

URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES – MINUTES  
THURSDAY, MAY 10, 2018

**Present:** Nelson Blish, Julie Boland, Megan Bosco, Miriam Miranda-Jurado, Bliss Owen

**Absent:** Tracy Armstrong, Jason Mellen, Joan Moorehead, Kathleen Hurley Wiecek

**Media Notification:** Erica Bryant of the Democrat and Chronicle was notified of the May 10, 2018 Annual Meeting and Regular Board of Trustees meeting on May 1, 2018. Public notice was also posted in the school, published in the school newsletter and on the school website.

*ANNUAL MEETING*

The Annual Meeting has been postponed until the June meeting at which time the slate of officers will be presented for vote.

*BOARD MEETING*

The Board Meeting was called to order at 5:57 p.m. and the mission statement was shared. Board members and all in attendance introduced themselves.

**Motion 180510.1** Upon a motion by Julie Boland and seconded by Bliss Owen, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the April 12, 2018 minutes.

**Voting in the affirmative:** Nelson Blish, Julie Boland, Megan Bosco, Miriam Miranda-Jurado, Bliss Owen

**Voting in the negative:** None

Motion 180510.1 passed 5 to 0

## LEADERSHIP TEAM REPORT

### Lynn McCarthy

- Saturday Academy
  - Program was successful
  - Our showcase was a nice experience and was well attended by families
  - Cooking classes – the cookbooks that were created were shared and one copy is going to Wegmans along with a thank you card
    - ✓ Food was prepared in the morning and then shared with family members at the showcase
  - Medical class (third graders)
    - ✓ Students attending received a lab coat and stethoscope
- Robotic classes were also very successful
- Certification of Staff
  - Met with staff members that have expired certification
  - Teachers are working on extending their certification or securing initial certification
  - Some are in need of transferring their out-of-state certification to NYS
  - We are encouraging all of our Teacher Aides to get their level-one certification at a minimum and expect that most will complete
    - ✓ Some portions of the level-one certification for Teacher Aides can be completed online and we are providing an opportunity for our staff members to complete during Professional Development tomorrow afternoon; CPR training is scheduled for their morning session
- Interviews for Staffing Positions for the next school year
  - Process is in place
  - HR applications received
    - ✓ Qualifications and references have been checked
  - Interviews completed by N. Berg, C. Parris, a Coach, and a classroom teacher
    - ✓ Those candidates that were recommended have progressed to a second interview with L. McCarthy
    - ✓ Three applicants have accepted positions to date
- Itinerary for Washington, DC trip provided
  - 40 students will be traveling along with five chaperones
- N. Berg and L. McCarthy attended a meeting with SED
  - David Frank highlighted changes for the charter school performance framework (new benchmarks are being put in place)

### Nicole Berg

- Math testing has been completed and scoring will take place tomorrow
- Volunteer Appreciation Lunch was held and enjoyed
  - Catered, cards of appreciation shared, and students sat with volunteers
- Teacher Appreciation Week
  - Breakfast for staff was provided by the PTA

- Teacher breaks were in place
- Lunch was provided by Dinosaur BBQ
- Celebration of the Arts to be held on May 18
- Baseball game for Grades 2-5 on the 17<sup>th</sup> of May

**Lisa King**

- Dashboard
  - Two students withdrew due to a family move out of state
  - Staff attrition – one teacher and one staff member
  - Wait list for new enrollment
    - ✓ 650 on list with many applying to different schools in the area
    - ✓ 100 students on our wait list are for kindergarten and all spots have not been confirmed as filled to date
    - ✓ Discussions related to the new common application process will be taking place
    - ✓ No new accepted students have withdrawn to date which is much lower than prior years
- Proposed 2018-2019 School Year Budget
  - Reviewed and shared at the last BOT meeting
  - The proposed budget for the 2018-2019 school year was approved by the Finance Committee
- Some changes for increasing salaries are now in place for:
  - Certified Teacher Aides
  - Certified Teachers

**Motion 180510.2**                      Upon a motion by Julie Boland and seconded by Bliss Owen, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the 2018-2019 School Year Budget.

Voting in the affirmative:      Nelson Blish, Julie Boland, Megan Bosco, Miriam Miranda-Jurado, Bliss Owen

Voting in the negative:            None

Motion 180510.2 passed 5 to 0

- Proposed 2018-2019 School Year Calendar
  - Calendar was prepared following the Rochester City School District calendar
  - Calendar will be added to the website once it is approved

**Motion 180510.3**                    Upon a motion by Megan Bosco and seconded by Miriam Miranda-Jurado, the following was submitted for adoption:  
RESOLVED that the Board of Trustees approve the 2018-2019 School Year Calendar.

