</td> <td>380,171</td> <td>333,395</td> <td>46,776</td> </tr> <tr> <td>Curriculum & Classroom</td> <td>139,376</td> <td>60,681</td> <td>78,695</td> </tr> <tr> <td>Administrative Expenses & Insurances</td> <td>211,947</td> <td>132,304</td> <td>79,642</td> </tr> <tr> <td>Professional Development & Services</td> <td>202,565</td> <td>165,137</td> <td>37,428</td> </tr> <tr> <td>Marketing & Recruitment</td> <td>26,290</td> <td>35,139</td> <td>(8,849)</td> </tr> <tr> <td>Facilities</td> <td>1,154,794</td> <td>1,114,955</td> <td>39,839</td> </tr> <tr> <td>Miscellaneous Expenses</td> <td>163,519</td> <td>121,138</td> <td>42,381</td> </tr> <tr> <td>Total Expenses</td> <td>4,027,348</td> <td>3,647,652</td> <td>379,696</td> </tr> <tr> <td>Operating Income</td> <td>802,009</td> <td>691,184</td> <td>(110,825)</td> </tr> <tr> <td>Beginning Balance (Audited)</td> <td>726,394</td> <td>(156,814)</td> <td>(883,207)</td> </tr> <tr> <td>Operating Income</td> <td>802,009</td> <td>691,184</td> <td>(110,825)</td> </tr> <tr> <td>Ending Fund Balance (Incl. Depreciation)</td> <td>1,528,403</td> <td>534,371</td> <td>(994,032)</td> </tr> <tr> <td>Ending Fund Balance as % of Expenses</td> <td>38.0%</td> <td>14.6%</td> <td>-23.3%</td> </tr> </tbody> </table>		2020-21	2020-21	Variance		Budget YTD	Actuals YTD		Revenue				Per Pupil Funding & State Grants	4,675,626	4,243,029	(432,597)	Federal Grants	153,731	90,799	(62,932)	Contributions & Grants	-	4,990	4,990	Fundraising	-	-	-	Interest	-	19	19	Miscellaneous Revenues	-	-	-	Total Revenue	4,829,357	4,338,836	(490,521)	Expenses				Personnel	1,748,687	1,684,904	63,782	Benefits & Insurances	380,171	333,395	46,776	Curriculum & Classroom	139,376	60,681	78,695	Administrative Expenses & Insurances	211,947	132,304	79,642	Professional Development & Services	202,565	165,137	37,428	Marketing & Recruitment	26,290	35,139	(8,849)	Facilities	1,154,794	1,114,955	39,839	Miscellaneous Expenses	163,519	121,138	42,381	Total Expenses	4,027,348	3,647,652	379,696	Operating Income	802,009	691,184	(110,825)	Beginning Balance (Audited)	726,394	(156,814)	(883,207)	Operating Income	802,009	691,184	(110,825)	Ending Fund Balance (Incl. Depreciation)	1,528,403	534,371	(994,032)	Ending Fund Balance as % of Expenses	38.0%	14.6%	-23.3%
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		<ul style="list-style-type: none"> • PPP Forgiveness Update <ul style="list-style-type: none"> • Has been filed waiting and approved waiting for final paperwork • “Friend of....” Board Analysis Review <ul style="list-style-type: none"> • Fiends of emblaze moneys not in budget projections yet • FY 2022 Budget Update <ul style="list-style-type: none"> • PPP loan when forgiven will be marked as revenue not debt (Liability long term) • Academic schedule 58,000 sped reimbursement from state • Does not include two grants one yankee stadium and from state (The PPP loan \$338k and additional funding from the FOE grant, it’s currently at \$120k but most likely will end around \$280k) • Currently Emblaze not receiving rental assistance because the number of sudents is less than expected <p>Budget discussion-FY22 Budget Timeline</p> <ul style="list-style-type: none"> •March Finance Call: Present FY22 budget draft at Finance Committee •April Finance Call: Present FY22 budget draft at Finance Committee •April Board Meeting: Present preliminary budget draft with the Board •May Board Meeting: Review 2nd draft and make any necessary adjustments •June Board Meeting: Approve FY22 Budget before 6/30
-----	Gerry	<p>Review and Vote:</p> <p>No voting items.</p>
Francesca	7:30-7:50/ 7:11	<p>Management Report</p> <ul style="list-style-type: none"> •March 2021 Update <ul style="list-style-type: none"> • Enrollment is currently at 249 students • Is there SPED money that will not be recuperated? <ul style="list-style-type: none"> • Pre-2021 the state did not inform and update the schools that the standards for special education had been changed and billing would be or would not be recuperated • the school schedule has been re-done completely to accommodate the needs of the special ed students • The schools’ internal assessments are very important in new state updates and they will help to inform school and state curricula moving forward (Emblaze students are exempt from state testing as they are fully remote) <ul style="list-style-type: none"> • English and language arts has been shown growth whereas math has just stagnated (these are finding of the assessments) • Concern from the assessment is mostly towards ESL students about their limited learning because of limited exposure • Two new teachers’ have been hired they are both male math teachers • Some pending updates from townhall meeting and some changes have been made to student performance expectations • Voting item for opt-in for covid state sick leave (need to opt-in) tax credit offered---if we don’t opt in what will happen <ul style="list-style-type: none"> • YES, IN THE CASE IF IT CAN BE CLAIMED AS A TAX CREDIT. AND THERE ARE NO NEGATIVE AFFECTS THEN BOARD VOTETED (UNANIMOUSLY APPROVED UNDER THIS CASE ONLY) • Mentorship plan update and sharp mind

		<ul style="list-style-type: none"> • [If it is safe to do so] The school would like to have an end of the year “Block Party together with the Board, Faculty, Students, and their Families to celebrate the end of the school year. We will award students and community members for a variety of accomplishments. We would like to know if the board would be interested in co-sponsoring this event - if it is safe to have an outdoor gathering? Projected Dates: 6/11/21-6/18/21 • Reopening Plan Update Still waiting on more information from the state but currently there are plans to be semi-virtual and or fully in school.
Marlin	7:50-8:00/ Tabled	<p>Enrolment and Development Committee Report</p> <ul style="list-style-type: none"> • Enrollment Update • Development Update • Branding Program
Gerry	8:00- 8:10/ 7:55	<p>Governance Committee Report</p> <ul style="list-style-type: none"> • Follow-up Items <ul style="list-style-type: none"> ○ Sharpe Mind App: Review of at least 2 other vendors. Submitted to the committee ○ Board Meeting Minutes Project Update. ○ Board Meeting Supporting Docs Project Update. • Board Candidates Status <ul style="list-style-type: none"> ○ 1 candidate in final phase of review. Next board meeting another candidate will possibly be at the board meeting. <p>2 candidates under review.</p>
Gerry	8:10-8:15/ Tabled	<p>Next Steps</p> <ul style="list-style-type: none"> • Virtual Board Retreat Day and Time Discussion • Approve Past Meeting Minutes • Develop Fundraising Approach and Branding Program <ul style="list-style-type: none"> ❖ Succession Planning – Selection of New Board Chair, ViceChair and Treasurer
Gerry	8:15/8:15	Adjourned meeting



May Special 2021 Board Meeting

Date: April 6, 2021.

Time: 6:30 PM - 8:15 PM.

Location: Virtual meeting via

<https://us02web.zoom.us/j/6860318723>.

Board Members in Attendance:	Absent Board Members:	Other Attendees:
<i>Geraldo Vasquez</i> <i>Tameka Beckford-Young</i> <i>Janneth Gaona</i> <i>Marlin Jenkins</i>	<i>Matthew Kirby-Smith</i>	

