

**URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES – MINUTES  
THURSDAY, APRIL 3, 2014**

**Present:** Nelson Blish, Megan Bosco, Ed Cavalier, John Page, Sidney Moore, Joan Moorehead, Christine Murray, Spiro Ziogas

**Absent:** Frank Rossi, Antwan Williams

**Media Notification:** Erica Bryant of the Democrat and Chronicle was notified of the April 3, 2014 Board of Trustees meeting on March 24, 2014. Public notice was also posted in the school and published in the school newsletter.

The Board of Trustees meeting was called to order at 6:07 p.m. by Sidney Moore and the mission statement was shared.

**Motion 140403.1** Upon a motion by John Page and duly seconded by Nelson Blish, the following was submitted for adoption: RESOLVED that the Board of Trustees formally approve the March 6, 2014 minutes.

**Voting in the affirmative:** Nelson Blish, Megan Bosco, John Page, Sidney Moore, Joan Moorehead, Christine Murray, Spiro Ziogas

**Voting in the negative:** None

Motion 140403.1 passed 7 to 0

**Leadership Team Report – Ed Cavalier, Eric Robinson, Christina Schermerhorn, Miriam Steinberg**

**Ed Cavalier:**

- Dashboard review by Christina Schermerhorn:
  - Demographics are consistent
  - Instructional staff attendance at 94% and all staff at 94.7%

- ATS at 54 up from 29 in February due to a week off in February
- Enrollment for March at 401
- Student attendance at 94%
- Three students left in March due to out of state moves and searching for different programs
- Fully enrolled in kindergarten
- Grades 2-6 are full
- Honor Roll has remained consistent
- Percentage of families attending two conferences: 91% attended one and 43% have attended two
- 2,075 hours of volunteering
- DRA performance has not changed
- State Education Department food service inspection
  - There were observations during breakfast and review of our paperwork and they were very pleased and impressed with our systems and left at 10:20 a.m. without a need to observe lunch
- Enrollment and recruitment
  - Public Charter Schools of Rochester – Sign-Up Fair 2014 – Christina, Miriam and Lisa attended and received 40 applications from families attending the Fair
  - Attended a committee meeting related to refugee resettlement – a possible opportunity for recruiting ESL students
  - Increased our advertising - radio ads, banner on website, ads in newspapers, ongoing contact with Head Start – sent in about 30 applications last week
  - Lottery to be held this weekend with 21 non-sibling applications to be selected
  - Recruitment efforts created a positive increase in applications

**Eric Robinson:**

- Testing preparation has been in place
  - Identified 2's and 3's and brought in additional support for ELA – skills development for students in small groups
  - Practice tests identified deficiencies
    - ✓ Split into smaller groups to work on those skills
  - ELA technology – small group skill building activities
  - Will begin with math preparation next week

**Nicole Berg:**

- ELA and Math Camp
  - ELA Camp held for three Saturdays for grades 3-8; enrollment at 110 with approximately 80 in attendance each Saturday
  - Busing was a significant expense but a very helpful part of the program
  - Three day Math Camp scheduled during spring break (Monday-Wednesday) with 120 students enrolled to date

## Ed Cavalier:

- Discussion took place regarding frustration with developments in Albany – lobbying group was not successful in resolving the differences between entities in NYC
- Ed shared a proposal to increase student enrollment for UCCS in the future
  - Add one class to each grade level K-6
  - K-1: 44
  - 2-6: 115
  - Total additional students: 159
  - Including current students – total enrollment: 559
  - Review of additional money less expenses creates a net: \$453,560
  - Determining eligibility for Pre-K funds – reimbursement rates/class sizes
  - Discussed finding property that would allow all classes to be in the same location
    - Majority at the meeting preferred the idea of all classes at the same location
  - More information and numbers will be available at future meetings
- NTI training – Karen Haak (K-2), Melisa Blakenberg (3-8), and Jennifer Swan (6-8 math)
  - Turnkey training being transferred to staff in a timely manner
- Continuing staff and leadership committees
  - Calendar will be similar to this year and will be shared with parents on Saturday for feedback and will seek BOT approval in May
  - Master Schedule Committee has met
    - ✓ Scheduling consultant did a great job with this year's schedule
    - ✓ Will obtain recommendations for increasing effectiveness
- Salary and Fringe Benefits
  - Employee Handbook will be presented in June

## Governance Report – Megan Bosco

- Met prior to board meeting this evening
- Followed up on financial procedures in the main office – progress has been made
- Discussed preparation for policy manual
  - Will revisit and get additional information related to the High Bar software
  - Part document management systems with policy manual guidance and CEO evaluation
  - Has possible potential – central location for all documents

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

## Chair Report

### ~ Teacher Quality Committee Report

- Committee has met every other week since late January
- Compiling a list of priorities

- Survey to be conducted in the future
- Prior to the next academic year, determining a clear sense of what will be put in place

~ Parent Involvement Committee Report

- Discussed partnering with the PTA and holding events for parents
- Talked about a Health Care Fair – will reevaluate our survey and determine the priorities for the parents and families
- Will provide a list of some summer opportunities for families

**Public Comments**

**Motion 140403.2**                      Upon a motion by Megan Bosco and duly seconded by Christine Murray, the following was submitted for adoption: RESOLVED that the Board of Trustees adjourn the meeting at 7:50 p.m.

**Voting in the affirmative:**      Nelson Blish, Megan Bosco, John Page, Sidney Moore, Joan Moorehead, Christine Murray, Spiro Ziogas

**Voting in the negative:**        None

Motion 140403.2 passed 7 to 0

**Next Board Meeting:**

Thursday, May 1, 2014 at 6 p.m.

**TREASURER'S REPORT**

Finance Meeting on Wednesday, March 26, 2014

As of Feb. 28, 2014	YTD Actual	2013-2014 Annual Budget	% of Annual Budget
Revenue	\$3,771,236	\$5,612,922	67%
Expenses	\$3,787,909	\$5,564,605	68%
Net Income	(\$16,673)	\$48,317	
Cash on Hand	\$959,875.82 (Savings account has \$149,404.75)		

The topics of conversation were as follows:

1. Review of February Financials

**Meeting Notes**

At the March Finance Meeting we reviewed a new format of financial reports prepared by our CPA partners at Freed Maxick. They prepared a very detailed income statement with versions showing current month detail and year to date details. They have also added an expense line for Depreciation so as to provide that information for Bonadio's annual audit of the school. I will however back out Depreciation for the purpose of these reports since it is a non-cash expense.

Freed Maxick reviewed how we have been recording our transactions and have identified some practices which caused inaccuracies in the reporting of our monthly and year to date numbers. The format they have provided will ensure an accurate representation of our financial condition going forward. There are also 2 new reports for us; Accounts Receivable aging and Accounts Payable aging which will show us revenue yet to be received and bills we have yet to pay out. Also, our CPAs have changed us from a cash basis accounting to accrual accounting which gives a better picture of an organization's financial obligations and earnings.

Year to date we are running at a deficit of \$16,673 and we have gone through almost 70% of our annual budget. The next four months will be very tight for us and the CEO is focused on keeping a close eye on all expenses for the remainder of the year.