

Application: Emblaze Academy Charter School

Francesca Lujan - [REDACTED]
Annual Reports

Summary

ID: 0000000284
Status: Liaison Review
Labels: Laura

Entry 1 School Info and Cover Page

In Progress Last edited: Oct 6 2020

[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 2019-20 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, 2020)** 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

Emblaze Academy

b. CHARTER AUTHORIZER (As of June 30th, 2020)

Please select the correct authorizer as of June 30, 2020 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

6/2017

e. DATE FIRST OPENED FOR INSTRUCTION

8/2018

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 | 1. Rigor Equals Equity. We hold our students to high academic expectations because we know they are capable of reaching the bar we set. Our curriculum, vetted by experts, is used by high-performing schools across the country to get results and prepare students for college. |
| KDE 2 | 2. Challenge and support are at the core of who we are instructionally. All students receive daily interventions and are challenged with complex tasks in their core classes. We have two special educators in each grade, a robust RTI program, and small group instruction four times daily. |
| KDE 3 | 3. We start with the end. All of our students are going to college, so we carefully backwards map all assessments, units, and daily lessons using the New York State Common Core Standards and AP Literature, Mathematics, and History courses. We know the college-ready bar in each subject. |
| KDE 4 | 4. High-impact professional development. Every teacher is equipped with the skills they need to effectively lead a classroom and deliver results. We have a culture of growth and feedback, weekly |

| | |
|--------|---|
| | practice-based professional development, and every teacher has an instructional coach. |
| KDE 5 | 5. We measure results, not intentions. We are unapologetically data-driven because every student deserves targeted instruction that pushes him or her to meet ambitious academic goals. We analyze exit tickets daily in all subjects, and give weekly quizzes, and Interim assessments every six weeks. |
| KDE 6 | 6. Our systems allow us to thrive. We have consistent systems throughout individual classrooms and across the school that create a predictable space in which students can excel academically and behaviorally. Teachers are normed and consistent, and classes are structured and joyful. |
| KDE 7 | 7. RISE. Our core values of Respect, Initiative, Scholarship, and Effort come alive in our school through our words, actions, and physical space. Students learn about our core values at Student Orientation and get daily individual and group feedback through scholar dollars and RISE points. |
| KDE 8 | 8. We celebrate academics. Students become fully invested in their personal academic growth and achievement. Students earn awards and recognition at weekly awards ceremonies and reflect on progress in weekly small group Family Meetings with their advisors. |
| KDE 9 | 9. Families are partners. Families become invested in our mission. After the pandemic, when it is safe to do so, we will hold Home Visits with every new family and three Family Academy sessions each year. We host monthly school-based family events and engage in daily and weekly communication with our families. |
| KDE 10 | (No response) |

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

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

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2019-2020 SCHOOL YEAR (exclude Pre-K program enrollment)

210

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2020 (exclude Pre-K program enrollment)

210

k. GRADES SERVED IN SCHOOL YEAR 2019-2020 (exclude Pre-K program students)

Check all that apply

Grades Served

5, 6

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 2020-2021?

No, just one site.

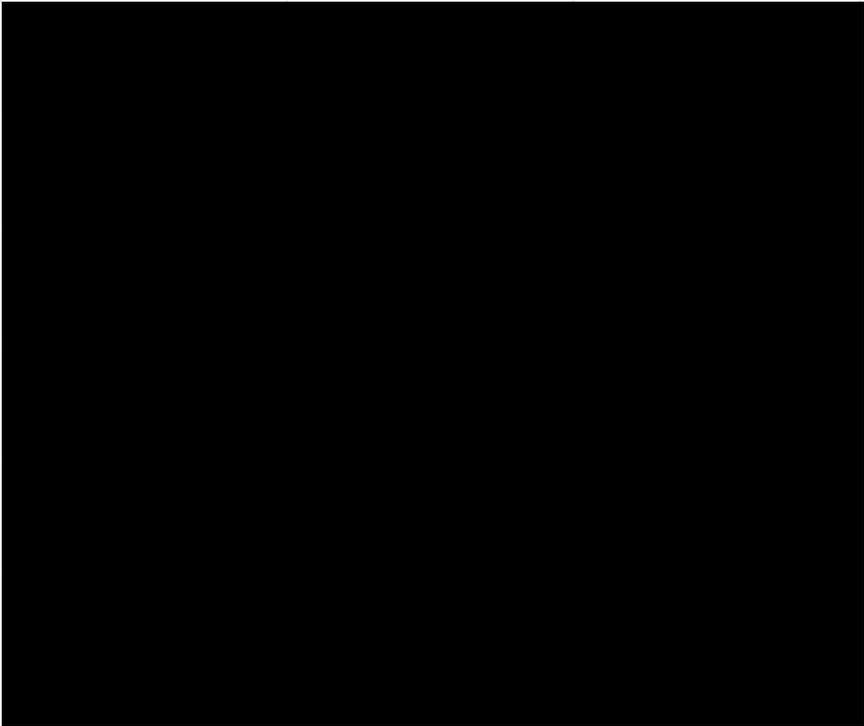
School Site 1 (Primary)

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 |  | NYC CSD 8 | 5, 6, 7 | 5, 6, 7 |

m1a. Please provide the contact information for Site 1.

| | Name | Work Phone | Alternate Phone | Email Address |
|---|---------------------|--|-----------------|---------------|
| School Leader | Francesca Lujan |  | | |
| Operational Leader | Erienne Rojas | | | |
| Compliance Contact | Erienne Rojas | | | |
| Complaint Contact | Dr. Geraldo Vasquez | | | |
| DASA Coordinator | Malcolm Wicks | | | |
| Phone Contact for After Hours Emergencies | Christopher Rivera | | | |

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, 2020.

Site 1 Certificate of Occupancy (COO)

[Certificate of Inspection.PDF](#)

Filename: Certificate of Inspection.PDF **Size:** 36.4 kB

Site 1 Fire Inspection Report

[1164 Garrison FDNY Letter of Approval.jpeg](#)

Filename: 1164 Garrison FDNY Letter of Approval.jpeg **Size:** 95.6 kB

CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2019-2020 school year? (Please include approved or pending material and non-material charter revisions).

Yes

n2. Summary of Charter Revisions

| | Category (Select Best Description) | Specific Revision (150 word limit) | Date Approved by BOT (if applicable) | Date Approved by Authorizer (if applicable) |
|---|------------------------------------|------------------------------------|--------------------------------------|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

More revisions to add?

(No response)

n2. Summary of Charter Revisions

| | Category (Select Best Description) | Specific Revision (150 word limit) | Date Approved by BOT (if applicable) | Date Approved by Authorizer (if applicable) |
|----|------------------------------------|------------------------------------|--------------------------------------|---|
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |

PLEASE NOTE CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS, ANNUAL BUDGETS, AND RELATED FISCAL DATA VIA THE ANNUAL REPORT. HOWEVER, NYSED BOARD OF REGENTS WOULD LIKE TO KNOW IF YOUR SCHOOL'S BOARD OF TRUSTEES HAS APPROVED A BUDGET FOR THE 2020-2021 FISCAL YEAR.

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

Yes

ATTESTATION

p. Individual Primarily Responsible for Submitting the Annual Report.

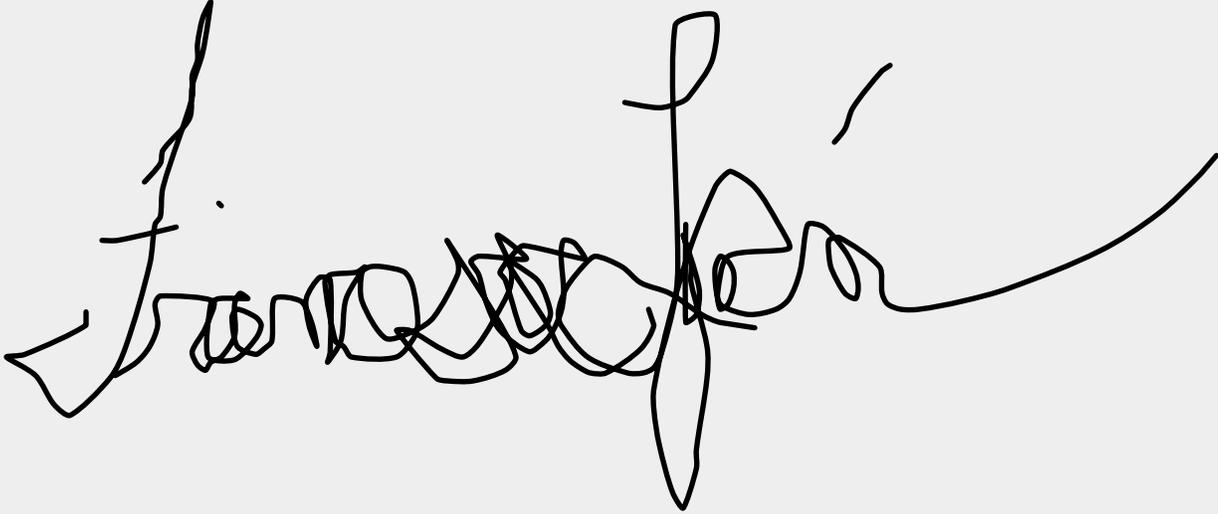
| | |
|-----------------|--------------------------|
| Name | Geraldo Vasquez |
| Position | Chair, Board of Trustees |
| Phone/Extension | [REDACTED] |
| Email | [REDACTED] |

p. 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. Check **YES if you agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

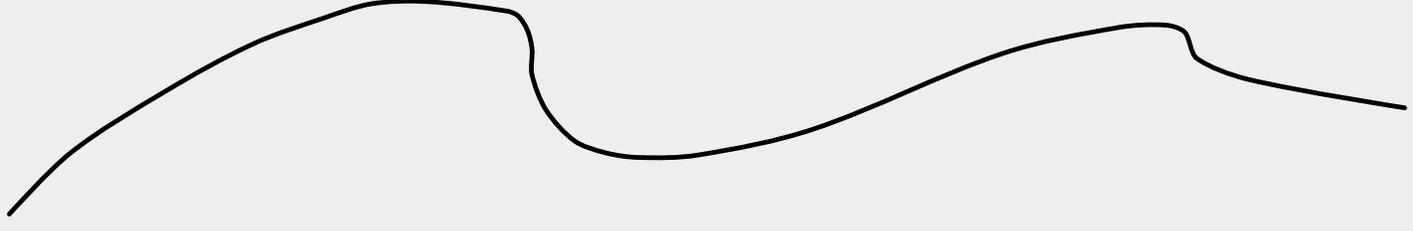
Responses Selected:

Yes

Signature, Head of Charter School

A highly stylized, cursive handwritten signature in black ink on a light gray background. The signature is dense and difficult to decipher, featuring many loops and flourishes.

Signature, President of the Board of Trustees

A simple, elegant handwritten signature in black ink on a light gray background. The signature consists of a few smooth, sweeping lines that form a recognizable name.

Date

Aug 7 2020

Thank you.



Entry 2 NYS School Report Card

Completed Aug 10 2020 Hidden from applicant

[**Instructions**](#)

SUNY-authorized charter schools only

Provide a direct web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>) . This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

Entry 2 NYS School Report Card Link

EMBLAZE ACADEMY CHARTER SCHOOL 320800861126

NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided.)

<https://data.nysed.gov/essa.php?year=2019&instid=800000089569>

Entry 3 Progress Toward Goals

In Progress Last edited: Sep 24 2020

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2019-2020 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".

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, 2020.

1. ACADEMIC STUDENT PERFORMANCE GOALS

For the 2019-2020 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".

2019-20 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 | N/A | N/A | Unable to Assess | N/A |
| Academic Goal 2 | N/A | N/A | Unable to Assess | N/A |
| Academic Goal 3 | N/A | N/A | Unable to Assess | N/A |
| Academic Goal 4 | N/A | N/A | Unable to Assess | N/A |
| Academic Goal 5 | N/A | N/A | Unable to Assess | N/A |
| Academic Goal 6 | N/A | N/A | Unable to Assess | N/A |
| Academic Goal 7 | N/A | N/A | Unable to Assess | N/A |
| Academic Goal 8 | N/A | N/A | Unable to Assess | N/A |
| Academic Goal 9 | N/A | N/A | Unable to Assess | N/A |
| Academic Goal 10 | | | Unable to Assess | |

2. Do have more academic goals to add?

No

3. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2019-2020 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”.

2019-2020 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 | | | | |
| Org Goal 2 | | | | |
| 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 response)

6. FINANCIAL GOALS

2019-2020 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 | | | | |
| Financial Goal 2 | | | | |
| Financial Goal 3 | | | | |
| Financial Goal 4 | | | | |
| Financial Goal 5 | | | | |

7. Do have more financial goals to add?

(No response)

2019-2020 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 3 Accountability Plan Progress Reports

Completed Aug 10 2020 Hidden from applicant

Instructions

SUNY-Authorized Charter Schools ONLY

SUNY-authorized charter schools must download an [Accountability Plan Progress Report template](#). After completing, schools must upload the document into the by September 15, 2020.

1164 Garrison FDNY Letter of Approval

Filename: 1164 Garrison FDNY Letter of Approval.jpeg Size: 95.6 kB

Entry 7 Disclosure of Financial Interest Form

Completed Aug 10 2020

Instructions - Multiple Uploads Permitted

Required of ALL Charter Schools by August 3

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 2019-2020 school year must

complete a signed:

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

[Bd Members Fincl Disclose NYSED 052520 GeraldoVasquez](#)

Filename: Bd Members Fincl Disclose NYSED 052520 c9ZqVrG.pdf **Size:** 137.0 kB

[Bd Members Fincl Disclose NYSED 052520 MarlinJenkins](#)

Filename: Bd Members Fincl Disclose NYSED 052520 sX7Rv5V.pdf **Size:** 166.6 kB

[Bd Members Fincl Disclose NYSED 052520 HariniMittal](#)

Filename: Bd Members Fincl Disclose NYSED 052520 zi3ZyIk.pdf **Size:** 148.9 kB

[Bd Members Fincl Disclose NYSED 052520 RosannSantos](#)

Filename: Bd Members Fincl Disclose NYSED 052520 9CPEmpG.pdf **Size:** 124.5 kB

[Bd Members Fincl Disclose NYSED 052520 TamekaBeckford-Young](#)

Filename: Bd Members Fincl Disclose NYSED 052520 aoL2XjX.pdf **Size:** 169.8 kB

[Bd Members Fincl Disclose NYSED 080820 MattKirby-Smith](#)

Filename: Bd Members Fincl Disclose NYSED 080820 kARhseD.pdf **Size:** 67.7 kB

[Bd Members Fincl Disclose NYSED 080920 RaghavThapar](#)

Filename: Bd Members Fincl Disclose NYSED 080920 RjZKDWR.pdf **Size:** 130.0 kB

Entry 8 BOT Membership Table

Completed Sep 24 2020

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 8 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.

EMBLAZE ACADEMY CHARTER SCHOOL 320800861126

1. 2019-2020 Board Member Information (Enter info for each BOT member)

| | Trustee Name and 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 2019-2020 |
|---|--------------------------------|-----------------------|----------------------------|---------------------------------|------------------------|---|---------------------------------------|--|
| 1 | Geraldo Vasquez | Chair | Governance | Yes | 2 | 07/01/2020 | 06/30/2021 | 12 |
| 2 | Rosann Santos | Vice Chair | Enrollment and Development | Yes | 2 | 07/01/2020 | 06/30/2021 | 12 |
| 3 | Tameka Beckford-Young | Secretary | Governance | Yes | 2 | 07/01/2020 | 06/30/2021 | 12 |
| 4 | Harini Mittal | Treasurer | Finance and Facilities | Yes | 2 | 07/01/2020 | 06/30/2021 | 12 |
| 5 | Marlin Jenkins | Trustee/Member | Enrollment and Development | Yes | 2 | 07/01/2020 | 06/30/2021 | 12 |
| 6 | Matthew Kriby-Smith | Trustee/Member | Finance and Facilities | Yes | 2 | 07/01/2020 | 06/30/2021 | 11 |
| 7 | | | | No | | | | |
| 8 | | | | | | | | |
| 9 | | | | | | | | |

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, 2020 | 6 |
| b.Total Number of Members Added During 2019-2020 | 0 |
| c. Total Number of Members who Departed during 2019-2020 | 0 |
| d.Total Number of members, as set in Bylaws, Resolution or Minutes | 7 |

3. Number of Board meetings held during 2019-2020

12

4. Number of Board meetings scheduled for 2020-2021

12

Thank you.

Entry 9 Board Meeting Minutes

Completed Aug 10 2020

Instructions

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 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 3, 2020.

2019

Filename: 2019.08.05 Emblaze Board Meeting Minutes.pdf **Size:** 234.1 kB

2019

Filename: 2019.10.02 Emblaze Board Meeting Minutes.pdf **Size:** 193.6 kB

2019

Filename: 2019.09.11 Emblaze Board Meeting Minutes.pdf **Size:** 326.0 kB

2019

Filename: 2019.11.06 Emblaze Board Meeting Minutes.pdf **Size:** 226.7 kB

2020

Filename: 2020.01.08 Emblaze Board Meeting Minutes.pdf **Size:** 303.7 kB

2019

Filename: 2019.12.04 Emblaze Board Meeting Minutes.pdf **Size:** 607.5 kB

2020

Filename: 2020.02.05 Emblaze Board Meeting Minute.pdf **Size:** 379.2 kB

2020

Filename: 2020.03.04 Emblaze Board Meeting Minutes.pdf **Size:** 465.8 kB

2020

Filename: 2020.04.13 Emblaze Board Meeting Minut pEV50rl.pdf **Size:** 166.2 kB

2020

Filename: 2020.06.24 Emblaze Board Meeting Minutes.pdf **Size:** 347.9 kB

2020

Filename: 2020.05.27 Emblaze Board Meeting Minutes.pdf **Size:** 603.7 kB

2020

Filename: 2020.04.29 Emblaze Board Meeting Minut q5qyTE1.pdf **Size:** 302.1 kB

Entry 10 Enrollment & Retention

Completed Aug 10 2020

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

ALL charter schools must complete this section. Describe the efforts

the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), 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 2019-2020.