Lead	Time/actual	Agenda Item																								
Gerry	6:30/6:45	Call to Order																								
Gerry	6:45/6:50	<p>Salary discussion/ New Structure</p> <ul style="list-style-type: none"> ❖ There will be a salary increase overall of 3% as it is currently proposed <ul style="list-style-type: none"> ○ Board members realize that there will be some pushbacks form the teachers about the increase ○ There is one salary that needs to be adjusted, it is Director of Operations, this change has been approved by the legal department as well as the state for adjustment ❖ The structure change of the school that has been proposed by the Head of School for her senior Management Team; <table border="1" style="margin: 10px auto; background-color: #fff9c4;"> <thead> <tr> <th colspan="3">Board of Trustees</th> </tr> <tr> <th colspan="3">Head of School</th> </tr> <tr> <th>Director Of Operations</th> <th>Lower School Counselor</th> <th>Assistant Principal</th> </tr> </thead> <tbody> <tr> <td>Operations Manager (5/6)</td> <td>Upper School Counselor</td> <td>Director of Math Dept</td> </tr> <tr> <td>Operations & IT Manager (7/8)</td> <td>Associate Director of Data & Testing</td> <td>Director of SPED Dept</td> </tr> <tr> <td>Facilities Manager</td> <td>Director of School Culture</td> <td>Director of ELA Dept</td> </tr> <tr> <td>Office Manager</td> <td>Restorative Justice Coordinator</td> <td>Associate Director of Science</td> </tr> <tr> <td></td> <td>Director of ESL</td> <td>Associate Director of History</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ❖ The concerns around this change are if it is going to be disruptive to the students and faculty, how will they react to this re-structuring of the school? <ul style="list-style-type: none"> ○ Another concern is around how this change will be implemented ○ What will the tone of this implementation take? ○ There is already a history of miscommunication within the current senior management structure, how will this change prevent future miscommunications and deal with them should the arise again ❖ This change has been proposed by the head of school as a way for them to improve the chain of management for the senior management team to streamline 	Board of Trustees			Head of School			Director Of Operations	Lower School Counselor	Assistant Principal	Operations Manager (5/6)	Upper School Counselor	Director of Math Dept	Operations & IT Manager (7/8)	Associate Director of Data & Testing	Director of SPED Dept	Facilities Manager	Director of School Culture	Director of ELA Dept	Office Manager	Restorative Justice Coordinator	Associate Director of Science		Director of ESL	Associate Director of History
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	Director of ESL	Associate Director of History																								

Gerry	8:30/8:40	Adjourned meeting

-

gerry

Hiring of the Assistant head of school- Board responsibility- ensure the appropriate skill level we are providing the head of school the opportunity to create a good structure aka a well oiled machine—clean house—

There are some people who should not be returning to the team and will not be, we are giving the head of school to be successful by able to create her team.

No issues with the actual structure—worried about her capability to implement all of these structural changes/ taken a lot of time off/ communication is an issue and being forthcoming/ capacity and ability and availability

-responsibility of the board to nurture this leadership

- Most of the staff like her/ we need to give the HOS an opportunity to be successful in a way that is conducive to growth
- What is the leadership development going to look like a year from now?
- How much does she rely on Erriene? Does she actively engage with DoE?

In comparison she communicates with the state more often and significantly so than previous HOS

-New plan sets succession planning

-training

All agree on the structure and salary raise of 3%. Give the director of operations roll back to earlier salary then the 3% raise on that

Worst case scenario we have many vacancies –Francesca

VOTE:

MOTION TO approve the organizational structure unanimously approved

Motion to approve of 3% salary increase except director of operations



April 2021 Board Meeting

Date: April 27, 2021.

Time: 6:30 PM - 8:15 PM.

Location: Virtual meeting via

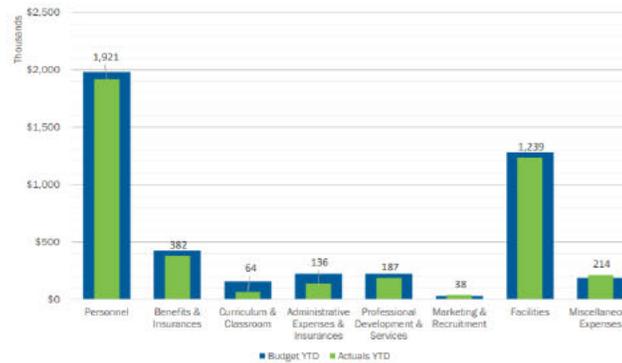
<https://us02web.zoom.us/j/6860318723>.

Board Members in Attendance:	Absent Board Members:	Other Attendees:
<p><i>Geraldo Vasquez</i></p> <p><i>Tameka Beckford-Young</i></p> <p><i>Matthew Kirby-Smith</i></p> <p><i>Marlin Jenkins</i></p>		<ul style="list-style-type: none"> • Erienne Rojas • Derian • Francesca Lujan • Janneth Gaona • Ms.Mckeough • Jasmine Gomes • Rosin Ramos • Tania Cruz • E. Marku • Ms. Hinton • Tiana Waller • Stacy Chavez • Dolice Smith • Dasmin Croft • Collin Thompson • Maritza Barreto

Lead	Scheduled Time/ Actual time	Agenda Item
Gerry	6:30/ 6:42	Call to order
Gerry	6:30-6:40 / 6:42	Approval of Prior Meeting Minutes (Tabled for review at next months meeting) <ul style="list-style-type: none"> • Mar 2021 Board Meeting • July 2020 – Oct 2020 and Dec 2020 Board Meetings
Gerry/ Derian (Edtec)	6:40-7:00/ 6:45	Finance and Facilities Committee Report <ul style="list-style-type: none"> • PPP Forgiveness Update <ul style="list-style-type: none"> ❖ PPP loan forgiveness paperwork has been submitted through Paypal (the lender)- which has been approved waiting for SBA (small business association) for PPP forgiveness approval ❖ Board member asked if there a requirement to pay during forgiveness period. <ul style="list-style-type: none"> ○ Derian explained that it is not required until 2 years after loan disbursement • March 2021 Financial Results

Expense Notes

- Actual expenses YTD are \$328K below our budgeted expenses
- \$60K positive variance in personnel due to start dates
- Positive variance in Benefits due to timing.
- Curriculum & Classroom and Admin Expense positive variance have led to real savings
- Professional Dev & Services variance due to timing
- Marketing & Recruitment negative variance due to increased spend in student recruitment



Budget YTD vs Actuals YTD Variance

	2020-21	2020-21	Variance
	Budget YTD	Actuals YTD	
Revenue			
Per Pupil Funding & State Grants	5,260,079	4,727,334	(532,746)
Federal Grants	199,547	93,221	(106,326)
Contributions & Grants	-	4,990	4,990
Fundraising	-	-	-
Interest	-	21	21
Miscellaneous Revenues	-	-	-
Total Revenue	5,459,626	4,825,565	(634,060)
Expenses			
Personnel	1,980,797	1,920,566	60,231
Benefits & Insurances	428,957	381,694	47,263
Curriculum & Classroom	158,738	64,159	94,579
Administrative Expenses & Insurances	222,721	136,024	86,697
Professional Development & Services	222,263	187,276	34,988
Marketing & Recruitment	29,420	38,139	(8,719)
Facilities	1,279,039	1,236,533	40,506
Miscellaneous Expenses	186,659	214,130	(27,471)
Total Expenses	4,508,593	4,180,520	328,073
Operating Income	951,033	645,045	(305,988)
Beginning Balance (Audited)	726,394	(156,814)	(883,207)
Operating Income	951,033	645,045	(305,988)
Ending Fund Balance (Incl. Depreciation)	1,677,426	488,232	(1,189,195)
Ending Fund Balance as % of Expenses	37.2%	11.7%	-25.5%

FY 2022 Budget Update

FY 2022 Proposed Budget at a Glance

Projects a \$1M operating income by June 2022

Emblaze Academy Charter School 2020-21			
	Year 3	Year 4	Budget
	2019-21	2021-22	2021-22
	Mar Forecast	Forecast	Line
ENROLLMENT			
Total Enrolled	244	310	312
SUMMARY			
Revenue			
Per Pupil Funding & State Grants	4,199,496	6,158,722	6,158,722
Federal Grants	262,020	271,833	271,833
Contributions & Grants	124,990	100,000	100,000
Fundraising	-	-	-
Interest	16	-	-
Miscellaneous Revenues	102,207	-	-
Total Revenue	4,688,809	6,530,555	6,530,555
Expenses			
Personnel	2,990,199	3,546,149	3,626,149
Benefits & Insurances	674,680	760,269	750,864
Curriculum & Classroom	128,530	51,754	184,305
Administrative Expenses & Insurances	197,277	53,146	251,855
Professional Development & Services	285,297	293,076	331,647
Marketing & Recruitment	60,110	25,800	68,127
Facilities	1,510,101	1,770,323	1,820,613
Miscellaneous Expenses	180,061	5,000	162,893
Total Expenses	5,926,255	6,841,169	7,447,186
Operating Income	861,654	1,689,458	1,083,369

% of Category	
Year 3	Year 4
2020-21	2021-22
Mar Forecast	Forecast
30%	30%
4%	3%
2%	1%
0%	0%
0%	0%
2%	0%
100%	100%

Total revenues of \$8.5M

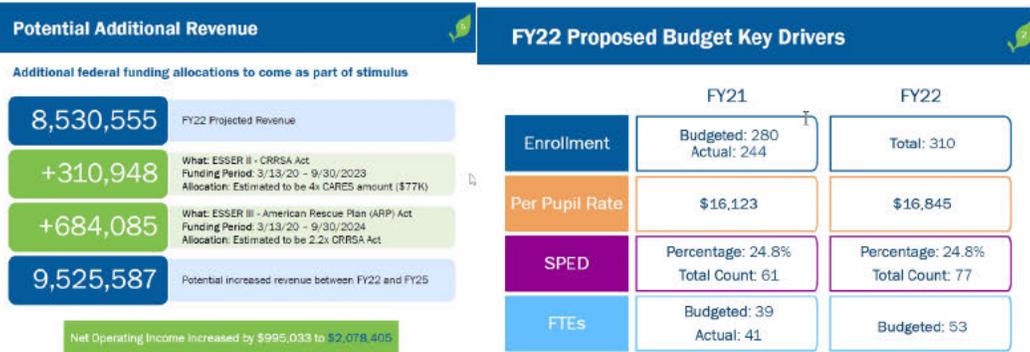
- \$8.1M in per pupil funding and state grants
- \$271K in federal grants
- \$100K in fundraising and contributions

Total expenses of \$7.4M

- Personnel reflects payroll increases and new hires
- 63% of the budget is going towards staffing and benefit costs for 53 staff members
- Rent projected to be \$1.7M based on FOE sublease

COVID related adjustments

- In FY21 Miscellaneous Revenues includes CARES Act
- In FY22 no longer forecasting COVID contingency



----- Gerry **Review and Vote:**
No voting items.

