

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES – MINUTES
THURSDAY, OCTOBER 3, 2013**

Present: Nelson Blish, Megan Bosco, Edward Cavalier, Sidney Moore, Christine Murray, John Page, Frank Rossi, Antwan Williams, Spiro Ziogas

Absent: Thomas Felton, Jr., Joan Moorehead

Media Notification: Erica Bryant of the Democrat and Chronicle was notified of the October 3, 2013 Board of Trustees meeting on September 23, 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 6:03 p.m. by Frank Rossi and the mission statement was shared.

Motion 131003.1 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 approve the September 5, 2013 minutes.

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

Voting in the negative: None

Motion 131003.1 passed 7 to 0

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

Eric Robinson:

- Shared that the PBIS Kick Off Assembly went well and was a fun event
 - Students enjoyed spending time outside on a beautiful weather day
 - Teachers volunteered to oversee stations
 - Tie-dyed shirts created to match each grade level
 - Performance by teachers/staff members via a “flash mob”
- Fall Festival planned for October 24 with a similar plan
- “Lucky to Have You” recognition award established for teachers and staff members

- Plan to select three in the main building and one in the middle school each week
- Plaque created out of two horseshoes
- Gift certificates will be presented to teachers and staff members – accepting nominations
- We did not generate the turnout that we hoped for our two curriculum nights. As a result, an event being called a Fall Harvest Open House is being planned:
 - Food
 - Musical group performances
 - Providing an opportunity for teachers to meet with parents prior to conferences
 - Bus will be in operation to shuttle from off-site parking lot
- VADIR report will be filed tomorrow indicating long-term suspensions, issues with weapons and violent fights resulting in physical injury – all of our reported numbers will be 0

Christina Schermerhorn:

- Completed 90% of teacher evaluation guide and provided to teachers
- Walk through observations completed
- Implementing informal observations – drop in observations
- Lesson plan reviews
- Portfolio reviews
- Implementing professional development
- Professional development around PLC's – teachers will practice and learn
- Progress reports are going home on Monday – half way through the first quarter
- Teachers are working very hard
 - Challenged by content of Common Core – teachers are stepping up and doing a great job
 - Teachers are co-planning – impressed with the hard work and extra effort
- Professional development on October 25 will relate to the Site Visit by SED
 - An in-house committee will be established to prepare for the visit – committee will share information with colleagues
- New updated K-6 Houghton Mifflin math materials purchased to align with common core. Old materials were common core based but not aligned and staff were spending too much time trying to organize it. Money was available in the budget to purchase it.
- Frank requested clarification related to walk-through observations
 - Christina clarified that initially there are three observers walking through as a team (Christina, Nicole, Eric) so they may “calibrate” their observations. Subsequent walk throughs will be by a single observer.
- Christine inquired about how teachers are involved in planning the observations – getting the full snapshot
 - Christina shared that the feedback from the informal walk through process creates knowledge about areas where improvements can be made before the informal and formal process takes place
- Ed shared that a proven evaluation process is needed and is being put in place – being introduced with feedback and input. The model being adopted (Danielson) is a proven process but will be rolled out and implemented slowly with feedback throughout the process.

- Frank is happy to see a formal process being put in place – stated that getting feedback and closing the loop would be great
- Two mentors have been hired to work with teachers – confidential coaches
- A staff member will also serve as a mentor in order to provide support
- Introductions:
 - Jennifer Swan, Math Specialist/RtI – assisting with math instruction
 - Aaron Pasucci, Instructional Technology Specialist - establishing where we are in making use of technology, developing our instructional support technology for next year in addition to serving as mentor for staff members Jerome Burgess and Sandra Jacques
- Shared that the Learning Center has been set up for pull-out students – a very positive addition
- Due to a conflict with a scheduled fundraiser on November 2 at Applebees to support the 7th and 8th grade semi-formal dance funding, the PTA and Parent Forum meeting have been moved to November 9