Entry 10 Enrollment and Retention of Special Populations

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2019-2020 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual 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 2020-2021.

EMBLAZE ACADEMY CHARTER SCHOOL 320800861126

Recruitment/Attraction Efforts Toward Meeting Targets

| | Describe Recruitment Efforts in 2019-2020 | Describe Recruitment Plans in 2020-2021 |
|--|--|---|
| | <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</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</p> |

Economically Disadvantaged

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.

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

We created Facebook and Instagram advertisements in English & Spanish. Our community television partner "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.

we provide.

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

| | | |
|---|---|--|
| | | <p>Guidance Counselors.</p> <p>Our school has been networking with politicians and other local partners to increase our recruitment efforts, as well.</p> |
| English Language Learners/Multilingual 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>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 United States: 21.5%.</p> <p>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> |
| Students with Disabilities | <p>At Emblaze, we target all the local zip codes to ensure we are reflective of the community we serve that already have the various subgroups. For the 2019-2020 School Year, we had a 30% Special Education population.</p> | <p>We will continue to target all the local zip codes to ensure we are reflective of the community we serve, that already have the various subgroups. For the upcoming School Year, we have a 28% Special Education population.</p> |

Retention Efforts Toward Meeting Targets

| | Describe Retention Efforts in 2019-2020 | Describe Retention Plans in 2020-2021 |
|--|---|---|
| | | <p>Our School is located in the Hunts Point section of the Bronx, the Census Bureau reports that the Median household income is</p> |

\$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 supports. For example, we are providing our students with hotspots, laptops and other materials.

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

Economically Disadvantaged

| | | |
|--|--|---|
| | | <p>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.</p> <p>We will offer virtual open-houses and once it is safe, in-person open-houses to recruit from our community.</p> <p>We will also reach out to our local Parent Coordinators and Guidance Counselors.</p> <p>Our school has been networking with politicians and other local partners to increase our recruitment efforts, as well.</p> |
| <p>English Language Learners/Multilingual Learners</p> | | <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 United States: 21.5%.</p> <p>As such, our school has a multilingual staff and will receive targeted professional development to support the ELL/MLL population. Our parent communication efforts are also bilingual.</p> |
| <p>Students with Disabilities</p> | | <p>We have a Dean of Instruction who majored in Special Populations and a Special</p> |

Education Teacher who will provide targeted PD and instruction to our students.

Entry 12 Percent of Uncertified Teachers

In Progress Last edited: Oct 6 2020

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.

Entry 12 Uncertified Teachers

School Name: EMBLAZE ACADEMY CHARTER SCHOOL 320800861126

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, 2020) | 5 |
| ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020) | 0 |
| iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020) | 0 |
| iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020) | 0 |
| 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, 2020) | 5 |
| ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020) | 0 |
| iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020) | 0 |
| iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020) | 0 |
| 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, 2020) | 0 |
| ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020) | 0 |
| iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020) | 1 |
| iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020) | 0 |
| Total Category C: not to exceed 5 | 1.0 |

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 | 11 |

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

| | FTE Count |
|------------------|-----------|
| Total Category E | 6 |

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

| | FTE Count |
|------------------|-----------|
| Total Category F | 28 |



Thank you.

Entry 13 Organization Chart

Completed Aug 10 2020

[Instructions](#)

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

Upload the 2019-2020 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart.

[Org Chart](#)

Filename: Org Chart.pdf Size: 202.5 kB

Entry 14 School Calendar

Completed Sep 24 2020

[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 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3rd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2020**.

School calendars must meet the [minimum instructional requirements](#) adopted by the Board of Regents in 2018.

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.

[Final Emblaze 20-21 Master Calendar](#)

Filename: Final Emblaze 20 21 Master Calendar.docx.pdf Size: 156.2 kB

Entry 15 Links to Critical Documents on School Website

Completed Oct 6 2020

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., 2018-19 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 15 Links to Critical Documents on School Website

School Name: **Emblaze Academy Charter School**

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:

| | Link to Documents |
|---|---|
| 1. Most Recent Annual Report (i.e., 2018-19) | https://www.emblazeacademy.org/board |
| 2. Most Recent Board Meeting Notice and Related Agenda Item Documents | 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://data.nysed.gov/profile.php?instid=800000089569 |
| 4. Most Recent Lottery Notice Announcing Lottery | https://www.emblazeacademy.org/enroll |
| 5. Authorizer-Approved DASA Policy | https://www.emblazeacademy.org/health-safety |
| 6. District-wide Safety Plan | https://static1.squarespace.com/static/58163ed2ebbd1a0583104403/t/5cfd519b56757600018b3f53/1560105372256/Emblaze+Academy+District-Wide+Safety+Plan.pdf |
| 6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo) | https://static1.squarespace.com/static/58163ed2ebbd1a0583104403/t/5d0002c366736e0001261011/1560281797304/18-19-Student-and-Family-Handbook_vf.pdf |
| 7. Authorizer-Approved FOIL Policy | https://www.emblazeacademy.org/health-safety |
| 8. Subject matter list of FOIL records | https://www.emblazeacademy.org/health-safety |
| 9. Link to School Reopening Plan | https://static1.squarespace.com/static/58163ed2ebbd1a0583104403/t/5f2485c16deea10cc5287f1d/1596229069050/SY+2020-2021+Emblaze+Academy+Learning+and+Reopening+Plan.pdf |

Thank you.



Entry 16 COVID 19 Related Information

Instructions

Required of ALL charter schools

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Entry 16 COVID 19 Related Information

School Name: Emblaze Academy Charter School

TABLE 1: 2019-2020 Enrollment, Attendance and Participation Between March-June 2020

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

| | Number of students enrolled in school on the last day instruction was provided within physical school facilities | Number of students attending instruction on the last day instruction was provided within physical school facilities | Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year |
|--|--|---|--|
| | 178 | 149 | 165 |

Table 2: 2019-2020 Assessments and Grade Participation

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

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

Name: Geraldo Vasquez

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. | | | | |

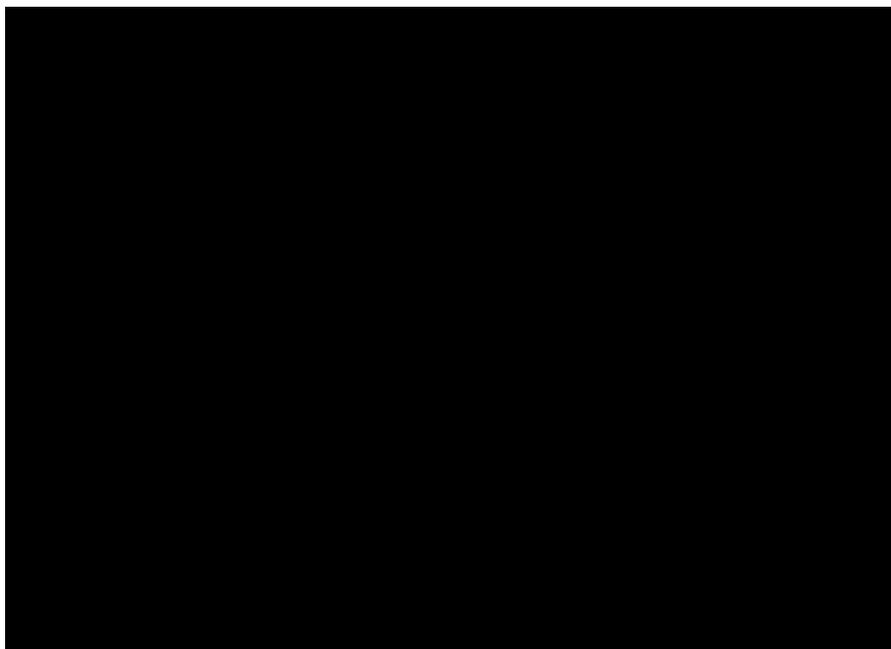
Geralde Vasquez

August 7, 2020

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.



last revised 08/21/2018

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

Name: Marlin Jenkins

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).

Founding board member.

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

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 x **No**

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 |
|-------------|--|--|--|
| <i>NONE</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 |
|---|------------------------------|---|---|---|
| <i>NONE</i> | | | | |

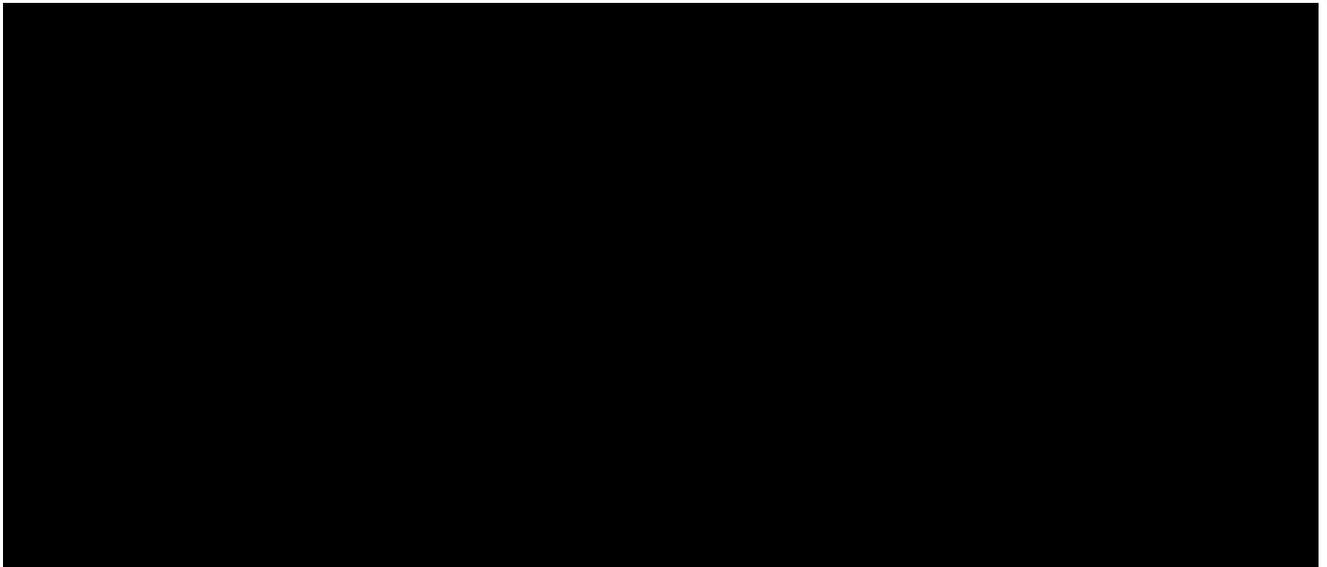


 Signature

8/4/20

 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: Harini Mittal

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).

Treasurer

Proposed board member.

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.

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.

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>None</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**."

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 |
|--|------------------------------|---|---|---|
| <i>Please write "None" if applicable. Do not leave this space blank.</i> | | | | |

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.

Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:

last revised 08/21/2018

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

Name:
ROSANN SANTOS

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).

VICE CHAIRWOMAN OF THE BOARD

Proposed board member.

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.

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.

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>NONE.</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 | Steps taken to avoid conflict of interest |
|---|------------------------------|---|--|---|
| | | | | |

| | | | the nature of the interest | |
|--|--|--|----------------------------|--|
| | | | NONE. | |

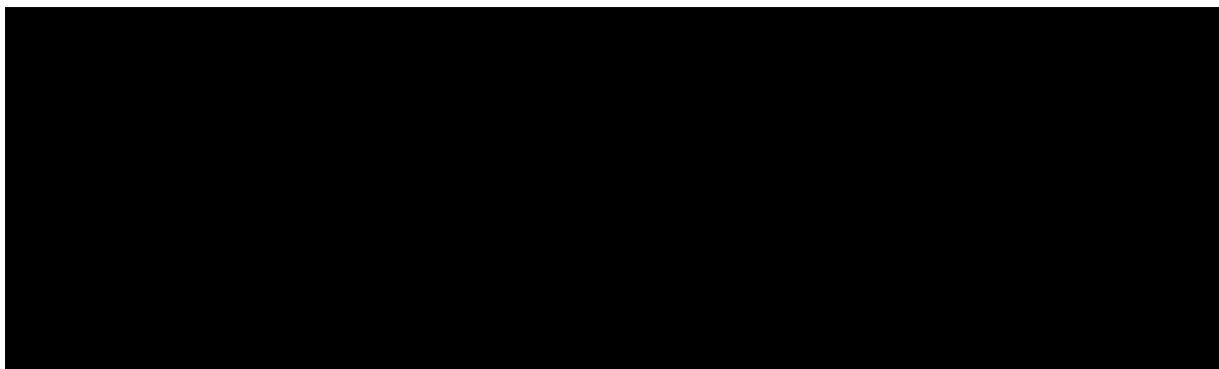


August 4, 2020

Signature

Date

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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.

2. Are you an employee of any school operated by the education corporation?
___Yes ___X___No

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 ___X___No

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 |
|---------|--|--|--|
| | | <i>NONE.</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. | | | |

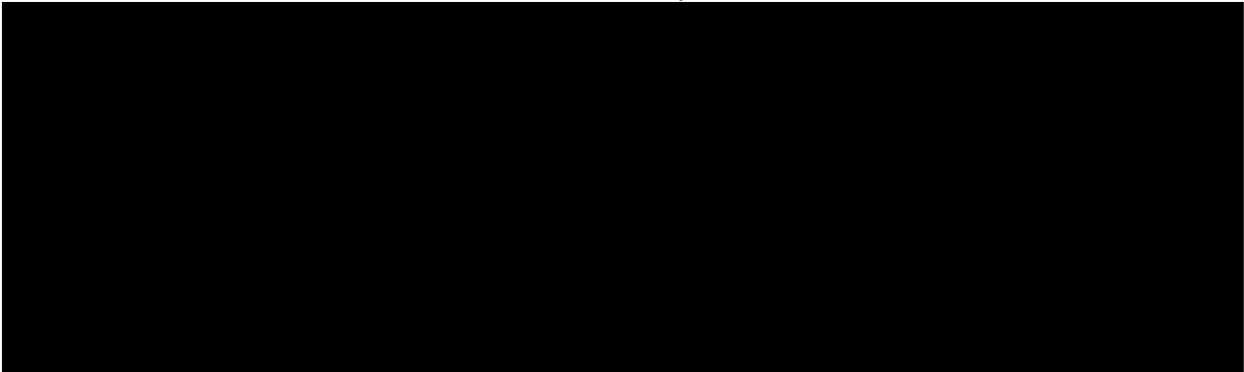
Tameka Beckford-Young

 Signature

08/05/2020

 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:

Matthew Kirby-Smith

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).

Proposed board member.

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.

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.

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>Please write "None" if applicable. Do not leave this space blank.</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 | Steps taken to avoid conflict of interest |
|---|------------------------------|---|---|---|
| | | | | |

| | | | with the school(s) and the nature of the interest | |
|--|--|------|--|--|
| | | None | | |

Mark R. Smith

8-6-20

Signature

Date

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last revised 08/21/2018

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

Name:
Raghav Thapar

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).

Active board member

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.

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.

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 |
|---------|--|--|--|
| | | <u><i>NONE</i></u> | |

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**."

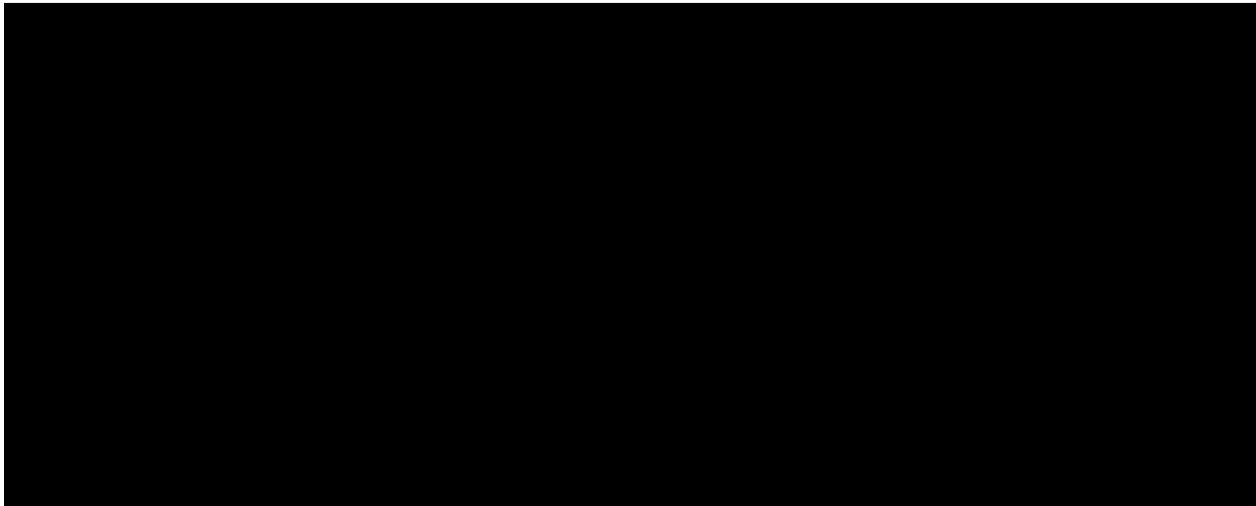
None

| 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 |
|---|------------------------------|---|---|---|
| | | <i>NONE</i> | | |

Raghav K Thapar
Signature

8/8/20
Date

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Board Meeting

Date: August 14, 2019.

