

**URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES – MINUTES  
THURSDAY, FEBRUARY 4, 2010**

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

**Absent:** Mike Abraham, Spiro Ziogas

**Media Notification:** Erica Bryant of the Democrat and Chronicle was notified of the February 4, 2010 Board of Trustees meeting on January 26, 2010. Public notice was also posted in the school and published in the school newsletter.

The Board of Trustees meeting was called to order at 6:08 p.m. by Susan Fox.

**Motion 100204.1** Upon a motion by Hanif Abdul-Wahid and duly seconded by Gail Sklair, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the January 7, 2010 minutes.

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

Voting in the negative: None

Motion 100204.1 passed 7 to 0

**Mission Minute – John Bliss**

**Treasurer’s Report – Carol Wynne (*Refer to Attachment A*)**

- Carol shared financials through December.
- YTD Actual \$158K - more than expected due to receipt of Title money.
- Total Expenses \$163K ahead - due to timing.
- Professional Services \$49K - development money.
- Financially strong for year end.
- Borrowed \$200K from line of credit at the end of December due to concern for timing of payment from RCSD. It was paid back upon receipt of payment.
- 403b review is scheduled in March – Spiro Ziogas to attend.
- Completed annual review with HSBC.

- Processed E-rate funding (a government program for schools) – received approval based on this school year. Funding of 90% return to be received next school year – rebate for cell phone bill and Time Warner bill.

### **Fundraising Report – Gail Sklair**

- First meeting was held on January 14.
- Approved plans for the Washington, DC field trip.
- Established goals for the Committee for a capital campaign as opposed to tracking fundraising funds.
- A solid capital campaign is required in order to meet the needs of the school.
- It has been determined that the Finance Committee will document and monitor fundraising funds going forward.
- Confirmed that insurance is in place for field trips.
- Brainstorming to help John figure out capital campaign plans.
- Process for fundraising and tracking donations to be reviewed at the next meeting.
- Marketing for 2010 – needs, agencies, non-profit fundraising hire - to be reviewed at the next meeting.

### **Governance Report – Thomas Felton, Jr. (*Refer to Attachment B*)**

- BOT terms are expiring for Hanif Abdul-Wahid, Michael Abraham, Susan Fox, Tamala Lynch-Bradford on June 30, 2010.
- Strong succession plan is important – need to fill seats based on strengths.
- List of prospective BOT members received from John Bliss which is a good start.
- Recruitment packet being prepared with a letter to include information on UCCS (school culture, test results/scores, UCCS newsletter, etc.).
- Preference for types of BOT members recommended: architect, lawyer, CPA and institutional partners.
- Requesting that each BOT member submit three names for recommendation within two weeks.
- Thomas will be working closely with Sidney Moore - an expert in the field.
- Need to determine the best way to utilize talent on the BOT.
- Need to determine how the BOT will encourage and measure: personal ethics, integrity, and diverse perspectives.
- Governance Committee will return with a recommendation for the next BOT meeting – number of BOT members to recruit and committee member needs.

### **CEO Report – John Bliss**

- John shared his presentation (*refer to Attachment C*).
  - Reviewing, regrouping and moving forward strategically.
    - ✓ Current State and Reflection
    - ✓ CEO/Board Development

- ✓ Goals and Work
- ✓ Next Steps
- John shared materials highlighting the growth in 2010 vs. 2005 - organizational structure, partners, budget, employee growth, and student growth (*refer to Attachment D*).
- A discussion took place regarding the need for a short-term and long-term strategic plan. This responsibility was delegated to Ron Boillat.

### **Personnel Report – Ed Cavalier and Sidney Moore Principal Search Committee**

- The organization fits if we had received approval for the high school - with enrollment to support the number of administrators. In the absence of the high school, this is unclear.
- While defining the principal search process, it has been expanded to include two teachers (a K-6 grade teacher and a 7-8 grade teacher). A process is in place to receive nominations for teacher representatives along with a parent representative by February 12.
- The job description for the Principal position has been clearly defined and there are plans to meet in the near future to clearly define the CEO position.
- Ron communicated that he believes that both positions are needed for now and in the future – and believes that the CEO fundraising will pay for itself.
- John is in agreement that the role of the CEO needs to be clearly defined to determine the exact administration organizational needs.
- A discussion took place regarding placing ads vs. hiring a firm to assist with the search.
- A review will take place at the March meeting.

Susan shared that the letter to John King is being prepared.

### **Open Forum – Questions from the Public**

#### **Next Board Meeting:**

Thursday, March 4, 2010 at 6:00 p.m.

**Meeting adjourned at 8:09 p.m.**