

**URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES – MINUTES  
THURSDAY, JANUARY 3, 2013**

**Present:** Hanif Abdul-Wahid, Ed Cavalier, Susan Fox, Sidney Moore, Joan Moorehead, John Page, Frank Rossi, Lynn Vacanti, Antwan Williams

**Absent:** Tonya Dickerson, Thomas Felton, Jr., Lisa Richards, Spiro Ziogas

**Media Notification:** Erica Bryant of the Democrat and Chronicle was notified of the January 3, 2013 Board of Trustees meeting on December 19, 2012. Public notice was also posted in the school and published in the school newsletter.

The Board of Trustees meeting was called to order at 6:07 p.m. by Hanif Abdul-Wahid.

**Motion 130103.1** Upon a motion by Susan Fox and duly seconded by Frank Rossi, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the December 6, 2012 minutes.

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

**Voting in the negative:** None

Motion 130103.1 passed 6 to 0

**Motion 130103.2** Upon a motion by Susan Fox and duly seconded by Sidney Moore, the following was submitted for adoption: RESOLVED that the Board of Trustees formally appoint Antwan Williams to serve on the BOT at UCCS for a term to expire on June 30, 2015.

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

**Voting in the negative:** None

Motion 130103.2 passed 6 to 0

**Motion 130103.3** Upon a motion by Susan Fox and duly seconded by Sidney Moore, the following was submitted for adoption: RESOLVED that the Board of Trustees formally appoint Joan Moorehead to serve on the BOT at UCCS for a term to expire on June 30, 2015.

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

Voting in the negative: None

Motion 130103.3 passed 6 to 0

**Leadership Team Report – Ed Cavalier, Dan Deckman, Christina Schermerhorn, Miriam Steinberg, Eric Robinson**

**Ed Cavalier:**

- The BOT's direction to run the school on the basis of a leadership team is in place
- In an effort to enhance communication, beginning next week a session will be held every Wednesday: "What is Your Question" for 30-45 minutes - open to all faculty and staff members
- Professional Development will be held on the 22<sup>nd</sup> of January. Staff and parents are being asked to participate on committees to provide input for the charter renewal application.
- Agenda for PD is planned as follows: Professional Development from 9 a.m.-noon, lunch break from noon-1 p.m., and committee meetings from 1:00-2:00 p.m.
- The following are the planned committees:
  - ***School Based Planning Team:*** Will review budget prior to submission to the BOT for review/approval
  - ***Calendar Committee:*** Full faculty and parent participation to establish the 2013-14 school year calendar
  - ***Master Schedule Committee:*** Full faculty input will provide for quality schedule development
  - ***Benefit Analysis and Salary Structure Committee:*** Prior to presenting to the board, faculty and staff will understand our budget, cost of benefits and development of a salary structure that better reflects the experience of staff members
  - ***Behavior Management and School Culture Committee:*** Understanding of how the school is run and the processes in place to improve the culture of the school
  - ***Charter Renewal Committee:***
    - ✓ Application limited to a total of 100 pages
    - ✓ Dan Deckman provides dates and deadlines
    - ✓ Much of the application will be data driven, but staff participation will be included
    - ✓ Deadline for application submission is June 30
  - ***Professional Development and Professional Learning Communities Committee:*** Enhance skills with an understanding of what it will look like for the following school year (orientation week and the rest of the school year)

➤ Leadership Team introduced

Dan Deckman:

➤ Provided an overview of the financial report in Spiro's absence:

- Balance sheet continues to be healthy – school remains in a strong financial position
- Current assets will decrease - falling between payroll periods and large bills
- Cash flow – savings were moved to cover payroll
- Unable to sustain the spending for the first half of the year
- Liabilities and capital – little change
- Committee will look at budget vs. actual report
- Per pupil funding
  - ✓ As projected – still tracking below due to under-enrollment earlier in the school year
  - ✓ Current student enrollment is down to 398
  - ✓ Student enrollment will be back up to 402 next week
- Deficit for salary line
  - ✓ Cost savings measures taken are not yet reflected
  - ✓ As of January 1, the savings measures will take effect and be reflected
- Rate changes for health insurance have created a significant increase

**Motion 130103.4**                      Upon a motion by Frank Rossi and duly seconded by John Page, the following was submitted for adoption: RESOLVED that the Board of Trustees approve that the authorized signers for accounts established with First Niagara Bank, N.A. are as follows: CEO, Board Treasurer, Director of Business and Finance and Principal

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

Voting in the negative:          None

Motion 130103.4 passed 8 to 0

**Motion 130103.5**                      Upon a motion by Susan Fox and duly seconded by Sidney Moore, the following was submitted for adoption: RESOLVED that the Board of Trustees approve that the authorized signers for accounts established with M & T Bank are as follows: CEO, Board Treasurer, Director of Business and Finance and Principal

