

URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES – MINUTES  
THURSDAY, AUGUST 1, 2013

**Present:** Nelson Blish, Megan Bosco, Edward Cavalier, Thomas Felton, Jr., Sidney Moore, Joan Moorehead, John Page, Frank Rossi, Antwan Williams, Spiro Ziogas

**Absent:** Christine Murray

**Media Notification:** Erica Bryant of the Democrat and Chronicle was notified of the August 1, 2013 Board of Trustees meeting on July 23, 2013. Public notice was also posted in the school and published in the school newsletter.

The Board of Trustees meeting was called to order at 6:04 p.m. by Frank Rossi.

Frank welcomed all and shared the new mission statement approved at the last board meeting: *The mission of the Urban Choice Charter School is to provide Rochester students with a safe, supportive, and intellectually challenging educational environment. The central philosophy is that strong student-teacher relationships are essential to student motivation, engagement, and achievement. This philosophy, with authentic efforts at family involvement, and combined with the effective teaching of a rich, rigorous, and engaging curriculum, will enable students to build a strong foundation for college and career readiness, exceed state achievement standards and defy the demographic destiny of poverty.*

**Leadership Team Report – Ed Cavalier, Dan Deckman, Christina Schermerhorn, Miriam Steinberg,**

**Ed Cavalier:**

- Major expenditures for the past school year (Smart boards, playground, furniture, etc.) have resulted in creating a proactive organization which is fiscally sound and good for students
- There are currently no grand requests for expenditures with budgeting in place.
- Extended appreciation to the Board for support
- Official scores are needed in order to complete the report and the State has delayed release

Dan Deckman:

- Dashboard does not include significant changes
- Finished year at 399 students enrolled
- Slightly higher enrollment enabled us to make up a portion of the project deficit that we anticipated
- ATS visits – 728 for the year – each specific incident
- Attrition rate 4.8% - lower than 6% last year
- Attendance at 96% throughout school year
- 76% that failed ELA test last year enrolled in summer school
- Over target in terms of volunteer hours
- Renovations (all being accomplished within budget):
  - Sixth grade classrooms are being relocated to upper floor after modifications are made
  - A Learning Center is being created in the former Performing Arts/Wii Interactive Fitness Room
    - ✓ Will include four or five instructional spaces
  - Making better use of the middle school space
    - ✓ Office Space
    - ✓ Reception/Welcoming Area
    - ✓ Cafeteria improvements with removal of large counter
- Facilities Upgrades
  - Phone system
  - Wireless throughout building
- Money is built into next year's budget for furniture upgrades
  - Will discuss proposal to use the funds in the fundraising account
- Surplus of \$138 anticipated
- Board approved updated employee handbook – looking for formal resolution (see above)

**Motion 130801.1**

Upon a motion by Nelson Blish and duly seconded by Spiro Ziogas, the following was submitted for adoption: RESOLVED that the Board of Trustees formally approve a Resolution for Plan Amendment to adopt the Summary of Material Modifications to the Urban Choice Charter School 403(b) Plan (*refer to Attachment A*).

Voting in the affirmative: Nelson Blish, Megan Bosco, Thomas Felton, Jr., Sidney Moore, Joan Moorehead, Frank Rossi, Antwan Williams, Spiro Ziogas

Voting in the negative: John Page

Motion 130801.1 passed 8 to 1

Motion 130801.2                    Upon a motion by Frank Rossi and duly seconded by Sidney Moore, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the June 6, 2013 minutes.

