

**URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES – MINUTES  
THURSDAY, NOVEMBER 6, 2014**

**Present:** Nelson Blish, Megan Bosco, Ed Cavalier, Augie Melendez, Sidney Moore, Joan Moorehead, John Page, Antwan Williams, Spiro Ziogas

**Absent:** Frank Rossi

**Guests (Pending Members):** Natosha McDonald, Jason Mellen, Gladys Pedraza-Burgos,

**Media Notification:** Erica Bryant of the Democrat and Chronicle was notified of the November 6, 2014 Board of Trustees meeting on October 27, 2014. Public notice was also posted in the school and on the website.

The Board of Trustees meeting was called to order at 6:00 p.m. by Sidney Moore and the mission statement was shared.

**Motion 141106.1** Upon a motion by Nelson Blish and duly seconded by Augie Melendez, the following was submitted for adoption:  
RESOLVED that the Board of Trustees approve the October 2, 2014 minutes.

**Voting in the affirmative:** Nelson Blish, Augie Melendez, Sidney Moore, Joan Moorehead, John Page

**Voting in the negative:** None

Motion 141106.1 passed 5 to 0

### **Leadership Team Report**

**Lisa King**

- Dashboard Review
  - Stable with little change

- ✓ Enrollment: 403
  - ❖ One student left but opening has been filled beginning next week
- ✓ Reviewed and discussed Scholastic Math Inventory and Scholastic Reading Inventory
- ✓ Board requested that student retention be included on the dashboard for future review
- ✓ Staff has been informed that a couple of Spanish translators are available whenever needed for parent conferences or meetings with Spanish speaking families

### Eric Robinson

- STEM program begins this Saturday
  - 20 week program
  - 46 students enrolled
  - Buses are routed for a 9 a.m. – 2 p.m. schedule
  - Three different STEM-related classes (each section/subject to be held for a little over an hour)
  - Projects, activities & field trips
- Basketball program begins next Wednesday (7<sup>th</sup> and 8<sup>th</sup> grade)
  - Boys and Girls (currently more girls signed up)
- Will be using the old University Prep gym when available and the Norman Howard gym will be utilized for the next few weeks
- Annual Report was submitted in August with some financial report and goals/scores from last year due on November – all submitted on time

### Nicole Berg

- Practice assessment and scoring
  - Grades 3 through 8 completed two rounds of practice sessions
  - Practice held as if taking the test
- Teachers are in the process of scoring to determine results and to use this feedback to determine future instructional goals

### Miriam Steinberg

- Teaching Learning Institute students have returned from East High School (two seniors) and they are assisting in kindergarten and 5<sup>th</sup> grade (Monday – Thursday). Some sophomores will also be added in the near future.
- Seeking connections to local foundations in the Rochester area to reach out to for funding

- Rock the Day (United Way Day of Giving) will take place on December 2 – link will be sent by Lynn in the near future
- In the process of completing application for UCCS to be a designated a donor for the United Way
- Second Parent Forum to be held this Saturday from 9 a.m. – 10 a.m. followed by a PTA meeting

### **Lisa King**

- Presented and reviewed the September financial statements discussed at the Finance Committee meeting on October 23 and provided in advance to all board members

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

- Board Retreat – set for Saturday, March 7
  - Seeking suggestions for topics
- Justin Kwasa, Advocacy Manager for Rochester and Central New York from Northeast Charter Schools Network was introduced
- Awaiting response from SED regarding three board member applications
- Trustee handbook is out of date
  - Seeking input
  - Determining what needs to be included
  - Missing a Whistle Blower Policy
    - ✓ Plan to have it written by the next meeting

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

- Finance Committee meeting – financial statements and bank statements were matched up and reviewed by Pat Shager
- Some line items were reviewed that seemed excessive but it was determined that it was just a timing issue
- \$318K net – in a strong position at this point

### **Chair Report**

- Objectives for year focusing on academic achievement, Board soundness, and the overall soundness of the school
- Planning earlier process for succession plan for board members

