

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES – MINUTES
THURSDAY, NOVEMBER 7, 2013**

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

Absent: Thomas Felton, Jr., Sidney Moore

Media Notification: Erica Bryant of the Democrat and Chronicle was notified of the November 7, 2013 Board of Trustees meeting on October 28, 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 6:01 p.m. by Frank Rossi and the mission statement was shared.

Audit Report – The Bonadio Group – Kelley DeMonte, CPA

- Kelley shared an overview of two packages: Financial Statements as of June 30, 2013 Together with Independent Auditor’s Report and Communication of Matters Related to Internal Control Over Financial Reporting and Other Matters
 - Detailed review took place with the Finance Committee
 - Cash position decreased as a result of the use of funds for operations and to make significant capital improvements such as Smartboards, computers and playground equipment
 - Liabilities (very few) related to salaries increased due to timing of spread out of teacher salaries
 - Balance sheet is strong
 - Net assets down \$500K
 - Statement of activities – operating revenue is flat and is expected to be stable
 - Depreciation expense increased
 - Healthy cash position
 - Certain deficiencies in internal control were identified:
 - ✓ Unable to reconcile a number of significant general ledger accounts on a timely basis
 - There was substantial turnover in the finance department creating difficulty in maintaining controls
 - Timeliness of financial accuracy should be maintained

- Made recommendation to engage a CPA firm
- Management has engaged a CPA for quarterly reconciliations
- Confident process will proceed smoothly going forward
- Most of last year's recommendations were addressed, but one more recommendation related to segregation of duties
 - ✓ Tightening up documentation around processes in place
 - ✓ Recommend CEO and management expense reimbursements be reviewed by the Finance Committee and this will take place going forward

Motion 131107.1 Upon a motion by Megan Bosco and duly seconded by Joan Moorehead, the following was submitted for adoption:
RESOLVED that the Board of Trustees formally approve the October 3, 2013 minutes.

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

Voting in the negative: None

Motion 131107.1 passed 8 to 0

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

Ed Cavalier

- Open House
 - Miriam (absent due to surgery) did a lot of detail work for the open house
 - Commended teachers for all that they did to encourage parents to attend
 - Nathan Berry orchestrated a performance by K-6 groups
 - Outstanding turnout – important for the parents/guardians to meet the teacher so that the report card conference is not the first introduction
- Professional Development – October 25
 - Nicole Berg, Megan Bosco, Dan Deckman and Christina Schermerhorn attended the conference in NYC
 - Renewal policy shared, performance framework, charter school goals approved and to fall under the new performance framework
 - Professional Development was focused on how to address those benchmarks
 - Site visit committees met regularly on Tuesdays and Thursdays:
 - ✓ Reviewed background and protocol information with colleagues
 - ✓ Assigned benchmarks
 - ✓ Presentations created and shared

- ✓ Discussed topics and provided handouts
- ✓ Positive feedback
- Met with Donald Whitney, Chair of Daisy Marquis Foundation

Eric Robinson:

- Shared that the STEM program began last Saturday due to a two-year funding cycle. Dividing up into five five-week sessions of multiple activities to introduce a more diverse array of topics.
 - 44 students attended the first session and 54 currently enrolled with additions being allowed
 - Grades 3-8
 - Voluntary participation program with transportation and lunch provided
 - Funded with \$50K Farash Grant
 - Joan shared that she would like to coordinate a visit to MCC's Engineering Department
- Character Assembly/PBIS Fall Event
 - Rotated activities
 - Painted pumpkins which required washing 400 pumpkins
- Celebrating students that make honor roll
 - Adjusted to take place over three days vs. one day so there is time to celebrate each individual student
- Report cards available on Tuesday, November 12

Christina Schermerhorn:

- Additional professional development opportunity:
 - ✓ Bob Zimmerli, Teach Like a Champion
 - ✓ Very experienced and highly qualified teacher
 - ✓ No opt out strategy for engaging students when they do not know an answer
 - ✓ Voluntary participation – 23 attended
- Parent satisfaction survey
 - ✓ Will be distributed next week with confidential return
 - ✓ Incentive for parents to return and incentive for teachers for highest number of return
- Collected rosters for parent conferences – over 75% signed up for conferences
- Substitutes – interviewed nine candidates
- Parent Forum is this Saturday at 9 a.m. with PTA meeting following

Governance Report – Megan Bosco

- Did not meet this month – in the process of rescheduling
- Working on the administrative pieces for the retreat
- Possible facilitators identified at St. John Fisher – might be able to zero in on some topics
- Contacted two potential board candidates

- Joan shared some contacts
- Megan attended many sessions at the conference that fit board participation – will share a summary through email

Finance Committee – Spiro Ziogas

- Met twice last month
- No significant material concerns – revenue and expenses are consistent
- Summarized the audit report’s message:
 - Financially sound
 - Discovered some areas for improvement
 - Informed about challenges and approaching them directly
 - Change in net assets is larger than expected and does not take away from what we tried to do
 - Pleased with recommendation for involvement by a CPA for a consistent level of reporting

Chair Report

- Frank and Ed and Christina attended the Charter Network Breakfast
- Charter Schools in Rochester reviewed for positive results

~ Teacher Quality Committee – Christine Murray

- In the process of defining the structure of this crucial committee
- Needs to be a function of the board and clearly defined
- Proposal for redesign of committee – have not had a chance to redesign – crucial committee for the board, put on hold until we get the framework set up
- Based on previous comments from State Ed, there is a potential conflict with the board’s interaction with staff – need to define the role

Public Comments

- PTA:
 - \$717 raised at the pancake breakfast for school dance
 - K-2 event held with 80% of students participating
 - Grades 3-6 will have events in December and January
 - Roller skating event for every student in March
 - Discussion related to parent survey and suggestions for implementing

Motion 131107.2

Upon a motion by John Page and duly seconded by Joan Moorehead, the following was submitted for adoption:

RESOLVED that the Board of Trustees adjourn the meeting at 7:12 p.m.

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

Voting in the negative: None

Motion 131107.2 passed 8 to 0

Next Board Meeting:

Thursday, December 5, 2013 at 6 p.m.