

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES – MINUTES
THURSDAY, MARCH 7, 2013**

Present: Hanif Abdul-Wahid, Nelson Blish (Pending Member), Ed Cavalier, Susan Fox, Sidney Moore, Joan Moorehead, John Page, Lisa Richards, Frank Rossi, Antwan Williams, Spiro Ziogas

Absent: Tonya Dickerson, Thomas Felton, Jr.

Media Notification: Erica Bryant of the Democrat and Chronicle was notified of the March 7, 2013 Board of Trustees meeting on February 25, 2013. 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 Hanif Abdul-Wahid.

Introduction of all board members.

Leadership Team Report – Ed Cavalier, Dan Deckman, Rick Grybos, Miriam Steinberg, Eric Robinson, Christina Schermerhorn

Ed Cavalier:

- Ed shared that the report will be concise since the weekend retreat is approaching with detailed discussions planned.
- Requesting approval of calendar revision since the current calendar is not productive for students or staff:
 - June 18 is the end of the marking period and students are expected to stay until June 26
 - Some parents indicated that students would not be in attendance at school after the 21st due to enrollment in city programs beginning on the 24th
- The following proposed changes have been previously shared with staff members allowing for discussion and input:
 - Cancel two professional development/parent conference days on May 3 and May 24 and replace with full days of instruction
 - Last day of school will be June 21 which corresponds with an end-of-year picnic for the entire school at Ellison Park
 - Eighth grade graduation will be June 20 (late afternoon)
 - The two professional development days will be replaced with all staff participating in a variety of activities related to the ending of school and planning for next year on June 24 and 25. (Class lists for 2013-14 will be available and ready for discussion.)

- Add a Parent Forum on Saturday, April 13 at 9:00 a.m. for consistency
- Middle school staff has added early evening time slots on an ongoing basis for parent-teacher conferences. The leadership staff will be available on an ongoing basis for elementary staff to schedule early evening parent conferences. Our effort will help with our goal to have 80% of parents have at least two-in-school conferences each school year.
- These changes make sense instructionally and organizationally
- Need to communicate to school families in a timely manner
- Staff is encouraged by the proposal
- Kindergarten screening will take place right after the close of school (6/26 and 6/27)

Motion 130307.1 Upon a motion by Spiro Ziogas and duly seconded by Joan Moorehead, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the proposed adjustments to the 2012-13 calendar to be effective immediately.

Voting in the affirmative: Hanif Abdul-Wahid, Susan Fox, Sidney Moore, Joan Moorehead, John Page, Lisa Richards, Frank Rossi, Antwan Williams, Spiro Ziogas

Voting in the negative: None

Motion 130307.1 passed 9 to 0

- Discussion took place regarding the final report received related to SED's visit to UCCS on January 16, 2013.

Dan Deckman:

- Dan shared a tool (dashboard) that will be valuable in keeping board members informed. It is a reporting tool that will be prepared and available for board members every month.
 - Dashboard will provide a snapshot of key measures in the school
 - Consistent and accurate reporting
 - Includes annual charter goals
 - Requesting input from board members for additional information
 - ✓ Test data will be summarized in the future
 - ✓ Addition of students in ATS
- We are receiving applications for next year – healthy – tracking ahead of last year
- Lottery will be held on Wednesday, April 3 at 10 a.m. – with independent auditor (Bonadio) overseeing the process
- Attendance rate is strong and significantly higher than RCSD
- Air conditioners have been installed
- Completed the purchase of the bus – negotiated for a total sale price of \$5,000
- Kindergarten Screening Team (Karen Haak and Mindy Spencer) shared:

- Would like to replace Bracken which is included in our charter:
 - ✓ It measures basic concepts and was selected prior to UCCS opening
 - ✓ No longer meets the needs of our students
 - ✓ Does not include common core standards
 - ✓ Does not measure the whole child
 - ✓ Very labor intensive – recording and scoring
- Recommending DIAL-4
 - ✓ Updated and current - uses common core guidelines
 - ✓ Used by other districts favorably according to teachers and parents

