

URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES – MINUTES  
THURSDAY, JANUARY 5, 2017

**Board Members Present:** Tracy Armstrong, Nelson Blish, Megan Bosco, Natosha McDonald, Jason Mellen, Joan Moorehead, Gladys Pedraza-Burgos

**Board Members Absent:** Kathleen Hurley Wiecek

**School Personnel Present:** Edward Cavalier - CEO  
Nicole Berg – Principal  
Lisa King – Coordinator of Operations & Finance  
Miriam Steinberg – Coordinator of Parent & Community Involvement

**Also Present:** Julie Boland, Parent (Potential Board Member)  
Dr. C. Michael Robinson, Consultant

**Media Notification:** The Democrat and Chronicle was notified of the January 5, 2017 Board of Trustees meeting on December 19, 2016. 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 6:01 p.m. by Nelson Blish and the mission statement was shared.

**Motion 170105.1** Upon a motion by Tracy Armstrong and duly seconded by Jason Mellen, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the minutes of the December 8, 2016 Board of Trustees meeting.

**Voting in the affirmative:** Tracy Armstrong, Nelson Blish, Megan Bosco, Natosha McDonald, Jason Mellen, Joan Moorehead, Gladys Pedraza-Burgos

**Voting in the negative:** None

Motion 170105.1 passed 7 to 0

**LEADERSHIP REPORT**

Dashboard – Lisa King

- 91% of students qualify for free and reduced meals
- ENL enrollment is at 4.5 percent
- Staff daily attendance decreased 3%
- ATS assignments increased
- Enrollment is at 398 – increased by one
  - Added one kindergarten student
  - One 5<sup>th</sup> grader left and that opening has been filled
- Student attendance decreased slightly
  - Principals stay on top of this and arrange home visits when warranted
  - The last day of school before holiday break was late this year and some families left town early
- Staff attrition - two teachers left in December

#### **SRI and SMI Testing – E. Cavalier, N. Berg**

- Practice test scores for SRI and SMI in December – math and reading scores increased in all grades 1-8 except in 3<sup>rd</sup> grade reading
- Meeting with a data consultant next week. The consultant, in addition to other items, will be responsible for determining the best format for dashboard and presentation to the board.

#### **Publicity Plan for Recruitment – Miriam Steinberg**

- Transit ads on buses will start on 1/9
- WDKX will be starting ads for three separate weeks; the audio was shared with the BOT

#### **1:1 and Infrastructure Status – N. Berg, L. King**

- Chromebooks have been received
- All charging stations have been delivered to the classrooms
- The purchase of domains is being funded by pass-through money from the RCSD
- CIS is completing work on the servers
- Online training and other professional development is being organized
- Second quote is being pursued for the hubs so we can award that contract
- Will roll out the use of Chromebooks when all of the hubs are installed

#### **Status of Saturday School – M. Steinberg/L. King**

- Large response of student applications
  - Increased the total number of students being served to 75
  - Added one class (will have a total of five classes) and one teacher (total of six teachers)
- Transportation is being routed – students and parents will be notified a week in advance
- A videographer will be in attendance on the first day (February 4)

#### **Sixth Grade Staff Reorganization – E. Cavalier, N. Berg**

- There have been ongoing behavior issues in the classrooms that we have been addressing
- One teacher was terminated at the beginning of December and a second teacher resigned on the last day before recess.

- One teacher has been reassigned (voluntarily) and one teacher was hired. (The new hire has significant experience at middle school.)
- The new team of teachers is working to bring all students up to speed
- Programmatic changes are being considered to be put in place for next year to address ongoing concerns
- An exit interview structure will be considered and N. McDonald has agreed to help facilitate the structuring of that process

### Report on Events

- Holiday Store – December 22 and 23 – N. Berg
  - It was a fantastic event – students understood that they could make purchases based on credit earned for good behavior in the weeks leading up to the Holiday Store
  - Students shopped for three gifts for their family members
- We have committed significant resources and budgeted for our winter sports basketball program
  - The girls’ team finished their successful season
  - The boys’ team will begin their season with the first game on January 19

### DR. C. MICHAEL ROBINSON – BOARD CONSULTANT

- Acknowledged that he had already observed rich conversations during the board meeting
- Will serve as a “coach” – not a “player” or “referee”
- Will not be involved in any decision making
- Will make observations and provide feedback
- Worked in the Rochester City School District for 38 years
- Spent a significant amount of time at the board level: Advising the Rochester City School District Board, University Prep for Young Men Board (Member, Board Chair), and the United Way Board
- Teaches in the doctoral program at SJFC
- BOT members should have respectful roles while challenging and holding people accountable
- A strategic framework for the board will be created
- Interested in the differences made in the lives of the students that spend seven or eight years at the school
- Establish desired outputs
- Will be looking at:
  - Board Organization and Operations, Charter, By-laws, Policies
  - Resource Allocation (Annual Budget)
  - Financial Health of the Corporation, Statements: Income, Balance, Cash Flow
  - Chief Executive Officer: Recruitment, Development, Succession
  - Sustainability of the Corporation
    - ✓ Enrollment, Marketing, Sustainability of Students, Keeping Students Engaged

### GOVERNANCE COMMITTEE – M. Bosco

- Meeting dates: Wednesdays following Board Meetings at 6 p.m. on 1/11, 2/8, 3/8, 4/12, 5/10, 6/14
- Will follow up via email regarding the Self-Assessment

- Workshop dates and planning – first retreat to be held this Saturday, January 7 from 8:30 a.m. – 12:00 p.m. at UCCS in the Music Room
- Prospective board member visits to be scheduled in January:
  - 1/6 at 9 a.m. – Dr. Miriam Miranda-Jurado
  - 1/11 at 9 a.m. – Bliss Owen
  - ✓ All board members are invited to attend

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

- Did not meet last month, but meeting planned for this month
- No financial issues
- Meeting dates: Thursday of the week following Governance Committee meetings at 5:30 p.m. on 1/19, 2/16, 3/16, 4/27, 5/18, 6/22, 7/20

**PUBLIC COMMENTS - NONE**

**Motion 171005.2**                      Upon a motion by Joan Moorehead and duly seconded by Gladys Pedraza-Burgos the following was submitted for adoption: RESOLVED that the Board of Trustees adjourn the meeting at 7:10 p.m.

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

Voting in the negative:        None

Motion 170105.2 passed 7 to 0

**NEXT BOARD MEETING:**

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