

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES – MINUTES
THURSDAY, FEBRUARY 2, 2017**

Board Members Present: Tracy Armstrong, Nelson Blish, Julie Boland, Megan Bosco, Natosha McDonald, Jason Mellen, Joan Moorehead, Gladys Pedraza-Burgos, Kathleen Hurley Wiecek

Board Members Absent: None

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: Bliss Owen, Prospective Board Member
Dr. C. Michael Robinson, Consultant

Media Notification: The Democrat and Chronicle was notified of the February 2, 2017 Board of Trustees meeting on January 23, 2017. Public notice was also posted in the school, on the website, and published in the school newsletter.

BOARD MEETING

The Board Meeting was called to order at 6:03 p.m. by Nelson Blish.

Motion 170202.1 Upon a motion by Gladys Pedraza-Burgos and duly seconded by Natosha McDonald, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the minutes of the January 5, 2017 Board of Trustees meeting.

Voting in the affirmative: Tracy Armstrong, Nelson Blish, Julie Boland, Megan Bosco, Natosha McDonald, Jason Mellen, Joan Moorehead, Gladys Pedraza-Burgos, Kathy Hurley Wiecek

Voting in the negative: None

Motion 170202.1 passed 9 to 0

LEADERSHIP REPORT

Renewal Site Visit Report – E. Cavalier

- Report was distributed
- Evaluation rating results are: Exceeds/Meets/Approaches/Far Below – our results:
 - One benchmark: Exceeds
 - Eight benchmarks: Meets
 - One benchmark: Approaches
 - ✓ The benchmark with the rating of “Approaches” specifies the efforts that we have made to improve
- A conference call is expected on February 9 or 10 which will provide us with the length of our expected renewal
- All factual corrections have been made to our report
- This good news was shared with all staff today and they were all thanked for all of their efforts

Dashboard – Lisa King

- Any changes have been highlighted on the Dashboard
- Enrollment is at 396
 - Two students left UCCS (one in 4th grade and one in 6th grade)
 - Added one student in Special Education
- ATS visits decreased
- Attendance for students is at 94.7%
- Staff demographics - one teacher is being replaced

FOIL Request

- Received request for our contracts/terms/bids from Justin Murphy, D & C reporter
- A spreadsheet was prepared and did not reflect any change from two years ago (copier contracts, lease, etc.) when the same FOIL request was made

School Wide Practice Assessments

- ELA 1/31, 2/1, 2/2; Math 2/13, 2/14, 2/15 moved up by one week in order for data to be available to teachers more quickly

Adjustments/changes in 6th grade teaching team:

- A teacher resigned in December and another is departing after tomorrow

- As a result of advertising in the Democrat and Chronicle, we have secured two special education teachers. One fifth grade teacher will move to sixth grade and the Special Ed resource teacher will move to fifth grade.
- We expect to be fully staffed on Monday
- Discussion took place regarding the many changes impacting 6th grade this school year
 - The latest teacher to depart is moving to a district closer to her home and with fewer work hours so she can be home when her own young children get off their school bus
 - We are engaged in supporting our sixth grade students with additional support from our counselors and a retired principal
 - We have observed an improvement in rituals and routines
 - The possibility was suggested of hosting an open house for 6th grade families to introduce them to the new team of teachers and the plans and structure in place

Updates/General Information:

- Parent/Teacher Conferences – because of its importance, students will have no school tomorrow so all staff is available for conferences
- JCC renovation is over and Wednesday classes will begin on March 1
- J. Mellen referred us to the contactor that assisted with the building of Vertus – Mike Spoleta
 - Visited and toured an abandoned building (the former Nazareth Hall which has a combined gym and auditorium). Plans are being created for our future consideration/review.

