

URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES – MINUTES  
THURSDAY, NOVEMBER 3, 2016

**Board Members Present:** Nelson Blish, Megan Bosco, Jason Mellen, Gladys Pedraza-Burgos, Kathleen Hurley Wiecorek

**Board Members Absent:** Tracy Armstrong, Natosha McDonald, Joan Moorehead

**School Personnel Present:** Edward Cavalier - CEO  
Nicole Berg, Vicki Gouveia – Principals  
Lisa King – Coordinator of Operations & Finance  
Miriam Steinberg – Coordinator of Parent & Community Involvement

**Also Present:** Julie Boland, Parent (Potential Board Member)

**Media Notification:** The Democrat and Chronicle was notified of the November 3, 2016 Board of Trustees meeting on October 24, 2016. Public notice was also posted in the school/website and published in the school newsletter.

***BOARD MEETING***

The Board Meeting was called to order at 6:00 p.m. by Nelson Blish and the mission statement was shared by Megan Bosco.

**Motion 161103.1** 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 approve the minutes of the October 6, 2016 Board of Trustees meeting.

**Voting in the affirmative:** Nelson Blish, Megan Bosco, Jason Mellen, Gladys Pedraza-Burgos, Kathleen Hurley Wiecorek

**Voting in the negative:** None

Motion 161103.1 passed 5 to 0

## LEADERSHIP REPORT

### Ed Cavalier

- Water testing completed on drinking fountains – concluded that no remediation is needed – lead-free.

### Dashboard – Lisa King

- Dashboard is consistent
- Enrollment is currently at 399 students
  - Six students left UCCS
    - ✓ Four students moved to suburban districts
    - ✓ One student transferred to a city school
    - ✓ One student received busing that was over an hour in length
- One teacher has joined our staff – fully staffed at 41.
- Hired one food service worker to replace one that resigned.
- N. Blish requested a graph be added to the Dashboard in the future highlighting test results.

### Miriam Steinberg

- Discussed ways that UCCS shares through social media (Facebook, Twitter, and Instagram).
- Requested that all Facebook participants “Like” UCCS’s Facebook page (currently at 339 “Likes”).
- Video clips were presented that have been created by Justin Ortiz and shared via the UCCS Facebook page.

### Nicole Berg and Vicki Gouveia

- First round of practice testing has been completed.
  - Structured in the same way as the actual testing.
  - Patterned after actual test conditions with all students participating with no time limit.
  - Students that were absent made up the test.
  - Teachers scored the exams which is beneficial – allowing them to revisit any missed skills.
  - The State has been looking for input about the new standards
    - ✓ Inclusive behavior
    - ✓ Feedback from parents and teachers
    - ✓ Determined that removal of the time limit should be continued – the testing is not a race.
    - ✓ Encouraging all families to have their children participate in testing and not opting out.
- Second round of SRI/SMI testing to begin November 28
  - Determining how results will be presented to Board
- Visited Chestnut Ridge Elementary School in the Churchville-Chili School District

- Toured, spoke with teachers, and met with head of technology related to the 1:1 program for students.
  - ✓ We are in the process of infrastructure upgrades (servers and ports) and seeking quotes on charge stations for each classroom.

### Important Dates for November – Miriam Steinberg

- Newsletter will be distributed to all on November 7.
- PTA Fundraiser set for Chuck E Cheese's on November 16 from 3-9 p.m.
- Report card pick up/Parent Conferences with no school for students on November 10.
  - Professional Development was held highlighting strategies for Parent/Teacher Conferences.
    - ✓ Expectation is for every parent/guardian have a face-to-face conversation with their child's teacher and pick up report card.
      - ❖ Transportation is provided if requested.
- ENL Breakfast on November 15 at 9 a.m. (Board invited and asked to RSVP).
- Open House – positive results with over 500 in attendance.
- Pancake Breakfast fundraiser for middle school dance was a success.

### Ed Cavalier

- Hosted charter school leaders at UCCS on October 25.
- Met with Frank Rossi at SUNY Brockport – N. Berg and E. Cavalier taught a class on Charter Schools in a class called Education in Society – Frank has lined up a variety of people interested in partnering with us (meeting scheduled on November 8).

### GOVERNANCE COMMITTEE – Megan Bosco

- Did not meet this month, but meeting dates have been set for the Wednesday following board meetings at 6:00 p.m. – November 9, December 14, January 11, February 8, March 8, April 12, May 10, June 14.
- Board self-assessment survey has been distributed for completion.
- Workshop planning is taking place next week (focus will be on strategic planning). Possible dates with shorter work sessions will be shared to allow for work into everyone's schedules.
- List of prospective board members has been created with plans for school visits in the near future.

### FINANCE REPORT – Jason Mellen (*Refer to Attachment A*)

- Finance Committee met on October 20.
- Reviewed financials which continue to be strong.
- Cash on hand is actual cash and a listing of investments.
- Review of Form 990 which had been distributed previously.

**Motion 161103.2** Upon a motion by Jason Mellen and duly seconded by Kathleen Hurley Wiecek, the following was submitted for adoption: RESOLVED that the Board of Trustees approve Form 990 upon the recommendation of the Finance Committee.

Voting in the affirmative: Nelson Blish, Megan Bosco, Jason Mellen, Gladys Pedraza-Burgos, Kathleen Hurley Wiecek

Voting in the negative: None

Motion 161103.2 passed 5 to 0

- Meeting dates have been set for the Thursday of the week following Governance Meetings at 5:30 p.m. – November 17, December 22, January 19, February 16, March 16, April 27, May 18, June 22, July 20

#### **CHAIR REPORT**

- Board will be efficient going forward in reducing paperwork.
- Shared positive impressions of the Pancake Breakfast fundraiser.

#### **PUBLIC COMMENTS**

- Basketball game scheduled at Young Women’s College Prep Charter School next Wednesday at 5 p.m.
- UCCS purchased \$10K in musical instruments eliminating the waiting list for students (Board previously indicated approval).

**Motion 161103.3** Upon a motion by Gladys Pedraza-Burgos and duly seconded by Megan Bosco, the following was submitted for adoption: RESOLVED that the Board of Trustees adjourn the meeting at 7:00 p.m.

Voting in the affirmative: Nelson Blish, Megan Bosco, Jason Mellen, Gladys Pedraza-Burgos, Kathleen Hurley Wiecek

Voting in the negative: None

Motion 161103.3 passed 5 to 0

#### **NEXT BOARD MEETING:**

December 8, 2016 at 6 p.m. in the Music Room

## Attachment A

Urban Choice Charter School  
Treasurer's Report  
November 2016

Finance Committee Meeting Oct 20th

1. Reviewed Balance Sheet & P & L, Discussed Blanket PO's for monthly purchases, Updating Internal Controls

### As of September 30, 2016

	MTD Actual	MTD Budget	Current Month Variance	YTD Actual	YTD Budget	YTD Variance
Revenue	461,976	462,102	(125)	1,369,341	1,388,367	(19,026)
Expenses	492,471	495,948	(3,477)	1,096,243	1,129,371	(33,128)
Net Income	(30,495)	(33,846)	3,351	273,097	258,996	14,101

Cash on Hand      1,294,474    (30,882 less than last year at this time)

Plus Investments      351,268