

**URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES – MINUTES  
THURSDAY, MAY 1, 2014**

**Present:** Nelson Blish, Megan Bosco, Ed Cavalier, Sidney Moore, Christine Murray, Frank Rossi, Antwan Williams, Spiro Ziogas

**Absent:** John Page, Joan Moorehead

**Media Notification:** Erica Bryant of the Democrat and Chronicle was notified of the May 1, 2014 Annual Meeting and Board of Trustees meeting on April 25, 2014. Public notice was also posted in the school and published in the school newsletter.

**ANNUAL MEETING**

The Annual Meeting was called to order at 6:12 p.m. by Frank Rossi.

The proposed slate of officers identified by the Governance Committee for 2014-15:

BOT Chair: Frank Rossi  
BOT Vice-Chair: Sidney Moore  
BOT Treasurer: Spiro Ziogas  
BOT Secretary: John Page  
Governance Committee Chair: Megan Bosco  
Parent Involvement Committee Chair: Antwan Williams

**Motion 140501.1** Upon a motion by Nelson Blish and duly seconded by Antwan Williams, the following was submitted for adoption:  
RESOLVED that the Board of Trustees formally accept the slate of officers for 2014-15 identified by the Governance Committee.

**Voting in the affirmative:** Nelson Blish, Megan Bosco, Sidney Moore, Christine Murray, Frank Rossi, Antwan Williams, Spiro Ziogas

**Voting in the negative:** None

Motion 140501.1 passed 7 to 0

**Motion 140501.2** Upon a motion by Spiro Ziogas and duly seconded by Sidney Moore, the following was submitted for adoption: RESOLVED that the Board of Trustees formally accept the appointment of Megan Bosco to a first three-year term expiring on June 30, 2017.

Voting in the affirmative: Nelson Blish, Megan Bosco, Sidney Moore, Christine Murray, Frank Rossi, Antwan Williams, Spiro Ziogas

Voting in the negative: None

Motion 140501.2 passed 7 to 0

**Motion 140501.3** Upon a motion by Megan Bosco and duly seconded by Spiro Ziogas, the following was submitted for adoption: RESOLVED that the Board of Trustees adjourn the Annual Meeting at 6:17 p.m.

Voting in the affirmative: Nelson Blish, Megan Bosco, Sidney Moore, Christine Murray, Frank Rossi, Antwan Williams, Spiro Ziogas

Voting in the negative: None

Motion 140501.3 passed 7 to 0

***BOARD MEETING***

The board meeting was called to order at 6:17 p.m. by Frank Rossi and the mission statement was shared.

**Motion 140501.4** Upon a motion by Megan Bosco and duly seconded by Sidney Moore, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the April 3, 2014 minutes.

Voting in the affirmative: Nelson Blish, Megan Bosco, Sidney Moore, Christine Murray, Frank Rossi, Antwan Williams, Spiro Ziogas