Francesca 7:30-7:50/ 7:08 **Management Report**
Management Report

- **April 2021 Update**
 - ❖ 360 Charter max- 310 goal we are at 302 for next fiscal year
 - ❖ Difference in recruiting this fiscal year used scola/school mint
 - ❖ We lowered 5th grade rereuitment goals for coming year
- **Reopening Plan Update**
Still waiting on more information from the state but currently there are plans to be semi-virtual and or fully in school.

Francesca/ Gerry 7:40-8:10/ 7:33 **Executive session**

- ❖ **Current organizational structure**

Table of Organization Leadership Team and Responsibilities 2020-2021

Board of Trustees					
Head of School					
Director Of Operations Erienne Rojas	Dean of Curriculum and Instruction STEM/ SpEd US: Elizabeth Marku	Dean of Curriculum and Instruction HUM/ SpEd LS: Kaitlyn McKeough	Dean of School Culture LS Malcolm Wicks	Associate Dean of School Culture US Shakina Hinton	Counseling
Operations Manager: Miguel Pena	Director of Data & Testing/ 7th Grade Math Teacher: Ms. Waller	Head of History	Specials: Coach Mac 6th Grade	Specials: Coach Marcus 7th Grade	Upper School Counselor
Operations Associate: Stacy Chavez	All Math Teachers	ELL Teacher	Specials: Ms. Ligonde 5th Grade		Lower School Counselor
Facilities Manager: Christopher Rivera	All Science Teachers	Writing Teachers			
Dean of Community Relations: Collin Thompson	Lower School Specialists	Reading Teachers			
	Teaching Fellow	Upper School Specialists			
		Teaching Fellow			

Table of Organization Instructional Staff 2020-2021

5th Grade Team		6th Grade Team		7th Grade Team	
Role	Person	Role	Person	Role	Person
5th Literature	Brittany Watson	6th Specials	D'Andre McPhatter	7th Math & Data and Testing Coordinator	Tiana Waller
5th Literacy Specialist	Rachel Scarano	6th Science	Jasmine Bridges	7th Problem Solving	Michael McCray
5th Writing	Rebecca Tilakdharry	6th STEM Specialist	Megan Ricigliano	7th Specials	Mia Marcus
5th History	Kolene Holsopple	6th Math	Chloe Ricci	7th Specialist	Julio de la Cruz
Literacy Specialist	Tiffany McRae	6th History	Viviana Budhu	7th Science	Ronaire Morris
History Department Head	Augusta Koroma	6th Writing	Dasmin Croft	7th Literature	Charles Kline
5th Math	Mezeno Okeh	6th Literacy Specialist	Stephanie Grau	7th Literature	Claudia Mercurio
5th Fellow	Angel Ortega	6th Literature	Braden Waller	7th Writing	Kira Reyman
				7th History	Adina Gefen
				ENL Teacher	Marvin Duarte

Proposed structure

Board of Trustees		
Head of School		
Director Of Operations	Lower School Counselor	Assistant Principal
Operations Manager (5/6)	Upper School Counselor	Director of Math Dept
Operations & IT Manager (7/8)	Associate Director of Data & Testing	Director of SPED Dept
Facilities Manager	Director of School Culture	Director of ELA Dept
Office Manager	Restorative Justice Coordinator	Associate Director of Science
	Director of ESL	Associate Director of History

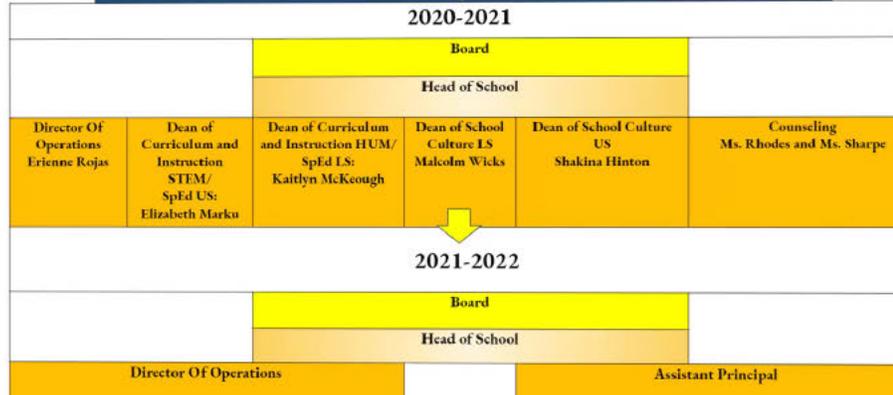
Organizational Chart Instructional Staff 2021-2022

Director of Math: Marku	Director of SPED: McKeough	Director of ELA: Hinton	Associate Director of Science: Dibra	Associate Director of ESL: Duarte	Associate Director of History: Koroma	Director of School Culture: Wicks
Teaching: 2 periods	Teaching: 2 periods	Teaching: 2 periods	Teaching: 2-4 periods	Teaching: 2-4 periods	Teaching: 2-4 periods	Music and Video Production
5 th Math Okeh	5 th STEM Specialist Tibbs	5 th Literacy Watson	5 th Science Dibra	US ESL Teacher Duarte	5 th History Holsopple	Restorative Justice Coordinator Vacancy
6 th Math Ricci	5 th Lit Specialist Scarano	5 th Writing Tilakdharry	6 th Science Vacancy	Teaching Fellow: STEM: Vacancy	6 th History Budhu	5 th /6 th Specials: Ligonde
7 th Math and Data Coordinator Waller	6 th STEM Specialist Vacancy	6 th Literacy Waller	7 th Science Bridges	Teaching Fellow: LIT McRae	7 th History Gefen	6 th Specials: Ortega
8 th Math De La Cruz	6 th Lit Specialist Grau Vacancy	6 th Writing Mercurio	8 th Science Vacancy		8 th History Vacancy	8 th Specials: Marcus
5 th PS Tibbs	7 th STEM Specialist McCray	7 th Literacy Vacancy				
6 th PS Ricigliano	7 th Lit Specialist Vacancy	7 th Writing Vacancy				
7 th PS McCray	8 th STEM Specialist Vacancy	8 th Literacy Croft				
8 th PS Vacancy	8 th LIT Specialist Vacancy	8 th Writing Reyman				

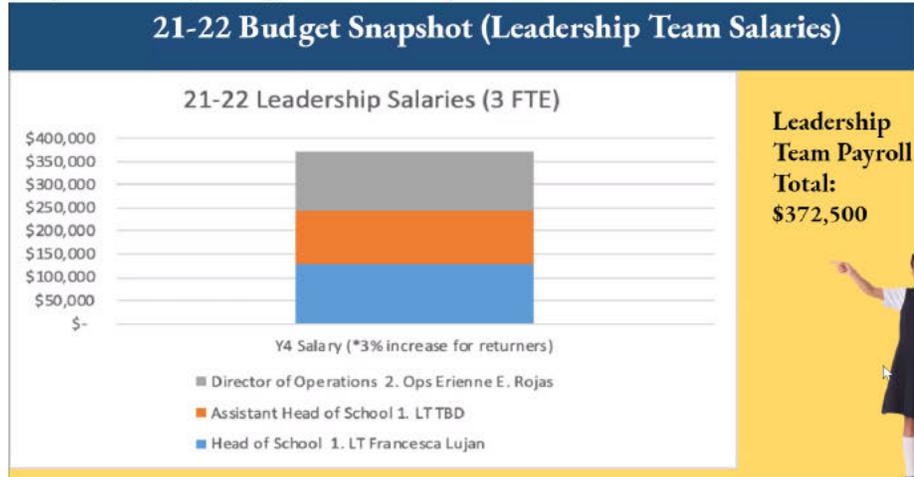
❖ **Difference**

Past /Present Organizational Charts Difference	
2020-2021	2021-2022
Has a larger Leadership Team 6 people	Has a smaller Leadership Team of 3 people
Has no AP	Has an AP
Has 3 grades	Has 4 grades
Has 249 students	Has 310+ students
Grades 5-7	Grades 5-8
Has 41 FTE	Has 51 FTE
Total FTE Salaries: \$ 2,858,038 Leadership FTE Salaries (6): \$581,500	Total FTE Salaries: \$3,716,407 Leadership FTE Salaries (3): \$372,500
Virtual	In-Person
5 Deans do not teach, 1 Dean teaches 1 class	Deans are replaced with Directors who teach 12 periods or more

