

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES – MINUTES
THURSDAY, MAY 7, 2015**

Present: Megan Bosco, Ed Cavalier, Natosha McDonald, Jason Mellen, Sidney Moore, Joan Moorehead, Gladys Pedraza-Burgos, Antwan Williams, Spiro Ziogas

Absent: Nelson Blish, Augie Melendez, John Page, Frank Rossi

Media Notification: Erica Bryant of the Democrat and Chronicle was notified of the May 7, 2015 Annual Meeting and Board of Trustees meetings on April 27, 2015. Public notice was also posted in the school and published in the school newsletter.

ANNUAL MEETING

The Annual Meeting was called to order at 6:02 p.m. by Sidney Moore.

The proposed slate of officers identified by the Governance Committee for 2015-16:

BOT Chair: Nelson Blish
BOT Vice-Chair: Gladys Pedraza-Burgos
BOT Treasurer: Jason Mellen
BOT Secretary: John Page

Motion 150507.1 Upon a motion by Megan Bosco and duly seconded by Spiro Ziogas, the following was submitted for adoption: RESOLVED that the Board of Trustees formally accept the slate of officers for 2015-16 identified by the Governance Committee.

Voting in the affirmative: Megan Bosco, Natosha McDonald, Jason Mellen, Sidney Moore, Joan Moorehead, Gladys Pedraza-Burgos, Antwan Williams, Spiro Ziogas

Voting in the negative: None

Motion 150507.1 passed 8 to 0

Motion 150507.2 Upon a motion by Megan Bosco and duly seconded by Gladys Pedraza-Burgos, the following was submitted for adoption: RESOLVED that the Board of Trustees formally accept the appointment of Nelson Blish to a second three-year term expiring on June 30, 2018.

Voting in the affirmative: Megan Bosco, Natosha McDonald, Jason Mellen, Sidney Moore, Joan Moorehead, Gladys Pedraza-Burgos, Antwan Williams, Spiro Ziogas

Voting in the negative: None

Motion 150507.2 passed 8 to 0

Motion 150507.3 Upon a motion by Megan Bosco and duly seconded by Spiro Ziogas, the following was submitted for adoption: RESOLVED that the Board of Trustees formally accept the appointment of Joan Moorehead to a second three-year term expiring on June 30, 2018.

Voting in the affirmative: Megan Bosco, Natosha McDonald, Jason Mellen, Sidney Moore, Joan Moorehead, Gladys Pedraza-Burgos, Antwan Williams, Spiro Ziogas

Voting in the negative: None

Motion 150507.3 passed 8 to 0

Motion 150507.4 Upon a motion by Megan Bosco and duly seconded by Spiro Ziogas, the following was submitted for adoption: RESOLVED that the Board of Trustees adjourn the Annual Meeting at 6:07 p.m.

Voting in the affirmative: Megan Bosco, Natosha McDonald, Jason Mellen, Sidney Moore, Joan Moorehead, Gladys Pedraza-Burgos, Antwan Williams, Spiro Ziogas

Voting in the negative: None

Motion 150507.4 passed 8 to 0

BOARD MEETING

The board meeting was called to order at 6:08 p.m. and the mission statement was shared.

Leadership Team Report

Ed Cavalier

- Ed shared some details from an SED report received after the March visit. Corrections will be made and the final report will be shared with all board members and staff members.
- Discussed the planned school calendar for 2015-2016.

Motion 150507.5 Upon a motion by Antwan Williams and duly seconded by Joan Moorehead, the following was submitted for adoption:
RESOLVED that the Board of Trustees approve the 2015-2016 School Calendar.

Voting in the affirmative: Megan Bosco, Natosha McDonald, Jason Mellen, Sidney Moore, Joan Moorehead, Gladys Pedraza-Burgos, Antwan Williams, Spiro Ziogas

Voting in the negative: None

Motion 150507.5 passed 8 to 0

- Eric Robinson is leaving UCCS on June 30 - returning to the RCSD as Assistant Principal at East High School.
- 5-8 principal selection process distributed and discussed.
 - ✓ Sidney and Ed were involved in the principal search five years ago.
 - ✓ Board was in agreement that the selection process is the right approach going forward.
- Parent Surveys are planned – noted as lacking in SED check-in visit.
- Many celebrations planned over the next four weekends – UCCS tenth year celebration.

Miriam Steinberg

- Parent Surveys – will be available for the end of the year events.
- PTA putting together these events – two Fridays in May and two Fridays in June – information will be shared with all in the near future.

- Survey sent to parents regarding uniforms – 2 to 1 in favor of uniforms leading to future discussion.
- Farash Foundation will allow us to retain the grant money and awaiting word regarding the other two grants.

Internal Control Policy – Review & Discussion

- All purchases for more than \$10,000 should have multiple bids.
- Established a First Niagara Mastercard – kept in the Main Office in the safe (two people are required to open the safe).
- Security, logs and receipts.
- Spiro requested clarification regarding authorized signers for the Mastercard – need to be defined.
- Gladys addressed ensuring tax exempt status in place.

Motion 150507.6 Upon a motion by Spiro Ziogas and duly seconded by Jason Mellen, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the Internal Control Policy changes.

Voting in the affirmative: Megan Bosco, Natosha McDonald, Jason Mellen, Sidney Moore, Joan Moorehead, Gladys Pedraza-Burgos, Antwan Williams, Spiro Ziogas

Voting in the negative: None

Motion 150507.6 passed 8 to 0

Personnel Policy Employee Handbook – Review & Discussion

- Discussed the proposed changes that are recommended. A copy of the entire handbook with changes will be emailed to board members on Friday, May 8, 2015.