Voting in the negative: None

Motion 140501.4 passed 7 to 0

## Leadership Team Report – Ed Cavalier, Nicole Berg, Eric Robinson, Miriam Steinberg

### Ed Cavalier:

- Dashboard review:
  - Demographics remain consistent
  - Instructional staff attendance at 94% and all staff at 96%
  - Student attendance at 92%
  - ATS at 36 in the month of April compared to 104 last year
  - ATS room is involved with outreach in classrooms
  - 399 enrollment – a couple of student losses in 7<sup>th</sup> grade
  - Wait list at 163 including 85 in kindergarten
  - Charter goals:
    - ✓ % of Students on Honor Roll at 33% – 10% higher than last year
    - ✓ 91% of families have attended at least one conference with 43% attending two or more
    - ✓ Volunteer hours at 2,342.5
- Document that was received from our lobbyist was shared with board members – status of public charter schools as a result of NYS budget
- 990 document forwarded yesterday for review
- Budget Review by Ed and Lisa King:
  - A significant reimbursement from RCSD is expected for two students requiring one-to-one aides
  - Title One Funding was reduced due to federal government issues
  - Roll over reduces every year
  - Food service funding – up \$200K – hired a consultant that assisted
  - All funding sources being pursued
  - STEM money has ended – pursuing other grant sources so that the program can continue
  - Worked very hard to keep most of our programs aligned with staff
  - With a small school like UCCS, staff stability is necessary
  - Not anticipating any changes in benefits
  - Squeezing reductions from other categories
  - Text books – discovered that we had not used our \$23K allocation from the RCSD for text books – as a result, we put in an order for next year’s books
  - Classroom supplies allocation is consistent at about \$800 per teacher
  - Friday Celebrations are important in grades K-6
  - Staff and professional development – one fewer day for professional development
  - A significant portion of Professional Development will involve the Charlotte Danielson instruction program
  - Classroom furniture on hold anticipating possible move to a new facility
  - Field trips and transportation – small surplus

- We are exploring other options instead of the middle school class trip to Washington, DC which involves a \$13K expenditure with each student paying \$100 each
- Summer School expenses and February/April Camp – Title One – Non-Title One expenses included in case other students attend
- Basketball teams are a very valuable and successful program
- Reducing number of meals to eliminate food service waste
- Cleaning service – new company saving us \$30K per year
- We are responsible for 75% of the salary for custodian for St. John’s
- Leasehold improvements – no plans to make any improvements short of emergency
- IT Specialist – service our server – obtaining three bids to review
- Board expenses cut in half

**Nicole Berg:**

- 2014-2015 School Calendar Review

**Motion 140501.5**                      Upon a motion by Megan Bosco and duly seconded by Nelson Blish, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the 2014-2015 Calendar.

**Voting in the affirmative:**      Nelson Blish, Megan Bosco, Sidney Moore, Christine Murray, Frank Rossi, Antwan Williams, Spiro Ziogas

**Voting in the negative:**            None

Motion 140501.5 passed 7 to 0

**Eric Robinson and Nicole Berg:**

- Completed the math camp with a range of 87-92 students attending each day over spring break
- Scheduling committee met one time – middle school team determining what makes sense for 7<sup>th</sup> and 8<sup>th</sup> grade – focusing on academic performance
- Need to double block two subjects
- Sixth grade schedule likely will not need changing, but 7<sup>th</sup> and 8<sup>th</sup> grade is in need of change
- Art teacher and music teacher working on Arts Day Celebration
- Took a look at a few different buildings – working with a realtor – very flexible showing us some properties – two locations right on Humboldt Street in addition to a properties on Lee Road and Potomac Street

## **Miriam Steinberg:**

- Celebration of the Arts Day planned for May 14 from 12:15-3:30 p.m.
  - Musical performances
  - Art exhibits
- Rochester Broadway Theater League grant-funded program
  - Sixth grade students will attend workshops and see Beauty and the Beast
- The New York State School Report Card (2012-13) was shared by Ed

## **Governance Report – Megan Bosco**

- Met prior to the board meeting
- Recruitment efforts continue
- Augie Melendez received his application and we are hoping to vote at the June meeting so his application will be processed and final for his start in September
- Ed provided some suggestions for outreach
- The accounting process update is solid
- Discussed goals for our committee
- Documenting management system
- Follow up to Board Retreat – setting goals and policy manual
- Pursuing a consultant
- Succession planning for board members

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

## **Chair Report**

### **~ Teacher Quality Committee Report**

- Two main goals since the committee was established
  - Survey of full staff
    - ✓ Submitted in early March
    - ✓ Thought consultant would support but was not available
    - ✓ Megan will pick this up and draft a format for review by Frank and Christine
    - ✓ Jackie Fluent has agreed to release via Survey Monkey – anonymous
- Second major goal was to determine the role of the committee
  - Megan and Frank have seen a draft – elements of the mission statement that relate to learning and teaching
  - Excellence in Learning and Teaching Committee is a suggested name of the committee at this point
  - New focus on oversight – not creation of policy – input and output through the committee – not replacing the Leadership Team