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

Location: Video conference via <https://zoom.us/j/6671132491>.

| Board Members in Attendance: | Absent Board Members: | Other Attendees: |
|---|---------------------------------|---|
| <i>Geraldo Vasquez, Board Chair</i> <i>Rosann Santos, Vice Chair</i> <i>Tameka Beckford-Young, Secretary</i> <i>Harini Mittal, Treasurer</i> <i>Matthew Kirby-Smith</i> | Raghav Thapar Marlin Jenkins | <i>Kristen Shroff, Head of School</i> <i>Erienne Rojas, Director of Operations</i> |

| Lead | Agenda Item |
|---------|---|
| Gerry | Call to order |
| Rosann | HOS Compensation & Bonus for 7/01/2019 to 6/30/2020 |
| Kristen | <p>Management Report</p> <p>August 2019 Update</p> <ul style="list-style-type: none"> • Student Recruitment <ul style="list-style-type: none"> ○ Overall, we have had 464 applications for the 2019-2020 school year and our current enrollment status is: <ul style="list-style-type: none"> ▪ 5th Grade (28 more seats to fill) <ul style="list-style-type: none"> • 61 families accepted and officially enrolling • 0 offers out • 0 families on the waiting list ▪ 6th grade: (17 more seats to fill) <ul style="list-style-type: none"> • 23 families accepted and officially enrolling • 13 offers out • 145 on the waiting list ○ Management is 100% confident that we will get all of our 6th grade seats filled given the high number of students that we have on the waiting list. ○ Management is a little worried about 5th grade enrollment and have taken the following steps: <ul style="list-style-type: none"> ▪ A new mailer went out to families in the neighborhood advertising the school and how to enroll ▪ A large sign was put up in front of the building ▪ The team has been canvassing the neighborhood, dropping off flyers at the local community board, community centers, and afterschool programs. |

| | | |
|-------------|--------|---|
| | | <ul style="list-style-type: none"> ○ Management will continue to monitor 5th grade enrollment closely and keep the board updated. ● Hiring & Staff Culture <ul style="list-style-type: none"> ○ The Leadership and Operations Teams returned from summer break on July 15th. The teams reviewed, tweaked, and normed every element of our school including goals, calendar, schedule, handbooks, arrival, dismissal, breaks, homerooms, electives, academic systems, student attendance, student organization, homework, and many more. ○ HOS coached the team on our instructional rubric, teacher coaching, people management, and leading PD. ○ Teachers began training on August 5th. August Teacher Professional Development includes 95 sessions on our academic systems, behavior system, student culture systems, policies, and adult culture. ○ Our first day of Student Orientation is August 21st and our first full day with students is Monday, August 26th. |
| | Harini | <p>Finance and Facilities Committee Report</p> <p>June 2019 Financial Results</p> <ul style="list-style-type: none"> ● Budget YTD vs Actual YTD <ul style="list-style-type: none"> ○ Total Revenue: \$3,121,614 vs. \$3,489,825 ○ Total Expenses (adjusted): \$ 2,753,588 vs. \$2,864,292 ○ Operating Income (Loss): \$327,462 vs. \$625,533 |
| | Gerry | <p>Governance Committee Report</p> <ul style="list-style-type: none"> ● Succession Planning – Selection of New Board Chair ● Board Member Job Descriptions Status (Updating) ● Recruiting Platforms (Reviewing) |
| 8:15 | Gerry | Adjournment |



| Board Members in Attendance: | Absent Board Members: | Other Attendees: |
|---|--|---|
| Geraldo Vasquez, Board Chair Rosann Santos, Vice Chair Harini Mittal, Treasurer Tameka Beckford-Young, Secretary | Raghav Thapar Marlin Jenkins Matthew Kirby-Smith | Kristen Shroff, Head of School Erienne Rojas, Director of Operations |

| Agenda Item |
|---|
| The meeting was called to order at 6:38pm by Gerry Vasquez. |
| <p>Approval of Prior Meeting Minutes</p> <ul style="list-style-type: none"> July 2019 August 2019 September 2019 <p>The above-mentioned minutes will be moved to November’s Board Meeting.</p> <p>Recommendation for note taker:</p> <ul style="list-style-type: none"> Rosann can share the job description with note takers on Campus (Office of Disability Services) Gerry will put something together by Friday and send over to Rosann |
| <p>Management Report</p> <p style="text-align: center;">Student Recruitment</p> <ul style="list-style-type: none"> Our current enrollment is 166 students <ul style="list-style-type: none"> We have 12 extra SPED 60+ students than budgeted and 3 fewer SPED 20-60 students than budgeted, resulting in \$210,000 in revenue above and beyond what we budgeted Slav, Erienne, and I have revised our budget to get us to an ending fund balance for this year of \$761,000 with 60 days of cash on hand, as requested last month by the board. We feel really confident in this budget and in our financial status going forward. <p style="text-align: center;">2018 2019 Academic Results</p> <ul style="list-style-type: none"> Our 2018-2019 state test results are in. Our students increased their proficiency overall by 1.23 years in reading |

and 1.16 years in math.

- Our lowest students (students who earned a 1 on the previous year's exam) grew the most, increasing almost 1.5 years on average. Our highest students (students who earned a 3 or 4 on the previous year's exam) grew the least, averaging about 1.0 years' growth.
- Our ELLs and students with IEPs grew, on average, slightly more than their general education peers.
- Our overall proficiency was 28% in math and 21% in reading. This is 10% higher in both subjects than where we started the year, but still not where we want to be.
- My goal for this year is to continue to focus on our lower students, but prioritize our highest students as well.
- We have our first round of Interim Assessments next week and will have our first data points on estimated student proficiency for this year.

Student Population Statistics

- Race
 - 56% Hispanic; 34% Black, Not of Hispanic Origin; 5% Multiracial; 5% Asian or Pacific Islander
- Gender
 - 60% Male; 40% Female
- Special Populations
 - 28% Students with IEPs; 14% English Language Learners; 15% Former English-Language Learners

Beginning of the Year Student Academic Results

Math MAP

| | Overall | Special Education | English Language Learners |
|-----------|--|--|--|
| 5th Grade | 25 th Percentile Nationwide | 18 th Percentile Nationwide | 13 th Percentile Nationwide |
| 6th Grade | 34 th Percentile Nationwide | 20 th Percentile Nationwide | 21 st Percentile Nationwide |

Reading MAP

| | Overall | Special Education | English Language Learners |
|-----------|--|--|--|
| 5th Grade | 28 th Percentile Nationwide | 21 st Percentile Nationwide | 14 th Percentile Nationwide |
| 6th Grade | 37 th Percentile Nationwide | 18 th Percentile Nationwide | 17 th Percentile Nationwide |

F&P Reading Levels

| | Overall | Special Education | English Language Learners |
|-----------|---------------------------------------|---------------------------------------|---------------------------------------|
| 5th Grade | 3.1 grade level (1.9 years behind) | 2.7 grade level (2.3 years behind) | 2.2 grade level (2.8 years behind) |
| 6th Grade | 4.5 grade level (1.5 years behind) | 3.6 grade level (2.4 years behind) | 3.3 grade level (2.7 years behind) |

Finance and Facilities Committee Report

- Variance in operating income due to fluctuation in per pupil funding
- Expenses have gone up due to timing issue
- Enrollment is less
- Revenue go down
- Positive balance from last year impacts our budget well
- 1 month lag in financials
- possible solution – change board meetings to later in the month

Audit & Audit Report

- Kristen's signature

Wrap up call with the Auditor

- Add Harini and Gerry to the call

Facilities Update

- Landlord is 3 responsive with Emblaze management
- Building issues are 4th floor ACs and foul stench in Nurse's office

Send email to Gerry when Harini does not approve

Governance Update

- Firefly has 1 year to raise 100k and then

Enrollment and Development Committee Report

Development Update

- Gerry is stepping down as Board Chair of Emblaze by December board meeting
- Gerry has been chatting with the Board about
- Committee meetings can be done in the afternoon (reoccurring dates and times make sense for everyone)
- Finalizing board member job descriptions
- Goal: send out before November board meeting

The meeting adjourned at 7:31pm by Gerry Vasquez.



| Board Members in Attendance: | Absent Board Members: | Other Attendees: |
|--|---|---|
| Geraldo Vasquez, Board Chair Marlin Jenkins Rosann Santos, Vice Chair Matthew Kirby-Smith Tameka Beckford-Young, Secretary | Raghav Thapar Harini Mittal, Treasurer | Kristen Shroff, Head of School Erienne Rojas, Director of Operations |

Agenda Item

The meeting was called to order at 6:17pm by Gerry Vasquez.

Management Report

Student Recruitment & Budget Implications

- In the last three weeks, we have increased our total number of applicants from 464 to 517 (+63).
- Our current enrollment status is:
 - **Overall:** 155 students enrolled; 55 seats to fill; 63 offers out
 - **5th Grade:** 47 seats filled; 13 seats left to fill; 11 offers out
 - **6th grade:** 108 seats filled; 42 seats left to fill; 52 offers out
- In the three weeks, we have:
 - Started a Facebook and Instagram ad (the Facebook ad in particular has gotten us many families)
 - Emailed all of our current families to let them know we have available seats and asked them to spread the word
 - Canvassed the Hunts Point neighborhood with flyers
 - Researched advertising with MTA on billboards
- Based on my calculations, by enrollment, this is how our budget will be affected.

| Total Enrollment | Ending Fund Balance |
|------------------|-------------------------------------|
| 210 | \$1.2 Million |
| 205 | \$1.1 Million |
| 200 | \$1 Million |
| 195 | \$931,000 |
| 190 | \$827,000 |
| 184 | Break Even Point (\$756,946) |
| 180 | \$600,000 |

| | |
|----------------------|---|
| 175 | \$500,000 |
| 170 | \$400,000 |
| 165 | \$300,000 |
| 160 | \$200,000 |
| 155 (current) | \$100,000 (\$220,000 with SPED included; \$291,500 with no teacher replacements) |

I estimate we could make approximately \$450K worth of cuts in our budget, with varying levels of impact on students and staff:

| Potential Budget Cuts | | | Extra SPED Revenue |
|-----------------------|---------------|------------------------|--|
| Line Item | Total Savings | Notes | |
| Bonuses | 109,000 | made 0 | <ul style="list-style-type: none"> 7 60+ students above and beyond budgeted: \$140,000 2 fewer 20-59 students than budgeted: - \$20,000 Total extra SPED revenue: \$120,000 |
| Stipends | 5,000 | reduced to 9K | |
| Library | 25,000 | reduced to 25K | |
| Supplies | 8,000 | reduced to \$100/per | |
| Field Trip | 16,000 | reduced to \$50/per | |
| Electives | 9,040 | reduced to \$20/per | |
| Student Food | 5,000 | reduced to \$5K | |
| Staff Appreciation | 8,960 | reduced to \$200/per | |
| FireFly | 75,000 | reduced to 10K | |
| Leadership Consultant | 10,000 | reduce to 10K (BES or | |
| Staff Recruitment | 4,000 | reduce to 0 | |
| Signage | 10,000 | reduce to \$5K | |
| Travel Expenses | 5,000 | cut to 0 | |
| Board Expenses | 1,000 | cut to 0 | |
| Shelivia | 63,000 | can cut Dean set to st | |
| Jhoanny | 71,500 | not replacing | |
| Maternity Leave | 17,769 | | |

At what ending fund balance are we comfortable? We will make budget cuts accordingly (original projected next page)

| | Year 1 2019 | Year 2 2020 | Year 3 2021 | Year 4 2022 | Year 5 2023 |
|----------------------------|----------------|----------------|----------------|----------------|----------------|
| ENDING CASH BALANCE | 135,188 | 221,501 | 285,472 | 510,095 | 646,897 |

2018 2019 Academic Results

- Our state test results are in! Our students increased their proficiency overall by 1.23 years in reading and 1.16 years in math.
- Our lowest students (students who earned a 1 on the previous year's exam) grew the most, increasing almost 1.5 years on average. Our highest students (students who earned a 3 or 4 on the previous year's exam) grew the least, averaging about 1.0 years' growth.
- Our ELLs and students with IEPs grew, on average, slightly more than their general education peers.
- Our overall proficiency was 28% in math and 21% in reading. This is 10% higher in both subjects than where we started the year, but still not where we want to be.
- My goal for this year is to continue to focus on our lower students, but prioritize our highest students as well.

Student Population Statistics

- 155 students
 - 40% Female, 60% Male
 - 55% Hispanic; 34% Black, Not of Hispanic Origin; 5% Asian or Pacific Islander; 5% Multiracial
 - 26% special education
 - X% English Language Learners

Current Student Population Proficiency

Math MAP (note: we are still testing, so some of these levels might change)

| | Overall | Special Education | English Language Learners |
|-----------|-----------------------------|-----------------------------|---------------------------|
| 5th Grade | 28 th Percentile | Still testing | |
| 6th Grade | 32 nd Percentile | 17 th Percentile | |

Reading MAP (note: we are still testing, so some of these levels might change)

| | Overall | Special Education | English Language Learners |
|-----------|-----------------------------|-----------------------------|---------------------------|
| 5th Grade | 32 nd Percentile | Still testing | |
| 6th Grade | 38 th Percentile | 17 th Percentile | |

F&P Reading Levels (note: we are still testing, so some of these levels might change)

| | Overall | Special Education | English Language Learners |
|-----------|------------------|-------------------|---------------------------|
| 5th Grade | 3.21 grade level | 2.79 grade level | |
| 6th Grade | 4.49 grade level | 3.58 grade level | |

Staff

- Teachers and staff are off to a strong start with 100% of staff agreeing or strongly agreeing that August PD laid a strong foundation for our team to be great.
- One new teacher left after the first week with kids. She had a family emergency out of the country and decided that teaching wasn't for her. It was the right move for her and our team is happy.

How many days of cash at hand does the Board feel comfortable? Minimum of 60 days of cash at hand.

Next Steps: Head of School and DOO will meet with EdTec to create a new budget for FY20 with enrollment numbers updated and line item changes.

Finance and Facilities Committee Report

- July and August 2019 financials will be presented at the next boarding as EdTec doesn't report them separately since it is a beginning of the year.

- FY2019 financials – Still a few shifts over the next couple of weeks as EdTec’s accounting team works with auditors.

Governance Committee Report

- Succession Planning – Selection of New Board Chair
- Board Member Job Descriptions Status (Updating)

Process for Succession of Board Chair:

- Resume will be sent to Gerry and Tameka then interviews commence
- Governance Committee makes recommendation to the Board
- Voting and then vetting process with the State (fingerprinting, etc)
- Internal person will prove the ideal candidate (familiarity with board members, management team)

Enrollment and Development Committee Report

Development Update

- Considering cutting Firefly and pursuing other development options/networks
- Use money that is allocated for Firefly and host a gala or fundraiser in the new space

Next Steps:

- Summer Committee Meetings – consider scheduling meetings every other month
- Committee Objectives – Succession Planning
- Close-out outstanding open items for the Board

The meeting adjourned at 7:46pm by Gerry Vasquez.



EMBLAZE ACADEMY
CHARTER SCHOOL

Board Meeting
November 6, 2019
6:30PM - 8:15PM

| Board Members in Attendance: | Absent Board Members: | Other Attendees: |
|--|--|---|
| Geraldo Vasquez, Board Chair Harini Mittal, Treasurer Tameka Beckford-Young, Esq. Dr., Secretary Matthew Kirby-Smith Marlin Jenkins | Raghav Thapar Rosann Santos, Vice Chair | Kristen Shroff, Head of School Erienne Rojas, Director of Operations |

Agenda Item

The meeting was called to order at 6:38pm by Gerry Vasquez.

Management Report

Student Survey Results

We did our first round of student surveys on October 4th. Students answered the below questions on a Likert scale of Strongly Agree (5) to Strongly Disagree (1). We reviewed the results as a team at our first Data Day on October 15th and created action plans to support our students who are struggling socially.

Overall, we are very pleased with the results- especially for "I am learning a lot at Emblaze Academy.", "I feel I am growing academically at Emblaze Academy.", and "My teachers really care about me." Our next steps are to support our students (especially our 5th graders and new students) with making new friends through school events & sitting with new people at lunch and to make a special effort to highlight strong work in class.

Our next round of student surveys is on November 15th. In this survey, students will answer questions about their individual teachers.

| | I feel like I belong at Emblaze Academy. | I have a close friend at Emblaze Academy. | I feel safe at school. | My teachers really care about me. | My teachers notice my good work. | I am learning a lot at Emblaze Academy. | My teachers explain things clearly. | I feel I am growing academically at Emblaze Academy. | There is at least one teacher or adult at Emblaze Academy that I trust and can talk to. |
|------------------------|--|---|------------------------|-----------------------------------|----------------------------------|---|-------------------------------------|--|---|
| Overall Average | 4.31 | 4.09 | 4.50 | 4.45 | 4.12 | 4.63 | 4.10 | 4.47 | 4.44 |
| 5th Average | 4.26 | 3.76 | 4.39 | 4.50 | 4.45 | 4.50 | 4.29 | 4.32 | 4.26 |
| 6th Average | 4.32 | 4.20 | 4.53 | 4.43 | 4.01 | 4.68 | 4.04 | 4.52 | 4.50 |

Interim Assessment #1 Results

Students took their first round of Interim Assessments the week of October 8th. In literacy, Interim Assessments are Mock State Exams and test all skills that students are expected to master by the end of the year. IA scores are generally low in the first part of the year as students have not yet learned or mastered all of the content required to pass the exam. In math, Interim Assessments are Mock State Exams with only content that students have learned.

