

**URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES – MINUTES  
THURSDAY, NOVEMBER 12, 2009**

**Present:** Hanif Abdul-Wahid, Mike Abraham, John Bliss, Ron Boillat, Susan Fox, Thomas Felton, Jr., Tamala Lynch-Bradford, Sidney Moore, Gail Sklair, Spiro Ziogas

**Absent:** Ed Cavalier

**Media Notification:** Erica Bryant of the Democrat and Chronicle was notified of the November 12, 2009 Board of Trustees meeting on October 27, 2009. Public notice was also posted in the school and published in the school newsletter.

The Board of Trustees meeting was called to order at 6:09 p.m. by Susan Fox.

**Motion 091112.1** Upon a motion by Hanif Abdul-Wahid and duly seconded by Ron Boillat, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the October 1, 2009 minutes.

Voting in the affirmative: Hanif Abdul-Wahid, Ron Boillat, Susan Fox, Thomas Felton, Jr., Tamala Lynch-Bradford, Gail Sklair, Spiro Ziogas

Voting in the negative: None

Motion 091112.1 passed 7 to 0

**Chair Report – Susan Fox**

- Seven BOT members traveled to Albany on Thursday, November 5 to meet with Susan Gibbons, new to the position as Regional Charter School Liaison.
- We received a 13-page document with 110 questions only two days before our meeting. This document was used as the framework for the meeting. The inquiries included detail-oriented questions and clarifications such as the following:
  - Recruiting students and marketing the school for students such as those with disabilities and ELL needs. While UCCS welcomes these students, we use a lottery system and do not have a specific marketing plan.
  - Aligning and clarifying job descriptions – making them consistent.
  - Clarification needed for lack of alignment for some positions.
  - Strategic alliances – more detail needed – institutional partners (St. John Fisher, Nazareth, etc.).
  - Staff development – level of detail/quality was questioned.
  - Volunteers (background checks, fingerprinted, clearance, and training). BOT recommends researching and then complying as required.
  - Curriculum for high school has been addressed.

- Questioned regarding our organizational readiness and our level of control for the high school. We clarified our plans to keep growing by adding only one grade each year.
- Inquiries regarding the K-8 Principal hiring postponement. It was discussed and determined that this position is of importance to the organization and the hiring process should be revived and accelerated. BOT determined that the Personnel Committee will assist with the process for hiring a K-8 Principal.
- Suggested that the Board needed to exercise more oversight over the organization related to hiring and terminating employees. Our Employee Handbook clearly states that the Board delegates hiring and terminating employees to the CEO.
  - ✓ A discussion followed with a recommendation for the Personnel Committee to formulate a policy to present to the Board for consideration. This policy will create parameters and the proper level of oversight for hiring and terminating employees.
- Invitation extended to all BOT members and one guest for the staff holiday party on Sunday, December 13 from 1:00-4:00 p.m. at Good Luck Restaurant.
- Susan would like the Governance Committee to plan an incentive party for staff later in the school year due to budget surplus from the board retreat.
- A sign-up sheet was circulated and individual BOT members committed to attending Parent Forums on Saturday mornings throughout the school year.
- There will be a BOT table for the Open House planned next Thursday, November 19 from 6:00-7:30 p.m.
- BOT members were informed about an incident at the school on Friday, October 16. It involved a false fire alarm with the inability to turn off the alarm in conjunction with the police in pursuit of a robbery suspect through our parking lot which resulted in a lock down of the main building. These issues were thoroughly addressed at the Parent Forum last Saturday.

### **CEO Report – John Bliss**

- John addressed the following issues related to SED’s questions:
  - Original charter application curriculum was complete for K-12 – with the exception of math due to our lack of an expert. All is now complete and ready to be submitted by our due date of November 16.
  - Partnerships – we do not have institutional partners and formal contractual agreements are not in place.
  - Job descriptions have been addressed and are aligned.
  - Addressed the enrollment of 40 to 80 which is necessary in order to have a school.
  - Extra programs clarified - Garth Fagan Dance, Broadway Theater League, etc.
  - Results of SED visit on Monday: Report on K-6 was exceptional and the middle school has improved. Greater academic rigor was expected in the middle school.
  - Volunteer and parent groups were received very positively.
  - The administrative team focused on professional development and the K-8 principal – a K-8 principal will be hired.
  - Spiro will address the budget issue with Carol Wynne, Director of Business and Finance, to confirm balance prior to submission.

## **Governance Report – Thomas Felton**

- BOT retreat was a success.
- Thomas shared that he would like to invite Peter Rosenthal, Assistant Director of Undergraduate Recruitment and Marketing at RIT, to tour and visit UCCS – a potential great resource.

## **Treasurer’s Report – Spiro Ziogas (*Refer to Attachment A*)**

- Income Statement and Balance Sheet presented. Revenue \$1.4M, expenses \$1.2M with a strong surplus.
- Spreadsheets highlight categories that are at or above where they should be at this point in the year – revenue and expense side.
- Continue to be strong financially.
- Total capital increased to \$1.67M.
- Cash on hand is \$730K.
- Bonadio concluded the annual audit and found no major concerns.
  - A journal entry of \$20K was required due to posting in the wrong period.
  - Observation noted during audit that all payroll functions are being performed by one person. Access has been removed to provide adequate controls and a separate individual is now responsible for updating employee data.

## **Public Forum – Questions from Guests**

### **Next Board Meeting:**

Thursday, December 3, 2009 at 6:00 p.m.

**Meeting adjourned at 8:14 p.m.**