

URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES – MINUTES
THURSDAY, DECEMBER 8, 2016

Board Members Present: Tracy Armstrong, Megan Bosco, Natosha McDonald, Gladys Pedraza-Burgos, Kathleen Hurley Wiecek

Board Members Absent: Nelson Blish, Jason Mellen, 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 December 8, 2016 Board of Trustees meeting on November 28, 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 6:13 p.m. by Gladys Pedraza-Burgos and the mission statement was shared.

Motion 161208.1 Upon a motion by Megan Bosco and duly seconded by Natosha McDonald, the following was submitted for adoption:
RESOLVED that the Board of Trustees approve the minutes of the November 3, 2016 Board of Trustees meeting.

Voting in the affirmative: Tracy Armstrong, Megan Bosco, Natosha McDonald, Gladys Pedraza-Burgos, Kathleen Hurley Wiecek

Voting in the negative: None

Motion 161208.1 passed 5 to 0

LEADERSHIP REPORT

Dashboard – L. King

- Free and reduced lunch increased slightly after verifying numbers
- Special Ed increased by two students (3rd and 4th grades)
- Staff ratio has been updated
- New art teacher will be starting on Monday after a resignation due to family issues
- Enrollment is at 397 students after three students left (kindergarten, 7th grade and 8th grade). The opening in kindergarten will be filled.

Publicity Plan for Recruitment – M. Steinberg

- Two Billboards – one for the month of February and one for the month of March
- Transit Ads on Buses – for four weeks in January
- WHEC (TV and WHEC website ads)
- WDKX (30 second spots) – for one week in January and February and March
- WEPL (30 second spots) - one week in February and March
- Kindergarten mailing two times in January and March
- Tabling events (Headstart and NECSN charter school fair) - dates to be determined
- Social media: Facebook, Instagram, Twitter
- Ambassadors (for ENL recruiting)

1:1 and Infrastructure Status – N. Berg/L. King

- Purchased carts/charging stations for grades 3-6 and for each homeroom in grades 7 and 8
- Purchased Chromebooks at an exceptional price
- Establishing a license through a software grant
- Working on getting servers installed
- Need one more bid for our controllers, wifi and access points
- Online Professional Development opportunities will be available for all staff and teachers
 - Researching to determine the best Professional Development options
 - Access to many webinars with most about 30 minutes in length
- Revealed to the teachers last Tuesday with a positive response
- Costs are coming in close to budget

Consideration of consultant for data – E. Cavalier/L. King

- Seeking guidance on how best to prepare ourselves to manage, share, and discuss our data

Saturday School – M. Steinberg/L. King

- Daisy Marquis Jones Grant proposal will be reviewed in January/February for consideration
- We must have funds to get the program coordinated and up and running
- Students love this program – Robotics/Legos for Grades 3-8 for 14 Saturdays (approximately 60 students participate)
- J. Mellen reviewed with the Finance Committee and concluded that the money is available
- Through a show of hands, the board members agreed to a possible expenditure for the Saturday School if needed. It was not budgeted because it was thought it would be grant funded and the decision for funding will not be made until January or February.

Parent teacher conference on November 10 – N. Berg/V. Gouveia

- K-4 close to 100% parent participation with a few no shows so we are making home visits
- 5-8 parents are getting close to 100% with some very difficult to engage. We are scheduling home visits when possible and had three parents in to the school today.

Cheesecake Factory Holiday Breakfast for Kindergarten Students –N. Berg

- Cheesecake Factory selects a kindergarten class and generously hosted us again for the third year in a row
- Cheesecake staff members give back through this special morning
- 50 employees made breakfast, planned a craft, and then led the students to call for Santa's arrival followed by distribution of gifts requested by each student

Holiday Store – V. Gouveia

- December 22 and 23
- Seek and collect donations of gently used or new items to be gifts
- Students earn points from December related to their behavior. These points are translated into currency that can be used to “purchase” three gifts for their family members. After “shopping” the students wrap their gifts and take them home.
- Every K-8 class will visit the store for about 45 minutes for shopping, “cashing out”, and wrapping

Status of JCC Wednesday Classes – M. Steinberg

- JCC is still under construction limiting classes to only Fridays
- Construction should be completed in January when we will begin our two day per week program
- ROC the Day concluded with four donors for a total of \$315

