

**URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES – MINUTES  
THURSDAY, APRIL 11, 2013**

- Present:** Hanif Abdul-Wahid, Nelson Blish (Pending Member), Susan Fox, Sidney Moore, Joan Moorehead, John Page, Frank Rossi
- Absent:** Edward Cavalier, Thomas Felton, Jr., Lisa Richards, Antwan Williams, Spiro Ziogas
- Media Notification:** Erica Bryant of the Democrat and Chronicle was notified of the April 11, 2013 Board of Trustees meeting on April 3, 2013. Public notice was also posted in the school and published in the school newsletter.

The Board of Trustees meeting was called to order at 6:11 p.m. by Hanif Abdul-Wahid.

**Leadership Team Report – Eric Robinson, Dan Deckman, Christina Schermerhorn, Rick Grybos, Vicki Gouveia, Miriam Steinberg**

**Eric Robinson:**

- Noted that Ed Cavalier is on vacation
- Board retreat held on March 8 and 9
  - Began work on charter goals
  - Secured John Taylor for April 27 to finalize recommendations provided on proposals
- Current focus is on NYS testing which begins next week.
- Renewed agreement - pending approval of the budget – with Center for Youth. Agreed to provide Alternative to Suspension program and added services with no increase in price.
- Final schedules for next year will be provided to teachers before the end of this school year with snapshots available as early as next week

**Dan Deckman:**

- Dashboard
  - Shared a template provided by Jill Shahan related to creating a data dashboard
  - Input from the last BOT meeting has been added in addition to information provided by Jill
  - Demographics, staffing ratios remain consistent

- Staff attendance has been added in addition to comparison of ATS to the days missed last year due to out of school suspensions
- Enrollment currently at 398 - will be back to 400 on April 30
- 96% student attendance
- Waiting list fairly strong
- Volunteer hours increased
- It was discussed that the BOT would like to receive the dashboard in advance of each board meeting
- Evaluation of the Employee Handbook
  - Review began in the fall
  - Lacks consistency
  - Longer than needed
  - Salary and benefits committee has provided input
  - Draft will be provided to BOT in advance of next meeting

**Christina Schermerhorn:**

- Lottery
  - 327 applicants for lottery K-8
  - 152 for kindergarten with acceptance of 44 (18 of which are siblings)
  - Will continue to build waiting list
- April Test Prep Camp
  - 50% of students that were invited enrolled
  - A total of 89 students completed the program
  - 89% average attendance rate with some illness – overall a good attendance rate
  - Pre and post assessment – improvement of 27% in math and 16% on ELA
- Spirit Week
  - Primary grades (K-2) writing letters of encouragement to upper grade students
  - Different theme day each week with “Pajama Day” held today
- Students have been working hard

**Rick Grybos:**

- Rick shared that special ed students are at 44 which is exceeding our goal

**Vicki Gouveia:**

- Vicki reviewed the draft calendar for 2013-14

**Miriam Steinberg:**

- Farash approved \$50K for our STEM program next year
- Playground equipment installation is taking place
- Sixth grade went to see Wicked on Tuesday – students dressed up and enjoyed the special night
- PTA covered a percentage
- Middle school dance was a very positive experience

## Governance Report – Susan Fox

- Finalizing slate of officers for next year to be shared at the Annual Meeting to be held at the beginning of the May BOT Meeting
- Thanks extended to all for attendance at the Board Retreat on March 9 – accomplished a lot and collectively decided that we set the date of April 27 to get together again
- Governance Committee to gather with Leadership Team to prepare for the 27<sup>th</sup> from 8:30 a.m. until 12:30 p.m. with plans for a light breakfast to be held at UCCS
- Board membership –
  - Megan Bosco introduced as a candidate for the board
    - Parent of a kindergartener at UCCS
    - Attended the Board Retreat on March 9 with value added opinions
    - Operations Analyst for the City of Rochester
    - Software Engineer in Watertown
    - Technical experience
    - Thoughtful parent
    - Strong addition to the BOT

**Motion 130411.1**                      Upon a motion by Sidney Moore and duly seconded by Frank Rossi , the following was submitted for adoption: **RESOLVED** that the Board of Trustees approve Megan Bosco as a final candidate to be recommended to NYSED for review and approval to fill a board vacancy created by the resignation of Lynn Vacanti with a term expiring June 30, 2014.

Voting in the affirmative:    Hanif Abdul-Wahid, Susan Fox, Sidney Moore, Joan Moorehead, John Page, Frank Rossi

Voting in the negative:        None

Motion 130411.1 passed 6 to 0

## Finance Report – Dan Deckman

- Dan shared the Treasurer’s Report (*Refer to Attachment A*)
  - Impact of the budget adjustments – will break even with a \$200 surplus
  - Cash flow budget adjustments were effective – the end of February was the last time there was a need to dip into savings to cover normal operating expenses
  - Finalized our \$500K line of credit which is in place
  - Focused on the budget for next year
    - ✓ Committee reviewed line item by line item
    - ✓ Budget draft shared with board members reflects the Finance Committee’s feedback

