

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES – MINUTES
THURSDAY, NOVEMBER 5, 2015**

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

Absent: Nelson Blish, Augie Melendez

Media Notification: Erica Bryant of the Democrat and Chronicle was notified of the November 5, 2015 Board of Trustees meeting on October 26, 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 Gladys Pedraza-Burgos and the mission statement was shared.

Motion 151105.1 Upon a motion by Jason Mellen and duly seconded by Joan Moorehead, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the October 6, 2015 minutes.

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

Voting in the negative: None

Motion 151105.1 passed 6 to 0

Compliance Review of Personnel Policy Employee Handbook – Bethany A. Centrone, Esq.

- Review of Handbook since originally drafted.
 - Clarified some areas to create consistency.
 - Language changes are not substantive.
 - Defined full-time employee for benefit eligibility – Affordable Care Act.
 - Defined 12 month and 10 month employees – clarification changes.
 - Added substitute employee section.
 - Multi-year appointments after the third year clarified – not beyond the charter term.
 - Fingerprint clearance reduced to 20 days for conditional appointments.
 - Employee performance evaluations annually.

- Removed repetitive information.
- Pay period adjusted to reflect the practice that is currently followed.
- Vacation – none of the changes are substantive – clarification.
 - ✓ Accessing days before earned.
 - ✓ Accessed at the beginning of the year.
 - ✓ Cannot borrow into a new calendar year.
 - ✓ Gladys shared a recommendation from Nelson for an adjustment in wording: “Meeting either of the two following conditions.”
 - ✓ Buy out option is a once per year option at the end of the year – encourages employees to stay until the end of the year.
 - ✓ Clarified paid time off vs. personal days.
- Attendance incentive clarified.
- Flexible spending account being eliminated due to cost and lack of participation.
- Added Family Medical Leave Policy – standard policy.
- Language updated related to continuation of benefits – clarification of the practice that has been in place at the school.
- Eliminated harassment policy related to employees making false statements/fabrications – disciplining employees for making false statements is still possible – just not needed in this type of policy.
- Addition of a policy for nursing mothers and a private space is provided.
- Social networking and computer use policies clarified.

Motion 151105.2

Whereas the Employer has previously adopted the Urban Choice Charter School 403(b) Plan effective as of 10/1/2015; it is moved by Jason Mellen and seconded by Natosha McDonald that the Employer hereby amends the Plan as follows:

- 1) To allow employees to be eligible to participate in the Plan as of the date of hire, effective as of 10/1/2015;
- 2) To allow employees to be eligible to receive employer contributions with 500 planned service hours per year effective as of 10/1/2015;
- 3) To allocate a non-elective contribution to all employees per pay period, effective as of 10/1/2015;
- 4) To adopt a match formula based on years of service, effective as of 10/1/2015; and it is further resolved that the proper officers are and each of them is, hereby authorized and directed in the name of and on behalf of the Employer, to execute and deliver the Adoption Agreement and to do all other things, including the execution of any other necessary amendments and documents setting forth the terms and conditions of the amended and restated Plan and that this motion is considered final with no need for further BOT approval.

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

Voting in the negative: John Page

Motion 151105.2 passed 5 to 0

Leadership Team Report – Ed Cavalier

- Charter School Mid-term Site Visit
 - Protocol requests that all BOT members and school leaders participate in their respective focus groups.
 - ✓ Seeking availability of board members on December 8 or 9 and will poll all members.
 - There is no request for parent or student focus groups.
 - ✓ Parent survey results will be reviewed. Since we only received 56 surveys, spoke with the Charter School Office and they are now in favor of the parent focus group.
- Excellent testing results news – grade 4 and grade 8 science both scored in the 80's for proficiency.

K-4 Principal (Nicole Berg)

- ENL (English as a New Language) Process
 - A completed Home Language Questionnaire flags us and then we conducted an interview for eleven students.
 - After the interview, nine students qualified to take the NYSITELL.
 - Seven students qualified for English as a New Language program and all are receiving services.
- Staffing
 - Grade 3-4 new teacher aide starting on Monday.
 - Receptionist moved to Georgia and was replaced by one of our teacher aides.
 - Grade 4 teacher is no longer with us and has been replaced by our RtI teacher
 - New hire added for the RtI teacher position.
 - Mrs. Youngman RtI teacher is our 4th grade teacher.
 - Hired an ENL teacher.
 - Filled open teacher aide position in grade one.

5-8 Principal (Vicki Gouveia)

- Music teacher hired in August resigned.
 - Hired a new outstanding teacher and the students have connected with her - enthusiasm is contagious.

- Fifth grade teacher aide resigned and was replaced with staff member that worked here many years ago.
- School Safety Plan draft provided
 - Will be seeking approval next month.
 - Includes everything that the state requires.
 - ✓ Lock downs
 - ✓ Lock outs

Coordinator of Finance and Operations (Lisa King)

- Dashboard Review:
 - Worked very hard to secure missing applications for the free and reduced meals resulting in a change in the numbers.
 - ATS pattern is as expected.
 - Enrollment – 402.
 - Attendance is stable.
 - Attrition – kindergarten and third grade students moved to Irondequoit.
 - ✓ BOT requesting that attrition for staff be added going forward – separating teachers/staff
- Reviewed benefit plans for 2016

Parent and Community Involvement Coordinator (Miriam Steinberg)

- Senator Rich Funke visited yesterday.
 - Read a story to Danielle Fagnan’s class.
 - Visit was very positive.
 - Supporter of education choice.
- Grant submitted for Daisy Marquis Jones Foundation for Robotics Program.
- Final report submitted for \$100K Farash Grant.
- Google Analytic added to website.
- Reminder: Pancake Breakfast scheduled on November 18 – fundraiser for Middle School dance.

Governance Report – Megan Bosco

- Prospective board member Tracy Armstrong was introduced.

Finance Report – Jason Mellen (Refer to Attachment A)

- Next meeting is Thursday, November 12 at 5:00 p.m.

Chair Report – Gladys Pedraza-Burgos

- Reminder for BOT members - seeking 100% financial support.
 - ROC the Day
 - Donation site on the website.
- A minimum wage increase to \$15 will impact school districts.
- Reminder that the online financial disclosure form needs to be completed by all BOT members.

Public Comments

CEO Evaluation discussed

Motion 151105.3 Upon a motion by Megan Bosco and duly seconded by John Page, the following was submitted for adoption: RESOLVED that the Board of Trustees adjourn the meeting at 7:50 p.m.

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

Voting in the negative: None

Motion 151105.3 passed 6 to 0

Next Board Meeting:

Thursday, December 3, 2015 at 6 p.m.

Finance Committee Meeting October 15th, 6:15p
(with minor updates in financials on 11/2/15)

1. **Leasehold Improvements** – We discussed that expenses related to leasehold improvements are still being completed, though they are currently in line with the expanded budgets approved by the board of trustees at previous meetings. This explains overages in the Building Maintenance and Leasehold Improvement Line Items causing the balance sheet to show overages.
2. **Benefit Plan Changes** – We discussed the multiple options for benefits providers and their options and their impact on our budget starting January 2016. There was no decision made on these plans at this time, but we will watch closely any impacts on the budget when further information is available on benefit enrollments.

Financial Statements:

As of September 30th 2015:

	MTD Actual	YTD Variance
Revenue	\$490,506	14,377
Expenses	522,536	115,292
Net Income	(32,030)	(38,692)
Cash on Hand	1,325,356	(198,119 more than last year at this time)

Future Finance Committee Meetings 2015-16:

November 19
December 17
January 21
February 11
March 17
April 21
May 12
June 16