

URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES – MINUTES  
THURSDAY, JUNE 5, 2014

**Present:** Megan Bosco, Ed Cavalier, Joan Moorehead, John Page, Frank Rossi, Antwan Williams, Spiro Ziogas

**Absent:** Nelson Blish, Sidney Moore, Christine Murray

**Media Notification:** Erica Bryant of the Democrat and Chronicle was notified of the June 5, 2014 Board of Trustees meeting on May 28, 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 6:08 p.m. by Frank Rossi and the mission statement was shared.

**Motion 140605.1** Upon a motion by Megan Bosco and duly seconded by Antwan Williams, the following was submitted for adoption:  
RESOLVED that the Board of Trustees approve the May 1, 2014 minutes.

**Voting in the affirmative:** Megan Bosco, Joan Moorehead, John Page, Frank Rossi, Antwan Williams

**Voting in the negative:** None

Motion 140605.1 passed 5 to 0

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

**Christina Schermerhorn:**

- Christina shared the dashboard
  - Staff attendance for May remains high at 95%
  - ATS at 31 for this month which is a significant decrease compared to last year

- Student attendance is high at 95%
- Attrition rate at 0
- Total enrollment at 400 – fully enrolled
- Healthy waiting list at 163
- Charter goals – volunteer hours exceed our goal and last year at 2,600 hours
- Second grade DRA met goal at 79%
- Fourth grade is below our goal at 61%, but this is an increase

### Lisa King

- Enrollment is set with all spots full except for 7<sup>th</sup> grade
- Challenging our “IDEA and special education” funding
- Funding is based on our enrollment
  - Researching and challenging our funding to ensure that we are receiving the accurate amount
  - Scheduled meeting has been canceled again, but we are determined to meet
- We have pursued everything to cut expenses (cleaning, insurance, food, lease, custodian, property insurance, rental)
  - Summer school food service expenses will be reimbursed saving us about 10K

### Miriam Steinberg

- Rochester Broadway Theater League Field Trip (Sixth Grade)
  - Workshops before the performance
  - Performance of Beauty and the Beast (students dressed up)
- Washington, DC (Wednesday, June 11-Friday, June 13)
- Flag Day Celebration - K-2 on Friday the 13<sup>th</sup> at 2:30 p.m.
- Graduation set for June 26 (invitations sent)
- Submitted grant request for \$50K to the Daisy Marquis Foundation for the STEM program for next year

### Nicole Berg

- Summer School
  - Process has begun
  - Teachers have applied for positions
  - Students received applications (280 have been invited)
  - Students are invited based on needs but anyone can attend
  - Focus is math and ELA

Nicole Berg and Eric Robinson

- Researching locations for expansion
  - Available Humboldt Street locations are cost prohibitive and lack of comfort level for leasing to charter schools due to the nature of the rechartering limit (three years)
  - Met with realtor related to Potomac Street
    - ✓ Architect is reviewing and will provide cost for lease with tax breaks
  - Awaiting information related to Lee Road
  - Contacted by Buckingham and awaiting information on any available properties that might fit

Eric Robinson

- Met with staff regarding employment status for 2014-15
  - Met with all individually – difficult conversations
    - ✓ Cutting 3.5 positions
      - Two Instructional Support positions in upper grades, technology, and .5 clerical position
- Professional development hours have been input into the TEACH system for certification requirements

Ed Cavalier

- Budget shared and discussed
  - Need to ensure there is no deficit next year
  - \$250 per student increase for next year
  - Lowered K-8 payroll

Motion 140605.2                      Upon a motion by Spiro Ziogas and duly seconded by John Page, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the 2014-2015 Budget.

Voting in the affirmative:      Joan Moorehead, John Page, Frank Rossi, Antwan Williams, Spiro Ziogas

Voting in the negative:          Megan Bosco

Motion 140605.2 passed 5 to 1

- Summary of changes related to the Handbook were shared
  - Mission Statement changed

- Termination – Board delegates CEO to end any employment relationship without prior notice (previously CEO required approval of the Executive Committee for termination of Principal and Director of Business and Finance)
- 12-month payroll payments – spreading out the check is now limited to 10-month exempt employees
- School recess/breaks – hourly employees may use personal days during recess periods
- Personal days – all part-time employees receive personal days prorated by percentage of full time service (previously they were limited to two days per year)
- Attendance incentive – lowered threshold for cash in from 40 days to 30 days
- Blackout dates – designated professional development days are added to the list
- 403b Retirement Program – added another tier with an additional 1% match for employees in years 10-14

**Motion 140605.3**                      Upon a motion by Joan Moorehead and duly seconded by Antwan Williams, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the 2014-2015 Personnel Policy Employee Handbook.