Details Leadership Table of Organization Comparison
2020-2021 → 2021-2022

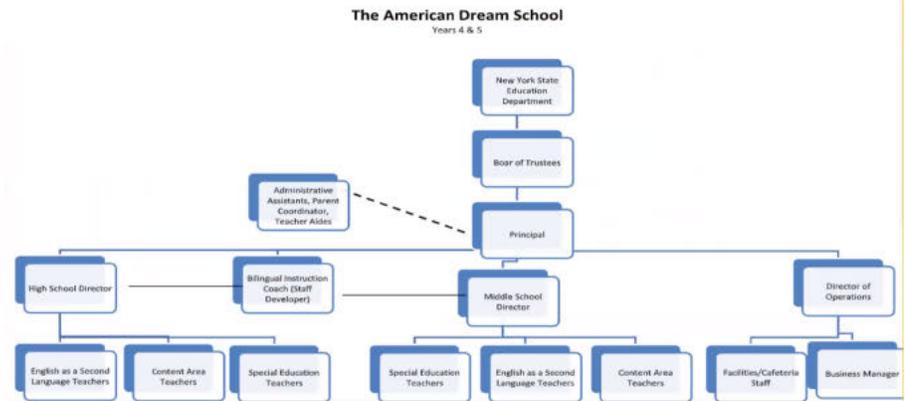


❖ **Proposed salary change for leadership**



❖ Comparative to other Organizations

Comparative Charter School Org Chart



Assistant Principal Data:

NYC DOE:

First Assistant Principal: 250
 Second Assistant Principal: 500
 Third Assistant Principal: 750

Comparable DOE Schools with Assistant Principals

Academy of Public Relations (198 students)
 South Bronx Academy for Applied Media (164 students)
 Lou Gehrig JHS (234 students)

The critical role of the assistant principal is ever-evolving. Instead of an administrator that handles discipline matters, the AP ensures the principal has access to instructional data and all aspects of the instructional program. Further, the AP's primary role is to support initiatives and to support and attend to the moral imperatives of the school. Finally, the principal will have a necessary partner in leadership that lead 'change' conversations when the need arises.

❖ Staff and students

Staff to Students Ratio

Theoretically: When we count staff to students, we should consider instructional staff to students, not operational and instructional staff to students. Nonetheless, they are being counted in the Charter School ratio.

For Regional Charter Schools:

American Dream Charter School has 600 students

Ratio: 6:1

Org chart:

Exec Director

->DOO

--> MS Director

--> HS Director

---> Deans + teachers

We have a SPED coordinator, a MS Dean and HS Dean, Ops friends (about 12 between two campuses) and the rest are instructional staff.

For Regional Public Schools:

MS/HS 223: 11:1

(However, public schools do not need as many Operations staff, since the DOE offers that support.)

CREO

This Year: Students: 165

FTE: 25 and 9 PT

Ratio: 6:1

Next Year: 250-270

FTE 40

Ratio: 6:1

- ❖ Current ratio of student is 12:1 proposed is 8:1
- ❖ This according to HOE this needs to be cleared soon
 - Need more time for this discussion between board members will hold special meeting
 - Budget must be approved first before this structure can be approved by the budget must wait for Board and letter will be received
 - Week of May 10 have a response back from the vote on Budget

Gerry

8:15/8:40

Adjourned meeting



EMBLAZE ACADEMY

May 2021 Board Meeting Date: May 25, 2021.

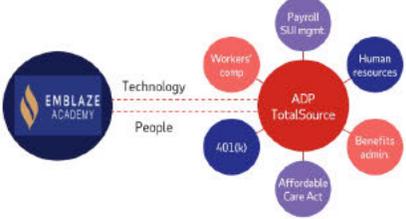
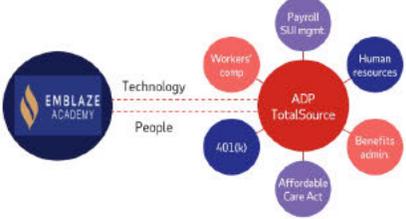
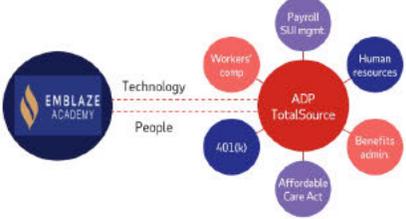
Time: 6:30 PM - 8:15 PM.

Location: Virtual meeting via

<https://us02web.zoom.us/j/83127516672>

Meeting ID: 831 2751 6672 Password: ABC123

Board Members in Attendance:	Absent Board Members:	Other Attendees:
<i>Geraldo Vasquez</i> <i>Tameka Beckford-Young</i> <i>Janneth Gaona</i> <i>Marlin Jenkins</i>	<i>Matthew Kirby-Smith</i>	<ul style="list-style-type: none">• Erienne Rojas• Derian• Francesca Lujan• Ms.Mckeough• E. Marku• Korma• Mr. Waller,• Melissa- (old head of little bird)• peter Dombrowski (w/ Melissa)• MS. Hinton,• Ronaire Morris• Granger S.• Stacey Chavez• Tiana waller• Virgina Croxtan• Tiana Cruz• Ipad• Jasmine Gomez• Dasmin Croft• Rob (ADP)• Hudson• Adrian Gonzalez• Kim Kalyins mom• Collin Thompson• Edyna Elya• Mike Breem• Floribel Rodriquez• Anthony Birch (trinet)• Miguel Pena

Time	Lead	Agenda Item			
6:30-	Gerry	Call to order			
6:30-6:40	Gerry	Approval of Prior Meeting Minutes <ul style="list-style-type: none"> • Mar 2021 Board Meeting • July 2020 – Oct 2020; Dec 2020 and April 2021 Board Meetings 			
6:40-7:00	Francesca	<ul style="list-style-type: none"> • PEO/HR Vendor Presentation (MELISSA OLD LITTLE BIRD) 6:40 • Emplova, is the company • Prism HR is the program • Benefits; signa metlife , pepm offer savings • Tentative issues with managing payroll • Paylocity platform edtech was payroll lite • Trinet model has their own trinet processing service-Edtech isn't providing any services for payroll—head of school approval • Edtech was only able to support through paylocity • There is a fixed pricing structure that will be forthcoming 			
7:00-7:20	Francesca	<ul style="list-style-type: none"> • PEO/HR Vendor Presentation ADP TEAM –Rob 7:00 • Hudson also part of team <p style="text-align: center;">Not a lateral move</p> <hr/> <ol style="list-style-type: none"> ADPTS is a Human Capital Management (HCM) organization that is tied to a PEO Business Model — drive business performance and longevity Organic technology — seamless transition of data and access to information Underwriting and due diligence processes — insulate from economic trends and control costs Breadth of services — scalability Size and reputation <div style="text-align: right;">  </div> <ul style="list-style-type: none"> • Benefit renewal tied to fiscal year currently in October • Leader in payroll, customer support, tech, certified PEO <p style="text-align: center;">Co-employment model with ADP TotalSource®</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;">  <p>In a co-employment (or PEO) relationship, the client partners with a PEO, which means the PEO contractually shares certain employer responsibilities with the client company. This allows a company to tap into comprehensive HR outsourcing to help manage a company's human resources, employee benefits, regulatory compliance, and payroll.</p> </div> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; vertical-align: top;"> <p>Benefits of PEO</p> <ul style="list-style-type: none"> • Consolidate vendors — minimize administrative burdens • Streamline processes — create cost efficiencies • Integrate systems — lower risk and enhance employee experience • Mitigate risk — gain HR support without increasing headcount </td> <td style="width: 33%; vertical-align: top;"> <p>Benefits of HCM</p> <ul style="list-style-type: none"> • Optimize productivity — Leverage a relationship with world's authority in HCM Strategy • Gain competitive edge — Award-winning HCM technology, data and insights • Enrich the lives and wellbeing of Workforce — Access Fortune 500® caliber benefits and strategies </td> <td style="width: 33%; vertical-align: top;">  </td> </tr> </table> <ul style="list-style-type: none"> • Single digit renewal—underwriting upfront makes it cheaper—claims then adjustment • These internal systems is a single services// concept of pooling 	<p>Benefits of PEO</p> <ul style="list-style-type: none"> • Consolidate vendors — minimize administrative burdens • Streamline processes — create cost efficiencies • Integrate systems — lower risk and enhance employee experience • Mitigate risk — gain HR support without increasing headcount 	<p>Benefits of HCM</p> <ul style="list-style-type: none"> • Optimize productivity — Leverage a relationship with world's authority in HCM Strategy • Gain competitive edge — Award-winning HCM technology, data and insights • Enrich the lives and wellbeing of Workforce — Access Fortune 500® caliber benefits and strategies 	
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The Benefits of ADPTS Workers Compensation

