

**URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES – MINUTES  
THURSDAY, JANUARY 8, 2015**

**Present:** Nelson Blish, Megan Bosco, Ed Cavalier, Natosha McDonald, Jason Mellen, Sidney Moore, Joan Moorehead, John Page, Gladys Pedraza-Burgos, Frank Rossi, Antwan Williams, Spiro Ziogas

**Absent:** Augie Melendez

**Media Notification:** Erica Bryant of the Democrat and Chronicle was notified of the January 8, 2015 Board of Trustees meeting on December 17, 2014. Public notice was also posted in the school and on the website.

The Board of Trustees meeting was called to order at 6:02 p.m. by Sidney Moore and the mission statement was shared.

**Motion 150108.1** Upon a motion by Frank Rossi and duly seconded by Nelson Blish, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the December 4, 2014 minutes.

**Voting in the affirmative:** Nelson Blish, Megan Bosco, Natosha McDonald, Jason Mellen, Sidney Moore, Joan Moorehead, John Page, Gladys Pedraza-Burgos, Frank Rossi, Antwan Williams, Spiro Ziogas

**Voting in the negative:** None

Motion 150108.1 passed 11 to 0

### **Leadership Team Report**

**Ed Cavalier**

- The application submitted to NYSED for increased enrollment was distributed
  - Submitted on 12/13/14
  - Followed up after a few days to confirm receipt
  - Learned that a school visit in the spring will be scheduled

- This week we were informed that Sidney and Ed need to be present to make a phone call to the Charter School Office on Friday (1/9/15) at 1 p.m. (Bill Clark, Director of Charter Schools) to learn the status of our application
- New regulations have been imposed for prospective board members (more elaborate background check associated with serving):
  - Three letters of reference
  - Original college transcripts
  - Fingerprint clearance through the State (to be coordinated and covered by UCCS)

### Lisa King

- Dashboard Review:
  - Status of a part-time employee (two days per week) revised (added to the UCCS payroll) – was previously a contracted employee
  - Attrition - lost two students in 6<sup>th</sup> and 8<sup>th</sup> grades (one moved to another district and one moved to a private school via scholarship)
  - ATS information has been added
  - Staff attendance stable

### Nicole Berg

Nicole introduced Karen Haak and Shannon D'Agostino to review SRI and SMI:

- Scholastic Reading Inventory (SRI) – Presented by Karen Haak:
  - Proficiency Summary Report
  - Proficiency Growth Report
  - Instructional Improvement Plan
- Scholastic Math Inventory (SMI) – Presented by Shannon D'Agostino:
  - Performance Level Growth Report
  - Growth Summary Report
- Nicole shared that additional testing is planned:
  - Beneficial DRA's will take place next week through the end of January
  - NYS practice assessments for ELA and Math will be held

### Miriam Steinberg

- Gala
  - Details are falling into place
  - Responses are coming in

- UCCS was recognized in the Thumbs Up section of the Democrat and Chronicle related to the fundraiser held for the Red Cross
- Parent Forum is scheduled on Saturday at 9 a.m. followed by a PTA meeting at 10 a.m. The Center for Youth services will inform parents of partnerships and how to access services
- The Parent Forum in March will provide information related to Engage NY and offer assistance for access

### **Eric Robinson**

#### Adjustments made to staffing:

- 7<sup>th</sup> grade math position – teacher replaced with Adam Pike, 6<sup>th</sup> grade classroom teacher
  - Data collected assisted with this decision
  - Progress is already being made in the 7<sup>th</sup> grade math class
- Megan McCabe, 4<sup>th</sup> grade instructional support teacher, was promoted from within to the 6<sup>th</sup> grade classroom teacher position
- Mackenzie Maneen, a substitute teacher, was moved into the 4<sup>th</sup> grade instructional support teacher position
- Distributed the agenda from Professional Development held on Monday

### **Lisa King**

- Update on lottery applications for 2015-16
  - Sent applications out recently and have received 40 to date

### **Ed Cavalier**

- Shared that two instructional support teaching positions will need to be filled with long-term subs
  - Karen and Brandi have reviewed older applications and we are in need of updating our files
  - Seeking certified teachers and will place an ad in the future if needed

### **Governance Report – Megan Bosco**

- Reminded that a draft of the Whistle Blower Policy was distributed for review last month

**Motion 150108.2** Upon a motion by Megan Bosco and duly seconded by Gladys Pedraza-Burgos, the following was submitted for adoption: RESOLVED that the Board of Trustees approve an amendment to the Bylaws to include the Whistle Blower Policy.

