

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

Board Members Present: Nelson Blish, Julie Boland, Megan Bosco, Natosha McDonald, Jason Mellen, Gladys Pedraza-Burgos

Board Members Absent: Tracy Armstrong, Joan Moorehead, Kathy Hurley Wiecek

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

Also Present: Dr. Miriam Miranda-Jurado, Prospective Board Member

Media Notification: The Democrat and Chronicle was notified of the March 2, 2017 Board of Trustees meeting on February 21, 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 6:02 p.m. by Nelson Blish and the mission statement was shared.

Motion 170302.1 Upon a motion by Julie Boland and duly seconded by Natosha McDonald, the following was submitted for adoption:
RESOLVED that the Board of Trustees approve the minutes of the February 2, 2017 Board of Trustees meeting.

Voting in the affirmative: Nelson Blish, Julie Boland, Natosha McDonald, Jason Mellen, Gladys Pedraza-Burgos

Voting in the negative: None

Motion 170302.1 passed 5 to 0

LEADERSHIP REPORT

Dashboard – Ed Cavalier & Lisa King

- Statistics have not changed substantially
- One of our third grade students transferred back to her original school (School 29) after the parent decided that she was not adjusting to the transition into a new school at her age
- One of our 6th grade teachers resigned
 - Based on request of the Board, V. Gouveia conducted an informal exit interview
 - ✓ Ten year teacher made the change for family reasons - lives on the west side with young school-aged children and accepted a building sub position at a school close to her home with a shorter schedule. This will allow her to put her children on the bus in the morning and be available earlier after school
 - ✓ Contact was made with HR Works to request a template for a more formal exit interview process in the future
 - Teacher has been replaced
- There is a decrease in our enrollment that will be addressed after testing is complete, but we are meeting our budget
- 93.2% student attendance in spite of widespread cases of the flu

Format for Assessment Data – L. King

- Dr. Brandan Keaveny (Data Consultant) has been meeting with the coaches and L. King and will provide us with recommendations for formatting
- DRA (reading assessment conducted three times per year) scores indicated significant increases for kindergarten, first, fourth and fifth grades

1:1 Program Status – L. King, M. Steinberg

- One-to-one program status
- Six Chromebooks have been pushed into the classrooms allowing for initial familiarity and set up with apps
- The process of obtaining quotes for the infrastructure is being finalized

Publicity Plan for Recruitment – Miriam Steinberg

- M. Steinberg and L. King visited five different outreach centers
 - Conversations took place with families and we accepted some applications
- Applications were left at different locations in and around the City of Rochester

- Billboard is in place with plans for a new one to go up next month
- One more week of advertising scheduled on WDKX
- We have received 200 applications through our website with some returned via regular mail as well
- Applications are being distributed through a Bosnian church
- NECSN (North East Charter School Network) is sponsoring a Charter School Fair at the Metro Y on March 18 from 12:00-2:30 p.m. and we plan to be in attendance

Report on Events – M. Steinberg, N. Berg, V. Gouveia

- Renovation of Middle School Lunch Room is complete and funded through the Farash Grant
 - Increased space for the students with added tables allowing for them to dine/play games across from each other (resulting in a calmer environment)
- State Assessments
 - ELA – March 28, 29, 30 and Math – May 2, 3, 4
 - Teachers are providing practice
 - School-wide practice assessments have been reviewed and teachers are addressing any evident weaknesses
- Eighth Grade School Trip to Washington, DC set for May 31, June 1 and 2
 - First Educational Tours is coordinating along with a stop in Gettysburg, PA (Welcome Center) on the way back to Rochester

Staffing – E. Cavalier, N. Berg, V. Gouveia

- Anticipatory recruitment has been ongoing for additional resources needed for State Assessment coverage
- Two of our excellent teachers – Elementary and ENL (married couple) have been accepted into a teacher program in Miramar for the next school year and will be leaving UCCS at the end of this school year
- In addition to recruitment through the Democrat and Chronicle, we have used a new resource (website - Indeed) and we secured one of our recent new hires from Indeed
- N. Berg will attend a Consortium at SUNY Brockport on April 5 to meet with students at scheduled appointment times to pursue additional applications
- Continuing outreach efforts to secure applicants for any upcoming or unexpected openings