- **Shift in Liability to ADP**

- Underwriting pool of all groups (DR Offices, Law Firms, Manufacturing, Construction, etc.)
- Pool of 15,000 Clients, 600,000 worksite employees

What's the Difference? Claim with Open Market WC VS. ADPTS

- Claims get filed, Insurance increases MOD (Experience Rating), Increases the base rates/premium
- Claim with ADP is shared in a pool of \$400mm+ in WC premium

Use ADP's Buying Power to Lower Your Base Rates!

- Using the 15K Clients and 600K WSE mentioned before, able to offer base rates that are unrivaled through other WC providers

Pay As You Go (No Annual Audit)

- Payroll and Workers Comp are tied together, you pay WC with every payroll cycle. So no need to over pay for WC at the beginning of the year or under pay and get stuck with an unexpected bill.
- Adds predictability to your costs.
- ADP Validates that all WC codes being used are accurate

Do You Belong to a Safety Group?

- You are paying a premium to be in this group, along with being grouped with others in your industry. So even if you have no losses, doesn't mean your premiums won't be affected.

- Pull liability///certified PEO eliminate backend cost// workers comp cost is significantly less about \$10,000

Summary		
	Current Cost	Total Source
Talent	\$56,128.00	\$3,886.20
Payroll Processing	\$53,528.00	\$45,623.00
Recruitment Services	\$2,500.00	\$0.00
Time & Attendance	\$0.00	\$2,115.00
Talent Suite	\$0.00	\$1,771.20
Risk	\$44,350.00	\$0.00
Workers' Compensation Insurance	\$24,514.00	\$14,879.00
State Unemployment Insurance	\$19,836.00	\$16,885.00
Compensation & Benefits	\$271,608.00	\$240,667.00
401(k) Plan Administration	\$4,200.00	\$0.00
Medical Benefits	\$267,408.00	\$240,667.00
Service Fee	\$0.00	\$0.00
Total	\$372,086.00	\$325,871.20
Benefits	\$0.00	\$0.00
Total + Benefits	\$372,086.00	\$325,871.20
Promotional Value		\$0.00
TotalSource Investment		-\$46,214.80
Implementation Fee		\$7,437.50

7:20-7:40

Francesca

- PEO/HR Vendor Presentation 7:30 Anthony Birch –Trinet and Joanna
- Transition has added work to the staff load/ been having a difficulty with the work
- Shortfalls in servicing that are currently received --Diana is support on the payroll side
- There is currently no direct integration of retirement benefits
- Is there a trinet preferred -Transamerica- that would be automated retirement plan is currently handled by someone

Workers Compensation Coverage

WC State Code	Estimated Current WC Rate*	TriNet Calculated Bill Rate	WC Billable Wages	Estimated Current WC Fee	Estimated TriNet Annual WC Fee*
NY8868	\$ 0.81	\$ 0.69	\$2,641,886	\$ 21,528	\$ 18,299
NY9101	\$ 5.50	\$ 4.68	\$293,543	\$ 16,146	\$ 13,724
			\$2,935,429	\$ 37,674	\$ 32,023

TriNet's "Pay-As-You-Go" WC model is different from the traditional open market model:

1. With our model, you are billed a WC fee each pay cycle. Open market models are based on an estimated annual payroll. Under the open market model, an audit is performed at the end of the policy period to true-up the payroll and premium.
2. Our model eliminates the need for an annual WC audit and premium true-up. You don't have to pay a deposit, and you have greater certainty about your expenses and cash flow.
3. The chart below shows additional differences in the two models:

Category	TriNet	Open Market
Deposit	No Deposit	Initial Deposit
Payment Plan	Pay-As-You-Go	Installments Based on Estimates
Audit	No Year-End Audit	Annual Premium Audit
Carrier Rating	A++ Carriers	Varies
Deductible	\$0	Varies
Coverage	Available in all States	Varies

*The WC rates and annual fee are estimates. WC rates are applied to every applicable compensable wages for each of your worksite employees (except state, where rates are applicable hourly rates). Appropriate rates will be applied additional WC class codes that become relevant and may change if we determine class code was not the most appropriate for your worksite employees. You must be that set forth in your written service agreement with TriNet.

7:40-7:50	Gerry /Derian (Edtec)	Finance and Facilities Committee Report use docs for this 7:50 <ul style="list-style-type: none"> • April 2021 Financial Results • PPP Forgiveness Update • FY 2022 Budget Update
7:50-8:00	Francesca	Management Report 7:56 <ul style="list-style-type: none"> • May 2021 Update • 300 students for 2021-2022 • Reopening Plan Update
8:00-8:05	Francesca	Review and Vote: Tabled till next board meeting <ul style="list-style-type: none"> • \$35,000 Furniture Purchase for New Grade (8th)
8:05-8:10	Marlin	Enrollment and Development Committee Report <ul style="list-style-type: none"> • Enrollment Update • Development Update • Branding Program
8:10-8:15	Gerry/Tameka	Governance Committee Report Tabled <ul style="list-style-type: none"> • Board Candidates Status <ul style="list-style-type: none"> ○ 1 candidate in final phase of review ○ 2 candidates under review
8:15	Gerry	Adjournment adjourned at 812

We will be having another special board meeting



June 2021 Board Meeting

Date: June 30, 2021.

Time: 6:30 PM - 8:15 PM.

Location: Virtual meeting at meet.google.com/jgi-uoay-zfq.

Board Members in Attendance:	Absent Board Members:	Other Attendees:
<p><i>Geraldo Vasquez</i></p> <p><i>Tameka Beckford-Young</i></p> <p><i>Janneth Gaona</i></p> <p><i>Marlin Jenkins</i></p> <p><i>Elizabeth Goana</i></p> <p><i>Matthew Kirby-Smith</i></p>		<p><i>Elizabeth Marku</i></p> <p><i>Jasmine Gomes</i></p> <p><i>Kaitlyn McKeough</i></p> <p><i>Megan Ricigliano</i></p> <p><i>Collin Thompson</i></p> <p><i>Tiana Waller</i></p> <p><i>C. Rhodes</i></p>

Time	Lead	Agenda Item
6:30/6:40	Gerry	<p>Call to order</p> <p>Intro of Elizabeth Gaona</p> <p>Motion to serve as treasurer, also finance and facilities chairperson committee</p> <ul style="list-style-type: none"> • Approved Unanimously
6:30-6:40	Gerry	<p>Approval of Prior Meeting Minutes (Will be discussed next meeting)</p> <ul style="list-style-type: none"> • May 2021 Board Meeting • July 2020 – Oct 2020; Dec 2020 and March 2021 – April 2021 Board Meetings
6:40-7:00	Gerry/Derian (Edtec)	<p>Finance and Facilities Committee Report (Will be discussed next meeting)</p> <ul style="list-style-type: none"> • June 2021 Financial Results • FY 2022 Budget Update
7:00-7:30	Francesca	<p>Management Report Using a baseline need clarification on this</p> <ul style="list-style-type: none"> • June 2021 Update • Reopening Plan Update
7:30-8:00	Francesca/Gerry/ Derian (Edtec)	<p>Review and Vote:</p> <ul style="list-style-type: none"> • \$35,000 Furniture Purchase for New Grade (8th) • FY 2022 Budget <ul style="list-style-type: none"> • Primary items are Salary and rent • Salary: proposed escalations from HoS, board is looking to bring on a consultant to review salaries across board, to make sure they are marketable and equitable • Current budget doesn't have a lot of leeway for these changes—proposed contingency for salaries • Gerry moves to tentative approval of the budget, soft approval, pending certain modifications; approved unanimously • Insurance Renewal <ul style="list-style-type: none"> • Two main points increase of 10%+, covid related spikes, this does not include cybersecurity (previously \$63). (Need bids for this) • All commutable diseases (COVID), new policy does not cover if we are liable and get sued. State educational entity, the only change is if there has been some shortsightedness on the school's part then we are not covered. We have access to lower rates because of our participation in board pool. (Negligence) • Increase in policy and cybersecurity policy may increase and still needs to be renegotiated, we are still looking for COVID related policies • Approved Unanimously