While proficiency is currently low, it is an accurate representation of where our students are currently performing and aligned with state test scores. Teachers analyzed student scores on data day and created Data Driven Plans to address misconceptions, trends in student work, individual focus students, and individual focus standards for review.

| | Lit | Writing | ELA Combined | History | Math | Science |
|-----------------------|-------------|-------------|--------------|-------------|-------------|-------------|
| 5 th Grade | 52% Correct | 65% Correct | 58% Correct | 53% Correct | 56% Correct | 73% Correct |
| 6 th Grade | 41% Correct | 61% Correct | 47% Correct | 47% Correct | 75% Correct | 59% Correct |

| | Lit | Writing | ELA Combined | History | Math | Science |
|-----------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| 5 th Grade | 21% Proficient | 50% Proficient | 29% Proficient | 34% Proficient | 28% Proficient | 68% Proficient |
| 6 th Grade | 23% Proficient | 39% Proficient | 26% Proficient | 16% Proficient | 66% Proficient | 36% Proficient |

Our next IA cycle starts on November 18th. We expect to see approximately 10% growth in % correct and proficiency.

Facility Update

While we absolutely love our new building overall, there have been a few issues with the facility that the landlord needs to resolve- most urgently the HVAC system is unbalanced and not working on the 4th floor. We are also unable to control AC in the hallways or bathrooms, which are very cold. This is also leading to extremely high ConEd bills each month (~\$5500). In addition, the Nurse's Office has an odor of sewage which has resulted in her needing to frequently re-locate to other rooms.

Mike Ronan did a walkthrough with Erienne & me and recommended that we ask Rainer to come out with his Engineer to assess the below issues. We have also flagged the below issues for the landlord. As we have a triple net lease, we are responsible for all work in the building, but Mike agrees that the below issues should be taken care of by the landlord.

| Item | Description | Location/Room | Comments |
|---------|---------------------------|--------------------------|--|
| Wall | Requires patching | Cellar/Multipurpose Room | Can we insert a piece of metal for the corner of the wall where it has appeared to move? |
| Boilers | Reduce energy consumption | Cellar/Mechanical Room | Do all 4 boilers need to be running? |
| Vent | Reduce energy consumption | Cellar/Mechanical Room | Can we add foam insulation on pipes? |

| | | | |
|-----------------------|---------------------------|-------------------------|---|
| Pipes | Reduce energy consumption | Cellar/Mechanical Room | Vent at back of room is temperature controlled for hot/cold air; does this in fact work? |
| Fan | Not operational | Cellar/Water Meter Room | How do we get this to work? |
| Water damage | Mold on sheetrock | Cellar/Water Meter Room | What can we do about the mold? |
| Fire sprinkler system | Debris on equipment | Cellar/Fire Pump Room | There is leftover debris & dust from construction here. Can we have this removed? Our Board Chair said that we can receive a violation during an inspection if this is not taken care of. |
| Fire alarm panel | Backup battery | 1st Floor/Office 102 | Do we have this backup battery at hand? Our Board Chair advised that we should have 24hrs battery. |
| Elevator | Elevator certificate | Whole Building | Do we have one on file? Our Board Chair advised that we should have this posted in the elevator. |

Review and Vote: Audited Financial Statements for FYE June 30, 2019

- No problem with internal controls
- No non-compliance issues noted
- No material findings or discrepancies
- Financial statements are in order!
- Management claims over financial health of the organization (assertions are accurate)

Vote for the audited financial statements and conclusions as stated.

Gerry Approved.
Harini: Approved
Tameka: Approved
Matthew: Approved
Marlin: Approved

CSP Grant AUP Report from Auditors

- Expenses are properly reconciled and reasonable
- Sampling was conducted for expenses and in accordance with the budgeted categories
- Clarification regarding the school adhering to charter agreement and not using weighted lottery
- Board of Directors should get a memorandum from the auditor and not only management team

Finance and Facilities Committee Report

September 2019 Financial Results

- Per pupil funding is less due to change in enrollment
- Inflated expenses due to beginning of year
- Talk to EdTec about drafting the budget accordingly to initial year expenses (higher variance)
- Positive and sizeable balance of operating profits
- Use new approved budget in our reports instead of 210 students (or add an additional column in budget vs forecast)
- Additional revenue will catch up with us in next year especially with not paying double rent

Other News:

- Gerry is stepping down as Board Chair of Emblaze by December board meeting
- Committee meetings can be done in the afternoon (reoccurring dates and times make sense for everyone)
- Finalizing board member job descriptions
- Goal: send out before November board meeting

Enrollment and Development Committee Report

- Firefly has a new matrix in place with newer opportunities
- Spent 50,000 and 0 in return to date
- Anticipate that by end of year, we will have 3 awards totaling 100k

Governance Committee

- Gerry stepping down at end of year
- Marlin will get back to us re: Board Chair
- Committee Chairs need regular meetings
- Bring someone in to take minutes regularly

Decision Made: Table Board Meeting Minutes

Next Steps:

- Summer Committee Meetings – consider scheduling meetings every other month
- Committee Objectives – Succession Planning
- Close-out outstanding open items for the Board

The meeting adjourned at 7:50pm by Gerry Vasquez.



Board Meeting

Date: January 8, 2020.

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

Location: Video conference via <https://zoom.us/j/6671132491>.

| 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, Secretary</i></p> <p><i>Harini Mittal, Treasurer</i></p> <p><i>Matthew Kirby-Smith</i></p> <p><i>Raghav Thapar</i></p> <p>Marlin Jenkins</p> | | <p><i>Kristen Shroff, Head of School</i></p> <p><i>Erienne Rojas, Director of Operations</i></p> |

| Time | Lead | Agenda Item |
|-----------|---------|---|
| 6:30 | Gerry | Call to order |
| 6:30-6:35 | | <p>Approval of Prior Meeting Minutes</p> <ul style="list-style-type: none"> • July 2019 • August 2019 • September 2019 • October 2019 • November 2019 • December 2019 <p>This matter will be taken up in the next meeting.</p> |
| 6:35-7:00 | Kristen | <p>Management Report</p> <p>January 2020 Update</p> <ul style="list-style-type: none"> ❖ Family Survey Results <ul style="list-style-type: none"> ○ The first report Card Afternoon was held where the initial round of 19-20 surveys from the families were taken. On December 12th, 2019, the overall results seem to be that the families are pleased. ○ Overall Positive responses families are appreciative of the open line of communication, parents reported that they were impressed by the academic rigor of the program. ○ NEXT STEPS: families that rated the school a 'C' or better will be followed up with about things they wish to see done better. Some families expressed interest in the PTA, we will reach out to them and set up an open line of communication. |

| | Emblaze Academy holds students to very high behavioral standards. | Emblaze Academy is a safe place for children. | I feel welcome when I visit Emblaze. | I am pleased with the level of communication from the Emblaze Academy Main Office | Emblaze Academy has very high academic standards and a rigorous curriculum. | I am pleased with the principal of the school. The principal does a great job. | I would recommend Emblaze to parents of other students in the city. | I can tell that the teachers and staff at Emblaze love my child. | I can tell that my child is growing as a person at Emblaze Academy. | Overall, how would you grade Emblaze Academy? |
|---------------------------|---|---|--------------------------------------|---|---|--|---|--|---|---|
| Overall Average | 4.60 | 4.83 | 4.92 | 4.81 | 4.71 | 4.90 | 4.90 | 4.69 | 4.69 | |
| % Agree or Strongly Agree | 96% | 98% | 100% | 98% | 98% | 100% | 98% | 92% | 96% | A: 81% B: 13% C: 6% |

❖ Organizational Health Survey Results

- The team took their first health survey the last week before winter break. Erienne and Kristen met with each staff member individually and got their feedback and input on how the school year has been so far.
- Results of this survey have been positive overall; the team feels successful and that they are accomplishing the school’s mission and that all members of the team put the student’s needs first. Staff members enjoy working together and overall the team is invested in the Emblaze mission.
- NEXT STEPS: Erienne and Kristen are going to do a re-set with the Deans about the pros and cons of coaching vs. managing. As well as have discussions on how to best set up teachers to be successful with their students by providing structured inputs, and tips for team leads.

❖ Peer Review Surveys

- The team took peer surveys and 360 surveys on Kristen, Erinne and the Deans. The results were distributed individually to the teachers first week back from break.
- The trend is overall positive the team members seem to have a lot of respect for the students and are committed to outputting quality work.
- NEXT STEPS: The staffing plan moving forward is to encourage the teachers to take on more leadership roles in areas that interest them in hopes that if more opportunities are provided to step up they would want to. There are of course outliers in the High and low regions, those in the high region will be considered for more leadership roles. Where those on the low region will be considered for PIP and a formal conversation will be had about this.

❖ Employee Issues

- One of the counselors was placed on probation
- She was a high performer during the last academic school year, but has had performance and interpersonal issues during the current school year, including gossiping, and calling an African-American colleague “hood”
- Many of the parents have complained about the employee and have stated that they don’t want to interact with employee
- As a result of the of the “hood” comment, a colleague filed a formal complaint on 1/8/2020
- The Employee was placed on a performance improvement plan in early December 2019 and within 4 days of beginning the PIP received a complaint.
- The PIP period concludes the week of 1/31 and management will be sure to have Little Bird (HR consultant) attend the meeting with the colleague.

7:00-7:30

Harini

Finance and Facilities Committee Report

- November 2019 Financial Results
 - Financial results not yet ready: To be presented at subsequent board meeting
 - The school has \$7K cash on hand.
- Tax Report Update – status update provided.
- Facilities Update

7:30-7:55

Gerry

Governance Committee Report

- Succession Planning – Selection of New Board Chair
- Committee Meetings – New dates and timeframes

| | | |
|-----------|--------|--|
| | | <ul style="list-style-type: none"> • Board Member Job Descriptions Status (Updating) • Recruiting Platforms (Reviewing) |
| 7:55-8:10 | Rosann | <p>Compensation Committee Report</p> <ul style="list-style-type: none"> • 2019-2020 HOS Objectives • Review Timeframe(s) • Assessment Matrix Update |
| 8:10-8:15 | Gerry | <p>Next Steps</p> <ul style="list-style-type: none"> • Committee Objectives and Meetings • Outstanding Items <ul style="list-style-type: none"> ○ HOS DEPARTURE <ul style="list-style-type: none"> ▪ HOS is leaving for personal issues ▪ The board considered the following questions in light of the news: <ul style="list-style-type: none"> • Can Erienne take over the HOS role and oversee the 3 directors. • Would Kristen want to be or could serve Board Chair? • Would Kristen consider taking an open ended leave instead of resigning? ▪ HOS proposals to stay involved with Emblaze <ul style="list-style-type: none"> • Board chair – serve in this capacity as she knows the board and school really well • She could also serve as a consultant for the school ▪ HOS explained that an Executive Director does not have to have academic background to serve in this capacity; this is not uncommon. |
| 8:15 | Gerry | Adjournment |



Board Meeting

Date: December 4, 2019.

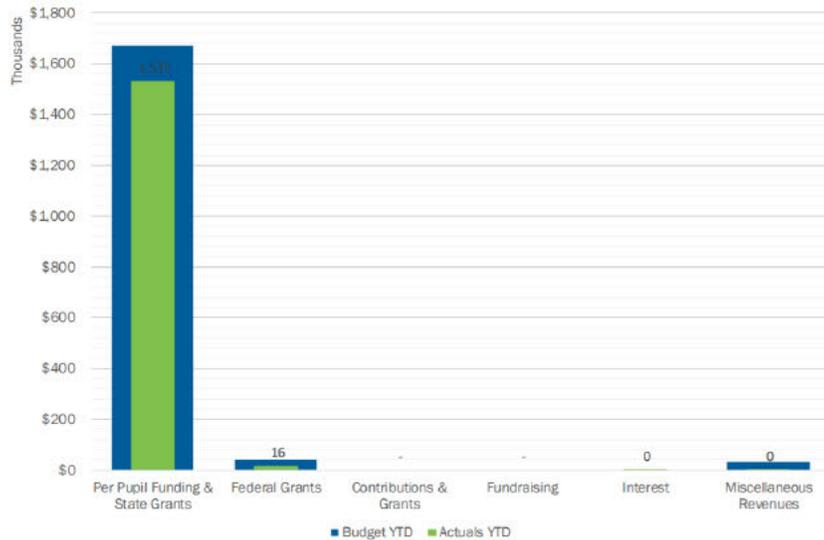
Time: 6:30 PM - 8:15 PM.

Location: Video conference via <https://zoom.us/j/6671132491>.

| 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>Harini Mittal, Treasurer</i></p> <p><i>Tameka Beckford-Young, Secretary</i></p> <p><i>Matthew Kirby-Smith</i></p> <p>Raghav Thapar</p> <p>Marlin Jenkins</p> | | <p><i>Kristen Shroff, Head of School</i></p> <p><i>Erienne Rojas, Director of Operations</i></p> |

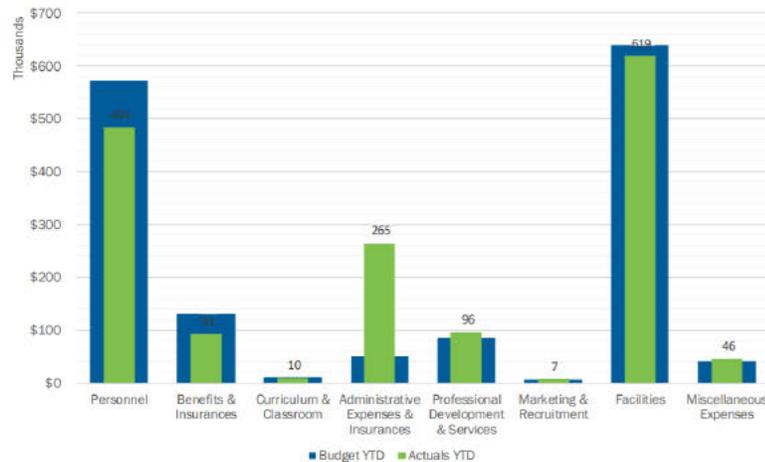
| Lead | Agenda Item | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|---|-----------------|-----------------------------|--|----------|----------------|----------|-----------------|---------------------------|------|--|------|--|------|---------------------------------------|------|---------------------------------------|------|--|------|--|------|---------------------------|------|---|------|---|------|------------------------------------|------|------------------------------------|------|---|------|---|------|--|------|--|------|---|------|---|------|
| Gerry | Call to order | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Kristen | <p>Management Report</p> <p>December 2019 Update</p> <ul style="list-style-type: none"> Second round of student surveys were conducted on Nov 15, 2019 - the surveys allowed students to access three teachers individually The overall results were good, and moving forward teachers would like to give the students more opportunities to collaborate with their peers during class time <table border="1"> <thead> <tr> <th colspan="2">Highest to Lowest by Question</th> <th colspan="2">Overall Average by Question</th> </tr> <tr> <th>Question</th> <th>MR, MS, MH Avg</th> <th>Question</th> <th>Overall Average</th> </tr> </thead> <tbody> <tr> <td>This teacher respects me.</td> <td>4.40</td> <td>I can tell this teacher is passionate about the content he or she teaches.</td> <td>4.41</td> </tr> <tr> <td>In this teacher's class, we learn a lot.</td> <td>4.40</td> <td>This teacher explains things clearly.</td> <td>4.39</td> </tr> <tr> <td>This teacher explains things clearly.</td> <td>4.37</td> <td>In this teacher's class, we learn a lot.</td> <td>4.38</td> </tr> <tr> <td>I can tell this teacher is passionate about the content he or she teaches.</td> <td>4.33</td> <td>This teacher respects me.</td> <td>4.37</td> </tr> <tr> <td>I feel like this teacher really cares about me.</td> <td>4.31</td> <td>I feel like this teacher really cares about me.</td> <td>4.30</td> </tr> <tr> <td>This teacher notices my good work.</td> <td>4.28</td> <td>This teacher notices my good work.</td> <td>4.17</td> </tr> <tr> <td>When I don't get something, this teacher works with me until I understand it.</td> <td>4.21</td> <td>When I don't get something, this teacher works with me until I understand it.</td> <td>4.15</td> </tr> <tr> <td>I am excited for this teacher's class.</td> <td>3.95</td> <td>I am excited for this teacher's class.</td> <td>4.13</td> </tr> <tr> <td>In this class, I get to collaborate with my peers and participate in group learning activities.</td> <td>3.70</td> <td>In this class, I get to collaborate with my peers and participate in group learning activities.</td> <td>3.73</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Second Interim assessment was taken the week before Thanksgiving <ul style="list-style-type: none"> The assessment's Data is accessed in two parts: <ol style="list-style-type: none"> The percent correct (the overall score on the assessment) | Highest to Lowest by Question | | Overall Average by Question | | Question | MR, MS, MH Avg | Question | Overall Average | This teacher respects me. | 4.40 | I can tell this teacher is passionate about the content he or she teaches. | 4.41 | In this teacher's class, we learn a lot. | 4.40 | This teacher explains things clearly. | 4.39 | This teacher explains things clearly. | 4.37 | In this teacher's class, we learn a lot. | 4.38 | I can tell this teacher is passionate about the content he or she teaches. | 4.33 | This teacher respects me. | 4.37 | I feel like this teacher really cares about me. | 4.31 | I feel like this teacher really cares about me. | 4.30 | This teacher notices my good work. | 4.28 | This teacher notices my good work. | 4.17 | When I don't get something, this teacher works with me until I understand it. | 4.21 | When I don't get something, this teacher works with me until I understand it. | 4.15 | I am excited for this teacher's class. | 3.95 | I am excited for this teacher's class. | 4.13 | In this class, I get to collaborate with my peers and participate in group learning activities. | 3.70 | In this class, I get to collaborate with my peers and participate in group learning activities. | 3.73 |
| Highest to Lowest by Question | | Overall Average by Question | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Question | MR, MS, MH Avg | Question | Overall Average | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | |
|--------|--|---|
| | | <p>2.) The percent proficient (the percent of students who scored 70% and above</p> <ul style="list-style-type: none"> • This provides an accurate estimate as to whether the student is performing at grade level, and is a good indicator of the student’s performance on NYS exams. <p>Overall takeaways from the data:</p> <ul style="list-style-type: none"> ○ 5th (Math) is on track; strong results and growth ○ 5th (ELA) is not on track; need more focus on multiple choice (revising Close reading structure including more multiple choice at bats in literature) ○ 6th (Math) partially OnTrack; percentage correct was strong, but proficiency, need more focus on mid & mid-high students to ensure their growth ○ 6th (ELA) is on track; super strong growth here, need to keep the momentum going ○ Students with IEPs and ELLs are growing at a faster rate than their general education peers ○ Students who began the year significantly below the grade level are growing very quickly across all content areas ○ The rigor of the curriculum needs to continue. ○ Feedback to the mid and high students needs to continue to ensure their continued growth <p>Faculty Update</p> <ul style="list-style-type: none"> • New Dean of Curriculum and Instruction for Literature & Writing started in December 2019. Was on maternity leave since July; the team loves her and things are going well. She has many innovative ideas for the ELA department. • Lost a stem specialist who was offered a full-time professor job while perusing her PhD. She has been replaced. • Two STEM specialists were hired this year <ul style="list-style-type: none"> ○ Jasmine Bridges (taught at Harlem Village Academics) will support as a co-teacher for the science classes and 6th grade Math ○ Remy Guerrero (a fellow) will support 6th grade math as well as History as current specialist is on maternity leave • Security Guard (Chris Rivera) resigned from Arrow security, school is planning to hire him full time as a Security Guard and Facilities Manager • A current employee is on a Performance Improvement Plan (PIP) in consultation with Little Bird HR. The particular employee is working on fostering positive relationships and productive communication in the workplace and communicate effectively with members of the school community through in person and electronic methods. (Performance must improve to avoid termination) • Hiring for the 2020-2021 school year has begun, it is anticipated that 14 new staff members will be hired |
| Harini | | <p>Finance and Facilities Committee Report</p> <p>October 2019 Financial Results</p> <ul style="list-style-type: none"> • Budget vs Actuals (revenues) <ul style="list-style-type: none"> ○ In October, Emblaze received its third per pupil payment (3 of 6) for Nov-Dec. ○ \$16k in federal grants from E-Rate funding. |