Dan Deckman:

- Dashboard
 - Enrollment was at 399 and is currently at 401 – filled to capacity
 - Demographics have not changed much
 - Staff attendance and student attendance on target
 - Holding students accountable under the new PBIS system has resulted in rise of ATS room assignments
 - 217 students on our current waiting list – healthy number and applications are still being received
 - In the middle of our audit with independent auditors – Bonadio

Ed Cavalier:

- Ed shared a packet regarding the site visit for review and to allow time for clarification
- Ed would like the SED to be aware of the effectiveness of this BOT
 - Need to demonstrate all that the BOT does
 - The board focus group date and time has been set for Thursday, November 21 from 8:00-9:00 a.m.
 - Possible topics for the focus group could be structure and recruitment, how the school is implementing the mission and key design elements, oversight of the academic program, self-evaluation, strategic planning, etc.
- Two day visit will include focus group interviews, classroom observations with a preliminary report shared after the visit
- Christina will be including teachers in planning for the visit

Governance Report – Megan Bosco

- Three potential board candidates have been designated and two resumes were shared. Discussed plans to replace the video after November with one that fits the current mission of the school.

- Possible board retreat topics were discussed
- Megan will attend the charter school conference in two weeks – brief summary report will be shared with board members

Finance Committee – Spiro Ziogas

- Bank presented on some services that might provide for some additional efficiency
- Discussed a line item - leasehold improvements – almost at the annual budget – primarily due to moving the sixth grade to their new area – do not anticipate any other improvements for the rest of the year so we should be stable for this line item
- Audit will be shared later this month – will present to the board
- Business office exploring new payroll services – saving some money
- In good shape financially - including the CD collateral currently at \$2 million with \$1.65 on August 31 balance sheet, \$900K operating account for a total of \$700-800K in savings

Chair Report

~ Teacher Quality Committee – Christine Murray

- Shared an overview of the Board of Trustees creation of three ad hoc committees to strengthen the Board’s involvement with the school
 - Served during a critical year of transition and resulted in positive change for students, their families, and the school staff
- Discussed the function of these committees for 2013-2104 and beyond
- Clarifying the role of the Board as the governing body for UCCS while maintaining connections to the staff, students, and their families
- Thoroughly discussed several proposals to reorganize
- It was suggested that the role be defined in addition to how input is obtained
- It was suggested that more than one board member be included
- It was suggested that Parent and Family Engagement remain separate
- It was suggested that boards of other charter schools be researched
- Will be reviewed and discussed further in the future; procedures need to be established

~ Parent and Family Involvement – Antwan Williams

- Discussion took place with Miriam Steinberg and plan is in process to connect with leadership team
- Need to determine how best to utilize resources
- Suggested that online calendar could be updated to include more detail
- In response to a discussion, Melissa Rife confirmed that timely photos of UCCS events will be added to the website

Public Comments

- Reminder that Parent Forum and PTA meeting is set for this Saturday

- Next Parent Forum and PTA meetings will be delayed one week and held on November 9 due to a conflict with the fundraising breakfast

Motion 131003.2 Upon a motion by Spiro Ziogas and duly seconded by Nelson Blish, the following was submitted for adoption: RESOLVED that the Board of Trustees enter Executive Session

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

Voting in the negative: None

Motion 131003.2 passed 8 to 0

Motion 131003.3 Upon a motion by Spiro Ziogas and duly seconded by Sidney Moore, the following was submitted for adoption: RESOLVED that the Board of Trustees end Executive Session

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

Voting in the negative: None

Motion 131003.3 passed 8 to 0

Motion 131003.4 Upon a motion by Christine Murray and duly seconded by Sidney Moore, the following was submitted for adoption: RESOLVED that the Board of Trustees adjourn the meeting at 8:35 p.m.

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

Voting in the negative: None

Motion 131003.4 passed 8 to 0

Next Board Meeting:

Thursday, November 7, 2013 at 6 p.m.