Voting in the affirmative:      Megan Bosco, Joan Moorehead, John Page, Frank Rossi, Antwan Williams, Spiro Ziogas

Voting in the negative:          None

Motion 140605.3 passed 6 to 0

**Governance Committee**

Presented application for prospective board member Augie Melendez

**Motion 140605.4**                      Upon a motion by Megan Bosco and duly seconded by Spiro Ziogas, the following was submitted for adoption: RESOLVED that the Board of Trustees approve Augie Melendez as a final candidate to be recommended to NYSED for review and approval to a term expiring June 30, 2017 and that this motion is considered final with no need for further BOT approval.

Voting in the affirmative:      Megan Bosco, Joan Moorehead, John Page, Frank Rossi, Antwan Williams, Spiro Ziogas

Voting in the negative:          None

Motion 140605.4 passed 6 to 0

- Two prospective board members are scheduled for visits and tours of UCCS
- Discussion related to a program that would allow shared document and record storage

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

**Chair Report**

~ **Teacher Quality Committee Report**

- Survey
  - Outline of survey questions created
  - Survey Monkey set up
  - Committee reviewed and approved for release
  - Obtained input from instructional staff
  - Link should be sent at the beginning of next week with staff responses needed by the end of the school year
- Excellence in Teaching and Learning Committee is being established
  - At August meeting, will make decision if standing committee or ad hoc to test policy
  - Chair of committee will need to be determined

~ **Parent Involvement Committee Report**

- Antwan shared a packet: Parent Engagement Information and Tools
- Expanding group to include Miriam and a teacher or two
- Something will be put in place to monitor the different activities
- Summer employment opportunities for ages 14 and up at Rochester Works

**Public Comments**

- Discussions:
  - Justin Kwasa, Advocacy Manager for Rochester and Central New York was introduced

**Motion 140605.5**

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

Voting in the affirmative: Megan Bosco, Joan Moorehead, John Page, Frank Rossi, Antwan Williams, Spiro Ziogas

Voting in the negative: None

Motion 140605.5 passed 6 to 0

**Motion 140605.6** Upon a motion by John Page and duly seconded by Antwan Williams, the following was submitted for adoption:  
RESOLVED that the Board of Trustees end Executive Session at 8:14 p.m.

Voting in the affirmative: Megan Bosco, Joan Moorehead, John Page, Frank Rossi, Antwan Williams, Spiro Ziogas

Voting in the negative: None

Motion 140605.6 passed 6 to 0

**Motion 140605.7** Upon a motion by Megan Bosco and duly seconded by Antwan Williams, the following was submitted for adoption:  
RESOLVED that the Board of Trustees adjourn the meeting at 8:15 p.m.

Voting in the affirmative: Megan Bosco, Joan Moorehead, John Page, Frank Rossi, Antwan Williams, Spiro Ziogas

Voting in the negative: None

Motion 140605.7 passed 6 to 0

**Next Board Meeting:**

Thursday, August 7, 2014 at 6 p.m.

**TREASURER'S REPORT**

Finance Meeting on Wednesday, May 21, 2014

As of Apr. 30, 2014	YTD Actual	2013-2014 Annual Budget	% of Annual Budget
Revenue	\$4,692,727	\$5,612,922	83.6%
Expenses	\$5,101,404	\$5,564,605	91.7%
Net Income	(\$408,677)	\$20,765	
Depreciation Expense	\$272,853	\$0	
<b>Net Income w/out</b>			
Depreciation	(\$135,824)		
Cash on Hand	\$1,591,019 (Savings account has \$128,943)		

The topics of conversation were as follows:

1. Review of April Financials
2. Review Cost Controls

**Meeting Notes**

At the May Finance Meeting we reviewed the balance sheet and income statements with the YTD numbers listed above. The MTD review has revenue of \$482,902 and expenses with depreciation of \$38,564 for a Net Loss of \$55,662. When you back out the Depreciation expense of \$27,285 the true MTD Net Cash Loss is \$28,377.

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

- We have Re-Bid IT Services.
- We have Re-Bid Insurance Services and will save around \$10,000 vs last year.
- We have signed with a new Food Service Vendor.
- We are waiting for ERate refund of \$26,000

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