~ Parent Involvement Committee Report

- Policy manual is needed for the committee
- More in a position to monitor and provide assistance
- Found tools and framework to start the process
- Would like to have something in place by the next board meeting

Public Comments

- Discussions:
  - Teacher Retirement System
  - Creating and maintaining respectful bus rides for students

**Motion 140501.6**                      Upon a motion by Spiro Ziogas and duly seconded by Megan Bosco, the following was submitted for adoption: **RESOLVED** that the Board of Trustees enter Executive Session at 8:00 p.m.

Voting in the affirmative:      Nelson Blish, Megan Bosco, Sidney Moore, Christine Murray, Frank Rossi, Antwan Williams, Spiro Ziogas

Voting in the negative:          None

Motion 140501.6 passed 7 to 0

**Motion 140501.7**                      Upon a motion by Nelson Blish and duly seconded by Megan Bosco, the following was submitted for adoption: **RESOLVED** that the Board of Trustees end Executive Session at 9:09 p.m.

Voting in the affirmative:      Nelson Blish, Megan Bosco, Sidney Moore, Christine Murray, Frank Rossi, Antwan Williams, Spiro Ziogas

Voting in the negative:          None

Motion 140501.7 passed 7 to 0

**Motion 140501.8**                      Upon a motion by Nelson Blish and duly seconded by Megan Bosco, the following was submitted for adoption: **RESOLVED** that the Board of Trustees adjourn the meeting at 9:10 p.m.

Voting in the affirmative:      Nelson Blish, Megan Bosco, Sidney Moore, Christine Murray, Frank Rossi, Antwan Williams, Spiro Ziogas

Voting in the negative:          None

Motion 140501.8 passed 7 to 0

**Next Board Meeting:**

Thursday, June 5, 2014 at 6 p.m.

**TREASURER'S REPORT**

Finance Meeting on Wednesday, April 23, 2014

As of Mar. 31, 2014	YTD Actual	2013-2014 Annual Budget	% of Annual Budget
Revenue	\$4,219,988	\$5,612,922	75%
Expenses	\$4,669,988	\$5,564,605	76%
Net Income	(\$339,270)	\$48,317	
Depreciation Expense	\$245,568	\$0	
<b>Net Income w/out</b>			
Depreciation	(\$93,702)		
Cash on Hand	\$1,140,308 (Savings account has \$177,096)		

The topics of conversation were as follows:

1. Review of March Financials
2. Review and approval of the 990

**Meeting Notes**

At the April Finance Meeting we reviewed the balance sheet and income statements with the YTD numbers listed above. The MTD review has revenue of \$447,239 and expenses with depreciation of \$541,745 for a Net Loss of \$94,506. When you back out the Depreciation expense of \$27,285 the true MTD Net Cash Loss is \$67,221.

In an effort to curb spending the CEO and staff taken the following steps:

- They have reduced the amount of food ordered for lunches because there was always food left over.
- For snacks, they have enrolled us in a government program which reimburses the school .80 for .70 worth of snacks and we receive an additional .06 for each lunch. We are reimbursed \$3.07 for a lunch which costs \$2.47.
- We are/have collected 3 bids for our Food Service & Cleaning Service.

As reported last month, all expense requests must be approved by the CEO.



Our Tax form, called Form 990 aka "Return of Organization Exempt From Income Tax" was prepared by Bonadio for filing with the Federal Government. The numbers are a reflection of what was determined by the Annual Audit and presented to the Board. The form was reviewed by the Finance Committee and the CEO and approved by the Committee.

The Committee also agreed that Bonadio should perform our next audit, tentatively scheduled for July 2014. The work that our CPAs at Freed Maxick have performed to date will have us ready at an earlier time than in the past and should not be going on during the beginning of the next school year.