

**URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES – MINUTES  
THURSDAY, AUGUST 14, 2014**

**Present:** Nelson Blish, Megan Bosco, Ed Cavalier, Sidney Moore, John Page, Spiro Ziogas

**Absent:** Joan Moorehead, Frank Rossi, Antwan Williams

**Guests:** Natosha McDonald and Augie Melendez

**Media Notification:** Erica Bryant of the Democrat and Chronicle was notified of the August 14, 2014 Board of Trustees meeting on August 1, 2014. Public notice was also posted in the school.

The Board of Trustees meeting began at 6:04 p.m. and the mission statement was shared by Sidney Moore.

**Motion 140814.1** Upon a motion by John Page and duly seconded by Nelson Blish, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the June 5, 2014 minutes.

Voting in the affirmative: Nelson Blish, Megan Bosco, Sidney Moore, John Page, Spiro Ziogas

Voting in the negative: None

Motion 140814.1 passed 5 to 0

**Motion 140814.2** Upon a motion by Spiro Ziogas and duly seconded by Nelson Blish, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the June 26, 2014 minutes.

Voting in the affirmative: Nelson Blish, Megan Bosco, Sidney Moore, John Page, Spiro Ziogas

Voting in the negative: None

Motion 140814.2 passed 5 to 0

## Leadership Team Report

### Ed Cavalier:

- Calendar
  - Changed to reflect the first day of school on September 3 instead of September 2
  - Calendar mirrors RCSD calendar to avoid additional transportation expenses (around \$12,000 that UCCS would have to pay if we had our students attend school when RCSD students were not in session)
  - There were two additional days during the calendar school year creating the same issue - changed to be PD days
- The Board approved organizational structure has been approved by SED
- Test scores
  - New definition/delineation for scores of 3 and 2
  - Scores were disappointing but higher than RCSD – plans are in place to improve scores (additional staff at 7 & 8 ELA and Math; changes in teaching assignment)
- Implementing the Danielson Model (teacher evaluation system) and will devote a substantial part of Professional Development time to the process
  - The Principals are being mentored over the next two Saturdays and throughout the year
  - Will be in place and operating

### Lisa King:

- Enrollment – 404 students
  - We brought in 90 new students this year (44 in Kindergarten)
  - No wait list for 7<sup>th</sup> grade – currently at 47
  - The State caps our enrollment at 400 with the ability to have up to 5 additional students enrolled
  - Megan shared that the Board would like to see a dashboard report on enrollment at next month's meeting
- Audit – the audit went well and seemed to indicate we are in good standing
  - We had a \$200,000 loss w/o depreciation (due to a per pupil issue)
  - Payroll for this year is currently under what has initially been budgeted
  - No anticipated issues in the foreseeable future
  - Audit will be available for review for the Finance Committee in September, the BOT in October, then will be adopted and become part of the Annual Report

### Miriam Steinberg:

- Leadership Team attended a very informative symposium at St. John Fisher College - "Charter Schools – Sharing What Works" on August 4 and 5
  - UCCS presented on the charter renewal process
- Grants
  - Applied for Daisy Marquis Foundation grant for the STEM program

- Expect to hear by September 18 on the Farash grant for the additional facilities
- Participating in the WDKX Back to School Rally on Saturday, August 23
- Recruitment - hanging posters in various community locations in an attempt to gain name recognition and to recruit seventh graders

**Nicole Berg:**

- Eric & Nicole meeting with an Administrator from Penfield to design the Danielson teacher evaluation system for UCCS
  - Effectively evaluate the teachers this upcoming year is one of our primary goals
- Summer School
  - Focus was on ELA and Math
  - Enrollment started strong and then dropped
  - Will review for next year
- Therapy Dog Program is in place
  - Duncan is with UCCS
  - Indiegogo online fundraising campaign - met our goal of \$3K
  - Duncan has his orientation appointment with his trainer next week

