

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES – MINUTES
THURSDAY, AUGUST 8, 2019**

Present: Nelson Blish, Julie Boland, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt, Kathleen Hurley Wicorek

Absent: Megan Bosco

Media Notification: Erica Bryant of the Democrat and Chronicle was notified of the August 8, 2019 Board of Trustees meeting on July 29, 2019. Public notice was also posted in the school, published in the school newsletter and on the school website.

BOARD MEETING

The Board Meeting was called to order at 6:00 p.m. and the mission statement was shared.

Motion 190808.1 Upon a motion by Julie Boland and duly seconded by Bliss Owen, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the July 11, 2019 minutes.

Voting in the affirmative: Nelson Blish, Julie Boland, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt, Kathleen Hurley Wicorek

Voting in the negative: None

Motion 190808.1 passed 6 to 0

LEADERSHIP TEAM REPORT

Lynn McCarthy:

- Charter application is in good shape
- Interviews have continued for all open positions
 - Currently have three positions to fill
 - ✓ Math – Grade 8
 - ✓ Social Studies – Grade 7
 - ✓ RtI Teacher
- The charter renewal application has been shared and reviewed - seeking approval in essence
 - Final document will be uploaded by the deadline on August 15 at 5 p.m.

Motion 190808.2 Upon a motion by Nelson Blish and duly seconded by Lee Tutt, the following was submitted for adoption: RESOLVED that the Board of Trustees accept the renewal application in its spirit with acceptable minor changes that can be made.

Voting in the affirmative: Nelson Blish, Julie Boland, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt, Kathleen Hurley Wiecek

Voting in the negative: None

Motion 190808.2 passed 6 to 0

Chris Vernon and Michael Samuel:

- Spent a week in Baltimore, MD attending the Success for All Conference
 - Learned more about the program as it is new to both principals
- Reviewing resumes and interviewing – strengthening the team
- Two principals will be sharing two offices – one office in each building
- Meetings with key staff have been held

Jason Mellen:

- With summer/July, dashboard information is limited
- Staff attendance for 12-month staff at 82% due to summer vacations
- Two staff members were terminated in July
 - Health teacher – moving to the state of Washington with fiancé
 - 7th grade social studies teacher – relocated one hour away and found a position closer to new home
- Student wait list is strong
- Working hard to ensure full enrollment for September
- Very pleased with the perspective of our two new principals

GOVERNANCE COMMITTEE REPORT

- Committee reviewed CEO contract

FINANCE COMMITTEE REPORT – *Bliss Owen & Jason Mellen*

- Financials have changed and after review there are questions
 - Variances will be reviewed with outside accountants and will be shared at the next meeting

➤ **Insero:**

- Focusing on our annual audit
- Working with the State Comptroller also
- Assisting Jason with the five-year budget for charter renewal
- Working with Lynn McCarthy on HR issues – consolidating expenses, eliminating duplicate services and seeking recommendations
- Jason Mellen is responsible for operations and will be meeting with our financial helpers
- Have some thoughts about more specific tracking of teacher hours
- After review of the summer spread for paychecks, revisions are needed going forward

➤ **J. Mellen:**

- Format for the budget will be revised to align closer to the charter renewal format
- Format of the dashboard will be revised to include various aspects as discovered at the National Charter Schools Conference
- Elements to be included will align with our mission, benchmarks, and strategic plan
- A sample will be created for review at the next board meeting

BUILDING COMMITTEE

- Signing a LOI
- A board meeting was being held today so a follow up will take place with owners tomorrow
- Spoke with bank and provided an update
- Cost will be the same or less than current costs – all to be confirmed

CHAIR REPORT – Nelson Blish

- Seeking parent on the board
- Discussed having a table for the BOT at the upcoming Open House for recruitment for interested parents
- Considering hosting a Red Wings game gathering in August or September

PUBLIC COMMENTS

- A shared staff calendar is being established and BOT members will be able to contact Lynn Seaberg in the future to sign up for visits

Motion 190808.3 Upon a motion by Bliss Owen and duly seconded by Julie Boland, the following was submitted for adoption: RESOLVED that the Board of Trustees enter Executive Session at 6:45 p.m.

Voting in the affirmative: Nelson Blish, Julie Boland, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt, Kathleen Hurley Wiecek

Voting in the negative: None

Motion 190808.3 passed 6 to 0

Motion 190808.4 Upon a motion by Miriam Miranda-Jurado Owen and duly seconded by Bliss Owen, the following was submitted for adoption: RESOLVED that the Board of Trustees end Executive Session at 7:10 p.m.

Voting in the affirmative: Nelson Blish, Julie Boland, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt, Kathleen Hurley Wiecek

Voting in the negative: None

Motion 190808.4 passed 6 to 0

Motion 190808.5 Upon a motion by Lee Tutt and duly seconded by Kathleen Hurley Wiecek, the following was submitted for adoption: RESOLVED that the Board of Trustees adjourn the meeting at 7:11 p.m.

Voting in the affirmative: Nelson Blish, Julie Boland, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt, Kathleen Hurley Wiecek

Voting in the negative: None

Motion 190808.5 passed 6 to 0

NEXT BOARD MEETING September 12, 2019