

**URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES – MINUTES  
TUESDAY, OCTOBER 6, 2015**

**Present:** Nelson Blish, Megan Bosco, Ed Cavalier, Jason Mellen, Natosha McDonald, Joan Moorehead, John Page, Gladys Pedraza-Burgos

**Absent:** Augie Melendez

**Media Notification:** Erica Bryant of the Democrat and Chronicle was notified of the October 6, 2015 Board of Trustees meeting on September 28, 2015. Public notice was also posted in the school and published in the school newsletter.

***BOARD MEETING***

The board meeting was called to order at 6:01 p.m. by Nelson Blish and the mission statement was shared by Joan Moorehead.

**Motion 151006.1** Upon a motion by John Page and duly seconded by Natosha McDonald, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the September 3, 2015 minutes.

**Voting in the affirmative:** Nelson Blish, Megan Bosco, Jason Mellen, Natosha McDonald, Joan Moorehead, John Page, Gladys Pedraza-Burgos

**Voting in the negative:** None

Motion 151006.1 passed 7 to 0

**Audit – 2014-15 School Year – Presentation by Raymond F. Wager, CPA, PC**

**Leadership Team Report**

**K-4 Principal (Nicole Berg)**

- First assessments have been completed (SRI/SMI/DRA – on Dashboard).
- Gearing up for first practice tests (October 20, 21, 22, 27, 28, 29).
- Completed hiring of RtI teacher – began on September 28 – specialist in Literacy.

- Received donations from Pearce Memorial Church (previous donors) for K-3 students – suggested books for the holidays (\$1,000).
- Cheesecake Factory/The Center holiday party for kindergarten students is planned for December (possibly expanding to grade one).

### **5-8 Principal (Vicki Gouveia)**

- Plans for Open House – Thursday, October 8, 2015 from 6-7:30 p.m. (Fall Festival).
- Professional Development – Friday, October 9, 2015 (no school for students).
  - Principals will work with the staff members who respond to them.
  - Preparation for State visit on December 8 and 9.
  - Review of Charter School Framework.
- Progress reports went home on Monday, October 5, 2015.
  - Principals reviewed all 400 reports before they went home.

### **Parent and Community Involvement Coordinator (Miriam Steinberg)**

- Reported on Mayor Warren’s visit on September 28, 2015 from 11 a.m. – 12:00 p.m.
  - Read a story to Ms. Fagnan’s first grade class.
  - Sang two songs.
  - Met with the Leadership Team.
  - Visited middle school.
  - She was very popular with the students.
- Outreach planned to other local state legislators (Morelle, Funke, Robach).
- First Parent Conversation – Friday, September 25 from 11:45 a.m. – 12:30 p.m.
  - Topic: Assessment at UCCS – too much or too little?
  - Future meetings – dates and times to be determined.
  - The Mystery of the Common Core: ELA and Math – Secrets Revealed!
  - It was suggested that a component on homework help be added.
- Eighth Grade Class Trip to Washington, DC – working on funding.
  - Fundraising possibilities have been identified.
    - ✓ PTA Fall Fundraiser – Yankee Candle sale – can be coordinated online.
- Website is now available in Spanish via Google Translator.

### **Coordinator of Finance and Operations (Lisa King)**

- Renovations are 99% complete.
- Review of Dashboard.
- Health Care Costs – the Affordable Health Care Act applies to us. It will change our high deductible policy and lower the costs of our co-pay policy. Overall, it will cost less than we projected in the budget.

### **General Topics (Leadership)**

- ELL Students (part-time or full-time teacher will need to be hired).

- We have identified one ELL student with the status of nine more students pending testing.
- Continuing to work on implementation of three teacher teams in grades 3-6. Completed renovations will help because teachers will have access to another instructional space for each grade level.
- Three new charter schools are opening in Rochester in September 2016 in direct competition with us (will have to step up our game in all areas).
- Charter School Framework will be reviewed before State visit. Importance of Benchmarks 6 and 9 were emphasized.

**Governance Report – Megan Bosco**

- Met once on September 23.
- Working on establishing a standard date that works for everyone (next meeting is October 14 at 6:00 p.m.)
- Continuing to recruit board members.
  - Looking for individuals in banking, education and law along with an additional parent.
  - Reached out to Sidney and Spiro for referrals.
  - Nelson has two possible referrals that will be contacted for follow up.

**Motion 151006.2**

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 adopt the By-laws Amendment to the By-Laws of the Corporation, effective immediately, to add a new Section H. to Article V of the By-laws to read in full as follows and that this motion is considered final with no need for further BOT approval:

H. Presence. Unless otherwise restricted by the Corporation’s Charter or these By-laws, members of the Board of Trustees, or any committee designated by the Board of Trustees, may participate in a meeting of the Board of Trustees, or any committee, by means of conference telephone, video conference or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time, and such participation in a meeting shall constitute presence in person at the meeting.

