

URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES – MINUTES
THURSDAY, APRIL 6, 2017

Board Members Present: Nelson Blish, Julie Boland, Natosha McDonald, Jason Mellen, Joan Moorehead, Gladys Pedraza-Burgos, Kathy Hurley Wiecek

Board Members Absent: Tracy Armstrong, Megan Bosco

School Personnel Present: Vicki Gouveia – Interim CEO, 7-8 Principal
Nicole Berg – K-6 Principal
Lisa King – Coordinator of Operations & Finance
Miriam Steinberg – Coordinator of Parent & Community Involvement

Also Present:

Media Notification: The Democrat and Chronicle was notified of the April 6, 2017 Board of Trustees meeting on March 27, 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 6:04 p.m. by Nelson Blish and the mission statement was shared.

Motion 170406.1 Upon a motion by Julie Boland and duly seconded by Kathy Wiecek, the following was submitted for adoption:
RESOLVED that the Board of Trustees approve the minutes of the March 2, 2017 Board of Trustees meeting.

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

Voting in the negative: None

Motion 170406.1 passed 7 to 0

LEADERSHIP REPORT

Vicki Gouveia

- Transition to Interim CEO/7-8 Principal
 - Transition has progressed smoothly
 - N. Berg took on the additional 5th and 6th grade classes
 - V. Gouveia is 7-8 Principal as well as Interim CEO
 - Summer School (a summer learning experience)
 - ✓ Grades 3-8
 - ✓ Scheduled for four weeks during the month of July and the first week of August
 - ✓ Teachers have been hired
- School Based Planning Team is in place
 - Level of interest exceeded expectations
 - 24 Members
 - Recruiting parents now
 - Meeting the first Tuesday of every month at 4:15 p.m. in the Music Room and is open to the public
- Calendar Committee is established
 - Working on the calendar for the next school year
 - Three teachers are on the committee
 - Hope to have available prior to the May BOT meeting
 - Follows closely to the RCSD due to our transportation issues
 - RCSD has a tentative calendar awaiting approval
- JCC – visiting twice per week (students in grades three through eight)
 - Due to recent events, communication was sent to all families so they could make individual choices in terms of participation.
 - Joan suggested that community service could be added to the student's schedules
- Enrollment Lottery
 - Saturday, April 8 in the Music Room
 - Auditor will be in attendance
- Long-term Suspension
 - Hearing set for Monday, April 10
- Exit Interview Process
 - N. McDonald and L. King met and developed a form
 - Form will be provided to employee immediately for completion prior to the exit interview
- Survey
 - Sent to all staff members with only two inquiries: What is working and going well and what could use improvement.
 - 23 responses received with similar answers
 - UCCS is a very special place for children working together collaboratively, supportive administration and colleagues

- Suggestions for improvement were related to communication and student management/behavior
- An agenda item for School Based Planning includes internal mechanisms for student management

Nicole Berg

- ELA portion of the NYS test was completed with Math portion set for May
 - All make-up testing has been completed
 - We experienced fewer opt out students this year
 - Unfortunately some students started the test and then opted out
 - Communication will be included in the next Newsletter requesting advance notification for opting out since those students that started their tests were counted
 - Scoring will take place during a Professional Development day tomorrow
- Professional Development incentives were outlined in the beginning of the school year and teachers have started submitting and reflected in their paychecks
- STEP Team
 - This is an activity open to 5th and 6th grade students
 - Open to all
 - Meeting held on Monday with tryouts to be held on Wednesday
 - Eight teachers have volunteered to be coaches
- Planning a performance for the Celebration of the Arts Day on June 7

Lisa King

- Dashboard
 - Enrollment is at 393 students
 - Filled an opening in kindergarten in April
 - Some parents are willing to transfer their students after Math testing has been completed
- 6th grade teacher was terminated and we will continue with two teacher team going forward
- Working on our Chromebook project – planned bids for April 15 to include E-rate
- Small groups of Chromebooks are in place
- Planning to purchase 150 more Chromebooks for kindergarten and first grade use – will push out to share between the classrooms
- Discussion took place regarding ATS visits