Nicole Berg & Eric Robinson

- NYS Assessment Summary shared for review and discussion.
- Testing went great.
- Everyone did a really nice job.
- Opt outs were communicated ahead of time.
- Notes received the morning of test needed to be confirmed and clarified.
- Anticipating a decent increase in scores.
- Karen Haak shared her experience scoring exams.

Lisa King

- Dashboard Review
 - Consistent
 - Enrollment – added one student to kindergarten.
 - 402 students
 - Special Ed – IEP's went in to process in April.
 - Attendance consistent
 - Lottery update
 - 410 applications
 - Discussed ESL and Special Ed recruitment with current lottery process limitations.

- Budget Review
 - 3% increase – does not guarantee that all will get 3%.
 - Teacher Assistant positions vs. Teacher Aide positions discussed.
 - ✓ Additional teachers were brought in for math and ELA prep for about seven weeks. Minimized the size of groupings and paid attention to needs of students on individual basis.
 - ✓ Would like to eliminate 11 Instructional Support positions. (Process was cleared with attorneys.)
 - ✓ Layoff notices to 11 with offer for them to apply for the 8 positions available as teacher aides or opening teacher positions.
 - ✓ Fair pay rate range for teacher aide positions created.
 - ✓ Kindergarten, first and second grade will be assigned teacher aides.
 - ✓ Grades 3, 4, 5 and 6 – plan to hire a third teacher for three teacher teams – each team responsible for a total of 46 students.
 - ✓ Lower class size.
 - ✓ Two teacher aides will be available at those grades levels and for support for copying and supervising students.
 - ✓ Plan works financially.
 - ✓ Reduction in personnel expenses due to reconfiguration for instructional support positions.
 - ✓ Lowering the ratio of students to instructional teachers is a priority for improving test scores (as evidence of success in high performing schools).
 - Line-by-line budget review and discussion.
 - ✓ Increase is \$100 per student.
 - ✓ Revenue basically consistent.
 - ✓ New firm for audit hired for the end of July – extensive experience with schools.
 - ✓ Inquiry regarding STEM program.
 - ❖ Might be added to revised budget if it is determined that the program will continue.
 - ❖ Grants in progress and awaiting information to determine.
 - ✓ Learned of a charter school with 90 students with a bus new to them.

- ❖ Donations and funding allowed them to secure the bus.
- ❖ In contact with a bus vendor in Dansville.
- ❖ Four or five buses currently available with more expected in June.
- ❖ Current bus is 15 years old and rusting with too many continuing maintenance needs.
- ❖ Reliable bus is key to solving some of our issues related to accessing a gym in addition to field trips that get our students out into the community.
- ❖ We have two available on-call bus drivers.
- ❖ Visible advertising for the school.
- ❖ Planning to trade in current bus.
- ❖ Board was supportive of the idea to purchase a newer bus.

Chair Report

Motion 150507.7 Upon a motion by Gladys Pedraza-Burgos and duly seconded by Antwan Williams, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the April 9, 2015 minutes.

Voting in the affirmative: Megan Bosco, Natosha McDonald, Jason Mellen, Sidney Moore, Joan Moorehead, Gladys Pedraza-Burgos, Antwan Williams, Spiro Ziogas

Voting in the negative: None

Motion 150507.7 passed 8 to 0

Fundraising Update – Natosha McDonald

- Meeting Board expectations and determining how to be an asset.
- Jason and Natosha met with Miriam to determine how they can support efforts.
- Would like to make changes in the upcoming year.
- Expect more information related to how we can support and assist.
- Miriam followed up with a request for introductions of people that would be invested and supportive of UCCS such as smaller foundations. Ed and Miriam will reach out if provided with contacts.

Public Comments - None

Motion 150507.8 Upon a motion by Spiro Ziogas and duly seconded by Joan Moorehead, the following was submitted for adoption:

RESOLVED that the Board of Trustees enter Executive Session at 8:35 p.m.

Voting in the affirmative: Megan Bosco, Natosha McDonald, Jason Mellen, Sidney Moore, Joan Moorehead, Gladys Pedraza-Burgos, Antwan Williams, Spiro Ziogas

Voting in the negative: None

Motion 150507.8 passed 8 to 0

Motion 150507.9 Upon a motion by Spiro Ziogas and duly seconded by Joan Moorehead, the following was submitted for adoption:
RESOLVED that the Board of Trustees end Executive Session at 8:45 p.m.

Voting in the affirmative: Megan Bosco, Natosha McDonald, Jason Mellen, Sidney Moore, Joan Moorehead, Gladys Pedraza-Burgos, Antwan Williams, Spiro Ziogas

Voting in the negative: None

Motion 150507.9 passed 8 to 0

Motion 150507.10 Upon a motion by Spiro Ziogas and duly seconded by Natosha McDonald, the following was submitted for adoption:
RESOLVED that the Board of Trustees adjourn the meeting at 8:46 p.m.

Voting in the affirmative: Megan Bosco, Natosha McDonald, Jason Mellen, Sidney Moore, Joan Moorehead, Gladys Pedraza-Burgos, Antwan Williams, Spiro Ziogas

Voting in the negative: None

Motion 150507.10 passed 8 to 0

Next Board Meeting:

Thursday, June 4, 2015 at 6 p.m.