- Budget vs actuals (expenses)

- Large negative variance in Administrative Expenses is due to Furniture and Computer purchases. This will be capitalized, and variance will decrease.



- Budget YTD vs

Actual YTD

| | | 2019-20 | 2019-20 | Variance |
|----------|----------------------------------|-------------------------|--------------------------|------------------|
| Revenue | Per Pupil Funding & State Grants | Budget YTD 1,672,261 | Actuals YTD 1,533,111 | (139,150) |
| | Federal Grants | 38,852 | 16,204 | (22,648) |
| | Contributions & Grants | - | - | - |
| | Fundraising | - | - | - |
| | Interest | - | 54 | 54 |
| | Miscellaneous Revenues | 33,333 | 305 | (33,028) |
| | Total Revenue | 1,744,446 | 1,549,674 | (194,772) |
| Expenses | Personnel | 571,730 | 484,192 | 87,538 |
| | Benefits & Insurances | 130,670 | 92,913 | 37,756 |
| | Curriculum & Classroom | 12,167 | 9,602 | 2,565 |

| | | | |
|---|------------------|------------------|-----------------|
| Administrative Expenses & Insurances | 51,445 | 264,741 | (213,296) |
| Professional Development & Services | 86,548 | 96,234 | (9,685) |
| Marketing & Recruitment | 6,333 | 7,301 | (967) |
| Facilities | 639,458 | 618,831 | 20,627 |
| Miscellaneous Expenses | 39,947 | 46,437 | (6,490) |
| Total Expenses | 1,538,298 | 1,620,250 | (81,952) |
| Operating Income | | | |
| Beginning Balance (Audited) | - | 743,556 | 743,556 |
| Operating Income | 206,148 | (70,576) | (276,724) |
| Ending Fund Balance (incl. Depreciation) | | | |
| Ending Fund Balance as % of Expenses | | | |

Marlin

Enrollment and Development Committee Report

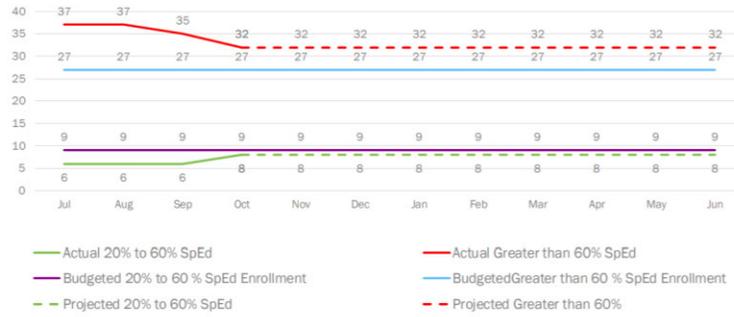
Total Monthly Enrollment



Total Enrollment Notes

- For revenue we budgeted 210 students and currently project 153 students for the year.

SpEd Monthly Enrollment



SpEd Enrollment Notes

- For 20%-60% SpEd group, we budgeted 9 students and currently have 8.
- For greater than 60% category we budgeted 27 and currently have 32.

•

| | | <div data-bbox="500 107 1339 667" data-label="Complex-Block"> <h2>SpEd Monthly Enrollment</h2> <table border="1"> <thead> <tr> <th>Month</th> <th>Actual 20% to 60% SpEd</th> <th>Budgeted 20% to 60% SpEd Enrollment</th> <th>Actual Greater than 60% SpEd</th> <th>Budgeted Greater than 60% SpEd Enrollment</th> </tr> </thead> <tbody> <tr><td>Jul</td><td>6</td><td>9</td><td>37</td><td>27</td></tr> <tr><td>Aug</td><td>6</td><td>9</td><td>37</td><td>27</td></tr> <tr><td>Sep</td><td>6</td><td>9</td><td>35</td><td>27</td></tr> <tr><td>Oct</td><td>8</td><td>9</td><td>32</td><td>27</td></tr> <tr><td>Nov</td><td>8</td><td>9</td><td>32</td><td>27</td></tr> <tr><td>Dec</td><td>8</td><td>9</td><td>32</td><td>27</td></tr> <tr><td>Jan</td><td>8</td><td>9</td><td>32</td><td>27</td></tr> <tr><td>Feb</td><td>8</td><td>9</td><td>32</td><td>27</td></tr> <tr><td>Mar</td><td>8</td><td>9</td><td>32</td><td>27</td></tr> <tr><td>Apr</td><td>8</td><td>9</td><td>32</td><td>27</td></tr> <tr><td>May</td><td>8</td><td>9</td><td>32</td><td>27</td></tr> <tr><td>Jun</td><td>8</td><td>9</td><td>32</td><td>27</td></tr> </tbody> </table> <h3>SpEd Enrollment Notes</h3> <ul style="list-style-type: none"> • For 20%-60% SpEd group, we budgeted 9 students and currently have 8. • For greater than 60% category we budgeted 27 and currently have 32. <p>•</p> </div> | Month | Actual 20% to 60% SpEd | Budgeted 20% to 60% SpEd Enrollment | Actual Greater than 60% SpEd | Budgeted Greater than 60% SpEd Enrollment | Jul | 6 | 9 | 37 | 27 | Aug | 6 | 9 | 37 | 27 | Sep | 6 | 9 | 35 | 27 | Oct | 8 | 9 | 32 | 27 | Nov | 8 | 9 | 32 | 27 | Dec | 8 | 9 | 32 | 27 | Jan | 8 | 9 | 32 | 27 | Feb | 8 | 9 | 32 | 27 | Mar | 8 | 9 | 32 | 27 | Apr | 8 | 9 | 32 | 27 | May | 8 | 9 | 32 | 27 | Jun | 8 | 9 | 32 | 27 |
|-------|------------------------|---|------------------------------|---|-------------------------------------|------------------------------|---|-----|---|---|----|----|-----|---|---|----|----|-----|---|---|----|----|-----|---|---|----|----|-----|---|---|----|----|-----|---|---|----|----|-----|---|---|----|----|-----|---|---|----|----|-----|---|---|----|----|-----|---|---|----|----|-----|---|---|----|----|-----|---|---|----|----|
| Month | Actual 20% to 60% SpEd | Budgeted 20% to 60% SpEd Enrollment | Actual Greater than 60% SpEd | Budgeted Greater than 60% SpEd Enrollment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jul | 6 | 9 | 37 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Aug | 6 | 9 | 37 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sep | 6 | 9 | 35 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Oct | 8 | 9 | 32 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nov | 8 | 9 | 32 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dec | 8 | 9 | 32 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jan | 8 | 9 | 32 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Feb | 8 | 9 | 32 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mar | 8 | 9 | 32 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Apr | 8 | 9 | 32 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| May | 8 | 9 | 32 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jun | 8 | 9 | 32 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Gerry | <p>Governance Committee Report</p> <ul style="list-style-type: none"> • Succession Planning – Selection of New Board Chair • Committee Meetings – New dates and timeframes • Board Member Job Descriptions Status (Updating) • Recruiting Platforms (Reviewing) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Gerry | <p>Next Steps</p> <ul style="list-style-type: none"> • Committee Objectives and Meetings • Outstanding Items | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8:15 | Gerry | Adjournment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



Board Meeting

Date: February 5, 2020.

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

Location: Video conference via <https://zoom.us/j/6671132491>.

| 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, Secretary</i></p> <p><i>Harini Mittal, Treasurer</i></p> <p><i>Matthew Kirby-Smith</i></p> <p>Marlin Jenkins</p> | <p>Raghav Thapar</p> | <p><i>Kristen Shroff, Head of School</i></p> <p><i>Erienne Rojas, Director of Operations</i></p> |

| Time | Lead | Agenda Item | | | | | | | | | | | | | | | | | | | | |
|--|---|--|--|---|----------------------------------|---|-------------------------------------|--|---|-------------------------------------|--|---|------|------|------|------|------|------|------|------|------|------|
| 6:30 | Gerry | Call to order | | | | | | | | | | | | | | | | | | | | |
| 6:35-7:00 | Kristen | <p>Management Report</p> <ul style="list-style-type: none"> February 2020 Update <ul style="list-style-type: none"> Student Survey Results <ul style="list-style-type: none"> The third round of student surveys were conducted on Jan 17 2020. The students were asked the following questions (5-Strongly agree to 1-Strongly disagree) <table border="1"> <tbody> <tr> <td>I feel like I belong at Emblaze Academy.</td> <td>I have a close friend at Emblaze Academy.</td> <td>I am excited to come to school.</td> <td>I feel safe at school.</td> <td>My teachers really care about me.</td> <td>My teachers notice my good work.</td> <td>I am learning a lot at Emblaze Academy.</td> <td>My teachers explain things clearly.</td> <td>I feel I am growing academically at Emblaze Academy.</td> <td>There is at least one teacher or adult at Emblaze Academy that I trust and can talk to.</td> </tr> <tr> <td>4.34</td> <td>4.39</td> <td>3.79</td> <td>4.50</td> <td>4.35</td> <td>4.11</td> <td>4.59</td> <td>4.07</td> <td>4.53</td> <td>4.46</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Students say that they are learning a lot at the Academy and are growing and improving academically and they feel safe and school. The school wants to increase the reporting of students being excited to come to school. The school has a lot of events set up to combat cold weather blues and testing blues. <ul style="list-style-type: none"> Interim Assessment results (3) <ul style="list-style-type: none"> Overall, our 6th grade is growing very fast in ELA and our 5th grade is growing very fast in Math. 6th grade ELA has been focused on Close Reading and practicing cold-reads of passages like they will see on the state test. We've also been working on Multiple Choice, which is 70% of the overall ELA state test score. 5th grade Math has been focused on problem solving & reviewing operations & calculations, which has resulted in fewer calculation errors and mistakes. In the next few months, our academic focus is going to be on 5th grade ELA and 6th grade Math. For 5th grade ELA, we have changed our focus to Close Reading, so kids are getting more practice with cold-reads and multiple choice. We have introduced strategies for process of elimination and annotating. In 6th grade Math, we need to review proportions & ratios. Kids are doing very well with expression & equations. These are the two most important standards in 6th math. | I feel like I belong at Emblaze Academy. | I have a close friend at Emblaze Academy. | I am excited to come to school. | I feel safe at school. | My teachers really care about me. | My teachers notice my good work. | I am learning a lot at Emblaze Academy. | My teachers explain things clearly. | I feel I am growing academically at Emblaze Academy. | There is at least one teacher or adult at Emblaze Academy that I trust and can talk to. | 4.34 | 4.39 | 3.79 | 4.50 | 4.35 | 4.11 | 4.59 | 4.07 | 4.53 | 4.46 |
| I feel like I belong at Emblaze Academy. | I have a close friend at Emblaze Academy. | I am excited to come to school. | I feel safe at school. | My teachers really care about me. | My teachers notice my good work. | I am learning a lot at Emblaze Academy. | My teachers explain things clearly. | I feel I am growing academically at Emblaze Academy. | There is at least one teacher or adult at Emblaze Academy that I trust and can talk to. | | | | | | | | | | | | | |
| 4.34 | 4.39 | 3.79 | 4.50 | 4.35 | 4.11 | 4.59 | 4.07 | 4.53 | 4.46 | | | | | | | | | | | | | |

- We are also starting Friday Academy for our “cusp students”, or kids who are right on the cusp of proficiency and just need a little extra time and targeted instruction. Formal test prep starts for all kids after February break.

| | Lit | Writing | ELA Combined | History | Math | Science |
|---------------------------------------|-------------|-------------|--------------|-------------|-------------|-------------|
| 5th Grade % Correct | 45% Correct | 62% Correct | 50% Correct | 58% Correct | 66% Correct | 82% Correct |
| 5th Grade % Growth | -8% | -2% | -8% | +7% | +11% | +9% |

| | Lit | Writing | ELA Combined | History | Math | Science |
|---------------------------------------|-------------|-------------|--------------|-------------|-------------|-------------|
| 6th Grade % Correct | 43% Correct | 69% Correct | 50% Correct | 71% Correct | 57% Correct | 76% Correct |
| 6th Grade % Growth | +3% | +10% | +3% | +25% | -6% | +16% |

❖ **Staffing and Hiring**

- looking to hire 13 people for the following roles: Principal, Director of Operations, Office Manager, Literacy Teaching Fellow, 7th History, 7th Literature, 7th PE, 7th Writing, 6th STEM Specialist, 6th Literature, 6th History, 5th History, 5th SPED Literacy
- Paul Adler (my coach from BES) has been working to support us with finding a Principal using the BES database. We had an informal interview with one candidate and will be interviewing more in the next weeks.
- We will not be asking back our two Academic Deans and will be promoting different people into those roles from within.
- We terminated our previous counselor due to an additional egregious staffing incident. A new counselor starts on 2/10. We are very excited about her.
- Our 6th Grade Literature Teacher is currently exploring a leave of absence for short-term disability. We don’t know much about the disability or the length of time that she might be out. In the meantime, we have a coverage plan in place. We do not pay employees who are on STD.
- While it’s not ideal to have employees on leave, I estimate that we’ve saved \$16,500 with employees on leave thus far and we will probably save another \$35K between maternity leaves and the 6th Lit teacher, which is about an additional \$50K in our budget for the year.

7:00-7:25

Harini

Finance and Facilities Committee Report
 • December 2019 Financial Results

| | Budget YTD | Actuals YTD | | |
|---|--------------------------------------|------------------|------------------|------------------|
| Revenue | Per Pupil Funding & State Grants | 2,508,392 | 2,101,613 | (406,779) |
| | Federal Grants | 115,162 | 85,202 | (29,960) |
| | Contributions & Grants | - | - | - |
| | Fundraising | - | - | - |
| | Interest | - | 82 | 82 |
| | Miscellaneous Revenues | 50,000 | 2,991 | (47,009) |
| | Total Revenue | 2,673,554 | 2,189,889 | (483,665) |
| Expenses | Personnel | 925,923 | 835,954 | 89,969 |
| | Benefits & Insurances | 202,393 | 153,105 | 49,288 |
| | Curriculum & Classroom | 35,686 | 37,084 | (1,398) |
| | Administrative Expenses & Insurances | 81,583 | 84,724 | (3,141) |
| | Professional Development & Services | 140,161 | 135,188 | 4,973 |
| | Marketing & Recruitment | 11,307 | 9,411 | 1,896 |
| | Facilities | 891,042 | 959,303 | (68,261) |
| | Miscellaneous Expenses | 59,920 | 28,366 | 31,554 |
| | Total Expenses | 2,348,015 | 2,243,136 | 104,880 |
| | Operating Income | 325,539 | (53,247) | (378,785) |
| Beginning Balance (Audited) | - | 743,556 | 743,556 | |
| Operating Income | 325,539 | (53,247) | (378,785) | |
| Ending Fund Balance (Incl. Depreciation) | 325,539 | 690,309 | 364,771 | |
| Ending Fund Balance as % of Expenses | 13.9% | 30.8% | 16.9% | |

- Tax Report Update

- Facilities Update

- ❖ We and the Friends of Emblaze Board are continuing to work with the landlord & his representative to finish up the punch-list of 49 items that Rainer, our architect, prepared and that are considered “landlord’s work”. We will not pay for any of these items to be completed. However, after the punch-list is done; we do have a triple-net lease and will be responsible for most of the facilities-related upkeep & improvements going forward.
- ❖ We are also planning to engage Rainer to finalize the list of Summer 2020 items that we negotiated that the landlord would resolve during lease negotiations last year. This is mostly work on the kitchen.