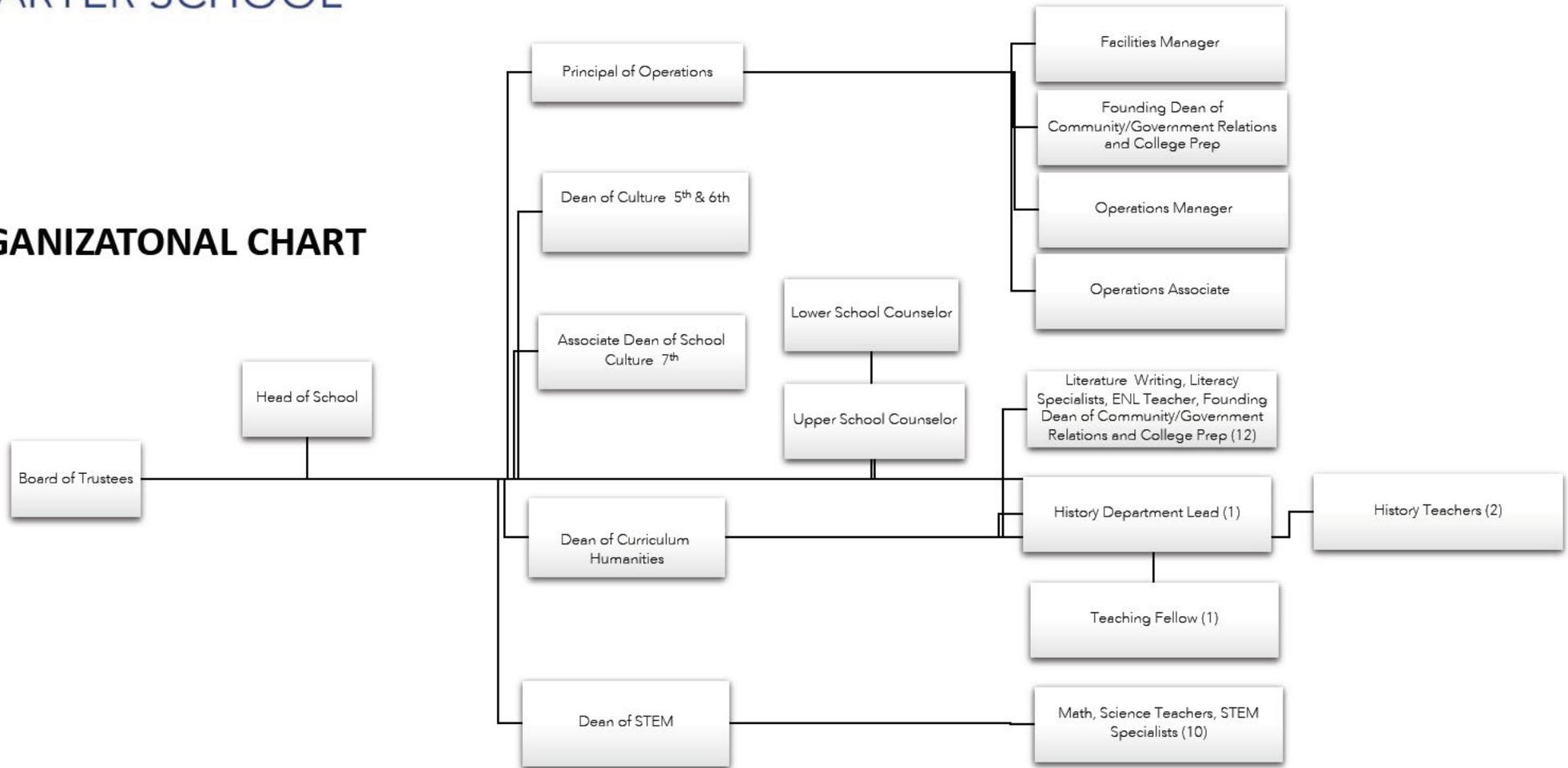
		<ul style="list-style-type: none"> • More COVID protocols to come from the State and city level for the Charter school division • Audit Firm Renewal <ul style="list-style-type: none"> • 13,000 audti fee plus 1500 tax • Engagement letter for auditing • We want agreement separate from tax services and management services • Motion the approval of the audit who is external pending multiyear agreement and tax information (990 tax number) • Approved Unanimously
8:00-8:05	Marlin	Enrollment and Development Committee Report (Will be discussed next meeting) <ul style="list-style-type: none"> • Enrollment Update • Development Update • Branding Program
8:05-8:15	Gerry/Tameka	Governance Committee Report <ul style="list-style-type: none"> • Welcome New Board Member <ul style="list-style-type: none"> • Prior to previous meeting there were discussions had with staff and parents • Several staff have reached out to the board, unable to have collective meeting • HR team is looking to provide the board with proposals with how to communicate complaints with broken down steps (formal complaints) • A written policy and procedure is being created for compliant process • Specific individuals with issues, and some anonymous issues to address as well • Legal is addressing this, emails have been responded to, currently working to create an approach for this also an updated policy for this
8:15	Gerry	Adjournment



EMBLAZE ACADEMY

CHARTER SCHOOL

2020-2021 ORGANIZATIONAL CHART





EMBLAZE ACADEMY
CHARTER SCHOOL

2020-2021 Instructional Calendar

Trimester 1 September 1 – November 24 56 instructional days	Instructional Cycle 1 September 1-October 9 27 instructional days
	Instructional Cycle 2 October 14-November 24 29 instructional days
Trimester 2 December 1 – March 19 62 instructional days	Instructional Cycle 3 December 1 – January 22 28 instructional days
	Instructional Cycle 4 January 26 – March 19 34 instructional days
Trimester 3 March 22 – June 17 62 instructional days	Instructional Cycle 5 March 22 – April 30 25 instructional days
	Instructional Cycle 6 May 3 – June 23 37 instructional days

CALENDAR KEY

Testing	Student Events	Family Events	Staff Events	No School	Data Day/Teacher Workday
Instructional Cycle 1	Instructional Cycle 2	Instructional Cycle 3	Instructional Cycle 4	Instructional Cycle 5	Instructional Cycle 6

September 2020				
Monday	Tuesday	Wednesday	Thursday	Friday
31	1 <i>Instructional Day 1</i> Student Orientation	2 <i>Instructional Day 2</i> Student Orientation	3 <i>Instructional Day 3</i> Student Orientation	4
7 Labor Day – No School	8 <i>Instructional Day 4</i> Beginning of Trimester 1	9 <i>Instructional Day 5</i>	1 <i>Instructional Day 6</i>	11 <i>Instructional Day 7</i> All Student Fun Friday Proctoring the Test Meeting 11:30 - 12:30



EMBLAZE ACADEMY
CHARTER SCHOOL

				Exact Path PD Cafecito 6:00 <i>Exact Path PD</i>
14 Instructional Day 8	15 Instructional Day 9 Hispanic Heritage Month Begins <i>ParentSquare message to families regarding ExactPath</i>	16 Instructional Day 10	17 Instructional Day 11 Williamsbridge begins Reading Diagnostic	18 Instructional Day 12 Student Fun Friday 2:00 MyOn PD
21 Instructional Day 13 <i>Reading Diagnostic during Health</i> <i>*WB finishes/works on learning path*</i> <i>Homeroom Icebreakers</i>	22 Instructional Day 14 Language Arts Diagnostic during Health <i>Homeroom Icebreakers</i>	23 Instructional Day 15 <i>Math Diagnostic during Problem-Solving</i> <i>Homeroom Icebreakers</i>	24 Instructional Day 16 <i>Homeroom Icebreakers</i>	25 Instructional Day 17 Make-Up/Extended Time testing (9 am-10) *This may extend if students need more time* Teachers work in groups or alone on Smart Start with MyON. No coaching meetings. 2:00 SEL PD
28 Instructional Day 18 MyOn During 8th Period	29 Instructional Day 19 ExactPath During 8th Period Family Cafecito	30 Instructional Day 20 MyOn During 8th Period	1 Instructional Day 21 History IA Exact Path During 8th Period	2 Instructional Day 22 8:00-9:30 Exact Path PD SuperFun Friday <ul style="list-style-type: none"> ○ Friday 10/2: Whole staff- Teacher Report & IEP Meetings (purpose, expectations, systems)

October 2020

Monday	Tuesday	Wednesday	Thursday	Friday
5 Instructional Day 23	6 Instructional Day 24	7 Instructional Day 25	8 Instructional Day 26	9 Instructional Day 27