- Indiegogo fund page has been set up to help cover some of the costs of our new therapy puppy (Golden-doodle) Louie

GOVERNANCE COMMITTEE – M. Bosco

- Met twice this month
- Self -assessment – will send reminder – looking for response from all
- Developing planning and workshop dates
- Some potential board candidates will be visiting UCCS
- Member of Governance Committee and other board members are welcome to join
- Julie Boland has completed her application

Motion 161208.2

Upon a motion by Megan Bosco and duly seconded by Tracy Armstrong, the following was submitted for adoption:
RESOLVED that the Board of Trustees, having conducted a thorough background check via a fingerprint scan as required and having discovered no State or Federal criminal history, or, having provided such history to SED if found, approves the selection of Julia Tucker Boland to its Board of Trustees, with a term expiring on June 30, 2019, pending approval by SED. The resolution approving Julia Tucker Boland is formally adopted upon SED's approval.

Voting in the affirmative: Tracy Armstrong, Megan Bosco, Natosha McDonald, Gladys Pedraza-Burgos, Kathleen Hurley Wiecek

Voting in the negative: None

Motion 161208.2 passed 5 to 0

Consultant on Strategic Framework – recommendation by BOT Executive Committee and Governance Committee Chair

- Dr. C. Michael Robinson has worked with the Rochester City School District, Fisher Graduate Program, and University Prep Charter School
- Facilitated our board retreat three years ago with new members
- Strategic Plan is needed and will be called our Strategic Framework
- Coaching Objectives:
 - Focus
 - Leverage through Connectivity
 - Accountability
 - Value added from Board
 - Respect for Roles

- Strategic Framework
 - Board Organization and Operations, Charter, Bylaws, Policies
 - Resource Allocation (Annual Budget)
 - Financial Health of the Corporation, Statements: Income, Balance, Cash flow
 - Chief Executive Officer, Recruitment, Development, Succession
- M. Robinson will attend some of our meetings for the purpose of coaching
- Plan to enter into an agreement with him until the end of the school year
 - Immediate feedback and two shorter workshops (January and to be determined)
 - Align with our mission
- Gladys shared that this fits an objective of empowering the board to be strategic about our approach

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

- Expenses are under by \$36K for the year
- Net income is under budget

PUBLIC COMMENTS

Motion 161208.3 Upon a motion by Megan Bosco and duly seconded by Kathy Wiecek, the following was submitted for adoption:
RESOLVED that the Board of Trustees enter Executive Session at 7:15 p.m.

Voting in the affirmative: Tracy Armstrong, Megan Bosco, Natosha McDonald, Gladys Pedraza-Burgos, Kathleen Hurley Wiecek

Voting in the negative: None

Motion 161208.3 passed 5 to 0

Motion 161208.4 Upon a motion by Natosha McDonald and duly seconded by Tracy Armstrong, the following was submitted for adoption:
RESOLVED that the Board of Trustees end Executive Session at 7:40 p.m.

Voting in the affirmative: Tracy Armstrong, Megan Bosco, Natosha McDonald, Gladys Pedraza-Burgos, Kathleen Hurley Wiecek

Voting in the negative: None

Motion 161208.4 passed 5 to 0

Motion 161208.5 Upon a motion by Natosha McDonald and duly seconded by Kathy Wiecek, the following was submitted for adoption: RESOLVED that the Board of Trustees adjourn the meeting at 7:40 p.m.

Voting in the affirmative: Tracy Armstrong, Megan Bosco, Natosha McDonald, Gladys Pedraza-Burgos, Kathleen Hurley Wiecek

Voting in the negative: None

Motion 161208.5 passed 5 to 0

NEXT BOARD MEETING:

January 5, 2017 at 6 p.m. in the Music Room

Urban Choice Charter School
Treasurer's Report
December 2016

Finance Committee Meeting Nov 17th

As of October 31, 2016

	MTD Actual	MTD Budget	Current Month Variance	YTD Actual	YTD Budget	YTD Variance
Revenue	525,218	577,567	(52,349)	1,894,558	1,965,934	(71,376)
Expenses	492,776	496,127	(3,351)	1,589,019	1,625,498	(36,479)
Net Income	32,442	81,440	(48,998)	305,539	340,436	(34,897)

Cash on Hand 856,411 Plus 93,354 in Receivables

Plus Investments 444,791

Revenue is below budget because of High Cost was received in November