

URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES – MINUTES
THURSDAY, AUGUST 4, 2016

Present: Tracy Armstrong, Nelson Blish, Megan Bosco, Ed Cavalier, Jason Mellen, Natosha McDonald

Absent: Joan Moorehead, Gladys Pedraza-Burgos

Media Notification: The Democrat and Chronicle was notified of the August 4, 2016 Board of Trustees meeting on July 28, 2016. Public notice was also posted in the school and published in the school newsletter.

BOARD MEETING

The Board Meeting was called to order at 6:02 p.m. by Nelson Blish and the mission statement was shared.

Motion 160804. 1 Upon a motion by Megan Bosco and duly seconded by Natosha McDonald, the following was submitted for adoption:
RESOLVED that the Board of Trustees approve the minutes of the June 2, 2016 Board of Trustees meeting.

Voting in the affirmative: Tracy Armstrong, Nelson Blish, Megan Bosco, Jason Mellen, Natosha McDonald

Voting in the negative: None

Motion 160804.1 passed 5 to 0

LEADERSHIP TEAM REPORT

Application for Charter Renewal – Leadership Team

- Hired Tracy Kelly, an independent consultant who has previously served on the NYS Education Department mid-charter inspection team to write our report.
- Leadership team was involved in reviewing and editing and are satisfied with the submitted report.

Motion 160804. 2 Upon a motion by Jason Mellen and duly seconded by Natosha McDonald, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the Application for Charter Renewal.

Voting in the affirmative: Tracy Armstrong, Nelson Blish, Megan Bosco, Jason Mellen, Natosha McDonald

Voting in the negative: None

Motion 160804.2 passed 5 to 0

Annual Report – Nicole Berg

- Shared the Board of Trustees Disclosure of Financial Interest Forms for completion by each member.

Complaint Policy – Ed Cavalier

- Reviewed and discussed.

Motion 160804. 3 Upon a motion by Nelson Blish and duly seconded by Tracy Armstrong, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the revised Complaint Policy.

Voting in the affirmative: Tracy Armstrong, Nelson Blish, Megan Bosco, Jason Mellen, Natosha McDonald

Voting in the negative: None

Motion 160804.3 passed 5 to 0

403(b) Plan – Lisa King

- Reviewed and discussed.
- No change – it was revised to more clearly state our consistent practice of matching for each employee based on hourly rate excluding overtime or extra hours.

Motion 160804. 4 Upon a motion by Jason Mellen and duly seconded by Megan Bosco, the following was submitted for adoption: RESOLVED that the Urban Choice Charter School 403(b) Plan (“Plan”) be

amended and restated effective January 1, 2016. FURTHER RESOLVED, that Hand Benefits and Trust Company (HB&T) shall be designated as Custodian of the Plan. FURTHER RESOLVED, that the CEO and the Coordinator of Operations and Finance are authorized and directed to execute the proposed amendment. FURTHER RESOLVED, that the Consent be filed in the minutes of the Urban Choice Charter School Board of Trustee's meeting of August 4, 2016.

Voting in the affirmative: Tracy Armstrong, Nelson Blish, Megan Bosco, Jason Mellen, Natasha McDonald

Voting in the negative: None

Motion 160804.4 passed 5 to 0

2016 State Test Results

- ELA results are outstanding.
- Improvements in Math results are needed.
- Seventh grade math score is disappointing, but we are comfortable with the fact that overall we essentially maintained the same results in math.
- There is a need to replicate what we did in ELA and we will continue to review what is necessary.
- ELA modules were incorporated two years ago while Math modules were introduced last year.
- Analysis is ongoing and reporting will continue.

Dashboard – Lisa King

- Enrollment
 - 36 students left our enrollment roster in July.
 - All open spots have been filled with the exception of one 7th grade student.
 - Students left as a result of the expansion of the Urban Suburban program in addition to some students moving to a 7-12 Charter School or the School of the Arts (Rochester City School District).
 - As of the end of July, 181 students were on our wait list.
 - We continue to actively recruit students.
 - Expect to open the school year with 400 students (fully enrolled).

Staffing – Nicole Berg

- Six teachers were not invited to return.

- Six of our experienced teachers left to pursue teaching positions within suburban districts.
- Discussion followed related to recommendation by board members for a more formal exit interview when personnel leaves UCCS.
- Positions are currently being filled with qualified and experienced staff.

Miriam Steinberg

- We are using posters to recruit and seek 7th grade students for enrollment.
- WDKX partnered with the City of Rochester on August 27 at Frontier Field. UCCS will have a table at the event with brochures and we will be available to answer questions.
- We are looking to implement UCCS ambassadors.
- ELL recruitment is ongoing.
- Plan to take what works and talk with staff and parents along with community outreach.
- We have added a line to our application asking for a response as to how they learned about UCCS.
- Advertising budget will be increased.
- Lisa and our ELL teacher will be attending a workshop through BOCES – advocacy working group for ELL’s – connecting them with better resources.
- Miriam and Lisa are point persons on recruitment and retention of students – a formalized approach.

Personnel Policy Employee Handbook

Motion 160804.5

Upon a motion by Megan Bosco and duly seconded by Jason Mellen, the following was submitted for adoption: **RESOLVED** that the Board, having approved the revised Personnel Policy Employee Handbook at the December 8, 2015 Board meeting to be effective, January 1, 2016 and having made no additional changes to its contents, the Personnel Policy Employee Handbook is approved for the 2016-17 school year, effective July 1, 2016.

Voting in the affirmative: Tracy Armstrong, Nelson Blish, Megan Bosco, Jason Mellen, Natosha McDonald

Voting in the negative: None

Motion 160804.5 passed 5 to 0

Finance Report

- A new meeting schedule is being created and the committee members will meet in the near future.
- End of year net income is \$260K – there may be some changes after the audit – last week of August.
- Internal auditors will be in next week and will visit quarterly.

Summer School Program

- Shared that the summer school program was successful – 16 days with a combination of field trips, robotics, drama, and art. Progress reports were created. A final report will be shared.

Governance Committee

- Discussion - prospective board member Kathleen Hurley Wiecek:
 - Kathy was introduced and she shared her background.

Motion 160804.6

Upon a motion by Megan Bosco and duly seconded by Tracy Armstrong, 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, approves the selection of Kathleen Hurley Wiecek to its Board of Trustees, with a term expiring on June 30, 2019, pending approval by SED. The resolution approving Kathleen Hurley Wiecek is formally adopted upon SED's approval.

Voting in the affirmative: Tracy Armstrong, Nelson Blish, Megan Bosco, Jason Mellen, Natosha McDonald

Voting in the negative: None

Motion 160804.6 passed 5 to 0

Chair Report

- Encouraged all board members to participate in outreach – suggested all make a plan to talk about our charter school or charter schools in general.
- Considering engaging a U of R development person.

- Board self-evaluation – will be sent by Megan with a needed deadline for completion.
- Red Wings game – 29th and 30th of August under consideration – small box for 20 people – board and leadership team – contact Nelson or Lynn to express interest in bringing a spouse or child.
- Shared that Joan had back surgery and is recovering.

PUBLIC COMMENTS - None

Motion 160804.7 Upon a motion by Megan Bosco and duly seconded by Jason Mellen, the following was submitted for adoption: **RESOLVED** that the Board of Trustees adjourn the meeting at 7:25 p.m.

Voting in the affirmative: Tracy Armstrong, Nelson Blish, Megan Bosco, Jason Mellen, Natosha McDonald

Voting in the negative: None

Motion 160804.7 passed 5 to 0

Next Board Meeting:

September 8, 2016 at 6 p.m. in the Music Room