

URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES – MINUTES  
THURSDAY, JANUARY 9, 2014

**Present:** Nelson Blish, Megan Bosco, Edward Cavalier, Joan Moorehead, Christine Murray, Frank Rossi, Spiro Ziogas

**Absent:** Thomas Felton, Jr., Sidney Moore, John Page, Antwan Williams

**Media Notification:** Erica Bryant of the Democrat and Chronicle was notified of the January 9, 2014 Board of Trustees meeting on December 29, 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 6:04 p.m. by Frank Rossi and the mission statement was shared.

**Motion 140109.1** Upon a motion by Nelson Blish and duly seconded by Megan Bosco, the following was submitted for adoption: RESOLVED that the Board of Trustees formally approve the December 5, 2013 minutes.

**Voting in the affirmative:** Nelson Blish, Megan Bosco, Joan Moorehead, Christine Murray, Frank Rossi, Spiro Ziogas

**Voting in the negative:** None

Motion 140109.1 passed 6 to 0

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

**Ed Cavalier:**

- Ed shared that we are still awaiting the status report for our rechartering application
- In the process of preparing students to do well on the next round of testing

### Dan Deckman:

- Dashboard
  - Student demographics changed by one percent
  - Staffing ratio remains consistent
  - Staff attendance at 96%
  - ATS decreased in December
    - ✓ No repeat visits in December
  - Enrollment - 402 students – currently over by one
  - Lost one student in December with two more in January – on track to be below 6% attrition rate
  - Student wait list is lower in the higher grades
  - Honor roll increased
  - 72% of families attended one conference to date
  - Volunteer hours at 1,254 to date

Ed stated that a goal of Professional Development was to create value for these days since we lose an academic day with students. Christina has worked with School Based Planning Team seeking input from teachers.

### Christina Schermerhorn

- Shared the agenda from Professional Development held on January 6
  - Formative Assessment for Grades K-4
  - Introduction to Charlotte Danielson A Framework for Teaching, Domain 3, Instruction
  - Information session introduced elements of the new payroll system
  - PBIS review with teachers
  - Shared FBA process...Functional Behavioral Assessment Process
  - Scavenger hunt was held for team building
  - Julia Payne Lewis presented the Formative Assessment topic – teaching experience at all grade levels including special education (a two hour and 15 minute presentation for each group)
- Formal evaluation followed – nine question survey sent in addition to informal feedback
  - Feedback from teachers has been very positive to date
  - Requesting more in depth analysis

### Nicole Berg:

- Calendar committee is preparing to begin meeting with invitations being sent for volunteers
- Parent Forum presentation will be made to include families- will be requesting feedback twice
- Committee member from last year discussed what worked and what did not work
- Therapy dogs continue to visit and we are continuing to explore acquiring our own therapy dog

- Traveled to Buffalo for a visit to Charter School for Applied Technologies
  - They have two therapy dogs on staff
- Insurance coverage for this plan is in place
- Expense would be related to training
- Positive K-9 recommends a rescue dog and training – 3 to 4 weeks at her facility – lifetime training

**Miriam Steinberg**

- Reviewing Parent Forum and considering how it can be revamped and more useful in the future

**Eric Robinson:**

- PBIS school-wide event:
  - Winter Store Event
    - ✓ A very special event where students had the opportunity to select gifts for loved ones at home
    - ✓ They appreciated all of the efforts of the staff
- We have previously participated in the high school expo coordinated by the RCSD but it has been canceled for this year
  - All schools provide information and presentations about their programs which was very helpful for our families with eighth grade students
  - On the 21<sup>st</sup>, we will be providing families with information about the application process and informing them of the high school open houses

**Governance Report – Megan Bosco**

- Appreciated self-evaluation responses
  - Additional information will be shared at the upcoming board retreat
  - Board members are interested in obtaining more information to do a better job
- Board Retreat is set for Saturday, February 8
  - Ed has provided facilitator contacts
- Recruiting new board members – looking for referrals

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

- Nothing outstanding or unusual
- Per pupil will increase next year which will help our budget
- All numbers look good

**Chair Report – Frank Rossi**

- Executive Committee met to discuss succession plan and will meet in two weeks to identify the process for finding a CEO

- Visited UCCS on Monday and observed some of the Professional Development – teachers typically in front of the classroom were students

~ **Teacher Quality Committee Report – Christine Murray**

- Committee is being established
- Met just before the holiday to establish parameters
- Discussed plan for incorporating student achievement and academic progress and teacher quality issues combined
- Will create a charge for the committee to determine objectives for the rest of the year and going forward
- Hoping to get a meeting together by the end of this month – to include a teacher and leadership team member
- School wide survey suggested to determine the climate

~ **Parent Involvement Committee Report – Joan Moorehead and Antwan Williams**

- Have not met recently
- Considering another Community Fair and a new option for a Health Fair

Frank would like both committees to submit their goals so they can be evaluated against established goals

**Public Comments**

- It was shared that members of the leadership team were in the office when school was closed due to wind chill temperatures. They determined that a pipe was frozen and was close to bursting. Very fortunate that it was discovered, but it destroyed our Time Warner modem creating inability to dial out except for one phone line. This issue was resolved quickly.
- The school bus is proving to be a valuable asset:
  - Transports students on Tuesdays, Wednesdays and Thursdays to the Sports Garden in East Henrietta
  - Transports students on Saturdays for the STEM program
  - Transports students to the JCC
  - JCC used to be only for eighth grade students – expanded to include grades three through eight with our staff providing the instruction
  - Bus is stored and locked at Medical Motors Facility
- Discussed the possibility of setting up a mobile unit for dental and eye care for students in August – to better prepare the students for the start of school

**Motion 140109.2**

Upon a motion by Spiro Ziogas and duly seconded by Nelson Blish, the following was submitted for adoption: RESOLVED that the Board of Trustees adjourn the meeting at 7:15 p.m.

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

Voting in the negative: None

Motion 140109.2 passed 8 to 0

**Next Board Meeting:**

Thursday, February 6, 2014 at 6 p.m.

**TREASURER'S REPORT**

Finance Meeting on Thursday December 18, 2013

As of Nov. 30, 2013	YTD Actual	2013-2014 Annual Budget	% of Annual Budget
Revenue	\$2,535,000	\$5,612,922	45%
Expenses	\$2,292,078	\$5,564,605	41%
Net Income	\$242,922	\$48,317	
Cash on Hand	\$1,606,913 (Savings account has \$661,855)		

The topics of conversation were as follows:

1. Review of November Financials

**Meeting Notes**

Most of the line items were in line with the budget with the exception of the Food Service Expense line. UCCS had not made any payments for services YTD because the supplier had not presented us a formal proposal yet. Subsequently it is at 1% of budget YTD. A contract has since then been established and we will make a catch up payment to bring us current.

The Business Office is still working with the church to determine how much interest our Security Deposit account has earned. More to come.