Voting in the affirmative:    Nelson Blish, Megan Bosco, Thomas Felton, Jr., Sidney Moore, Joan Moorehead, John Page, Frank Rossi, Antwan Williams, Spiro Ziogas

Voting in the negative:        None

Motion 130801.2 passed 9 to 0

**Miriam Steinberg:**

- End of year was successful
  - Flag Day Celebration with K, 1 & 2 musical presentations
    - ✓ Significant parent turnout
- First annual volunteer thank you tea
  - Students made decorations, thank you cards and several students were selected from grades 3, 4 and 5 to have tea with the volunteers
- Field Day – was to be held at Ellison Park, but due to excessive rain and flooding it was moved to fields at East High School at no charge and it was a successful day
- Girls Rock Camp begins August 12 – local independent group – 30 campers signed up from all over the City
- WDKX Back to School Rally at Ridge Clinton Plaza – we will have a table there – give away backpacks and school supplies – flyer will be sent home to all families – posting on Facebook page
- Farash Foundation offering another charter initiative grant – up to \$1M seed money
- Three year foundation initiative
- Would like to create a Primary Learning Center for grades K-2
- Expand our enrollment
- Browncroft Baptist Church is a potential location
- Deadline for grant - August 29
- Brockport partnership – would like to expand on this relationship
  - Met with Chris Murray along with Ed and Christina
  - First grade pen pal project is in place
  - Host many student teachers
  - Would like to coordinate more campus visits – bus should provide more flexibility
  - Class developed around ELA Common Core, emails with eighth graders and Human Services students

### Eric Robinson

- Shared ATS data:
  - 297 incidents
  - 110 different students
  - 40 students went to ATS for one incident
  - 70 student went to ATS for two or more incidents (repeat offenders)
  - Total: 728.5 days of saved instruction
  - Average of 2.45 days/incidents
  - 0 out of school suspensions
- Ready to roll out PBIS – group of staff members that have completed training and have met over the summer – will positively impact school culture – catch students doing the right thing and recognize them
- Staffing – currently looking for Art Teacher, Science Teacher, clerical support
- Cleaning up transcripts – old grading scale
- 24 students earned science credit
- 33 students earned Spanish credit

### Christina Schermerhorn:

- Went to Albany with Ed and attended different sessions such as common core alignment, student growth measures, data driven instruction and parent engagement
- Passing rate for 4<sup>th</sup> grade science class – 45 students took the exam and had 98% passing
- Living Environment – could be approached several ways, but all 40 students attempted with 24 passing the test – 60% pass rate – highest number UCCS has had to pass
- PD topics for August – Leadership Team has been discussing – new procedures and instructionally we will be talking about common core math and ELA, response to intervention, strategies for teachers, teacher development, professional learning communities, PBIS
- September 10 and 12 curriculum nights scheduled
- Tomorrow is last day of summer school – successful program – four weeks – focused on ELA and math – 147 students K-7 attended
  - Conducted pre and post assessments – will report on that in September
  - Daily attendance to be shared in September
  - Teacher and parent satisfaction surveys to be shared in September

### **Governance Report – Megan Bosco**

- Housekeeping
  - Continuing board member recruitment
  - Would like to work on updated version of Board Manual and Policies
- Would like to communicate the date for the board retreat to all in October
- Seeking suggestions for topics and presenters for the board retreat

**Motion 130801.3**

Upon a motion by Megan Bosco and duly seconded by Antwan Williams, the following was submitted for adoption:  
RESOLVED that the Board of Trustees formally appoint Christine Murray to serve on the BOT at UCCS for a partial first term to expire on June 30, 2014 and that this motion is considered final with no need for further BOT approval

Voting in the affirmative: Nelson Blish, Megan Bosco, Thomas Felton, Jr., Sidney Moore, Joan Moorehead, John Page, Frank Rossi, Antwan Williams, Spiro Ziogas

Voting in the negative: None

Motion 130801.3 passed 9 to 0

**Finance Report – Spiro Ziogas**

- Finished the year in the black
- With deficit dealt with, Finance Committee commended the administration and staff
- School is financially strong again
- There is a need for some furniture – total of \$18,384
- Line item in bank account titled fundraising
  - Discussed options for using the money for furniture – unclear why the money was established – perhaps hiring someone for fundraising
  - Finance committee did not have an issue with using the money for this purpose
  - Will hold off on decision about this amount of money until John Page meets with the Foundation