EMBLAZE ACADEMY
CHARTER SCHOOL

Instructional Cycle #1 Interim Assessments Math IA	Instructional Cycle #1 Interim Assessments Science IA	Instructional Cycle #1 Interim Assessments Literature IA	Instructional Cycle #1 Interim Assessments Writing IA	Extended Friday Schedule: Homeroom, Advisory, ExactPath and MyOn Hours Emblaze Carnival Student Surveys #1 IA Make-up Testing during office hours) PD: On Cyber Security with iWise 2:30-3:30
12 Native American Remembrance Day – No School	13 Data Day – No School for Students 3:00 MyOn PD	14 <i>Instructional Day 28</i>	15 <i>Instructional Day 29</i> Data Night	16 <i>Instructional Day 30</i> <i>Roll - out transition from Google Meets</i> Exact Path Office Hours Spelling Bee 3:00 Grade Team Meeting/ PD
19 <i>Instructional Day 31</i>	20 <i>Instructional Day 32</i> Exact Path Reading	21 <i>Instructional Day 33</i>	22 <i>Instructional Day 34</i> Family Roundtable	23 <i>Instructional Day 35</i> Exact Path Office Hours Emblaze Trivia + Lunch
26 <i>Instructional Day 36</i> Spirit Week – Pajama Day	27 <i>Instructional Day 37</i> Spirit Week – Career Day Exact Path Reading	28 <i>Instructional Day 38</i> YOM KIPPUR Spirit Week – Multicultural Day	29 <i>Instructional Day 39</i> Spirit Week – Twin Day	30 <i>Instructional Day 40</i> Spirit Week – Halloween Costume Party Exact Path PD <ul style="list-style-type: none"> ○ Friday 10/30: Specialists only- Teacher Report & SESIS training (reading reports,



EMBLAZE ACADEMY
CHARTER SCHOOL

					transferring, uploading, writing goals)
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November 2020				
Monday	Tuesday	Wednesday	Thursday	Friday
2 <i>Instructional Day 41</i>	3 <i>Instructional Day 42</i> ELECTION DAY <i>Exact Path Reading</i>	4 <i>Instructional Day 43</i>	5 <i>Instructional Day 44</i>	6 <i>Instructional Day 45</i> Exact Path Math Office Hours IA Testing Prep for PD <ul style="list-style-type: none"> Friday 11/6: Specialists only- Follow up & support specialists (transferring, uploading & writing goals)
9 <i>Instructional Day 46</i>	10 <i>Instructional Day 47</i> Exact Path Reading Family Cafecito	11 Veteran's Day- No School	12 <i>Instructional Day 48</i> Exact Path Language Arts	13 <i>Instructional Day 49</i> Performance Review PD Exact Path Office Hours Hispanic Culture Celebration
16 <i>Instructional Day 50</i> Instructional Cycle #2 Interim Assessments Grateful Pen Pal	17 <i>Instructional Day 51</i> Instructional Cycle #2 Interim Assessments Grateful Pen Pal Exact Path Reading	18 <i>Instructional Day 52</i> Instructional Cycle #2 Interim Assessments Grateful Pen Pal	19 <i>Instructional Day 53</i> Instructional Cycle #2 Interim Assessments Grateful Pen Pal	20 <i>Instructional Day 54</i> Exact Path Office Hours Student Surveys #2 Student vs. Teacher Basketball Game Grateful Pen Pal
23 <i>Instructional Day 55</i> Family Multicultural Potluck & Book Fair	24 <i>Instructional Day 56</i> End of Trimester 1 Grades Due by EOD	25 Thanksgiving Break – No School	26 Thanksgiving Break – No School	27 Thanksgiving Break – No School



EMBLAZE ACADEMY
CHARTER SCHOOL

Exact Path Reading			
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December 2020				
Monday	Tuesday	Wednesday	Thursday	Friday
30 Data Day – No School for Students	1 <i>Instructional Day 57</i> Beginning of Trimester 2 Exact Path Reading	2 <i>Instructional Day 58</i> Trimester 1 Report Card Afternoon & Family Surveys	3 <i>Instructional Day 59</i> Trimester 1 Report Card Afternoon & Family Surveys	4 <i>Instructional Day 60</i> Exact Path Office Hours Scholar Dollar Auction #1 Trimester 1 Report Card Afternoon & Family Surveys
7 <i>Instructional Day 61</i>	8 <i>Instructional Day 62</i> Exact Path Reading	9 <i>Instructional Day 63</i> Mid-Year Surveys Due	10 <i>Instructional Day 64</i> Secret Snowflake Reveal Family Roundtable	11 <i>Instructional Day 65</i> Exact Path Office Hours Trimester 1 Electives Showcase Emblaze Holiday Party
14 <i>Instructional Day 66</i>	15 <i>Instructional Day 67</i>	16 <i>Instructional Day 68</i>	17 <i>Instructional Day 69</i>	18 <i>Instructional Day 70</i> Exact Path Office Hours Trimester 1 Honor Society Luncheon
21 Winter Break – No School	22 Winter Break – No School	23 Winter Break – No School	24 Winter Break – No School	25 Winter Break – No School
28 Winter Break – No School	29 Winter Break – No School	30 Winter Break – No School	31 Winter Break – No School	1 Winter Break – No School

January 2021				
Monday	Tuesday	Wednesday	Thursday	Friday
4 <i>Instructional Day 71</i>	5 <i>Instructional Day 72</i> Family Cafecito Exact Path Reading	6 <i>Instructional Day 73</i>	7 <i>Instructional Day 74</i>	8 <i>Instructional Day 75</i> Picture Day Exact Path Office Hours
11 <i>Instructional Day 76</i>	12 <i>Instructional Day 77</i> Exact Path Reading	13 <i>Instructional Day 78</i>	14 <i>Instructional Day 79</i>	15 <i>Instructional Day 80</i>



EMBLAZE ACADEMY
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				Guess Who Lunch + Challenge Exact Path Office Hours
18 MLK Day – No School	19 <i>Instructional Day 81</i> Instructional Cycle #3	20 <i>Instructional Day 82</i> Instructional Cycle #3	21 <i>Instructional Day 83</i> Instructional Cycle #3	22 <i>Instructional Day 84</i> Instructional Cycle #3 Ends Grades Due EOD Student Surveys #3
25 Data Day – No School for Students	26 <i>Instructional Day 85</i> Exact Path Reading Mamba & Mambacita Day	27 <i>Instructional Day 86</i>	28 <i>Instructional Day 87</i>	29 <i>Instructional Day 88</i> Career Day

February 2021				
Monday	Tuesday	Wednesday	Thursday	Friday
1 <i>Instructional Day 89</i> Black Clothes Day	2 <i>Instructional Day 90</i> Exact Path Reading Bronx Hero Day	3 <i>Instructional Day 91</i> Dress to Impress Day	4 <i>Instructional Day 92</i> Fictional Character Day	5 <i>Instructional Day 93</i> Culture Day & Black History Month Celebration
8 <i>Instructional Day 94</i> Bronx Appreciation Day	9 <i>Instructional Day 95</i> Dress like Your Hero Day Exact Path Reading	10 <i>Instructional Day 96</i> Throwback Day	11 <i>Instructional Day 97</i> Emblaze Swag Day Family Roundtable	12 <i>Instructional Day 98</i> LUNAR NEW YEAR Formal Friendship Dance Friendly Valentine Staff Appreciation Survey sent out by Culture Deans
15 February Break – No School	16 February Break – No School	17 February Break – No School	18 February Break – No School	19 February Break – No School
22 <i>Instructional Day 99</i> Spring Schedule Begins	23 <i>Instructional Day 100</i> Dress like Your Favorite Teacher Day Exact Path Reading	24 <i>Instructional Day 101</i> Twin Day	25 <i>Instructional Day 102</i> Pajama Day Data Night	26 <i>Instructional Day 103</i>