Rick Grybos:

- Student Support Services Updates:
 - Enrollment of students with Individual Education Plans (IEP) = 40
 - Annual Reviews are scheduled to be held between 2/5 and 5/20:
 - ✓ February: 13 reviews completed
 - ✓ March: 19 reviews scheduled
 - ✓ April: 2 reviews scheduled
 - ✓ May – 6 reviews scheduled
- Response to Intervention (RtI):
 - Tier 1 = Core instruction, high quality research based instruction
 - Tier 2 = Targeted intervention for those who fall below expected levels
 - Tier 3 = Intensive intervention for those who do not make adequate progress despite support of Tiers 1 and 2

Area	K-8	Tier 2	Tier 3
ELA	401	87 (21.7%)	45 (11.2%)
Math	401	93 (23.2%)	34 (8.5%)
Behavior	401	5 (1.2%)	0
Totals	401	185 (46.1%)	79 (19.7%)

Miriam Steinberg:

- Rochester Broadway Theater League
 - Performance of Wicked planned
 - Theme is anti-bullying
 - Money to participate is in the budget with balance of \$1,600 to come from individual student contributions (\$40 each)
 - PTA has agreed to provide the remainder of the funds so all of the sixth grade students will be able to attend for free
 - Students will participate in a workshop and tour as well as the play
- Website – some teacher pages are live and up and running with more in progress
- Playground is on Long Island in storage and will be installed when the weather allows
- Ads are running for outreach and recruitment
- Met with board members Antwan Williams and Joan Moorehead

- Organizing a Parent Community Fair – planned for Thursday, May 9 from 5:30-7:30 p.m. – a wonderful resource for parents

Eric Robinson:

- Basketball team won first two games
- Training on PBIS – Positive Behavior Intervention Support
- Six staff members also attended first of three part series with dates planned for the next two sessions
- Received an invitation to sit on a panel for BOCES and they will provide us with school-wide support related to RtI

Christina Schermerhorn:

- Discussed measuring DRA scores on the dashboard (development reading assessment K-5) three times per year
- DRA scores are on target for second grade and close for fourth grade
- Preparations for NYS testing – Common Core
 - Math and ELA coaches attended training on how the test will be scored and shared with the rest of the staff
 - Test proctoring protocols – test security unit in place from NYS – detailed analysis of our scoring sheets
 - Internal item analysis on practice exams – Dan has created spreadsheets to share with each 3-8 teacher
 - Informed about areas of weakness
 - Flexible with schedules – increasing Math and ELA instruction in preparation for the test
 - Middle school is adding an extra block of ELA and Math for six weeks
- Our Spanish teacher has accepted a position within another district – great teacher, connected with the students
 - Due to her unexpected departure, analysis conducted and determined that we are able to take a break from Spanish for the next five to six weeks – will return to Spanish at conclusion of the test. There has been more than mandated Spanish instruction since the beginning of the school year. Eighth grade students will still be eligible for one high school credit.
- April Break Camp will be offered to 80-100 students

Governance Report – Susan Fox

- Focused on board retreat preparations
- Shared information related to John Taylor (the facilitator of the retreat)
- Shared goals
- Concise and rich agenda
- John Taylor will tour the school tomorrow
- St. John Fisher providing exceptional facility and arrangements
- Introduced Megan Bosco – parent and prospective board member
- Welcome to Nelson Blish – prospective board member in attendance
- Discussed college relationships – plan on building a stronger relationship with Brockport

- Solid relationships with University of Rochester, Nazareth & St. John Fisher College
- No formal partnership to date

Finance Report – Spiro Ziogas

- Spiro shared the Finance Committee Report (*refer to Attachment A*)
- Discussed \$18K in fundraising account and decided to hold for now with a decision to be made in the future
- Draft of budget will be available at next board meeting