7:25-7:40

Marlin

Enrollment and Development Committee Report

- Development Update

7:40-8:10

Gerry

Governance Committee Report

- Establishment of HOS Hiring Committee

The HOS reconfirmed that despite her regret in having to resign as HOS, she still planned to resign effective school year end. She plans to return from maternity leave on or around May 15, 2020 and work through the remainder of the school year.

- ❖ The Board Chair indicated that per discussions that he had has with the school’s authorizer, NYSED, Emblaze Academy will be receiving a Notice of Deficiency for the 2018 – 2019 school year.
 - This means that Emblaze Academy’s overall performance, per the state grade 5 math and ELA exams, is below that of the district and the New York State average for all students, students with disabilities, ELL students, etc., students in math and English.
 - The official notice will be sent to the HOS and Board Chair within the month.
 - The school will have four weeks to provide a work around/corrective plan to NYSED
 - The HOS was not aware that a notice of deficiency would be issued.
 - However, she indicated that in light of the fact that he school has such a high SPED population, the lower results were possible.
 - She also indicated that she would prepare a response for NYSED indicating corrective action.

- Posting of Job Description

- Succession Planning – Selection of New Board Chair
- Committee Meetings – New dates and timeframes
- Board Member Job Descriptions Status (Updating)

| | | |
|------------------|-------|--|
| | | <ul style="list-style-type: none">• Recruiting Platforms (Reviewing) |
| 8:10-8:15 | Gerry | Next Steps <ul style="list-style-type: none">• Committee Objectives and Meetings• Outstanding Items |
| 8:15 | Gerry | Adjournment |



Board Meeting

Date: March 4, 2020.

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

Location: Video conference via <https://zoom.us/j/6671132491>.

| Board Members in Attendance: | Absent Board Members: | Other Attendees: |
|---|-----------------------|---|
| <i>Geraldo Vasquez, Board Chair</i> <i>Rosann Santos, Vice Chair</i> <i>Tameka Beckford-Young, Secretary</i> <i>Matthew Kirby-Smith</i> <i>Harini Mittal, Treasurer</i> Marlin Jenkins | Raghav Thapar | <i>Kristen Shroff, Head of School</i> <i>Erienne Rojas, Director of Operations</i> |

| Time | Lead | Agenda Item |
|-------------------------|------------|---|
| 6:30 | Gerry | Call to order |
| 6:35-7:00 | Kristen | Management Report <ul style="list-style-type: none"> • March 2020 Update ❖ <i>Enrollment current 165</i> <ul style="list-style-type: none"> ○ 3 new students enrolled: One of our former founding students returned, another student returned from Yemen (was previously enrolled and then temporarily went overseas to attend Arabic School), Newest student lives in the neighborhood and decided to apply ○ SPED numbers have slightly changed: we have an extra 60+ student (total extra SPED revenue: \$19,049) ○ Our application for families is officially open and up and running and we have had 266 completed applications. 5th Grade: 81 applications 6th Grade: 140 applications 7th Grade: 45 applications ○ The team will begin canvassing the neighborhood, dropping off flyers at the local community centers, and afterschool programs like THE POINT. ○ Our lottery will take place on Monday, 4/13 and the application closes at midnight on Sunday, 4/12. |
| Recruitment Plan | | |
| 5 th | 51 | 90 |
| 6 th | 114 | 90 |
| 7 th | | 100 |
| Total: | 165 | 280 |

| Grade | Current | Target | Recruitment Strategy | Timeline | Notes |
|-----------------|------------|------------|--|--|---|
| 5 th | 51 | 90 | Recruit 90 new 5 th Graders | Feb 1: 100 March 1: 150 April 1: 200 May 1: 250 | <ul style="list-style-type: none"> · Facebook Ad (Start week of Jan 13) – Miggy · BronxNet (start ASAP for recruitment) - Erienne · February – Post Cards to Rising 5th Grade Families – Miggy · March – Open House - Erienne · March – Send Intent to Return Form - Erienne · April – Spring Recruitment Block Party – Erienne · April – Send 2nd round of post cards to rising 5th grade families – Miggy |
| 6 th | 114 | 90 | Recruit 50 new 6 th graders | N/A | N/A- Common App should be enough |
| 7 th | | 100 | Keep 100/114 6th | N/A | N/A- Common App should be enough |
| Total: | 165 | 280 | | | |

| | | |
|-----------|--------|---|
| | | <ul style="list-style-type: none"> ❖ Student Health Updates (Childcare and K-12 school administrators nationwide can take steps to help stop or slow the spread of respiratory infectious diseases, including COVID-19) <ul style="list-style-type: none"> ○ Review, update, and implement emergency operations plans (EOPs). This should be done in collaboration with local health departments and other relevant partners. Focus on the components, or annexes, of the plans that address infectious disease outbreaks. ○ Ensure the plan includes strategies to reduce the spread of a wide variety of infectious diseases (e.g., seasonal influenza). Effective strategies build on everyday school policies and practices. ○ Ensure the plan emphasizes common-sense preventive actions for students and staff. For example, emphasize actions such as staying home when sick; appropriately covering coughs and sneezes; cleaning frequently touched surfaces; and washing hands often. § CDC has workplace resources such as posters with messages for staff about staying home when sick and how to avoid spreading germs at work. ○ Other health and education professional organizations may also have helpful resources your school can use or share. For example, the American Academy of Pediatrics provides information on germ prevention strategies and reducing g the spread of illness in childcare settings. <ul style="list-style-type: none"> ▪ Ensure handwashing strategies include washing with soap and water for at least 20 seconds or using a hand sanitizer that contains at least 60% alcohol if soap and water are not available. § CDC offers several free handwashing resources that include health promotion materials, information on proper handwashing technique, and tips for families to help children develop good handwashing habits. ❖ Hiring and Staffing <ul style="list-style-type: none"> ○ Hiring for 20-21 has begun! We have hired 2 people so far: Literacy Teacher & History Teacher. ○ Based on intent to return survey, we are looking to hire 10 people for the following roles: <ul style="list-style-type: none"> ○ Principal, Office Manager, Literacy Teaching Fellow, 7th History, 7th PE, 7th Writing, 6th STEM Specialist, 6th Literature, 5th History, 5th SPED Literacy ○ We will not be asking back our two Academic Deans and will be promoting different people into those roles from within. ○ Our Dean of Curriculum for STEM has received three formal complaints (2 complaints are from teachers on her team [5th and 6th grade science teachers] and the third complaint is from our Literacy Specialist/SPED Coordinator, whom she does not directly coach). The complaint from the 6th grade science teacher has been closed and the school determined that the allegations were unsubstantiated. ○ Our 6th Grade Literature Teacher is still currently exploring a leave of absence for short-term disability. We do not pay employees who are on STD and she is not currently on payroll. We have to give an employee 45 days when Cigna is making a determination on a benefit (i.e. disability) before there is a deadline for the doctor to give back the information for the leave to be approved/denied. ○ Our Dean of Curriculum for Lit/Writing is exploring an accommodations process with Little Bird for 2-3 absences/month due to a medical condition. ○ Our History Specialist is returning from Maternity Leave on a part-time basis effective today. ○ Kristen estimated that we've saved \$16,500 with employees on leave thus far and we will probably save another \$35K between maternity leaves and the 6th Grade Lit teacher, which is about an additional \$50K in our budget for the year. ● EdTec Support Change (Slav) |
| 7:00-7:25 | Harini | <ul style="list-style-type: none"> ● Finance and Facilities Committee Report <ul style="list-style-type: none"> ● January 2020 Financial Results <ul style="list-style-type: none"> ○ Cash flow Update |

January Monthly Cash Balance

| | Jun FY2019 | Jan FY2020 | YTD Change |
|---------------------------------------|----------------|------------------|----------------|
| Assets | | | |
| Cash Balance | 386,740 | 433,411 | 46,671 |
| Current Assets | 111,754 | 14,381 | (97,373) |
| Fixed Assets | 159,707 | 340,533 | 180,827 |
| Other Assets | 220,834 | 220,834 | - |
| Total Assets | 879,035 | 1,009,160 | 130,125 |
| Liabilities & Equity | | | |
| Current Liabilities | 135,479 | 337,439 | 201,959 |
| Beginning Net Assets | 356,257 | 743,556 | 387,300 |
| Net Income (Loss) to Date | 387,300 | (71,835) | (459,134) |
| Total Liabilities & Equity | 879,035 | 1,009,160 | 130,125 |

YTD change in Cash Balance is attributed mainly to per pupil funding. Current Liabilities include the January per pupil payment as deferred revenue.

- Tax Report Update
- Facilities Update
- **Facilities**
 - Emblaze + Friends of Emblaze Board are continuing to work with the landlord & his representative to finish up the punch list of 49 items that Rainer, our architect, prepared and that are considered “landlord’s work”.
 - Mike Ronan is helping us with coordinating completion of the punch list and resolving a current issue with our elevator.
 - The elevator requires an equipment replacement and the landlord’s representative indicated that this is a school cost. However, our reading of the lease is that this is the Landlord's cost as the building has not yet been turned over to the School as all the requirements have not been met. We will not pay for this item to be completed.
 - We have engaged Rainer to finalize the kitchen build-out list for Summer 2020. The landlord is responsible for this improvement.

7:25-7:40

Marlin

Enrollment and Development Committee Report

- Development Update
- Firefly Grants Status
- ❖ Current plans from firefly are not predicted to result in any donations or grant money

7:40-8:10

Gerry

Governance Committee Report

- Board Meetings Date Change
- Deficiency Notice Implications
- HOS Hiring Committee
- ❖ Interim HOS & HOS
 - Results weren’t good last year, NYSED is watching results very closely
 - Option 1 – look for a star candidate (paul will act as a recruiter)
 - Strongest leadership
 - Track record that would show can turn the school around
 - Without adult culture issues
 - Option 2 – be acquired a school network that has a great track record
 - 3 school charter networks
 - More students
 - Job Description
 - Posting
 - Rubric

| | | |
|------------------|-------|---|
| | | <ul style="list-style-type: none"> • Potential Board Members (3) • Succession Planning – Selection of New Board Chair • Committee Meetings – New dates and timeframes • Board Member Job Descriptions Status (Updating) • Recruiting Platforms (Reviewing) |
| 8:10-8:15 | Gerry | Next Steps <ul style="list-style-type: none"> • Committee Objectives and Meetings • Outstanding Items |
| 8:15 | Gerry | Adjournment |



EMBLAZE ACADEMY
CHARTER SCHOOL

Special Board Meeting
April 13, 2020
6:30PM - 7:15PM

| Board Members in Attendance: | Absent Board Members: | Other Attendees: |
|--|---|------------------|
| Geraldo Vasquez, Board Chairperson Rosann Santos, Vice Chair Tameka Beckford-Young, Secretary Marlin Jenkins Matthew Kirby-Smith | Harini Mittal, Treasurer Raghav Thapar | N/A |

Agenda Item

The meeting was called to order by Geraldo Vasquez.

Review and Vote: Executive Search Firm for Head of School

- The board met to conclude the process of selecting and voting on an executive search firm to assist in the hiring of the HOS
- At the April 8th and April 9 board meeting, five (5) organizations that perform the requisite hiring services were introduced for consideration by the board.
 - Staffing Boutique
 - School Professionals
 - ATS + Partners
 - Executive Excellence
 - Building Excellent Schools Search
- Each of the five organizations presented to the board discussing their experience in recruitment in the education field, and where applicable experience recruiting teachers and staff for charter schools.
- After considering the qualifications, enthusiasm, cost of each of the five organizations, the board agreed that for the assistance we needed in filling the HOS role, Staffing Boutique and ATS + Partners were the best organizations to assist us with Emblaze’s search. Each reported: (1) having great success in filling roles they were hired to fill (90%+ placement rates), (2) having considerable experience placing folks at charter schools in the region (New York and New Jersey) (at least 13 years of experience for each) and (3) placing Heads of School or Executive leadership at charter school.
- The Board agreed that we should seek references from these two organizations to get further feedback about the organizations.
- The Board was able to conduct one reference check for each search firm and the references were discussed at this meeting.
 - Generally speaking, each search firm came highly recommended in a number of areas (communication, timeliness, satisfaction of results, etc.).
 - However, the reference for ATS Partners indicated that while the search firm was available for questions and had a good response time, the firm could have done a better job interacting with the hiring committee.
- The board also considered the cost and payment requirements of each firm. While cost was the same (20% of the HOS starting salary), the Staffing Boutique works on contingency and would not require payment for services until the date of the new hire. ATS on the other hand required 50% at the start of search.

- After further discussion and comparison of these two search firms, the board found that Staffing Boutique had the experience and expertise we required, with none of the downside risk associated with paying fees upfront with no guarantee of a placement. Staffing Boutique would not require any downside financial risk as Emblaze would not have to pay a fee until an HOS was hired.

Motion: To Hire Staffing Boutique as the Executive Search Firm for Emblaze HOS Search

Gerry: Approved

Rosann: Approved

Marlin: Approved

Matt: Approved

Tameka: Approved

The meeting adjourned at approximately 7:15pm by Geraldo Vasquez.



Board Meeting

Date: June 24, 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: |
|--|-----------------------|---------------------------------------|
| Geraldo Vasquez, Board Chair | Raghav Thapar | Kristen Shroff, Head of School |
| Rosann Santos, Vice Chair | Marlin Jenkins | Erienne Rojas, Director of Operations |
| Tameka Beckford-Young, Esq. Dr., Secretary | | Francesca Freeman |
| Matthew Kirby-Smith | | Derian, EdTec |
| Harini Mittal, Treasurer | | |

| Time | Lead | Agenda Item |
|------|-------|--|
| | Gerry | Call to order at 6:36pm |
| | Gerry | Approval of Prior Meeting Minutes May 2020 Board Meeting <ul style="list-style-type: none"> <i>This agenda item will be taken up at the next board meeting.</i> |
| | Gerry | Introduce Board Notetaker The Board Chair introduced the new notetaker for the board. She will take notes <ul style="list-style-type: none"> during the board meeting to assist in the preparation of the Board meeting minutes. |
| | Gerry | Review and Vote Proposed New HOS <ul style="list-style-type: none"> Introduce: Francesca Freeman Lujan <ul style="list-style-type: none"> an educator, writer specialize in ESL and Bi-lingual studies The Board Chair provided a brief background of the HOS selection process and presented the Hiring Committee’s Finalist for HOS for consideration and vote by the board. 9 candidates questions from committee members (staff, faculty, external review) <p><u>Questions:</u> Francis Perez (has student at emblaze)- How long has Katherine been involved? Why were parents not given a survey, or invited to event to ask the pertinent questions?</p> <p>Parents who were recommended by staff: Denise Carr Linda Kemp Diane and James Hung Daniele Mendoza and Rodrigo Aguiar de Pablo</p> |

Maritza and Frankie Baretto

A- Rosann/Gerry Hiring committees makes decision, not viable to get every parents question answered

-Harini clarified that parents were sent communication about volunteering for committee at the last meeting

Gerry Upcoming meeting for parents to ask as many questions as the would like

Motion: Harini makes motion to hire Francesca

Yes

- Gerry
- Harini
- Rosann

No

- Tameka

Abstain

- Matt

MOTION TO APPOINT FRANCESCA APPROVED

Vote on Budget

2020/2021 Budget

EdTec gives brief overview of budget operating incomes, ending cash balances

Harini makes motion to accept the budget as presented

VOTE

Approved; Harini, Gerry, Tameka

Abstain: Matt

MOTION TO APPROVE BUDGET AS PRESENTED BY EDTEC APPROVED

- 990 Tax Return (07/01/18 - 06/30/19) (8870-EO E-file
Authorization form to be signed electronically by Chair)

Motion to approve the tax return

UNANOMOUSLY APPROVED AS PRESENTED

Lease Modifications (GERRY)

Co-op structure to reduce property taxes already approved the structure 22-year lease. Outside counsel has informed that 22-year lease, not 30-year lease would be in line with the regulations. Current option has 2 extensions of 5 years which brings into 30 years, modifying lease terms to 30 years lease with an option to vacate at 22-year mark. (opt out clause on the 22-year mark, with a 30-year lease)

Discussion:

Matt- can vacate at 22 years and not have any repercussions for that

Kristen Shroof- legal jargon needs to say legally 32-year lease to qualify for the NGO clause

MATT MOTIONS TO APPROVE LEASE MODIFICATIONS

| | | |
|---------------|---------|---|
| | | <p>UNANOMOUSLY APPROVED AS PRESENTED</p> <p>Security Guard (SET ASIDE WILL NOT BE VOTING)</p> <p>Furniture modifications need to be made E. Rojas- outfitted 2 full classrooms so far and still waiting on Increase space for teachers' offices in the safest way Provide dividers and plexi-glass for 39 teachers and 3 others, price is \$30,000. Q-If things change are we leasing or buying? A- Current situation is outright buy to create sense of safety/sanitary for staff</p> <p>Q-Gerry what if we hold off on this purchase? A- Vendor can increase price and if products will arrive on time for school</p> <p>Q-Will teachers have face shields? A- Mostly during teaching and office hours</p> <p>Q- How comfortable with the price because of current climate A- Prices are going to keep going up, easier to keep vendors for all furniture and safety materials with insurance easier to keep same vendor.</p> <p>Q-Are there other vendors for this? Matt asking if getting bids from other vendors as it is over \$10,000, to make sure getting a fair market price. A- easier to keep a singular vendor</p> <p>MOTION TO PROCEED WITH VENDOR ORDER (SAME VENDOR AS FURNITURE) UNANOMOUSLY APPROVED AS PRESENTED</p> |
| | Gerry | <p>Review with Vote during August 2020 Board Meeting</p> <p>Charter Revisions (Gerry table this how can all of this be put together for all new revisions)</p> |
| | Kristen | <p>Management Report June 2020 Update Three options for learning so far waiting on DOE for more information. Governor's office will be deciding on what is the recommended for social distanced learning.</p> <p>Leaning towards delaying start date, align with the DOE as school utilizes services from them. Waiting to decide after</p> <p>265 enrolled 280 goal 15 seats remaining</p> <p>One more seat for hiring 6th STEM specialist role, hire one more fellow to ensure that there is someone always available to teach their students.</p> |
| Harini/Derian | | <p>Finance and Facilities Committee Report</p> <p>Harini Renewal of EdTec services – voting item</p> |

We discussed about EdTec services renewal in the last board meeting. We need to vote and decide on the renewal of their services and term of renewal of their services.