Bliss Owen, Prospective Board Member

- Introduction
- CPA/Partner
- She is looking forward to the opportunity to serve UCCS

Proposed Adjustment for School Time Schedule for 2017-18 School Year – E. Cavalier

- Review of current schedule and proposed schedule
 - Current schedule – experiencing late in the day fatigue
 - Proposal will still have eight periods of instruction of at least 45 minutes in length
 - Proposal meets our charter school office communication
 - Three minute passing time vs. five minute passing time – fits our small compact buildings
 - In compliance with our charter

- Continuing with a schedule that will be 35 minutes longer than the public school

Motion 170202.2 Upon a motion by Kathy Hurley Wiecek and duly seconded by Megan Bosco, the following was submitted for adoption: RESOLVED that the Board of Trustees approves the continuation of eight instructional periods of at least 45 minutes, as defined in our charter, and through modifications in the schedule of morning and afternoon homeroom and efficiencies in passing times in class to class transitions, the schedule for 2017-18 and after, unless subsequently modified by Board resolution, shall be: start time 8:25 a.m.; dismissal time 3:30 p.m.

Voting in the affirmative: Tracy Armstrong, Nelson Blish, Julie Boland, Megan Bosco, Natosha McDonald, Jason Mellen, Joan Moorehead, Gladys Pedraza-Burgos, Kathy Hurley Wiecek

Voting in the negative: None

Motion 170202.2 passed 9 to 0

GOVERNANCE COMMITTEE – M. Bosco

- Meeting dates: Wednesdays following Board Meetings at 6 p.m. on 2/8, 3/8, 4/12, 5/10, 6/1
- Nothing else to report

FINANCE REPORT – J. Mellen

- Meeting dates: Thursday of the week following Governance Committee meetings at 5:30 p.m. on 2/16, 3/16, 4/27, 5/18, 6/22, 7/20
- Refer to Attachment A

CHAIR REPORT

- Highlights on the Dashboard are a positive addition
- Requested that the Dashboard always be sent in advance of the meeting
- Requested that an exit interview process be in place for all employees resigning or terminated from UCCS

DR. C. MICHAEL ROBINSON – BOARD CONSULTANT – Feedback

- Board Work Principles
 - Focus the energy of the Board on Framework
 - Connect the Board initiatives in order to leverage efforts
 - Hold Board and CEO accountable
 - Bring value to the school
 - Assure clarity and respect for Board and CEO roles
 - Make decisions on needs-based assessments
 - Be transparent, honest, and operate with clarity
 - Be mission-driven
- At the conclusion of each board meeting, all board members should anonymously complete and submit a Board Work Principles Self-Assessment.
- Seeking a preliminary decision to be made tonight – related to school outcomes – two or three solid ideas
 - Need to be measurable
 - What do we expect from our students after eight years at UCCS?
 - ✓ Meet or exceed state standards
 - ✓ Self-efficacy – confidence – competitive – ability to move forward and make it
- In order to achieve outcomes, what are the outputs (school to provide in order to meet these outcomes)? Examples for consideration as follows – board must determine what is important:
 - Could consider requesting that the administrators review completed audits of all other charter schools
 - Written curriculum
 - Resource allocation/resource development/annual professional development plan
 - CEO – Annual setting of expectations and performance evaluation complete for CEO
- Sustainability – monitor progress
- Discussions do not mean much unless you turn them into outputs
- Important to determine what information shared at meetings is for information only and discipline yourself to avoid commenting – keep it at that level

PUBLIC COMMENTS - NONE

Motion 170202.3

Upon a motion by Tracy Armstrong and duly seconded by Joan Moorehead, the following was submitted for adoption:
RESOLVED that the Board of Trustees adjourn the meeting at 7:32 p.m.

Voting in the affirmative: Tracy Armstrong, Nelson Blish, Julie Boland, Megan Bosco, Natosha McDonald, Jason Mellen, Joan Moorehead, Gladys Pedraza-Burgos, Kathy Hurley Wiecek

Voting in the negative: None

Motion 170202.3 passed 9 to 0

NEXT BOARD MEETING:

March 2, 2017 at 6 p.m. in the Music Room

Urban Choice Charter School
Treasurer's Report
February 2017

Finance Committee did not meet in December

As of December 2016

	MTD Actual	MTD Budget	Current Month Variance	YTD Actual	YTD Budget	YTD Variance
Revenue	542,699	544,136	(1,437)	3,036,392	2,964,717	71,675
Expenses	683,473	644,476	38,997	2,789,193	2,764,714	24,479
Net Income	(140,773)	(100,340)	(40,433)	247,198	200,003	47,195

Cash on Hand 968,066 Plus 59,707 in Receivables

Plus Investments 444,793

Income & Expense Variance – Local Grants