Exit Interview Process – E. Cavalier, L. King

- One of the contacts that L. King made referred her to new check list information and types of questions that we can consider adding
- This process will be finalized and established as soon as possible

GOVERNANCE COMMITTEE – M. Bosco

- Meeting dates: Wednesdays following Board Meetings at 6 p.m. on 3/8, 4/12, 5/10, 6/14

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

- Cash on hand continues to increase
 - Jason welcomes ideas for spending to support the students/classrooms
- Meeting dates: Thursday of the week following Governance Committee meetings at 5:30 p.m. on 3/16, 4/27, 5/18, 6/22, 7/20

CHAIR REPORT

- The Regents will hold a meeting on March 15 and we expect to be certified for three-year period
 - Extended appreciation to E. Cavalier and the Leadership Team for this successful rechartering
- Introduction of Dr. Miriam Miranda-Jurado, prospective board member
 - Retired principal from the Rochester City School District
 - Taught in the Rochester City School District
 - Passionate about urban education
 - Looking forward to supporting Urban Choice Charter School, the mission of the school, and the Board of Trustees

PUBLIC COMMENTS - NONE

Motion 170302.2 Upon a motion by Julie Boland and duly seconded by Gladys Pedraza-Burgos, the following was submitted for adoption:
RESOLVED that the Board of Trustees enter Executive Session at 7:00 p.m.

Voting in the affirmative: Nelson Blish, Julie Boland, Megan Bosco, Natosha McDonald, Jason Mellen, Gladys Pedraza-Burgos

Voting in the negative: None

Motion 170302.2 passed 6 to 0

Motion 170302.3 Upon a motion by Megan Bosco and duly seconded by Julie Boland, the following was submitted for adoption: RESOLVED that the Board of Trustees end Executive Session at 8:38 p.m.

Voting in the affirmative: Nelson Blish, Julie Boland, Megan Bosco, Natosha McDonald, Jason Mellen, Gladys Pedraza-Burgos

Voting in the negative: None

Motion 170302.3 passed 6 to 0

Motion 170302.4 Upon a motion by Jason Mellen and duly seconded by Megan Bosco, the following was submitted for adoption: RESOLVED that the Board of Trustees approve that an employment contract for Edward J. Cavalier, CEO, not be renewed for the 2017-2018 School Year.

Voting in the affirmative: Nelson Blish, Julie Boland, Megan Bosco, Natosha McDonald, Jason Mellen, Gladys Pedraza-Burgos

Voting in the negative: None

Motion 170302.4 passed 6 to 0

Motion 170302.5 Upon a motion by Natosha McDonald and duly seconded by Julie Boland, the following was submitted for adoption: RESOLVED that the Board of Trustees approve that a Search Committee be formed to begin the hiring process for a CEO for the 2017-2018 School Year.

Voting in the affirmative: Nelson Blish, Julie Boland, Megan Bosco, Natosha McDonald, Jason Mellen, Gladys Pedraza-Burgos

Voting in the negative: None

Motion 170302.5 passed 6 to 0

Motion 170302.6 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 adjourn the meeting at 8:45 p.m.

Voting in the affirmative: Nelson Blish, Julie Boland, Megan Bosco, Natosha McDonald,
Jason Mellen, Gladys Pedraza-Burgos

Voting in the negative: None

Motion 170302.6 passed 6 to 0

NEXT BOARD MEETING:

April 6, 2017 at 6 p.m. in the Music Room

Urban Choice Charter School
Treasurer's Report
February 2017

Attachment A

As of January 31, 2017

	MTD Actual	MTD Budget	Current Month Variance	YTD Actual	YTD Budget	YTD Variance
Revenue	499,905	461,032	38,873	3,536,297	3,425,749	110,548
Expenses	525,356	530,655	(5,298)	3,312,173	3,295,369	16,804
Net Income	(25,451)	(69,623)	44,171	224,124	130,380	93,744

Cash on Hand 1,322,954 Plus 63,445 in Receivables

Plus Investments 448,199