

**URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES – MINUTES  
THURSDAY, SEPTEMBER 4, 2014**

**Present:** Megan Bosco, Ed Cavalier, Sidney Moore, Frank Rossi, Antwan Williams

**Absent:** Nelson Blish, Joan Moorehead, John Page, Spiro Ziogas

**Media Notification:** Erica Bryant of the Democrat and Chronicle was notified of the September 4, 2014 Board of Trustees meeting on August 27, 2014. Public notice was also posted in the school.

The Board of Trustees meeting was called to order at 6:09 p.m. by Sidney Moore and the mission statement was shared.

### **Leadership Team Report**

#### **Ed Cavalier**

- Professional Development
  - On Tuesday, we rolled out the new evaluation process to staff – a concise and coherent process.
    - ✓ We hired a mentor (an administrator from Penfield) for Eric and Nicole. Penfield has used the Danielson model since 2001.

#### **Nicole Berg and Eric Robinson**

Nicole and Eric shared a presentation: Urban Choice Evaluation Process (*Refer to Attachment A*) and a discussion followed.

#### **Ed Cavalier**

- School opening - positive
- 60 students are currently without transportation
- Awaiting resolution from RCSD on transportation issues. We have made adjustments and are providing transportation for those unable to provide their own.

- 97% attendance with 25 absent first day and only 13 today (due to illness, lack of transportation and custody disputes).
- New beginnings – new principals, new coaches, more clearly defined roles, finances under control, excited about the possibilities for this year.

### **Lisa King**

- Enrollment:
  - 402 enrolled
  - 185 on waiting list
  - Only three on waiting list for 7th grade
  - Applications continue to arrive

### **Miriam Steinberg**

- Parent Forums
  - Turnout has not been historically strong
  - Scheduling now for every other month beginning this Saturday
  - Making them thematic
  - PBIS will be the first theme
  - Survey was sent home today – seeking suggestions for topics

### **Public Comments**

### **Next Board Meeting:**

Thursday, October 2, 2014 at 6 p.m.

# **URBAN CHOICE EVALUATION PROCESS**

## **DESCRIPTION AND TIMELINE**

- EVERY TEACHER WILL HAVE ONE GOAL SETTING MEETING WHICH WILL OCCUR BY OCTOBER 29
- A MINIMUM OF TWO OBSERVATIONS WILL OCCUR THROUGHOUT THE YEAR:
  - THE FIRST OBSERVATION WILL BE ANNOUNCED, PLANNED WITH THE TEACHER, AND WILL OCCUR BEFORE DECEMBER 12. THE SECOND OBSERVATION WILL BE UNANNOUNCED.
  - ADDITIONAL OBSERVATIONS WILL BE DECIDED ON AN AS NEEDED BASIS.


CONTENT (Evaluation or Information)	EVALUATOR	REQUIREMENTS	DUE DATE
Goal-Setting Meeting	Principal	Goal-Setting Meeting Form	October 29
1 <sup>st</sup> Observation (announced)	Principal	Planning Form Pre-Observation Meeting Reflection Form Post-Observation Meeting	December 12
Review of Process	Staff	Professional Development	January 5
2 <sup>nd</sup> Observation (unannounced)	Principal	Reflection Form Post-Observation Meeting	March 20
Artifact Submission	Principal	Artifacts being submitted for evidence of components from Domain 1 and Domain 4	May 15
End of Year Performance Review	Principal	End of Year Performance Review Form	June 12

## **GOAL-SETTING MEETING**

- CLARIFY AND CHOOSE THE COMPONENTS FROM EACH DOMAIN THAT WILL BE FOCUSED ON THROUGHOUT THE YEAR
- GOAL-SETTING FORM WILL BE COMPLETED TOGETHER
- EIGHT COMPONENTS WILL BE SELECTED TO FOCUS ON THROUGHOUT THE YEAR
- PRINCIPAL AND TEACHER WILL SELECT ONE COMPONENT FROM EACH DOMAIN - TOTALING EIGHT COMPONENTS



## **PRINCIPAL SELECTED COMPONENTS**

- 1E - DESIGNING COHERENT INSTRUCTION
  - 2B - ESTABLISHING A CULTURE FOR  
LEARNING
  - 3C - ENGAGING STUDENTS IN LEARNING
  - 4C - COMMUNICATING WITH FAMILIES
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# **PRE-OBSERVATION MEETING**

- REVIEW THE LESSON PLANNING FORM
- DISCUSS ANY QUESTIONS OR CONCERNS BEFORE THE LESSON
- LESSON PLANNING FORM NEEDS TO BE COMPLETED AND BROUGHT TO THE MEETING
- FORM ALSO NEEDS TO ADDRESS THE FOUR COMPONENTS FROM DOMAIN TWO AND THREE THAT WERE SELECTED DURING THE GOAL-SETTING MEETING
- PRE-OBSERVATION MEETING WILL BE HELD 3-5 SCHOOL DAYS PRIOR TO THE SCHEDULED OBSERVATION



## **POST-OBSERVATION MEETING**

- REVIEW THE LESSON THAT WAS TAUGHT
- DISCUSS HOW THE FOUR COMPONENTS FROM DOMAIN 2 AND DOMAIN 3 WERE ADDRESSED
- REVIEW REFLECTION FORM THAT IS DUE AT THE TIME OF THE POST-OBSERVATION MEETING
- NOTES TAKEN BY THE PRINCIPAL DURING THE LESSON WILL BE GIVEN TO THE TEACHER WITHIN THREE SCHOOL DAYS OF THE OBSERVATION
- POST-OBSERVATION MEETING WILL BE HELD 3-5 SCHOOL DAYS AFTER THE ANNOUNCED AND UNANNOUNCED OBSERVATIONS

# **END OF YEAR PERFORMANCE REVIEW** **MEETING**

- REVIEW THE EIGHT COMPONENTS FOCUSED ON THROUGHOUT THE YEAR
- DISCUSS THE SUCCESS AND ANY AREAS OF IMPROVEMENT
- PRIOR TO THIS MEETING, ARTIFACTS MAY BE SUBMITTED TO SHOW EVIDENCE TOWARDS THE COMPONENTS FOCUSED ON IN DOMAIN 1 AND DOMAIN 4
- ARTIFACTS MUST BE SUBMITTED BY MAY 15 AND WILL BE RETURNED TO THE TEACHER

# REVIEW OF FORMS