## Public Comments

- Justin Kwasa, Advocacy Manager for Rochester and Central New York, Northeast Charter Schools Network, shared:
  - Assists charter schools with
    - ✓ Action items for board and school
    - ✓ Keep informed about current lawsuit dealing with inequitable funding (around \$6,000 gap) for charter school vs. public schools
  - Would like to assemble a group (school leader, board member) to visit the offices of Rich Funke and Joe Morelle
- Charter School Advocacy Day set for February 3, 2015

## Ed Cavalier

- Shared current status of Peace of Christ Parish Lease
  - One sided document – essentially we pay rent in addition to many extras
    - Responsible for three quarters of salary of custodian
  - Need to notify by January 15, 2015 of intent to renew for another five years which includes an automatic 3% increase for the next five years
    - Taxes, insurance, custodian salary also built into the lease
- Current proposal shared
  - The building is the same building materially that they gave to us initially and they have not invested any money into the building
  - An amendment was included when the middle school building was added
  - We utilize the church hall for some school activities – and they have begun to charge us up to a \$100 fee each time
  - We began exploring different options for facilities or expansion
    - ✓ Considered and explored seven different property options (Browncroft Baptist Church, 21 Humboldt Street subdivided, 175 Humboldt Street, 2 Potomac Street, 515 Lee Road, Washington Irving Elementary School, Barnard Elementary School)
- Barnard Elementary School Property
  - Put in bid for \$600K and countered for \$750 – purchase and sale agreement is in place if authorized by Board
  - Same size as our two buildings combined with a gymnasium and auditorium
  - Older building
  - Five acres of land
  - Since this is our fourth year of a freeze of student aid, adding another class per grade would assist in financing
- CEO requested and received verbal approval from BOT members to:
  - Enter into an expansion plan
  - Renegotiate the lease at 545 Humboldt Street
  - Enter into purchase of Barnard Elementary School property contingent on several factors during the due diligence period

**Motion 141106.2**                    Upon a motion by Nelson Blish and duly seconded by Sidney Moore, the following was submitted for adoption: RESOLVED that the Board of Trustees enter Executive Session.

Voting in the affirmative:    Nelson Blish, Megan Bosco, Sidney Moore, Joan Moorehead, John Page, Antwan Williams, Spiro Ziogas

Voting in the negative:        None

Motion 141106.2 passed 7 to 0

**Motion 141106.3**                    Upon a motion by Nelson Blish and duly seconded by Spiro Ziogas, the following was submitted for adoption: RESOLVED that the Board of Trustees end Executive Session.

Voting in the affirmative:    Nelson Blish, Megan Bosco, Sidney Moore, Joan Moorehead, John Page, Antwan Williams, Spiro Ziogas

Voting in the negative:        None

Motion 141106.3 passed 7 to 0

**Motion 141106.4**                    Upon a motion by Sidney Moore and duly seconded by Megan Bosco, the following was submitted for adoption: RESOLVED that the Board of Trustees adjourn the meeting at 8:31 p.m.

Voting in the affirmative:    Nelson Blish, Megan Bosco, Sidney Moore, Joan Moorehead, John Page, Antwan Williams, Spiro Ziogas

Voting in the negative:        None

Motion 141106.4 passed 7 to 0

**Next Board Meeting:** Thursday, December 4, 2014 at 6 p.m.

## TREASURER'S REPORT

Finance Meeting on Thursday, October 16, 2014

As of Sept. 30, 2014	MTD Actual	Current Month Budget	Current Month Variance
Revenue	\$451,332	\$452,975	(\$1,643)
Expenses	\$479,047	\$488,302	(\$9,255)
Net Income	(\$27,715)	(\$35,327)	\$7,612
Depreciation Expense	\$15,791	\$12,500	\$3,291
Net Income w/out Depreciation	(\$11,924)	(\$22,827)	\$10,903
Cash on Hand	\$1,127,237 (Savings account has \$139,952)		

The topics of conversation were as follows:

1. Review of Monthly Bank Statements was performed by Finance Committee Member Patrick Sager and found all bank statement totals matched with financial reports presented.
2. We reviewed a number of line items that seemed excessive but have timing issues built in to them, expenses that are higher in the beginning of the year and not impactful the rest of the year. Review of the financial statements as presented uncovered no significant concerns.
3. YTD Net income is \$274,653 vs YTD Budget of \$289,978 (\$317,901 vs \$327,478 with depreciation added back)