- ✓ Projects 400 students
- ✓ Flat per pupil funding – will not change – revenue will be consistent
- ✓ E-Rate reimbursement will be dramatically different – grant for wireless phone systems – will begin July 1 – E-Rate will cover the cost
- ✓ Personnel expense lines – reflects feedback and recommendations from salary and benefits committee
- ✓ Establishing salary structures –
- ✓ Personnel costs will increase – build staffing budget that takes all of this into account along with flat funding
- ✓ School program expenses increase but decreases based on what was spent
- Title I money was double booked as expense but only booked once as a source of revenue – this budget corrects that problem
- Decrease in consultant and professional services fees – previously a heavy reliance on consultants and professional services – staff model will not need outside consultants
- Center for Youth agreed to keep their fees consistent
- Current projection for surplus for next year is about \$33K – reviewing to determine if adjustments are needed

#### **Chair Report – Hanif Abdul-Wahid**

- Continuation of the Board Retreat will take place on Saturday, April 27 with John Taylor.
  - Finalize goals
    - Leadership Team and Committees assisting with determining goals to be added to the Charter

#### **~ Teacher Quality Committee Report - Frank Rossi**

- Met twice since last meeting
- Observation evaluation process
  - Positive changes have been made to the process
  - Process is more consistent
- Orientation program/process for new staff
  - Mentoring
  - Determining the possible needs of new staff members
- Continuing conversations

#### **~ Parent Involvement Committee Report – Joan Moorehead and Antwan Williams**

- Parent Community Affair
  - Making progress with setting up the program
  - Determined which organizations to invite
  - Will communicate with all families prior to May 9
- Other charter schools have been visited
- Researching areas involvement for UCCS students

- A discussion took place related to reaching out to the College at Brockport – decided to hold off for a future event

**Motion 130411.2**                      Upon a motion by Sidney Moore and duly seconded by Frank Rossi, the following was submitted for adoption: **RESOLVED** that the Board of Trustees approve the March 7, 2013 minutes.

Voting in the affirmative:    Hanif Abdul-Wahid, Susan Fox, Sidney Moore, Joan Moorehead, John Page, Frank Rossi

Voting in the negative:        None

Motion 130411.2 passed 6 to 0

**Motion 130411.3**                      Upon a motion by Sidney Moore and duly seconded by Frank Rossi, the following was submitted for adoption: **RESOLVED** that the Board of Trustees approve the acceptance of the resignation of Tonya Nichol Dickerson from the BOT.

Voting in the affirmative:    Hanif Abdul-Wahid, Susan Fox, Sidney Moore, Joan Moorehead, John Page, Frank Rossi

Voting in the negative:        None

Motion 130411.3 passed 6 to 0

**Motion 130411.4**                      Upon a motion by Frank Rossi and duly seconded by Joan Moorehead, the following was submitted for adoption: **RESOLVED** that the Board of Trustees approve to replace the Bracken kindergarten screening tool (as listed in our charter) with DIAL 4.

Voting in the affirmative:    Hanif Abdul-Wahid, Susan Fox, Sidney Moore, Joan Moorehead, John Page, Frank Rossi

Voting in the negative:        None

Motion 130411.4 passed 6 to 0

**Public Comments - None**

**Motion 130411.5**            Upon a motion by Susan Fox and duly seconded by John Page, the following was submitted for adoption: RESOLVED that the Board of Trustees adjourn the meeting at 7:45 p.m.

**Voting in the affirmative:**    Hanif Abdul-Wahid, Susan Fox, Sidney Moore, Joan Moorehead, John Page, Frank Rossi

**Voting in the negative:**        None

Motion 130411.5 passed 6 to 0

**Next Board Meeting:**

Thursday, May 2, 2013 at 6 p.m.

**TREASURER'S REPORT**

Finance Meeting on Thursday March 21, 2013

	YTD Actual	YTD Budget	YTD Variance
Revenue	\$3,657,001	\$3,658,167	(\$1,166)
Expenses	\$3,591,724	\$3,527,774	\$63,951
Net Income	\$65,277	\$130,393	(\$65,116)
Cash on Hand	\$1,492,300 (Savings account has \$714,319)		

**Meeting Notes**

The topics of conversation were as follows:

1. Salary/Benefits Committee Recommendations
2. 2012-13 Budget items
3. Review Financials
4. Line of Credit update

**Meeting Notes**

1. The Salary/Benefits committee chaired by Dan Deckman presented the committee with some Salary Structure recommendations that are designed to place some guidelines around UCCS' salary process so that it is consistent for all incoming new hires as well as attempt to establish standardized minimums based on years with the school and benchmarked to the existing RCSD scale. The committee worked very hard to come up with 5 basic recommendations that should address these areas and work within the guidelines of the budget.
2. Dan presented the committee with the first draft of the proposed 2013-2014 budget. Dan walked us through the proposal and based on the discussion of the finance committee he was going to do some additional adjustments and send the budget to the entire BOT for their review at the April BOT meeting with the expectation of voting on the proposal at the May BOT meeting.
3. Review of the financials as of February 28, 2013 showed no major concerns. As a matter of fact, based on the corrections/adjustments made by the Business office and Leadership team UCCS stands to finish the year "slightly" above budget.
4. Line of credit is almost finalized and should be in place prior to the BOT meeting.