Chair Report – Hanif Abdul-Wahid

~ Teacher Quality Committee Report - Frank Rossi

- Met and continue to look at professional development needs
- Discussed quality of professional development – teachers are getting support at a higher level than ever before
- Improved climate for staff in the building
 - Positive atmosphere
 - Ease of access to leadership staff
 - Quicker decision making being made affecting staff and instruction
- Observation and evaluation process
 - Consistent process in place
 - Teachers are able to reflect on comments made by observer
 - More clarity especially related to special ed
 - Will continue to look at this process
- Support for new staff members
 - Mentoring program possibilities
 - ✓ Assist with fitting into the climate and some may need areas of improvement

~ Parent Involvement Committee Report – Joan Moorehead and Antwan Williams

- Joan and Antwan met with Christina Schermerhorn and Miriam Steinberg on February 9 from 5:30-7:30 p.m. regarding the planned Parent Community Fair scheduled for Thursday, May 9 from 5:30-7:30 p.m.
 - Need to determine space needs for vendors
 - Determining need for volunteers
 - 121 surveys were returned – input will help determine resources and vendors to be secured
 - Joan and Antwan will determine which vendors to invite based on input from surveys

~ Student Achievement Committee –

- Lynn Vacanti, chair of this committee, resigned from the Board – this committee will be reexamined to determine overlap with Teacher Quality Committee to determine if still needed

Motion 130307.2 Upon a motion by Susan Fox and duly seconded by Sidney Moore, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the February 7, 2013 minutes.

Voting in the affirmative: Hanif Abdul-Wahid, Susan Fox, Sidney Moore, Joan Moorehead, John Page, Lisa Richards, Frank Rossi, Antwan Williams, Spiro Ziogas

Voting in the negative: None

Motion 130307.2 passed 9 to 0

Motion 130307.3 Upon a motion by John Page and duly seconded by Frank Rossi, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the resignation of Lynn Vacanti from the BOT.

Voting in the affirmative: Hanif Abdul-Wahid, Susan Fox, Sidney Moore, Joan Moorehead, John Page, Lisa Richards, Frank Rossi, Antwan Williams, Spiro Ziogas

Voting in the negative: None

Motion 130307.3 passed 9 to 0

Public Comments - None

Motion 130307.4 Upon a motion by Susan Fox and duly seconded by Frank Rossi, the following was submitted for adoption: RESOLVED that the Board of Trustees adjourn the meeting at 7:55 p.m.

Voting in the affirmative: Hanif Abdul-Wahid, Susan Fox, Sidney Moore, Joan Moorehead, John Page, Lisa Richards, Frank Rossi, Antwan Williams, Spiro Ziogas

Voting in the negative: None

Motion 130307.4 passed 9 to 0

Next Board Meeting:

Thursday, April 11, 2013 at 6 p.m.

TREASURER'S REPORT

Finance Meeting on Thursday, February 28, 2013

	YTD Actual	YTD Budget	YTD Variance
Revenue	\$3,165,002	\$3,208,483	(\$43,482)
Expenses	\$3,172,353	\$3,144,416	\$27,937
Net Income	(\$7,351)	\$64,077	(\$71,428)

Cash on Hand \$1,947,184 (Savings account has \$884,320)

Meeting Notes

The topics of conversation were as follows:

1. Review of financials
2. 2012-13 Budget items
3. Bus purchase update
4. Line of Credit

Financial Results

YTD net income is negative as of January's financials, however the adjustments made to payroll and other areas are starting to become apparent in the financials in a positive way. As the budget begins to be created for the next school year, sharp focus will be kept on large expense line items.

One line item on the balance sheet which is being investigated by the Business Director is a receivable from the RCSD of \$63,680. It looks as if this might be an overpayment of per pupil funds which is due to our once fluctuating population. Dan has sectioned this dollar amount because it is believed that we will have to return it eventually.

The bus has been purchased and we are looking at identifying qualified drivers.

The line of credit applications from 2 banks, First Niagara and M&T have been presented and they are identical. That being the case committee felt the decision could be made by the Business office based on their overall experience with each bank's process. A decision will be made shortly.