Voting in the affirmative: Nelson Blish, Megan Bosco, Jason Mellen, Natosha McDonald, Joan Moorehead, John Page, Gladys Pedraza-Burgos

Voting in the negative: None

Motion 151006.2 passed 7 to 0

- Bylaws are being reviewed by our attorneys. Changes will be brought before the BOT for review in a couple of months.
- Megan will take responsibility for choosing software to keep the Board informed and involved. Currently considering three different vendors.

**Finance Report – Jason Mellen (Refer to Attachment A)**

- Our financials are on target.
- 2014-15 Audit
  - Ray Wager presented the results of the 2014-15 audit. Board members were given board copies of the audit.
  - The Finance Committee had met on September 17 and September 23 to review the preliminary and final drafts of the audit. The results of the audit are excellent especially as it shows a \$490,000 positive turnaround in our financial picture.
  - Any internal control issues cited in the report are being addressed by the Leadership Team.

**Motion 151006.3**                      Upon a motion by Jason Mellen and duly seconded by Joan Moorehead, the following was submitted for adoption: **RESOLVED** that the Board of Trustees upon the recommendation of the Finance Committee approve the 2014-15 school year audit.

Voting in the affirmative:    Nelson Blish, Megan Bosco, Jason Mellen, Natosha McDonald, Joan Moorehead, John Page, Gladys Pedraza-Burgos

Voting in the negative:        None

Motion 151006.3 passed 7 to 0

**Motion 151006.4**                      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 that the Chief Executive Officer, the K-4 Principal and the Treasurer are designated as authorized signers for all accounts held on deposit at First Niagara 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, Jason Mellen, Natosha McDonald, Joan Moorehead, John Page, Gladys Pedraza-Burgos

Voting in the negative:        None

Motion 151006.4 passed 7 to 0

**Motion 151006.5** 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 that the Chief Executive Officer, the K-4 Principal and the 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, Jason Mellen, Natosha McDonald, Joan Moorehead, John Page, Gladys Pedraza-Burgos

Voting in the negative: None

Motion 151006.5 passed 7 to 0

- The next meeting of the Finance Committee is Thursday, October 15 at 5:00 p.m.

#### **Chair Report – Nelson Blish**

- Shared that he would like 100% participation by the Board in a financial contribution to the school. Any amount would be appreciated. Some board members responded that they use the ROC the Day or United Way to make their contribution.

**Motion 151006.6** Upon a motion by John Page and duly seconded by Jason Mellen, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the Employment Agreement between the Corporation and Edward Cavalier effective as of July 1, 2015 and authorized Nelson Blish, Chair to sign the Employment Agreement on behalf of the Corporation.

Voting in the affirmative: Nelson Blish, Megan Bosco, Jason Mellen, Natosha McDonald, Joan Moorehead, John Page, Gladys Pedraza-Burgos

Voting in the negative: None

Motion 151006.6 passed 7 to 0

#### **Public Comments**

Happy Birthday (October 7) to the Board Chair!

**Motion 151006.7**            Upon a motion by Gladys Pedraza-Burgos and duly seconded by Megan Bosco, the following was submitted for adoption: **RESOLVED** that the Board of Trustees adjourn the meeting at 7:40 p.m.

Voting in the affirmative:    Nelson Blish, Megan Bosco, Jason Mellen, Natosha McDonald, Joan Moorehead, John Page, Gladys Pedraza-Burgos

Voting in the negative:        None

Motion 151006.7 passed 7 to 0

**Next Board Meeting:**

Thursday, November 5, 2015 at 6 p.m.

Urban Choice Charter School  
 Treasurer's Report  
 October 2015

Audit Meeting Sept 17th

Finance Committee Meeting Sept 23rd

1. **Audit:** The Finance Committee has reviewed all documents related to the external audit and recommends the Board of Trustees approve the 2014-2015 School Year Audit.
  - a. The single audit report found no significant issues.
  - b. This school year there was a significant change in net assets from a deficit of -\$394,907 to a surplus of 93,632.
2. **Internal Control:**
  - a. The auditor's report states "We did not identify any deficiencies in internal control that we consider to be material weaknesses"
  - b. That being said, they did identify a few areas that we have the opportunity to improve our internal control. The finance committee discussed with leadership a corrective action plan that will address Segregation of Duties, Journal Entry Records, Online Banking, Payroll Approvals, and Disbursements of W9s.
3. **Financial Statements:**

**As of August 31<sup>st</sup> 2015:**

	<b>MTD Actual</b>	<b>Current Month Budget</b>	<b>Current Month Variance</b>
<b>Revenue</b>	<b>942,051</b>	<b>868,412</b>	<b>73,639</b>
<b>Expenses</b>	<b>598,844</b>	<b>561,026</b>	<b>37,818</b>
<b>Net Income</b>	<b>343,207</b>	<b>307,386</b>	<b>35,821</b>

**Cash on Hand 1,009,196** (254,688 more than last year at this time)