March 2021



EMBLAZE ACADEMY
CHARTER SCHOOL

Monday	Tuesday	Wednesday	Thursday	Friday
1 <i>Instructional Day 104</i>	2 <i>Instructional Day 105</i> Family Cafecito Exact Path Reading	3 <i>Instructional Day 106</i>	4 <i>Instructional Day 107</i>	5 <i>Instructional Day 108</i> Trimester 2 Electives Showcase
8 <i>Instructional Day 109</i> Family Appreciation Week	9 <i>Instructional Day 110</i> Family Appreciation Week Exact Path Reading	10 <i>Instructional Day 111</i> Family Appreciation Week	11 <i>Instructional Day 112</i> Family Appreciation Week	12 <i>Instructional Day 113</i> Family Appreciation Week Pi Day Celebration
13 <i>Instructional Day 114</i>	16 <i>Instructional Day 115</i> Exact Path Reading	17 <i>Instructional Day 116</i>	18 <i>Instructional Day 117</i>	19 <i>Instructional Day 118</i> Scholar Dollar Auction End of Trimester 2 Grades due EOD
22 <i>Instructional Day 99</i> Data Week for Students: IXL/MyOn/EP/Progress Report	23 <i>Instructional Day 100</i> Data Week for Students: IXL/MyOn/EP/Progress Report Exact Path Reading	24 <i>Instructional Day 101</i> Data Week for Students: IXL/MyOn/EP/Progress Report	25 <i>Instructional Day 102</i> Data Week for Students: IXL/MyOn/EP/Progress Report Data Night	26 <i>Instructional Day 103</i> Data Week for students?/Have counselors prepare a lesson about meta-cognition and self-reflection Sports Day Student Surveys #4
29 Spring Break – No School PASSOVER	30 Spring Break – No School PASSOVER	31 Spring Break – No School PASSOVER	1 Spring Break – No School PASSOVER	2 Good Friday – No School

April 2021

Monday	Tuesday	Wednesday	Thursday	Friday
5 <i>Instructional Day 124</i>	6 <i>Instructional Day 125</i> Exact Path Reading	7 <i>Instructional Day 126</i> Trimester 2 Report Card Afternoon & Family Surveys	8 <i>Instructional Day 127</i> Trimester 2 Report Card Afternoon & Family Surveys	9 <i>Instructional Day 128</i> Trimester 2 Report Card Afternoon & Family Surveys Trimester 2 Honor Society Luncheon Emblaze Eatery #1
12 <i>Instructional Day 129</i>	13 <i>Instructional Day 130</i>	14 <i>Instructional Day 131</i>	15 <i>Instructional Day 132</i>	16 <i>Instructional Day 133</i>



EMBLAZE ACADEMY
CHARTER SCHOOL

	Predict Ramadan Begins Exact Path Reading ELA State Test Pep Rally			Student vs. Teacher Basketball Game #2 Emblaze Eatery #2
19 <i>Instructional Day 134</i> NYSESLAT SPEAKING BEGINS Math State Test Pep Rally	20 <i>Instructional Day 135</i> NYSESLAT SPEAKING ELA State Test	21 <i>Instructional Day 136</i> NYSESLAT SPEAKING ELA State Test	22 <i>Instructional Day 137</i> NYSESLAT SPEAKING (Alternate ELA State Test) Family Roundtable	23 <i>Instructional Day 138</i> NYSESLAT SPEAKING Square Dance Emblaze Eatery #3
26 <i>Instructional Day 139</i> NYSESLAT SPEAKING Teacher Appreciation Week	27 <i>Instructional Day 140</i> NYSESLAT SPEAKING Teacher Appreciation Week	28 <i>Instructional Day 141</i> NYSESLAT SPEAKING Teacher Appreciation Week	29 <i>Instructional Day 142</i> NYSESLAT SPEAKING Teacher Appreciation Week	30 <i>Instructional Day 143</i> NYSESLAT SPEAKING Instructional Cycle 5 Ends Grades Due EOD Teacher Appreciation Week Finale – Emblaze Eatery

May 2021				
Monday	Tuesday	Wednesday	Thursday	Friday
3 <i>Instructional Day 144</i> NYSESLAT SPEAKING Math State Test Pep Rally	4 <i>Instructional Day 145</i> Math State Test	5 <i>Instructional Day 146</i> Math State Test	6 <i>Instructional Day 147</i> (Alternate Math State Test)	7 <i>Instructional Day 148</i>
10 <i>Instructional Day 149</i>	11 <i>Instructional Day 150</i> Family Cafecito	12 <i>Instructional Day 151</i> EID UL FITR Predicted	13 <i>Instructional Day 152</i> EID UL FITR Predicted	14 <i>Instructional Day 153</i> EID UL FITR Predicted Field Day
17 <i>Instructional Day 154</i> NYSESLAT READING AND WRITING BEGINS	18 <i>Instructional Day 155</i>	19 <i>Instructional Day 156</i>	20 <i>Instructional Day 157</i>	21 <i>Instructional Day 158</i> Super Fun Friday Spring Fling
24 <i>Instructional Day 159</i>	25 <i>Instructional Day 160</i>	26 <i>Instructional Day 161</i>	27 <i>Instructional Day 162</i>	28 <i>Instructional Day 163</i> NYSESLAT ENDS

June 2021				
Monday	Tuesday	Wednesday	Thursday	Friday
31 Memorial Day – No School	1 <i>Instructional Day 164</i>	2 <i>Instructional Day 165</i>	3 <i>Instructional Day 166</i>	4 <i>Instructional Day 167</i>



EMBLAZE ACADEMY
CHARTER SCHOOL

7 <i>Instructional Day 168</i> EOY Testing	8 <i>Instructional Day 169</i> EOY Testing	9 <i>Instructional Day 170</i> EOY Testing	10 <i>Instructional Day 171</i> EOY Testing Family Roundtable	11 <i>Instructional Day 172</i> EOY Testing Instructional Cycle 4 Ends Grades Due EOD
14 <i>Instructional Day 173</i> EOY Trips Teacher Breakdown Day	15 <i>Instructional Day 174</i> EOY Trips Teacher Breakdown Day	16 <i>Instructional Day 175</i> EOY Trips Teacher Breakdown Day	17 <i>Instructional Day 176</i> Trimester 3 Electives Showcase Teacher Breakdown Day	18 <i>Instructional Day 177</i> Stepping Up Ceremonies EOY Emblaze Party
21 <i>Instructional Day 178</i> Teacher Breakdown Day	22 <i>Instructional Day 179</i> Teacher Breakdown Day	23 <i>Instructional Day 180</i> Teacher Breakdown Day Last Day of School	24	25



FIRE DEPARTMENT

9 METROTECH CENTER BROOKLYN, N.Y. 11201-3857

BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 08.04.2021.

PREMISES

Emblaze Academy Charter School
1164 Garrison Avenue
Bronx NY 10474

Emblaze Academy Charter School
1164 Garrison Avenue
Bronx NY 10474

To Whom It May Concern:

The New York City Fire Department ("FDNY"), Bureau of Fire Prevention, Public Buildings Unit conducted an inspection of the above-referenced premises on **10.07.2020**.

_____ The inspection did not reveal any violations that FDNY's Public Buildings Unit is authorized to inspect and enforce.

_____ The inspection resulted in issuance of violations of the Fire Code or other laws, rules or regulations that FDNY's Public Buildings Unit is authorized to inspect and enforce.

~~XXX~~ As of **02.09.2021** documents were submitted to FDNY as proof of correction, and such correction was deemed acceptable to FDNY

_____ The inspection, and a review of premises records, has disclosed that the premises may not be in compliance with the lawful occupancy established by the New York City Department of Buildings.

This letter shall not be construed to be a permit for, or an approval of the premises. FDNY does not certify that the premises is free from any violation for which it has not inspected, in accordance with its standard inspection protocols. This letter shall not prevent FDNY from inspecting the premises at a later date, requiring the correction of any deficiencies its finds at the premises, and/or issuing violations against the premises for conditions that do not comply with the Fire Code or other laws, rules or regulations.

Examined by: _____
Tomasz Korbas, Supervising Inspector, PBU

Certificate of Occupancy

CO Number: 220471362F

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. *This document or a copy shall be available for inspection at the building at all reasonable times.*

A.	Borough: Bronx	Block Number: [REDACTED]	Certificate Type: Final
	Address: 1164 GARRISON AVE	Lot Number(s): [REDACTED]	Effective Date: 06/29/2020
	Building Identification Number (BIN): [REDACTED]	Building Type: Altered	
This building is subject to this Building Code: Prior to 1968 Code			
<i>For zoning lot metes & bounds, please see BISWeb.</i>			
B.	Construction classification: [REDACTED]	(Prior to 1968 Code designation)	
	Building Occupancy Group classification: [REDACTED]	(2014/2008 Code)	
	Multiple Dwelling Law Classification: None		
	No. of stories: [REDACTED]	Height in feet: [REDACTED]	No. of dwelling units: 0
C.	Fire Protection Equipment: Standpipe system, Fire alarm system, Sprinkler system		
D.	Type and number of open spaces: None associated with this filing.		
E.	This Certificate is issued with the following legal limitations: None		
Borough Comments: None			



Borough Commissioner



Commissioner

Certificate of Occupancy

CO Number: 

Permissible Use and Occupancy

All Building Code occupancy group designations below are 2008 designations.

Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
END OF SECTION						



Borough Commissioner



Commissioner

END OF DOCUMENT