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

Voting in the negative:          None

Motion 130103.5 passed 8 to 0

**Christina Schermerhorn:**

- School Based Planning Team - subcommittees have been created
- Math Expressions is aligned with Common Core – exceptional job implementing – technology is infused
- Formal observations – plan to be completed by mid-February
  - ✓ Pre-conference
  - ✓ Post observation conference
  - ✓ Teachers will have an opportunity to reflect with feedback provided
  - ✓ Great conversations are taking place to date
- AIMSweb data was reviewed with coaches yesterday - grades 3-8 math computation and comprehension scores have increased – performing at a higher level – rate of growth is above the state average
- Change has been planned for the camp to prepare for testing
  - ✓ Five-day camp planned over April break
  - ✓ Held just prior to NYS exams
  - ✓ Camp funded with Title I

**Miriam Steinberg:**

- ROC the Day – \$690.00 received from seven donors
- Annual donation received from Robin Quivers
- RCSD School Choice Expo scheduled for next Saturday the 12<sup>th</sup> of January from 9 a.m.–3 p.m.
  - Third year for participation
  - Will include: booth, applications, several staff members, students
  - Rebecca Conrow (guidance counselor) is helping with coordination
- Order processed for playground
  - Received 10% discount
  - Credit application is being processed for financing
- New UCCS website is up

**Eric Robinson:**

- ATS going well – saved 350 days of instruction to date
- Center for Youth
  - Successful
  - Professional Development training
  - Meeting scheduled for tomorrow – will be reaching out to teachers and providing tools
- Crisis at the Sandy Hook school initiated a review of safety procedures and plans
  - Some recommendations have been addressed
  - PA system was not attached to the rest of the building – speakers are now working in sixth grade classrooms
  - Reviewing and making adjustments for doors between classrooms
  - Reviewing procedures for greeting visitors by the Receptionists – recognizing and ensuring they come to the Reception window
- Dignity Act – anti bullying
  - Renee Catlin is doing a great job

- A team meets to address specific situations and plans are put in place
- Discussion took place regarding bus transportation and bullying on the buses
  - Isolated incidents have been taken care of after review of video
  - No adverse effect after putting 7-8<sup>th</sup> graders on the K-6th buses
  - Monitors on three of the buses

**Vicki Goveia:**

- Streamlining processes for Response to Intervention and special ed services
- Working on improving the connection with the RCSD
- Putting systems in place to improve communication and efficiency

**Governance Report – Susan Fox**

- Meeting has been scheduled for next week with a potential board candidate referred by Rick
- Conversations taking place with parents referred by teachers – confident we will secure a candidate or two
- Board retreat planning in process

**Chair Report – Hanif Abdul-Wahid**

**~ Student Achievement Committee – Lynn Vacanti**

- Low attendance due to a field trip conflict
- Continued discussion related to testing issues
  - What tests are necessary?
  - Stanford – is there a better way for testing young students?
  - Pre-tests before the ELA/math tests in the spring
  - Little chance to review test results to use data constructively in the classroom
  - Are these pre-tests required by the Charter?
- Some students lack basic everyday knowledge
- If children are not prepared in kindergarten, they are unprepared in the upper grades – challenge handling academic span
- Evaluations – getting older students involved in their own education to eliminate seeing themselves labeled as numbers
- Retaining knowledge – deeper understanding
- A discussion followed related to how many of these concerns have and/or are already being addressed
- Stanford exams are required to be reported annually to State Ed as part of our charter. Other options are being explored for the future charter application
- Opportunities will be available for staff members to address questions with administrators at the Wednesday afternoon sessions beginning next week
- Pre-K is not funded and would require budget adjustment

~ **Teacher Quality Committee Report – Frank Rossi, Chair**

- Met on December 17
- Approximately nine committee members attended
- Many issues are being taken care of or there are plans to address
- Teacher evaluation and observation protocols discussed and some of these issues are being addressed also
- Process for recording professional development hours has been put in place with barriers being removed – moving towards maintenance

~ **Parent Involvement Committee Report – Tonya Dickerson, Chair – No report this month**

Ed provided a reminder about the Charter School Office requiring that we must demonstrate attracting special ed and ESL students.

- We currently have 10% special ed students and 0% ESL students
- Brochures and enrollment packets are being prepared in Spanish and English to be available at the Expo on 1/12
- With a bilingual charter school in the Rochester area, it is challenging to attract ESL students to our charter school
- It was suggested that other languages be included in addition to Spanish

**Public Comments - None**

**Motion 130103.6**                      Upon a motion by Frank Rossi and duly seconded by Sidney Moore, the following was submitted for adoption: **RESOLVED** that the Board of Trustees adjourn the meeting at 7:50 p.m.

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

**Voting in the negative:**            None

**Motion 130103.6 passed 8 to 0**

**Next Board Meeting:**

**Thursday, February 7, 2013**