May 2020 Financial Results

Monthly financial performance

1. Enrolment numbers are the same. Funding therefore is the same.
2. We will receive 75K surplus from Friends of Emblaze in June that will be transferred to Emblaze in the form of grants.
3. There was a miscalculation of rent amount by DOE, as a result of which Emblaze received less than what it was supposed to receive as rental assistance. Emblaze has applied for the remaining amount owed to us by DOE which we will receive by June.
4. Facilities expenses remain more than what we budgeted for because we are paying rent for two facilities.
5. Cashflows fluctuate every alternate month because we get funding from the State only once in two months. Our next inflow will be in June.
6. We received 30K in COVID-19 crisis grant from Charter Center. We will receive \$7,500 from Robinhood grant.
7. Received \$338K PPP loan on June 1st. Interest rate 1%. Instalments payable 6 months from the date of loan receipt. # of instalments – 18. Lender – WebBank, brought to us by PayPal.

(Edtec)

- May 2020 Finance Report

- Facilities Update

To discuss during August 2020 strategic meeting with EdTec

PPP Forgiveness

PPP Loan application

Why will PPP loan be applicable for Emblaze?

1. Projected cash flow at the end of the year (June) for Emblaze was below our goal of 3.0x cash/monthly payroll - \$600k without the PPP.
2. It is still unclear how enrollment will be affected for the next school year – directly impacts per pupil funding.
3. New guidance was released last month that indicated that any borrower that receives less than \$2 million will be assumed to have taken the loan out in “good faith”. This has eased most legal/political concerns that have been associated with the loan in terms of justifying “current economic need”. We only plan to apply for \$338k.
4. If it is determined that the funds are no longer needed at some point after receiving the funds, they can be returned in full.
5. Although this is a school by school decision, of the schools that EdTec works with, each school that has received the funds has decided to use the funds.

- Credit line
- Enhancing Financial and Cash Flow Reporting
- Relationship and responsibilities between “Friends of” and Board

Gerry

Governance Committee Report

- Board Candidates Status

| | | |
|--|-------|---|
| | | <ul style="list-style-type: none"> ○ 2 candidates will not be moving forward in the process due to a new job and time constraints ○ 1 candidate in final phase of review |
| | Gerry | <p>Next Steps</p> <ul style="list-style-type: none"> • Financial Disclosure Forms due August 3rd. -will be shared • Virtual Board Retreat Day and Time Discussion • Approve Past Meeting Minutes • Develop Fundraising Approach and Branding Program • Succession Planning – Selection of New Board Chair -ongoing discussion <p>Renewal of EdTec services VOTE Questions comments; q-update on lab? Still in talks</p> <p>MOTION TO VOTE ON EDTEC SERVICES UNANOMOUSLY APPROVED AS PRESENTED</p> <p>Kristen’s last Board meeting Comments and sentiments by other board members</p> |
| | Gerry | Adjournment at 8:01 |

| | |
|--|---|
|  EMBLAZE ACADEMY CHARTER SCHOOL | Board Meeting May 27, 2020 6:30PM – 8:15PM |
|--|---|

| Board Members in Attendance: | Absent Board Members: | Other Attendees: |
|--|-----------------------|---------------------------------|
| Geraldo Vasquez, Board Chairperson Rosann Santos, Vice Chair Tameka Beckford-Young, Secretary Marlin Jenkins Matthew Kirby-Smith Harini Mittal, Treasurer | Raghav Thapar | Kristen Shroff Erienne Rojas |

Agenda Item

The meeting was called to order by Geraldo Vasquez.

Vote on April 29, 2020 Board Minutes
 Unanimously Approved

MANGEMENT REPORT

❖ *Covid-19 contingencies (Erienne and Kristen have been working to develop several COIVD contingency plans for the 20-21 school year.)*

- Options to consider going forward include:
 - The 20-21 school year begins, and everything is back to normal (normal schedule, staffing, arrival, lunch etc.)
 - The 20-21 school year with regular schedule but extra operational precautions (students have temperature taken each morning, social distancing in classes & teachers' office, lunch in classrooms, etc.)
 - The 20-21 school year with some distance learning (ex. 5th and 6th in person on Monday and Tuesday and virtual Wednesday-Friday. The 7th grade virtual on Monday, Tuesday, Friday and in person on Wednesday, Thursday). In this version of the schedule, classes are split in half so distance can be kept, students never congregate together (lunch and breakfast in homerooms) and no more than 15 students are in a class at a time. Extra operational precautions.
 - The 20-21 school year fully virtual with 6 weeks on, two weeks off all year
 - Erienne has been planning for all the social distancing measures that will impact the school operationally (including ordering in advance, automatic hand sanitizer installation, tape on the floor, etc.) so we are prepared.
- Question for the Board- when should we make a final call on this? Should we wait for the Governor? Should we consider postponing our first day of school to align with the DOE? We'd love your advice on what our timeline for decision making should be here
 - The board will continue to plan for the future possibilities but wait on the DOE to make any final decisions.

❖ **Student Recruitment**

- Overall, we have had 389 applications for 115 seats the 2020-2021 school year.

- Erienne sent out an Intent to Return form to our families. Thus far, 162/165 families have completed it and of those 162, 155 are returning, 2 are a maybe, and 5 are not returning because the family is moving out of state.
- Our current enrollment status is as follows:

| Grade | Current Students Returning | Enrollment Goal | Confirmed Seats Filled for 20-21 |
|--|----------------------------|-----------------|----------------------------------|
| 5 th | N/A | 90 | 53/90 |
| 6 th | 51 | 90 | 81/90 |
| 7 th | 112 | 100 | 112/100 |
| Enrollment Goal for 20-21: 280 | | | |
| Total Currently Enrolled: 246 | | | |
| Total Seats Left to Fill: 34 | | | |
| Total Students Offered or on Waiting List: 169 (10 5th, 103 6th, 56 7th) | | | |

❖ Facilities

- Per our lease, the landlord is responsible for up fitting a full kitchen for us a 1164 Garrison Ave. Currently, we do not have a full kitchen and we participate in the satellite meals program. Another school prepares meals for us each day (that are served in trays like TV Dinners) and delivers them to our school. This is not sustainable as we grow, so we need a full kitchen.
- We have been working with Rainer (our architect), SchoolFoods, the DOE, and Mike Ronan to finalize the kitchen layout.
- We are responsible for purchasing all major kitchen equipment. SchoolFood only provides small equipment. The cost of equipment for a full-operating kitchen is approximately \$160,000. We can finance this cost using a nonprofit lender and need guidance from the board on next steps here.
- We are interested in a new hands-on curriculum to elevate our science program for students. LabLearners Science Program provides a 5-8 curriculum and includes a fully installed 5 station LabLearner lab (furniture, equipment, storage), on-site installation and teacher training (2 days), as well as on-going LabLearner support. The startup cost is approximately 70k which includes all the consumable supplies and lab coats. Student workbooks are included for year one of the program (est. \$27/student, annually). There is an ongoing cost of workbooks per unit level (lab manual for each unit) for subsequent years.

❖ Finance updates

Revenue

- Per Pupil - projected to remain flat (\$16,124 in FY21 vs \$16,150 in FY20)
- Senate Appropriations - not projecting in FY21 due to COVID
- Facility Rental Assistance - equal 30% of per pupil funding (\$1.34M), max potential assistance realized through Friends of Emblaze
- Fundraising and Contributions - Projecting \$70k grant from Friends of Emblaze

Expenses

- Personnel & Benefits - 27 FTE to 38 FTE (proportional % of expense at ~56%)
 - 32 Instructional FTEs
- Curriculum and Classroom
 - Increase in Supplies and Materials due Lab Learner project, and spend returning to normal levels
 - Increase in Field Trips, expect spend to return to normal levels in FY21
- Administrative Expenses
 - \$75k in computers, equipment, and furniture spend expected to be capitalized and FY21
- Facilities - \$1.48M (Any surplus will be returned through FOE)
 - Garrison Base Rent at \$990k
- Contingency - assumed 2% of revenue (\$146k) due to COVID

Previous Forecast Vs. Current Forecast

| | | 2019-20 | 2019-20 | Variance |
|----------|---|-----------------------|------------------|------------------|
| | | Previous Forecast | Current Forecast | |
| Revenue | Per Pupil Funding & State Grants | 4,163,626 | 4,229,625 | 65,999 |
| | Federal Grants | 256,569 | 256,569 | 0 |
| | Contributions & Grants | - | 70,000 | 70,000 |
| | Fundraising | - | - | - |
| | Interest | 91 | 91 | - |
| | Miscellaneous Revenues | - | 30,000 | 30,000 |
| | Total Revenue | 4,420,286 | 4,586,285 | 165,999 |
| Expenses | Personnel | 1,963,938 | 1,989,864 | (25,925) |
| | Benefits & Insurances | 423,430 | 425,854 | (2,424) |
| | Curriculum & Classroom | 76,708 | 72,824 | 3,884 |
| | Administrative Expenses & Insurances | 144,687 | 139,127 | 5,560 |
| | Professional Development & Services | 270,947 | 298,799 | (27,852) |
| | Marketing & Recruitment | 35,104 | 35,104 | - |
| | Facilities | 1,603,896 | 1,603,896 | - |
| | Miscellaneous Expenses | 116,882 | 116,882 | - |
| | | Total Expenses | 4,635,593 | 4,682,350 |
| | Operating Income | (215,306) | (96,065) | 119,242 |
| | Beginning Balance (Audited) | 743,556 | 743,556 | - |
| | Operating Income | (215,306) | (96,065) | 119,242 |
| | Ending Fund Balance (Incl. Depreciation) | 528,250 | 647,492 | 119,242 |
| | Ending Fund Balance as % of Expenses | 11.4% | 13.8% | 2.4% |



| Board Members in Attendance: | Absent Board Members: | Other Attendees: |
|--|---|--|
| <ul style="list-style-type: none"> - Dr.Geraldo Vasquez, Board Chair - Rosann Santos, Vice Chair - Harini Mital, Treasurer - Tameka Beckford-Young, Secretary - Matthew Kirby-Smith | <ul style="list-style-type: none"> - Raghav Thapar - Marlin Jenkins | <ul style="list-style-type: none"> - Kristen Shroff, Head of School - Erienne Rojas, Director of Operations - Derian, Edtec - Brad, Edtec - Nick Martinez - Janneth Gaona - Members of Public - Emblaze Teachers - Members of Public - Emblaze Parents |

Agenda Items

The meeting was called to order at 6:48pm by Gerry Vasquez.

Approval of Board Meeting Minutes

- The Item will be addressed in future board meetings

Management Report

Facilities

- Full Kitchen Needed
 - o As the school increases enrollment, the building needs a full kitchen so that we can prepare meals for the students.
 - The school currently provides meals through a satellite meals program. Another school prepares meals for us each day and delivers them to the school. But this is not sustainable as the school grows.
 - o The lease requires the Landlord to up-fit the school with a full kitchen, i.e. absorb the cost of the improvement.
 - o Emblaze, however, has to pay for all major kitchen equipment, however. The estimated cost of this is \$180K.
 - o Management has been working with the architect (Rainer), SchoolFoods, the DOE and the Mike Ronan (Emblaze's Consultant) to finalize the kitchen layout.
 - o Management is proposing that the school finance this cost using a nonprofit lender
 - o This item will be discussed in more detail at the May board meeting, or special board meeting if required.
- Science Lab
 - o Management would like to add a hands-on curriculum component to the science program.
 - o Specifically, management would like to move forward with Lablearners Science Program which provides a 5-8 curriculum and includes a fully installed 5 Station LabLearner lab (furniture, equipment, storage), on-site installation and teacher training and in-going support.
 - The start-up cost is \$70K
 - Annual costs: \$27/student
 - Additional costs: workbooks per unit level

- This item will be discussed in more detail at the May board meeting, or special board meeting if required.

Student Recruitment

The public lottery for new students took place on Monday, April 13, 2020.

- The school received 369 applications for 115 seats (across all grades) for the 2020-2021 school year
- 141 students are returning (based on the "Intent to Return" to form sent to families)
- At present, the 5th grade class has 46 students confirmed out of the 9- available seats, Summary of Enrollment Stats are below for the 2020-201

| Grade | Enrollment Goal for 2020-21 | Confirmed Attendance for 2020-21 Year | Available/ Empty Seats to meet Goal | # of Students with offers | #of Students on Waitlist |
|-----------------|-----------------------------|---------------------------------------|-------------------------------------|---------------------------|--------------------------|
| 5 th | 90 | 47 | 43 | 18 | 0 |
| 6 th | 90 | 78 | 22 | 25 | 105 |
| 7 th | 100 | 113 | 0 | N/A | N/A |
| | | | | | |

- School is expected to meet 6th and 7th grade enrollment targets.
- Regarding 5th grade, but as recruitment efforts are still underway, and it's still early in the recruitment process, management is confident that it will be able to reach or nearly reach the enrollment goal of 90 students.
 - If meeting 5th grade enrollment numbers are low, the school could create an additional section of 6th graders or take on up to 20 additional 7th graders.

Hiring & Staff Culture

- Management shared the feelings expressed by the rest of the Emblaze team after its the Q&A with the board to discuss the HOS search. The expressed that the "tone of the meeting was wrong" and that they felt "overwhelmed." Management offered to share notes from its meeting with staff with the board.
- Every staff member who received an invitation to return has verbally accepted.
- Management only offered COLA raises in light of the conservative budgeting for the upcoming school year. Certain staff members are negotiating hire raises.
- There are ten (10) open positions to fill for the upcoming school year.
 - HOS believe that we fill all positions will be filled by June despite the delay. In previous years, there might be 5-6 outstanding positions. May is still a prime time to find talent.

Finance and Facilities Committee Report - Financial Update as of March 2020

Emblaze March Financials

- School has a revenue shortfall
 - This is due primarily to the fact that the school did not meet expected to meet enrollment goals during the 2019-20 school year (210, projected; 163 actual for the remainder of school year)
- Expenses were cut, but the large expense of having to pay rent on the former Williamsbridge Road facility is large and was difficult to overcome with the revenue shortfall
- School has an operating loss of approx. \$152,021
 - Budgeted Income: \$4,054,797; Budgeted Expenses: \$3,658,415
 - Actual Income: \$3,201,844; Actual Expenses: \$3,353,865

2020-21 Budget

- Finance Committee, Management and Edtec to finalize draft 2020-1 budget for review at May 2020 board meeting. We need to have the finalized budget and voted on May board meeting

Friends of Emblaze (FOE) Board

- Treasurer and Board Chair to speak with FOE board about any monies or expenses that should properly fall within FOE budget and to determine whether surplus monies should be donated to Emblaze.

Finance and Facilities Committee Report

- This will be provided at the May board meeting.

Governance Committee Report

HOS Search

- The hiring committee will set a recurring time to meet every two weeks (beginning next week) to review and discuss resumes that come through.
- Staff (2 staff members) and parents will be involved in the hiring process, whether as a separate interview or as part of the hiring committee.
 - o Two Emblaze staff members have already volunteered
 - o Half a dozen parents were recommended for the role. One parents (half a dozen parents) on committee

Review and Vote on New Board Members

- The Governance Committee is putting forward three new board members for inclusion on the board
 - o **Francine Cruz:** She is a 27 NYC DOE veteran; retired in February 2020
 - Although she retired, she doesn't want to stop working, she wants to use this experience to learn about charter schools
 - Special Education Teacher for 11 years
 - SPED specialist trainer
 - Principal at International School for Liberal Arts, which educates a student body that is primarily ELL
 - The HOS noted that International School for Liberal Arts students performed below the district average.
 - Her resume was forwarded to Gerry; does not know anyone personally on the board.
 - o **Janneth Gaona:** She has a background in Finance, currently works at a healthcare NP and is newly minted CPA
 - She wants to use her expertise to give back and she feels the best way to do that is helping to improve educational opportunities.
 - Gerry was her first accounting professor
 - o **Nick Martinez:** He has 10 years of informal education; works to get students of color interested the STEM; has a background in non-profit management
 - Nick wants to work with Emblaze because he knows how important middle school is for students and the impact that can be made on children at this time.
 - Knows Rosann
- Rosann provided additional information about the board member candidates, speaking to their professional experience and desire to help students of color/the south Bronx community that each of them shared during their respective governance committee interviews. Rosann also acknowledged the information that the HOS shared about the performance of International School for Liberal Arts and noted that much like Emblaze which has a higher number of SPED students, the International School is mostly ELL learners and for that reason both schools have lower test scores when compared against the district.
- Gerry explained that each of the candidates was proposed to help fill certain gaps in coverage or expertise on the board. Janeth could serve as a co-treasurer and as treasurer when Harini steps down. Francine would chair an academic achievement committee and Nick could assist Marlon with fundraising activities.