Voting in the affirmative:    Nelson Blish, Julie Boland, Megan Bosco, Miriam Miranda-Jurado, Bliss Owen

Voting in the negative:        None

Motion 180510.3 passed 5 to 0

## **GOVERNANCE COMMITTEE**

- A meeting and interview has been scheduled with a prospective board member
- We are delaying the Annual Meeting until June where we will present the slate of officers for the 2018-2019 school year

## **FINANCE COMMITTEE MEETING (*Refer to Attachment A*)**

- Letters sent to vendors requesting donations – received amounts ranging from \$100-\$500 from ten of our vendors that will be put toward the class trip to Washington, DC for the 7<sup>th</sup> and 8<sup>th</sup> grade class

## **PTA REPORT – J. Boland**

- Annual Meeting is set for next week (Wednesday from 6-7 p.m.)
- Seeking more nominations for officer positions for the 2018-2019 school year which has been challenging
- Vote on all nominations will be held at the meeting
- This will be the last opportunity for staff and parents to participate in the end of the year drawing for their participation/attendance for PTA meetings
- PTA is sponsoring the majority of the funding for the Red Wings game
- A contest is being held for a black and white design for the front of t-shirts for the 8<sup>th</sup> grade students for graduation
  - Sharpie pens will be included so students may collect classmate signatures since we will not be preparing yearbooks for this school year
- Requesting RSVP's by staff to ensure that there is enough pizza and water
- PTA provided breakfast from Panera for Teacher Appreciation Week
- A joint meeting was held with the After School Program – ten parents attended/signed in

## CHAIR REPORT

- M. Miranda-Jurado reported on a meeting held with City Hall to determine which buildings might become available through the Rochester City School District
  - There are four buildings that currently belong to the city and must be released by the RCSD
  - Since enrollment in the city is going down, we should know by September if any will become available for our future consideration
  - City Hall was receptive to working with us if a building becomes available; we will keep the lines of communication open to understand the status of these possible options
  - This option would be at a lower cost than other options being considered
- L. McCarthy visited the YMCA downtown and spoke with the director and associate director
  - Eugenio Maria De Hostos Charter School buses their students to the YMCA for their physical education programs – using the YMCA’s programming
  - Pool/swimming
  - Possibility of a leadership camp (overnight) for grades 6, 7 and 8 – two days/two nights for leadership activities – team building
- Changes planned for the 2018-2019 School Year:
  - Three teacher teams are planned for grades 6, 7 and 8 in the middle school
  - Art room being moved to the main building
  - ATS room being moved to the main building
  - Sixth grade classes being established in the middle school
  - All planned renovations will be minimal
- We are participating in a program run by Amazon called Amazon Smile. All are encouraged to use this site when making purchases since a portion is sent directly to support UCCS
- PayPal has been set up to allow for donations directly on our website

**Motion 180510.2**                      Upon a motion by Megan Bosco and seconded by Bliss Owen, the following was submitted for adoption: **RESOLVED** that the Board of Trustees adjourn the meeting at 6:52 p.m.

Voting in the affirmative:      Nelson Blish, Julie Boland, Megan Bosco, Miriam Miranda-Jurado, Bliss Owen

Voting in the negative:            None

Motion 180510.2 passed 5 to 0

## NEXT BOARD MEETING

- Thursday, June 14, 2018

Urban Choice Charter School  
Treasurer's Report  
May 2018

Attachment A

**As of March 2018**

	MTD Actual	MTD Budget	Current Month Variance	YTD Actual	YTD Budget	YTD Variance
<b>Revenue</b>	<b>568,805</b>	<b>544,850</b>	<b>23,955</b>	<b>4,540,319</b>	<b>4,532,600</b>	<b>7,719</b>
<b>Expenses</b>	<b>506,251</b>	<b>681,550</b>	<b>(175,299)</b>	<b>4,406,403</b>	<b>4,510,820</b>	<b>(104,417)</b>
<b>Net</b>	<b>62,554</b>	<b>(136,700)</b>	<b>199,254</b>	<b>133,916</b>	<b>21,780</b>	<b>112,136</b>

**Cash on Hand**    **1,378,988**    **67,981 in Receivables**

**Plus Investments**    **760,056**

**Note:** We will be under budget in Revenue because the \$160,000 from the Senate needed to be recorded in 2016/2017 per the Charter School Office. We will be over in Expenses because the BOT approved of a new reading program (Success for All) with a cost of \$145,000.