Miriam Steinberg

- Rochester Broadway Theater League
 - Sixth graders are attending a performance of Wicked this evening
- Report cards will be released shortly
 - The progress reports will include a parent survey
 - Including self-addressed stamped envelope to encourage return
 - Survey results will be shared in the future
- Recognition set for staff and the BOT on April 12 at Artisan Works – celebrating three year charter renewal
- \$35K received from the Daisy Marquis Foundation for Robotics program
- Two more grants – awaiting responses

SEARCH COMMITTEE UPDATE – J. Mellen, G. Pedraza-Burgos

- Consultant has been assisting with the hiring process
 - Seeking a CEO - position has been posted
 - Goal is to have an individual hired by July 1, 2017 to start off the 2017-2018 School Year
 - Online application, rigorous screening process followed by an interview
 - Developing the interview process (objectives, list of questions, ranking system)
 - Finalizing the Search Committee members to include Board, Leadership, Staff Members and Parents
 - Planning to meet with candidates mid-May
 - Committee will recommend final candidates

GOVERNANCE COMMITTEE

- Meeting dates: Wednesdays following Board Meetings at 6 p.m. on 4/12 (will be moved to a week later), 5/10, 6/14

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

Motion 170406.2

Upon a motion by Jason Mellen and duly seconded by Gladys Pedraza-Burgos, the following was submitted for adoption:
RESOLVED that the Board of Trustees upon the recommendation of the Governance Committee at their meeting on March 8, 2017 and confirmed by the Finance

Committee at their meeting on March 16, 2017: RESOLVED that temporary salary adjustments for Vicki Gouveia and Nicole Berg be effective March 6, 2017 through June 30, 2017 and that this motion is considered final with no need for further BOT approval.

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

Voting in the negative: None

Motion 170406.2 passed 7 to 0

Motion 170406.3 Upon a motion by Jason Mellen and duly seconded by Gladys Pedraza-Burgos, the following was submitted for adoption: RESOLVED that the Board of Trustees upon the recommendation of the CEO Search Committee and confirmed by the Finance Committee: RESOLVED to authorize the expenditure of \$7,500, including expenses, to engage Joe Koval to lead the recruitment process. (A review with our attorneys and our internal control policies ensured that there was no need to secure multiple bids prior to making this recommendation) and that this motion is considered final with no need for further BOT approval.

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

Voting in the negative: None

Motion 170406.3 passed 7 to 0

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

CHAIR REPORT

- Attorneys are finalizing the Separation Agreement for E. Cavalier
 - Complying with the Employee Manual
 - Release should be signed this week

- Contacted NYSED this week and informed them of the organizational changes
- Looked at a building that was up for sale, but the condition was too poor to be considered.
 - We are interested in purchasing our current campus and building a gymnasium
- Will be contacting Michael Robinson related to the Strategic Plan process

PUBLIC COMMENTS – NONE

Motion 170406.4 Upon a motion by Gladys Pedraza-Burgos and duly seconded by Joan Moorehead, the following was submitted for adoption: RESOLVED that the Board of Trustees adjourn the meeting at 7:15 p.m.

Voting in the affirmative: Nelson Blish, Julie Boland, Natosha McDonald, Jason Mellen, Joan Moorehead, Gladys Pedraza-Burgos, Kathy Hurley Wicorek

Voting in the negative: None

Motion 170406.4 passed 7 to 0

NEXT BOARD MEETING:

May 4, 2017 at 6 p.m. in the Music Room

Urban Choice Charter School
Treasurer's Report
April 2017

As of February 28, 2017

	MTD Actual	MTD Budget	Current Month Variance	YTD Actual	YTD Budget	YTD Variance
Revenue	537,312	491,743	45,569	4,073,608	3,917,492	156,116
Expenses	504,502	508,578	(4,076)	3,816,873	3,803,947	12,926
Net Income	32,810	(16,835)	49,645	256,734	113,545	143,189
Cash on Hand	926,866	Plus 210,149 in Receivables				
Plus Investments	448,199					