A motion to vote on each of the additional board members was called:

Motion to Vote Francine Cruz as a new Emblaze Board Member

- Gerry: Yes
- Rosann: Yes
- Matt: Yes
- Harini: Yes
- Tameka: Yes

Unanimous Vote to approve.

Motion to Vote Janneth Gaona as a new Emblaze Board Member

- Gerry: Yes
- Rosann: Yes
- Matt: Yes
- Harini: Yes
- Tameka: Yes

Unanimous Vote to approve.

Motion to Vote Nick Martinez as a new Emblaze Board Member

- Gerry: Yes
- Rosann: Yes
- Matt: Yes
- Harini: Yes
- Tameka: Yes

Unanimous Vote to approve.

Succession planning

- Board Chair will be leaving the board at the end of this year (12/31/20)
- The Vice Chair will be leaving the board at the conclusion of the 2020-21 school year.

The meeting adjourned at 8:15 pm by Gerry Vasquez.

| Leadership Team | |
|---|--|
| Role | Person |
| Head of School | Reports to the Board of Directors |
| Director of Operations | Reports to the Head of School |
| Dean of School Culture: 5 th & 6 th | Reports to the Head of School |
| Dean of School Culture: 7 th | Reports to the Head of School |
| Dean of Curriculum & Instruction: Humanities | Reports to the Head of School |
| Dean of Curriculum & Instruction: STEM | Reports to the Head of School |
| Student Support Team | |
| Role | Person |
| Counselor: 5 th & 6 th | Reports to the Head of School |
| Counselor: 7 th & Instructional Support | Reports to the Head of School |
| Operations Team | |
| Role | Person |
| Facilities Manager | Reports to the Director of Operations |
| Operations Manager | Reports to the Director of Operations |
| Operations Associate | Reports to the Director of Operations |
| Dean of Community Affairs, Government Relations, and College Prep | Reports to the Director of Operations and Head of School |
| 5th Grade Team | |
| Role | Person |
| 5 th Literature | Reports to the Dean of Literacy and Head of School |
| 5 th Literacy Specialist | Reports to the Dean of Literacy and Head of School |
| 5 th Writing | Reports to the Dean of Literacy and Head of School |
| 5 th History | Reports to the Dean of Literacy and Head of School |
| Literacy Specialist & New Teacher Coordinator | Reports to the Dean of Literacy and Head of School |
| History Department Lead & Special Education Coordinator | Reports to the Dean of Literacy and Head of School |
| 5 th Math | Reports to the Dean of STEM and Head of School |
| 5 th STEM Specialist | Reports to the Dean of STEM and Head of School |
| 5 th Science | Reports to the Dean of STEM and Head of School |
| 5 th Dance | Reports to the Dean of Culture and Head of School |
| 6th Grade Team | |
| Role | Person |
| 6 th PE | Reports to the Dean of Culture and Head of School |
| 6 th Science | Reports to the Dean of STEM and Head of School |
| 6 th STEM Specialist | Reports to the Dean of STEM and Head of School |
| 6 th Math | Reports to the Dean of STEM and Head of School |
| 6 th History | Reports to the Dean of Literacy and Head of School |
| 6 th Writing | Reports to the Dean of Literacy and Head of School |
| 6 th Literacy Specialist | Reports to the Dean of Literacy and Head of School |
| 6 th Literature | Reports to the Dean of Literacy and Head of School |
| 7th Grade Team | |

| Role | Person |
|---|--|
| 7 th Math & Data and Testing Coordinator | Tiana Waller |
| 7 th Problem Solving | Reports to the Dean of STEM and Head of School |
| 7 th PE | Reports to the Dean of STEM and Head of School |
| 7 th Science | Reports to the Dean of STEM and Head of School |
| 7 th STEM Specialist | Reports to the Dean of STEM and Head of School |
| 7 th Literature | Reports to the Dean of Literacy and Head of School |
| 7 th Writing | Reports to the Dean of Literacy and Head of School |
| 7 th History | Reports to the Dean of Literacy and Head of School |
| ENL Teacher | Reports to the Dean of Literacy and Head of School |



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 67 instructional days | Instructional Cycle 3 December 1 – January 22 28 instructional days |
| | Instructional Cycle 4 January 26 – March 19 39 instructional days |
| Trimester 3 March 22 - June 17 57 instructional days | Instructional Cycle 5 March 22 – April 30 29 instructional days |
| | Instructional Cycle 5 May 10 – June 17 28 instructional days |

CALENDAR KEY

Testing
 Student Events
 Family Events
 Staff Events
 No School
 Data Day/Teacher Workday

| September 2020 | | | | |
|----------------------------|-------------------------------|--------------------------|--------------------------|--|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| 31 | 1 Student Orientation | 2 Student Orientation | 3 Student Orientation | 4 |
| 7 Labor Day – No School | 8 Beginning of Trimester 1 | 9 | 10 | 11 All Student Fun Friday Proctoring the Test Meeting 11:30 - 12:30 Exact Path PD Cafecito 6:00 |



EMBLAZE ACADEMY
CHARTER SCHOOL

| | | | | |
|--|---|---|---|---|
| 14 | 15 ParentSquare message to families regarding ExactPath | 16 | 17 Williamsbridge begins Reading Diagnostic <i>*LIT teachers have students disable pop-up blocker and login*</i> Family Roundtable | 18 Student Fun Friday Guess Who Lunch MyOn PD |
| 21 Reading Diagnostic during Health <i>*WB finishes/works on learning path*</i> | 22 Language Arts Diagnostic during Health | 23 Math Diagnostic during Problem-Solving | 24 | 25 Make-Up/Extended Time testing (9 am-10) <i>*This may extend if students need more time*</i> |
| 28 | 29 Family Cafecito | 30 | 1 History IA | 2 Super Fun Friday (Homeroom Wars) Exact Path data to staff @2 |

October 2020

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|--|---|--|---|
| 5 Instructional Cycle #1 Interim Assessments Math IA | 6 Instructional Cycle #1 Interim Assessments Science IA | 7 Instructional Cycle #1 Interim Assessments Literature IA | 8 Instructional Cycle #1 Interim Assessments Writing IA | 9 Emblaze Carnival Student Surveys #1 IA Make-up Testing during office hours |
| 12 Native American Remembrance Day – No School | 13 Data Day – No School for Students | 14 | 15 Data Night | 16 Roll Out Exact Path Office Hours Spelling Bee |
| 19 | 20 | 21 | 22 | 23 |



EMBLAZE ACADEMY
CHARTER SCHOOL

| | | | | |
|---------------------------------------|---|--|-------------------------------------|--|
| | Exact Path Reading | | Family Roundtable | Exact Path Office Hours Emblaze Trivia + Lunch |
| 26 Spirit Week – Pajama Day | 27 Spirit Week – Career Day Exact Path Reading | 28 Spirit Week – Multicultural Day | 29 Spirit Week – Twin Day | 30 Spirit Week – Halloween Costume Party |

| November 2020 | | | | |
|--|--|--|--|--|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| 2 | 3 Family Cafecito Exact Path Reading | 4 | 5 | 6 Exact Path Office Hours |
| 9 | 10 Exact Path Reading | 11 Veteran’s Day- No School | 12 | 13 Exact Path Office Hours Hispanic Culture Celebration |
| 16 Instructional Cycle #2 Interim Assessments Grateful Pen Pal | 17 Instructional Cycle #2 Interim Assessments Grateful Pen Pal Exact Path Reading | 18 Instructional Cycle #2 Interim Assessments Grateful Pen Pal | 19 Instructional Cycle #2 Interim Assessments Grateful Pen Pal | 20 Exact Path Office Hours Student Surveys #2 Student vs. Teacher Basketball Game Grateful Pen Pal |
| 23 Family Multicultural Potluck & Book Fair | 24 End of Trimester 1 Grades Due by EOD Exact Path Reading | 25 Thanksgiving Break – No School | 26 Thanksgiving Break – No School | 27 Thanksgiving Break – No School |

| December 2020 | | | | |
|---------------|---------|-----------|----------|--------|
| Monday | Tuesday | Wednesday | Thursday | Friday |



EMBLAZE ACADEMY
CHARTER SCHOOL

| | | | | |
|---|---|--|--|--|
| 30 Data Day – No School for Students | 1 Beginning of Trimester 2 Exact Path Reading | 2 Trimester 1 Report Card Afternoon & Family Surveys | 3 Trimester 1 Report Card Afternoon & Family Surveys | 4 Exact Path Office Hours Scholar Dollar Auction #1 Trimester 1 Report Card Afternoon & Family Surveys |
| 7 | 8 Exact Path Reading | 9 Mid-Year Surveys Due | 10 Secret Snowflake Reveal Family Roundtable | 11 Exact Path Office Hours Trimester 1 Electives Showcase Emblaze Holiday Party |
| 14 Winter Break – No School | 15 Winter Break – No School | 16 Winter Break – No School | 17 Winter Break – No School | 18 Winter Break – No School |
| 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 | 29 | 30 | 31 | 1 Exact Path Office Hours Trimester 1 Honor Society Luncheon |

| January 2021 | | | | |
|---------------------------|---|---|---|---|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| 4 | 5 Family Cafecito Exact Path Reading | 6 | 7 | 8 Picture Day Exact Path Office Hours |
| 11 | 12 Exact Path Reading | 13 | 14 | 15 Guess Who Lunch + Challenge Exact Path Office Hours |
| 18 MLK Day – No School | 19 Instructional Cycle #3 Interim Assessments & Mock State Tests Exact Path Reading | 20 Instructional Cycle #3 Interim Assessments & Mock State Tests | 21 Instructional Cycle #3 Interim Assessments & Mock State Tests | 22 Instructional Cycle #3 Interim Assessments & Mock State Tests Student Surveys #3 |



EMBLAZE ACADEMY
CHARTER SCHOOL

| | | | | |
|--|--|-----------|-----------|-------------------------|
| 25 Data Day – No School for Students | 26 Exact Path Reading Mamba & Mambacita Day | 27 | 28 | 29 Career Day |
|--|--|-----------|-----------|-------------------------|

| February 2021 | | | | |
|---|---|--|--|--|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| 1 Wacky Tacky Day | 2 Exact Path Reading College Day | 3 Dress to Impress Day | 4 Fictional Character Day | 5 Culture Day & Black History Month Celebration |
| 8 ELA Mock State Exam Bronx Appreciation Day | 9 ELA Mock State Exam Dress like Your Hero Day Exact Path Reading | 10 Math Mock State Exam Throwback Day | 11 Math Mock State Exam Emblaze Swag Day Family Roundtable | 12 Formal Friendship Dance Friendly Valentine |
| 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 Teacher Workday | 23 Dress like Your Favorite Teacher Day Exact Path Reading | 24 Twin Day | 25 Pajama Day Data Night | 26 Sports Day Student Surveys #4 |

| March 2021 | | | | |
|--------------------------------------|--|---------------------------------------|---------------------------------------|---|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| 1 | 2 Family Cafecito Exact Path Reading | 3 | 4 | 5 Trimester 2 Electives Showcase |
| 8 Family Appreciation Week | 9 Family Appreciation Week Exact Path Reading | 10 Family Appreciation Week | 11 Family Appreciation Week | 12 Family Appreciation Week Pi Day Celebration |
| 15 | 16 | 17 | 18 | 19 |



EMBLAZE ACADEMY
CHARTER SCHOOL

| | | | | |
|---|--|---|--|--|
| | Exact Path Reading | | | Scholar Dollar Auction End of Trimester 2 Grades due EOD |
| 22 Beginning of Trimester 3 | 23 ELA State Test Pep Rally Exact Path Reading | 24 | 25 | 26 Sneaky Bunny |
| 29 Spring Break – No School PASSEOVER | 30 Spring Break – No School PASSEOVER | 31 Spring Break – No School PASSEOVER | 1 Spring Break – No School PASSEOVER | 2 Good Friday – No School |

| April 2021 | | | | |
|---|---|--|---|--|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| 5 Spring Break – No School | 6 Exact Path Reading | 7 Trimester 2 Report Card Afternoon & Family Surveys | 8 Trimester 2 Report Card Afternoon & Family Surveys | 9 Trimester 2 Report Card Afternoon & Family Surveys Trimester 2 Honor Society Luncheon Emblaze Eatery #1 |
| 12 | 13 Predict Ramadan Begins Exact Path Reading ELA State Test Pep Rally | 14 | 15 | 16 Student vs. Teacher Basketball Game #2 Emblaze Eatery #2 |
| 19 NYSESLAT SPEAKING BEGINS Math State Test Pep Rally | 20 NYSESLAT SPEAKING Predicted ELA State Test | 21 NYSESLAT SPEAKING Predicted ELA State Test | 22 NYSESLAT SPEAKING Predicted ELA State Test Family Roundtable | 23 NYSESLAT SPEAKING Square Dance Emblaze Eatery #3 |
| 26 NYSESLAT SPEAKING Teacher Appreciation Week | 27 NYSESLAT SPEAKING Teacher Appreciation Week | 28 NYSESLAT SPEAKING Teacher Appreciation Week | 29 NYSESLAT SPEAKING Teacher Appreciation Week | 30 NYSESLAT SPEAKING Teacher Appreciation Week Finale – Emblaze Eatery |

| May 2021 | | | | |
|--|-----------------------------|-----------------------------|-----------------------------|--------|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| 3 NYSESLAT SPEAKING Math State Test Pep Rally | 4 Predicted Math State Test | 5 Predicted Math State Test | 6 Predicted Math State Test | 7 |



EMBLAZE ACADEMY
CHARTER SCHOOL

| | | | | |
|---|------------------------------|-------------------|----|---|
| 10 | 11 Family Cafecito | 12 EID UL FITR | 13 | 14 Field Day |
| 17 NYSESLAT READING AND WRITING BEGINS | 18 | 19 | 20 | 21 Super Fun Friday Spring Fling |
| 24 | 25 | 26 | 27 | 28 NYSESLAT ENDS |

| June 2021 | | | | |
|---|---|---|---|--|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| 31 Memorial Day – No School | 1 | 2 | 3 | 4 |
| 7 EOY Testing Teacher Breakdown Day | 8 EOY Testing Teacher Breakdown Day | 9 EOY Testing Teacher Breakdown Day | 10 EOY Testing Family Roundtable Teacher Breakdown Day | 11 EOY Testing Teacher Breakdown Day |
| 14 EOY Trips | 15 EOY Trips | 16 EOY Trips | 17 Last Day of School Trimester 3 Electives Showcase Stepping Up Ceremonies EOY Emblaze Party | 18 |
| 20 | 21 | 22 | 24 | |

Certificate of Occupancy

CO Number: [REDACTED]

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: [REDACTED] | |
| 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: [REDACTED] | | |
| | 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



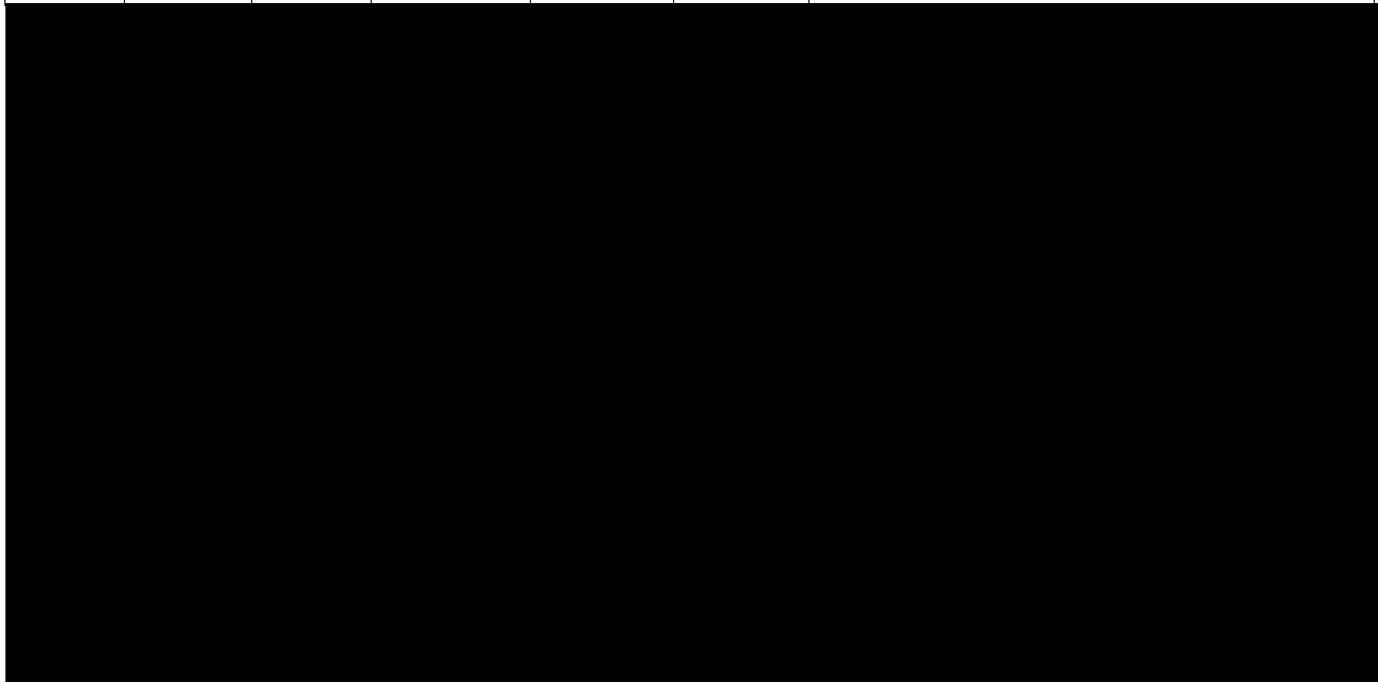
Commissioner

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 