

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

Present: Hanif Abdul-Wahid, Mike Abraham, John Bliss, Ed Cavalier, Susan Fox, Tamala Lynch-Bradford, Sidney Moore, Gail Sklair, Spiro Ziogas

Absent: Ron Boillat, Thomas Felton, Jr.

Media Notification: Erica Bryant of the Democrat and Chronicle was notified of the March 4, 2010 Board of Trustees meeting on February 23, 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 6:04 p.m. by Susan Fox.

Motion 100304.1 Upon a motion by Gail Sklair and duly seconded by Tamala Lynch-Bradford, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the February 4, 2010 minutes.

Voting in the affirmative: Hanif Abdul-Wahid, Mike Abraham, Ed Cavalier, Susan Fox, Tamala Lynch-Bradford, Gail Sklair, Spiro Ziogas

Voting in the negative: None

Motion 100304.1 passed 7 to 0

Mission Minute – John Bliss

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

Income Statement and Balance Sheet as of January 31, 2010:

	YTD Actual	YTD Budget	YTD Variance
Net Income	\$774,736.51	\$338,970.86	\$435,765.65
Total Capital	1/31/10	12/31/09	11/30/09
	\$2,337,992	\$1,886,488	\$2,226,760

- When the budget is prepared for next year, it will be based on this year’s actual numbers which will allow for a more accurate picture.

- Line items affected are: Facilities Management, Classroom Expenses, Business Expenses, and Professional Services.
- Budget will be presented to the BOT for review in April with approval needed at the May BOT meeting.
- Salaries: Ten-month staff is given the option of receiving their salary over 10 months or 12 months. More than expected chose 12 months which reduces the amount distributed YTD. More will be paid out in July and August than is reflected in the budget for those months.
- Other items: Interest Income is lower than forecast due to the combination of rate environment and lower balances than in past years, Per Pupil is down slightly due to the loss of some students yet to be replaced, Fundraising has shifted the approval for fundraising expenses from the Fundraising Committee to the Director of Business and Finance, and Title money is down slightly due to this year's kindergarten class which has many students that do not qualify.
- Strong school financially.

Fundraising Report – Gail Sklair

- The next meeting is being planned.
- John referred a gentleman named Mark Peterson – could be a great resource. Working with his schedule and hoping he will attend next meeting.

Personnel Report – Mike Abraham and Ed Cavalier

Principal Search Committee

- Ed, Carol and Sidney have been working on the process.
- Ed reported that postings will be made at local colleges that have schools of education starting tomorrow.
- Carol shared that an ad will be in Sunday's Democrat and Chronicle (*refer to Attachment B*) on 3/7 and 3/14. She also provided a proposed timeline (*refer to Attachment C*).
- Ed is putting together a packet to include questions for the Committee to help identify the kind of Principal we are seeking.
- Teacher and parent representatives are responsible for gathering information regarding preferred characteristics for the Principal.
- Interviews will take place for two days.
- Three final candidates will be presented to the BOT on April 1.
- Job descriptions were discussed and reviewed for the positions of Chief Executive Officer and K-8 Principal (*refer to Attachments D and E*):
 - There were some discussions regarding possible revisions to be considered in the future.

Governance Report – Hanif Abdul-Wahid

- A slate of officers will be presented in May based upon the bylaws. A search for new BOT members is underway and there are some that are under consideration – the process is progressing.
- By the April meeting, we will know which BOT members are leaving their positions at the end of their current terms.
- Susan has informed the Governance Committee that she will not be returning as Chair of the BOT. She is willing to continue to serve on the BOT for another three-year term in another capacity.
- Governance Committee is looking for feedback from BOT members.
- Officer positions could be recruited from outside of the current BOT.

CEO Report – John Bliss (*Refer to Attachment F*)

- Report cards have been distributed - approximately 20% of the students are failing one or more core subjects. The number is closer to 30% for the middle grades. These are higher than we like, but not unusual for this time of year.
- All eighth graders have been successfully assisted with their ninth grade placement applications. A list of requested destinations is available.
- The snow day last Friday will be made up and Monday, May 10 is a potential date which was originally being held for Professional Development.

Motion 100304.2

Upon a motion by Ed Cavalier and duly seconded by Gail Sklair, the following was submitted for adoption: **RESOLVED** that the Board of Trustees approve amending the school calendar to include Monday, May 10, 2010 as a day of instruction.

Voting in the affirmative: Hanif Abdul-Wahid, Mike Abraham, Ed Cavalier, Susan Fox, Tamala Lynch-Bradford, Sidney Moore, Gail Sklair, Spiro Ziogas

Voting in the negative: None

Motion 100304.2 passed 8 to 0

- Arts Night is scheduled for Wednesday, March 24 from 6-8:00 p.m. BOT members are encouraged to attend. It will be held in the main building on the lower level.
- The new applicant information night held in February was a huge success. This was a chance for perspective families to find out about the school prior to enrollment. This is an annual event and we hope that there will be Board representation next year.
- The Finance Committee received a first draft of next year’s budget.
- The school lottery for new students is April 5. Members are welcome to attend the process. Contact Deb Mack for specifics.
- Saturday School was cancelled for February 27 but will begin this Saturday, March 6. The canceled day will not be made up.

- The CEO is confident he will receive a \$2,000 Social Justice Grant to support the summer student mentoring program. This would allow UCCS middle school students to spend one week working with primary students in the summer program. Copies of the grant are available through Lisa Buschner.
- The school needs to improve the way it collects and uses data. Over the past year, several staff members and the Director of Business and Finance have been exploring various software systems. If a decision is made to purchase something, the cost may require bids. It is likely the Director of Business and Finance will request input from the Board should this be the case. Speak to Carol Wynne for clarification.
- It was confirmed that the BOT will be represented at the Parent Forum on Saturday to answer questions about the Principal search. Parents at February's meeting expressed their desire to provide input.
- February Parent Forum also included some inquiries regarding long-term strategic objectives. It was decided that a special session for long-term strategic planning should be planned.
- Significant tasks include compiling a list of areas that need improvement for next year, putting the summer school framework together, preparing for the spring assessments including the Regents exams, evaluating staff, and thinking about staffing for next year.
- Absenteeism is a consuming problem and Ed shared that it is difficult to resolve due to exposure to ill children and germs in the work environment.

Open Forum – Questions from the Public

- A UCCS teacher shared information she acquired from Lisa Wing of Genesee Community Charter School. GCCS does have two teachers on their Board.
 - Terms are the same as all Board members.
 - Executive Session is held when there is a need to discuss sensitive issues regarding teachers and they are excused.
 - She expressed some advantages to having teachers as active participants such as sending a strong message to the community and the school that there is an effort for continuity.
 - Two teachers also rotate at their BOT meetings and present for five minutes regarding their classrooms (statistics, assessments, events).
- It was shared that the school was informed and is expecting service of a complaint in the near future related to the lawsuit by the family of a student that suffered an injury one year ago. The attorneys for the insurance company (Hartford) are now handling the case and the Parish will also be involved due to our lease of their facility.

Next Board Meeting:

Thursday, April 1, 2010 at 6:00 p.m.

Meeting adjourned at 7:28 p.m.