

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES – MINUTES
THURSDAY, JUNE 3, 2010**

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

Absent: Mike Abraham, Susan Fox

Guest: Moniek Lee

Media Notification: Erica Bryant of the Democrat and Chronicle was notified of the June 3, 2010 Board of Trustees meeting on May 25, 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 Hanif Abdul-Wahid.

- Moniek Lee was introduced as the K-8 Principal with a start date at UCCS on July 1, 2010.
- Hanif shared details of BOT meetings which are open to the public. Comments and questions from the public should be reserved for the end of the meeting during the appropriate time on the agenda.

Motion 100603.1 Upon a motion by Sidney Moore and duly seconded by Tamala Lynch-Bradford, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the May 6, 2010 minutes.

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

Voting in the negative: None

Motion 100603.1 passed 7 to 0

Chair Report – Hanif Abdul-Wahid

- Hanif shared the planned committees:
 - Two standing Committees (Governance and Finance) with adhoc committees to carry out specific plans when needed:
 - ✓ Governance Committee: Susan Fox, Ed Cavalier and Sidney Moore
 - ✓ Finance Committee: Spiro Ziogas, Tamala Lynch-Bradford, and Thomas Felton, Jr.
 - ✓ Fundraising Committee: Hanif Abdul-Wahid, Mike Abraham, and John Bliss
 - ✓ Personnel Committee: Sidney Moore
- It was suggested by Hanif that the committees meet prior to the August BOT meeting. The July BOT meeting will only include one agenda item (review of high school) followed by a social event welcoming Moniek Lee as K-8 Principal.

- Governance Committee will review proposals and changes to Charter, orientation of new BOT members, and review the possibility of teachers joining the BOT.
- Finance Committee will be involved with the budget and review of financial information for capital improvements and expansions for the school.
- With the exception of the Governance Committee, outside individuals can join. Expertise is needed on all committees.
- Press release announcing the hiring of the K-8 Principal is in the Democrat and Chronicle – currently available online and scheduled to be included in the People on the Move section of the Democrat and Chronicle on Sunday, June 13.

Finance Report – Spiro Ziogas

Income Statement and Balance Sheet as of April 30, 2010:

	YTD Actual	YTD Budget	YTD Variance
Net Income	\$ 412,721	\$ 455,700	\$ (42,979)
Total Capital	4/30/10 \$1,875,873	3/31/10 \$2,213,950	2/28/10 \$1,852,788

- No unusual transactions or discrepancies.
- Request from John Bliss received for an additional \$10,000 to expand the program UCCS has with the JCC. Request was approved and will be paid from surplus funds.
- Director of Business and Finance/Finance Committee received a request from the parent of a student nominated and accepted to attend the People to People World Leadership Forum in Washington, DC. The cost is \$2,000 and the parent is seeking financial assistance or donation to sponsor a portion.
 - A discussion followed and it was determined that UCCS is not in a position to provide financial assistance due to lack of policy in place. It was suggested that the Fundraising Committee could review and possibly create a policy in the future.
- Bonadio & Company CPA’s will perform the audit for this school year in August. A conversation followed about the possibility of bidding the process to other providers next year to ensure a fresh set of eyes reviewing our procedures. A change could be made every two years.
- Spiro reported that the school is healthy financially, but he clarified that the surplus is not as substantial as it appears.
 - Expenses total approximately \$400K per month and Per Pupil income is received every other month.
 - Cash in the bank – 60% tied up in collateral as line of credit for emergencies (created based on a strong recommendation from Bonadio).
 - As we proceed with plans for a high school, it was noted that money will have to come from fundraising and not from budget.
 - Spiro recommended a goal of establishing a “rainy day fund” with four months surplus of \$1.2 million justifiable.

CEO Report – John Bliss

Motion 100603.2 Upon a motion by Spiro Ziogas and duly seconded by Sidney Moore, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the Employee Handbook.

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

Voting in the negative: None

Motion 100603.2 passed 7 to 0

- All staff received their Letter of Appointment with approximately nine staff members not being asked to return. (Half of those are due to short-term contracts when hired through Federal stimulus money.)
- NYS exams – early results are very good – with 8th grade math potentially not as strong.
- Sandy Parker, President and CEO of Rochester Business Alliance, visited over a week ago and was very impressed. She returned with guests that have been very involved with education. They were all impressed and expressed interest in supporting UCCS.
- American Portfolios is sponsoring a golf tournament on August 2 with two groups as beneficiaries (one of them UCCS) – potentially \$5-10K – opportunity for exposure with John scheduled to speak at the event.
- Request made to staff and BOT for assistance to increase our networking through a broader contact list.
- Harley School – ten students will be attending the Horizon Camp. We have a strong relationship with the Harley School.
- CEO goals, summary, and suggested CEO goals were provided but could change as an agreement is established: manage transition with K-8 Principal, complete and submit high school charter, develop high school, and two CEO board development sessions.
- High school suggested committees and timeline were shared.
- Met with Joe Burkart and Brett Costello regarding 175 Humboldt – the owners like the idea and exploring the approach.
- John shared his current recommendation to pursue a smaller school environment - keep the close knit group, easier to manage, outsourcing.
- Ed shared his thought that with current technology, a smaller educational environment is feasible.
- John shared that Joe Burkart is preparing a drawing of a three story building (18,000 square feet).

Open Forum – Questions from the Public

- Questions posed regarding transparency.
- Parents are in favor of increased parental involvement at UCCS and could support fundraising.

Motion 100603.3 Upon a motion by Ed Cavalier 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 CEO contract.

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

Voting in the negative: None

Motion 100603.3 passed 7 to 0

Motion 100603.4 Upon a motion by Sidney Moore and duly seconded by Tamala Lynch-Bradford, the following was submitted for adoption: RESOLVED that the Board of Trustees end Executive Session.

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

Voting in the negative: None

Motion 100603.4 passed 7 to 0

Motion 100603.5 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 approve the Employment Agreement, Job Description, and 2009-10 Summary Review for the CEO.

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

Voting in the negative: None

Motion 100603.5 passed 7 to 0

Next Board Meeting:

Thursday, July 8, 2010 at 6:00 p.m.
One Agenda Item Only Followed by a Social Outing

Meeting adjourned at 8:25 p.m.