

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES – MINUTES
THURSDAY, APRIL 1, 2010**

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

Absent: Ron Boillat

Media Notification: Erica Bryant of the Democrat and Chronicle was notified of the April 1, 2010 Board of Trustees meeting on March 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 6:07 p.m. by Susan Fox.

Motion 100401.1 Upon a motion by Hanif Abdul-Wahid and duly seconded by Mike Abraham, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the March 4, 2010 minutes.

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

Voting in the negative: None

Motion 100401.1 passed 9 to 0

Mission Minute – John Bliss

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

Income Statement and Balance Sheet as of February 28, 2010:

	YTD Actual	YTD Budget	YTD Variance
Net Income	\$ 419,065	\$ 425,926	\$ (6,861)
Total Capital	2/28/10 \$1,852,788	1/31/10 \$2,337,992	12/31/09 \$1,886,488

- No unusual transactions or issues financially this past month.
- The balanced budget for the 2010-2011 school year was distributed to the BOT with a request that after thoroughly reviewing, questions should be addressed with Spiro or Carol.

- Approval needed at the next BOT meeting in May.
- Budget reflects an assumption that Per Pupil will remain flat in 2010-11.
- Carol and John analyzed each expense line to ensure it provides value to the school.

**Personnel Report – Mike Abraham and Ed Cavalier
Principal Search Committee**

- Principal search has yielded high quality candidates.
- Received 37 applications.
- Screened every application and invited all with administrative experience and K-8 teaching experience to interview.
- Interviewed a total of 15 candidates (after two withdrew) and provided each with a complete packet of information highlighting UCCS (video, brochures, and Principal's Report).
- Candidates were very prepared.
- A complete list of questions was prepared for candidates that fit UCCS.
- Interview setting has been informal and comfortable.
- Completion of this first round of interviews will be on Monday evening, April 5.
- Three candidates will be selected upon completion.
- Susan Fox will be contacted Monday evening and provided with the names of three recommended candidates.
- Upon completion of a background check and full reference check, the three candidates will be contacted for a second interview and tour of UCCS with Ed, Susan, and Christina Schermerhorn.
- A final candidate will be selected and the BOT will reconvene on Thursday, April 29 at 6:00 p.m. to confer on the results of the second round of interviews.

Fundraising Report – Gail Sklair (*Refer to Attachment B*)

- Gail provided an overview of the last meeting which included a presentation by Mark Peterson, President and CEO of Greater Rochester Enterprise.
- Mark shared his knowledge and expertise as a career fundraiser.
- Mark believes that we have everything in place: Mission and Services
- Strategy needs to be established.
- Case statement (elevator speech).
- Strong Board – possibly larger with more dollars, contributes 100% support and fully engaged with effort and passion.
- Key person should manage this networking role.
- Dana Kimberly has been highly recommended twice and could be considered to provide her services as a consultant.
- Recommended that the Board get engaged and follow up to express appreciation for donations via personal phone calls and thank you cards.
- Next fundraising committee meeting will be scheduled to tap into this enthusiasm.

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

- Arts Night – very successful. A better sound system is needed.
- Student Lottery – to be held on Monday, April 5, 2010.

- Social Justice Grant – potential \$2K for 7th and 8th graders to work as summer interns for a week. It is also an opportunity to network at the Unitarian Church.
- Charter School Trends and Mayoral Control – positive since the Mayor supports Charter schools.
- Student Report Cards and Retention – middle school has 16 students that could potentially be retained. Process allows for parents to be informed well in advance.
- Student Assessments – many upcoming assessments with some 8th graders taking Regents exams in June.
- Summer School – this process is involved but systems are in place.
- Bus Issues – bus misbehavior is treated as an extension of the school.
- Student Discipline Issues – will make adjustments – dress code is abused too often in the middle school. The special education teacher helps track all students with social/emotional issues – 24 on this red flag list. We track what we are doing for them - 12 in the middle school, some lack foundation in their lives and it is difficult to mentor to that extent.
- Third parent has been banned from the school property due to inappropriate altercations with staff.
- John shared his presentation titled “Avoiding a Perfect Storm” (*refer to Attachment D*).
 - CEO feels strongly that with a new Principal and better communication, he can effectively lead the organization.
 - As founder and school visionary, it makes sense that the current CEO remain in this role.
 - Significant time will be involved orienting the new Principal.
 - Devoted full-time CEO will need to be much more active in leading the group.
 - Committed to clear vision, articulating expectations and effective communication.
 - CEO to be more active in Board committee work.
 - CEO to work with new Chair to establish committee assignments.
 - CEO to be more involved in BOT meetings.
 - CEO renewal contract should be negotiated soon.
 - Work to be completed in the near future was highlighted.
 - Internal work for the new Principal was highlighted.
 - Recommends maintaining stability by creating a strong foundation.
 - Consider a temporary Board Chair – to be replaced by someone experienced that will stay with the school through any future expansion.
 - CEO and new Board Chair need to agree on roles and expectations.
 - Consultant or expert should be considered.
 - Next few months should involve regrouping and planning.
 - Proposed timeline was shared (April-July).

Open Forum – Questions from the Public

- Melissa Rife shared her research regarding teacher representation on the Board (*refer to Attachment E*).
 - Recommends adding 1-2 teachers to the Board.
 - Teacher representation could provide valuable perspective.
 - Not prohibited by our by-laws or governance section of charter.
 - Examples of other charter schools with teacher representation on their Boards.
 - Suggested process for selection.
 - Expectations of teacher representatives.
 - Responses from teachers: Inquired of 37 with 15 responses (13 supporting and 2 not in favor).
 - Recommended timeline.
- BOT shared that some opposition has been received for a variety of reasons such as a subordinate on a body that oversees the administration and potential conflicts of interest.

- A mechanism will need to be established to review the opposing views.
- Susan communicated that the time is not right to make this change to the BOT due to the election of a new Chair and establishing Committees.
- It is a clear task that will fall under the Governance Committee for research and dialog about public input. It was suggested that an official decision be targeted for a fall timeframe.

Motion 100401.2 Upon a motion by Spiro Ziogas and duly seconded by Tamala Lynch-Bradford, the following was submitted for adoption: RESOLVED that the Board of Trustees enter Executive Session to review the Governance Report.

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

Voting in the negative: None

Motion 100401.2 passed 9 to 0

Motion 100401.3 Upon a motion by Spiro Ziogas and duly seconded by Mike Abraham, the following was submitted for adoption: RESOLVED that the Board of Trustees end Executive Session.

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

Voting in the negative: None

Motion 100401.3 passed 9 to 0

Next Board Meeting:

Thursday, May 6, 2010 at 6:00 p.m.

Meeting adjourned at 9:04 p.m.