

URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES – MINUTES  
TUESDAY, DECEMBER 8, 2015

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

**Absent:** John Page

**Media Notification:** Erica Bryant of the Democrat and Chronicle was notified of the December 3, 2015 Board of Trustees meeting on November 23, 2015 and the December 8, 2015 Board of Trustees meeting on December 7, 2015. Public notice was also posted in the school and published in the school newsletter. *NOTE: Due to a lack of a quorum, the originally scheduled BOT meeting on December 3, 2015 was rescheduled for December 8, 2015.*

***BOARD MEETING***

**Motion 151208.1** Upon a motion by Augie Melendez and duly seconded by Gladys Pedraza-Burgos, the following was submitted for adoption:  
RESOLVED that the Board of Trustees approve the November 5, 2015 minutes.

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

**Voting in the negative:** None

Motion 151208.1 passed 7 to 0

**Leadership Team Report – Ed Cavalier**

- The Dashboard was distributed by Lisa King and discussed:
  - Key School Demographics now reflect the changes from October and November with ENL numbers. We are 11.4% ENL in kindergarten.
  - The staffing is now reflective of the hiring in October and November.
  - All other statistics remain relatively stable.

- School Safety Plan
  - The final version of the School Safety Plan was distributed by Vicki Gouveia. A draft of the Plan had been distributed to board members in November. Ms. Gouveia clarified any additional issues brought up by Board members. Revision of the Safety Plan will now be completed according to the protocol outlined in the Plan.
  
- Operation Items – Lisa King
  - Our credit card was compromised. Systems worked the way it is designed and we did not suffer any loss.
  - Enrollment in the new health plan offerings were completed without any problems. The health plan offerings are well within our budget.
  
- Preparation for State Visit
  - Ed Cavalier shared the status of the first day visit.
  - He will receive the report based on a new model that the Charter Schools Office will be using. It will emphasize the items we should be doing and may not be currently doing. Increase in test scores continues to be emphasized.
  - Items concerning the possible focus group questions and the requirements for Boards of Trustees under the Performance Frameworks were clarified.

**Motion 151208.2**                      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, having conducted a thorough background check via a fingerprint scan as required and having discovered no State or federal criminal history, or having provided such history to SED if found, has voted to select Tracy R. Armstrong as a final candidate to its Board of Trustees, with a term expiring on June 30, 2018, pending approval by SED. The resolution approving Tracy R. Armstrong is formally adopted upon SED’s approval.

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

Voting in the negative:          None

Motion 151208.2 passed 7 to 0

**Motion 151208.3**                      Upon a motion by Jason Mellen and duly seconded by Augie Melendez, the following was submitted for adoption: RESOLVED that the Board of Trustees approve that the revision of the Personnel Policy Employee Handbook (2015-16) be approved effective January 1, 2016.

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

Voting in the negative: None

Motion 151208.3 passed 7 to 0

**Motion 151208.4** Upon a motion by Joan Moorehead and duly seconded by Megan Bosco, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the UCCS School Safety Plan for the 2015-16 school year.

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

Voting in the negative: None

Motion 151208.4 passed 7 to 0

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

- Recommendation to approve Tracy Armstrong.
- Meeting with Sharon Porcellio regarding revision of the bylaws will occur on Wednesday, December 9.

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

- We are in good shape financially.
- We are asking to set up a meeting with the Rochester Area Community Foundation to see if they can offer investment options for some of our excess funds.

#### **Chair Report – Nelson Blish**

- Still trying to keep business agenda of Board meetings to one hour.

**Public Comments - None**

**Motion 151208.5**

Upon a motion by Augie Melendez and duly seconded by Natosha McDonald, the following was submitted for adoption: RESOLVED that the Board of Trustees adjourn the meeting at 7:10 p.m.

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

Voting in the negative: None

Motion 151208.5 passed 7 to 0

**Next Board Meeting:**

Thursday, January 7, 2015 at 6 p.m.

Finance Committee Meeting November 19<sup>th</sup>, 5:15p

1. **Leasehold Improvements** – At past Board of Trustee meetings, the board approved additional capital through amending the annual budget to supplement the leasehold improvements along with a grant from the Farash Foundation. The committee is pleased to report that we did not spend over the total of what the board approved.
2. **Bank Accounts** – The committee discussed the potential of unifying our bank accounts to a single local bank that can serve our needs better. We also discussed the potential of moving our \$500k 'savings' account to an interest bearing account or to invest it with the Rochester Community Area Foundation. The committee did not recommend any immediate action, but will continue to explore the options with the leadership team.

**Financial Statements Highlights:**

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

|                     | <b>MTD Actual</b> | <b>YTD Variance</b>                        |
|---------------------|-------------------|--|
| <b>Revenue</b>      | <b>\$580,277</b>  | <b>105,094</b>                             |
| <b>Expenses</b>     | <b>488,300</b>    | <b>125,807</b>                             |
| <b>Net Income</b>   | <b>91,976</b>     | <b>(20,713)</b>                            |
| <b>Cash on Hand</b> | <b>926,464</b>    | [247,982 more than last year at this time] |

**Future Finance Committee Meetings 2015-16 @5:15 @ UCCS:**

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