**Chair Report – Frank Rossi**

- Met with Ed and discussed the new school year
- During this school year, we will need to pursue a replacement for Ed since he announced his retirement at the end of the school year
- Two consultants will also be replaced in the future

**~ Teacher Quality Committee Report – Frank Rossi**

- Have asked Chris Murray to take on the position of Committee Chair
- Combining with Student Achievement Committee

**~ Parent Involvement Committee Report – Joan Moorehead and Antwan Williams**

- Looking forward to connecting with Miriam prior to school starting
- Defining what this committee is and create benchmarks and goals
- Health Fair
- Community Fair
- Employment/Work Force Development
- Literacy

- Surveys to determine needs and wants – including teachers and parents
- How can we better engage parents

**Upcoming Dates Communicated**

- Re-chartering meeting for BOT on August 22
- Middle School Orientation on August 29 from 5-6:30 p.m.
- Kindergarten Meet and Greet on August 30 from 9-10:30 a.m.
- PTA Family Night on Friday, September 13
- Open House (evening) on September 10 for grades K-4 and on September 12 for grades 5-8

**Motion 130801.4**                      Upon a motion by Nelson Blish and duly seconded by Spiro Ziogas, the following was submitted for adoption: **RESOLVED** that the Board of Trustees adjourn the meeting at 7:50 p.m.

**Voting in the affirmative:**      Nelson Blish, Megan Bosco, Thomas Felton, Jr., Sidney Moore, Joan Moorehead, John Page, Frank Rossi, Antwan Williams, Spiro Ziogas

**Voting in the negative:**        None

Motion 130801.4 passed 9 to 0

**Next Board Meeting:**

Thursday, September 5, 2013 at 6 p.m.

**Summary of Material Modifications  
to the  
Urban Choice Charter School 403(b) Plan  
Summary Plan Description**

Effective July 1, 2013, Article IV & VI Schedule A of the Summary Plan Description has been updated to modify the plan's In-Service Withdrawals:

**Article IV**

**C. Eligibility Requirements for Other Contributions**

With respect to Employer and Employee after-tax contributions, if any, made to this Plan, you must satisfy the following eligibility requirements:

This Plan has no Service requirement.

This Plan has no age requirement.

**F. Entry Date**

After you have met all of the eligibility requirements, you will begin participation in the Plan with respect to all contributions other than Elective Deferrals on the first day of the month coinciding with or next following the date on which you meet the eligibility requirements.

**Article VI**

**B. Matching Contributions on Elective Deferrals, including Roth Elective Deferrals and/or Mandatory Elective Deferrals**

If you are an eligible Participant, Matching Contributions are contributions made to the Plan by the Employer on your behalf that are directly related to the amount of Elective Deferrals (including Roth Elective Deferrals and/or Mandatory Elective Deferrals, if applicable) that you make to the Plan.

The Employer will make a Matching Contribution on your behalf in the following amounts based on your total Years of Service with the Employer:

<u>Total Years of Service</u>	<u>Matching Contribution Formula</u>
0	100% of the first 3% of deferrals.
5	100% of the first 4% of deferrals.
10	100% of the first 5% of deferrals.
15	100% of the first 6% of deferrals.
20	100% of the first 7% of deferrals.
25	100% of the first 8% of deferrals.
30	100% of the first 9% of deferrals.
35	100% of the first 10% of deferrals.

**H. Eligibility To Receive A Contribution From The Employer**

The Employer will make a contribution on your behalf if you are in an eligible class of Employees and have completed a Year of Service.

A Year of Service for eligibility to receive an allocation of Employer contributions will be determined on the basis of the Hour of Service method. A Year of Service for allocation accrual purposes will be credited to you upon completion of 1 Hours of Service

A Year of Service for eligibility to receive an allocation of Employer contributions for terminated Participants will be determined on the basis of the Hour of Service method. A Year of Service for allocation accrual purposes will be credited to you upon completion of 1 Hours of Service.