**Eric Robinson:**

- Staffing changes/updates since last meeting:
  - Social Worker resigned and returned to RCSD – replaced with Carl Parris to fill newly formed Intervention Specialist position (will consist of home visits and solidifying home connections, etc.)
  - Spanish Teacher resigned to accept a position in a district closer to where he lives; this position is not filled to date
  - Matt Komendat has accepted the position of 5<sup>th</sup> grade teacher
  - Tricia Ziebarth will replace Matt as the Health and Elective Teacher
- Working on master schedules
  - Middle school students will now have double periods of ELA and Math every other day
    - ✓ There are also separate teachers for 7<sup>th</sup> and 8<sup>th</sup> grade ELA and Math
- Annual Report was submitted on time with one additional piece (Audit) due November 1
- Implementing second year of PBIS - going well
- UCCS will be beginning an After School Program through United Way (two-year grant):
  - Available to all K-8 students Monday-Friday from 3:30-6:30 p.m. every day that school is in session
  - Snack and hot meal provided
  - Program provided by the Center for Youth
  - We are providing the space and are required to have 80 students enrolled
  - Staffing provided by Center for Youth
  - Transportation is the responsibility of parents

**Nicole Berg & Eric Robinson:**

- Researching locations for expansion
- Visited a few locations/sites since the last meeting

**Governance Committee Report – Megan Bosco**

- Starting the recruiting process for new BOT members to replace current members whose terms will expire in June
- Creating document for this process and will share with BOT members
- Megan was asked as a parent to participate in a class-action lawsuit regarding equitable funding for facilities for NE Charter Schools Network - she declined
- Teachers and staff would like a Teacher Quality Committee
  - Megan is willing to sit on the Committee but not lead

**Finance Report – Spiro Ziogas (Refer to Attachment A)**

**General Comments/Discussion – Sidney Moore**

- In July, Ed signed his contract for another year at UCCS
- Discussions also need to take place regarding future expansion talks
- Brief introduction from prospective board member Natosha McDonald
- Discussion took place related to the Chair and Vice Chair positions on the BOT

**Public Comments - None**

**Motion 140814.3**                      Upon a motion by Megan Bosco and duly seconded by Spiro Ziogas, the following was submitted for adoption: RESOLVED that the Board of Trustees adjourn the meeting at 8:08 p.m.

Voting in the affirmative:    Nelson Blish, Megan Bosco, Sidney Moore, John Page, Spiro Ziogas

Voting in the negative:        None

Motion 140814.3 passed 5 to 0

**Next Board Meeting:** Thursday, September 4, 2014 at 6 p.m.

## TREASURER'S REPORT

Finance Meeting on Wednesday, August 13, 2014

As of June 30, 2014	YTD Actual	2013-2014 Annual Budget	% of Annual Budget
Revenue	\$5,802,173	\$5,612,922	103.4%
Expenses	\$6,142,612	\$5,543,605	110.8%
Net Income	(\$340,439)	\$69,317	
Depreciation Expense	\$140,034	\$0	
<b>Net Income w/out</b>			
Depreciation	(\$200,405)		
Cash on Hand	\$1,576,594 (Savings account has \$160,369)		

The topics of conversation were as follows:

1. Review of June 30<sup>th</sup> and Year End numbers

### **Meeting Notes**

The 2013-2014 school year ended on June 30, 2014 and we finished the year, as expected, with a deficit in the amount of \$200,405, even though overall revenues were greater than plan by \$189,251 (103.37% of budget). The issue was that expenses had swelled to almost \$459,000 above budget. On the expense side the line items which had the greatest increases were Personnel expenses (105.33% of budget), Food Service (168.24% of budget), Facilities Management (109.47% of budget) and Professional Fees (168.26% of budget).

It is important to note that the above results were discovered and addressed immediately because the business office had good procedures in place that identified a problem. The problem was then handled directly and difficult decisions were made. The office has strengthened operations with the guidance of our CPAs. The CPAs have said we are on much sturdier footing going forward. 2014-2015 will be stronger and stable.