Voting in the affirmative: Nelson Blish, Megan Bosco, Natosha McDonald, Jason Mellen, Sidney Moore, Joan Moorehead, John Page, Gladys Pedraza-Burgos, Frank Rossi, Antwan Williams, Spiro Ziogas

Voting in the negative: None

Motion 150108.2 passed 11 to 0

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

**Motion 150108.3** Upon a motion by Joan Moorehead and duly seconded by Natosha McDonald, the following was submitted for adoption: RESOLVED that the Board of Trustees approve that Edward J. Cavalier (Chief Executive Officer), Nicole Berg (K-4 Principal), and Spiro Ziogas (Treasurer), are designated as authorized signers for all accounts held on deposit at Manufacturers and Traders Trust Company (“M & T Bank”) and that this motion is considered final with no need for further Board of Trustee Approval.

Voting in the affirmative: Nelson Blish, Megan Bosco, Natosha McDonald, Jason Mellen, Sidney Moore, Joan Moorehead, John Page, Gladys Pedraza-Burgos, Frank Rossi, Antwan Williams, Spiro Ziogas

Voting in the negative: None

Motion 150108.3 passed 11 to 0

### Chair Report

- Ed and Sidney met to discuss Ed’s possible plans to retire
- A CEO search committee will be created to include several board members
- Committee will post, advertise, interview, and present a slate of candidates to the Board within five to six months

**Motion 150108.4** Upon a motion by Spiro Ziogas and duly seconded by Frank Rossi, the following was submitted for adoption: RESOLVED that the Board of Trustees establish a CEO Selection Committee which will present a slate of candidates to the Board for review.

Voting in the affirmative: Nelson Blish, Megan Bosco, Natosha McDonald, Jason Mellen, Sidney Moore, Joan Moorehead, John Page, Gladys Pedraza-Burgos, Frank Rossi, Antwan Williams, Spiro Ziogas

Voting in the negative: None

Motion 150108.4 passed 11 to 0

### Public Comments

Extended appreciation to Joan for an opportunity for the UCCS basketball team to visit MCC for an evening – training and working with the basketball team and coaches

**Motion 150108.5** Upon a motion by Sidney Moore and duly seconded by Spiro Ziogas, the following was submitted for adoption: RESOLVED that the Board of Trustees adjourn the meeting at 7:30 p.m.

Voting in the affirmative: Nelson Blish, Megan Bosco, Natosha McDonald, Jason Mellen, Sidney Moore, Joan Moorehead, John Page, Gladys Pedraza-Burgos, Frank Rossi, Antwan Williams, Spiro Ziogas

Voting in the negative: None

Motion 150108.5 passed 11 to 0

**Next Board Meeting:** Thursday, February 5, 2015 at 6 p.m.

## TREASURER'S REPORT

Finance Meeting on Thursday, December 18, 2014

| As of Nov. 30, 2014              | MTD Actual | Current Month Budget | Current Month Variance |
|----------------------------------|------------|----------------------|------------------------|
| Revenue                          | \$500,832  | \$456,156            | \$44,675               |
| Expenses                         | \$467,692  | \$479,739            | (\$12,047)             |
| Net Income                       | \$33,140   | (\$23,583)           | \$56,723               |
| Depreciation Expense             | \$15,791   | \$12,500             | \$3,291                |
| Net Income w/out<br>Depreciation | \$48,930   | (\$11,083)           | \$60,013               |

Cash on Hand \$1,449,189 (Savings account has \$302,710)

The topics of conversation were as follows:

1. YTD Net income is \$385,975 vs YTD Budget of \$345,470 a YTD Variance of \$40,505 (\$460,804 vs \$407,970 with depreciation added back).
2. Christopher Pedici of Freed Maxick CPA's presented a detailed outline of recommended procedures and policies for managing the business office. The presentation to the Finance Committee meeting was extremely detailed and well thought out. We discussed a number of individual items at the meeting and Chris was going to take our thoughts and fit them into the document. The proposed set of rules will be presented to the Board for review and approval.