

# I. SCHOOL INFORMATION AND COVER PAGE

Created Monday, July 21, 2014

Updated Friday, August 01, 2014

## Page 1

### 1. SCHOOL NAME

(Select School name from dropdown menu; BEDS # appears first)

261600860877 URBAN CHOICE CS

### 2. CHARTER AUTHORIZER

Regents-Authorized Charter School

### 3. DISTRICT / CSD OF LOCATION

Rochester

### 4. SCHOOL INFORMATION

PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
545 Humboldt Street Rochester, NY 14610	585-288-5702	585-654-9882	

### 4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Eric Robinson
Title	Principal
Emergency Phone Number (###-###-####)	

### 5. SCHOOL WEB ADDRESS (URL)

urbanchoicecharter.org

### 6. DATE OF INITIAL CHARTER

2005-01-01 00:00:00

### 7. DATE FIRST OPENED FOR INSTRUCTION

2005-09-01 00:00:00

### 8. TOTAL NUMBER OF STUDENTS ENROLLED IN 2013-14 (as reported on BEDS Day)

(as reported on BEDS Day)

## 9. GRADES SERVED IN SCHOOL YEAR 2013-14

Check all that apply

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## 10. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

Yes/No	Name of CMO/EMO
No	

### 11. FACILITIES

Will the School maintain or operate multiple sites?

No, just one site.

### 12. SCHOOL SITES

Please list the sites where the school will operate in 2014-15.

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	545 Humboldt Street Rochester, NY 14610	585-288-57 02	ROCHESTER CITY SD	K-8	Yes	Rent/Lease

12a. Please provide the contact information for Site 1 (same as the primary site).

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Edward J. Cavalier	[REDACTED]	[REDACTED]	[REDACTED] rg
Operational Leader	Eric Robinson	[REDACTED]	[REDACTED]	[REDACTED]
Compliance Contact	Lisa King	[REDACTED]	[REDACTED]	[REDACTED]

13. Are the School sites co-located?

No

14. Were there any revisions to the school's charter during the 2013-2014 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).

Yes

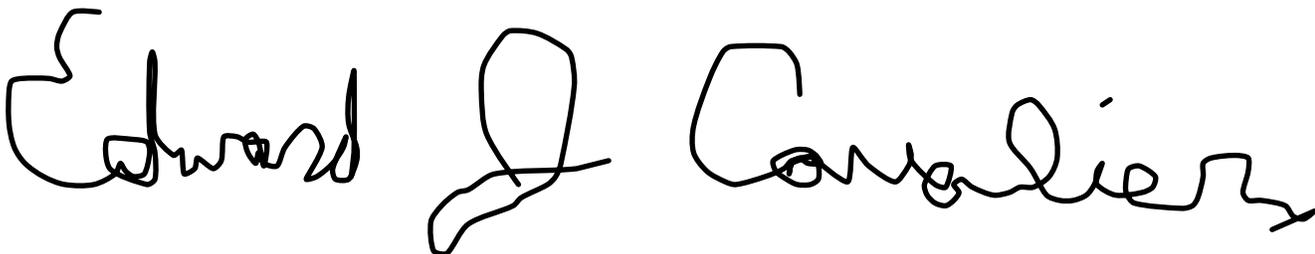
15. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Other	Small change in wording of mission statement. It will now read: The mission of the Urban Choice Charter School is to provide Rochester students with a safe, supportive, and intellectually challenging educational environment. The central philosophy is that strong student-teacher relationships are essential to student motivation, engagement, and achievement. This philosophy, in combination with authentic efforts at family involvement and the effective teaching of a rich, rigorous, and engaging curriculum, will enable students to build a strong foundation for college and career readiness, exceed state achievement standards and defy the demographic destiny of poverty.	6/6/2013	2/11/2014

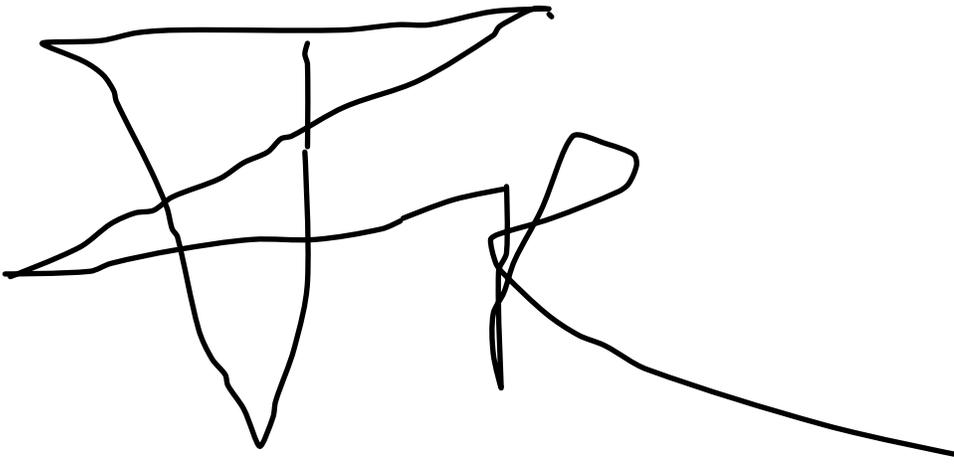
16. Our signatures below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check YES if you agree and use the mouse on your PC or the stylus on your mobile device to sign your name).

• Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Thank you.

# Appendix A: Progress Toward Goals

Created Monday, July 21, 2014

Updated Friday, August 01, 2014

## Page 1

Charter School Name: 261600860877 URBAN CHOICE CS

### 1. NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided).

<http://data.nysed.gov/reportcard.php?year=2013&instid=800000058267>

### 2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

#### 2a. ACADEMIC STUDENT PERFORMANCE GOALS

If the results are not available by August 1st, please list the goals and explain this in the "progress toward goal attainment" column. This task will reopen for the school to update and finalize by the November 1, 2014 due date.

#### 2013-14 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 1	81% of grade 3 will meet or exceed standards in ELA	NYSTP ELA	This section will be completed no later than November 1, 2014 as directed by the Annual Report Guidelines.	
Academic Goal 2	81% of grade 4 will meet or exceed standards in ELA	NYSTP ELA	This section will be completed no later than November 1, 2014 as directed by the Annual Report Guidelines.	
Academic Goal 3	81% of grade 6 will meet or exceed standards in ELA	NYSTP ELA	This section will be completed no later than November 1, 2014 as directed by the Annual Report Guidelines.	
Academic Goal 4	81% of grade 8 will meet or exceed standards in ELA	NYSTP ELA	This section will be completed no later than November 1, 2014 as directed by the Annual Report Guidelines.	
Academic Goal 5	81% of grade 4 will meet or exceed standards in math	NYSTP Math	This section will be completed no later than November 1, 2014 as directed by the Annual Report Guidelines.	
Academic Goal 6	81% of grade 7 will meet or exceed standards in math	NYSTP Math	This section will be completed no later than November 1, 2014 as directed by the Annual Report Guidelines.	
Academic Goal 7	81% of grade 8 will meet or exceed standards in	NYSTP Math	This section will be completed no later than November 1, 2014 as directed by the Annual	

	math		Report Guidelines.
Academic Goal 8	86% of grade 4 will meet or exceed standards in science	NYSTP Science	This section will be completed no later that November 1, 2014 as directed by the Annual Report Guidelines.

2a1. Do have more academic goals to add?

Yes

2013-14 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 9	76% of grade 8 will meet or exceed standards in science	NYSTP Science	This section will be completed no later that November 1, 2014 as directed by the Annual Report Guidelines.	
Academic Goal 10	86% of grade 5 will meet or exceed standards in social studies	No test given	This section will be completed no later that November 1, 2014 as directed by the Annual Report Guidelines.	
Academic Goal 11	76% of grade 8 will meet or exceed standards in social studies	No test given	This section will be completed no later that November 1, 2014 as directed by the Annual Report Guidelines.	
Academic Goal 12	76% minimum passing rate for DRA level 24 for grade 2		This section will be completed no later that November 1, 2014 as directed by the Annual Report Guidelines.	
Academic Goal 13	77% minimum passing rate for DRA level 40 for grade 4		This section will be completed no later that November 1, 2014 as directed by the Annual Report Guidelines.	
Academic Goal 14	Grades 3-8 passing rates for ELA 10% higher than the RCSD		This section will be completed no later that November 1, 2014 as directed by the Annual Report Guidelines.	
Academic Goal 15	Grades 3-8 passing rates for Math 10% higher than the RCSD		This section will be completed no later that November 1, 2014 as directed by the Annual Report Guidelines.	

2a2. Do have more academic goals to add?

No

## 2b. ORGANIZATIONAL GOALS

### 2013-14 Progress Toward Attainment of Organizational Goals

Organization al Goal	Measure Used to Evaluate Progress	2013-14 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Org Goal 1		This section will be completed no later that November 1, 2014 as directed by the Annual Report Guidelines.	

#### 2b.1 Do you have more organizational goals to add?

No

## 2c. FINANCIAL GOALS

### 2013-14 Progress Toward Attainment of Financial Goals

Financial Goals	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Financial Goal 1		This section will be completed no later that November 1, 2014 as directed by the Annual Report Guidelines.	

# Appendix I: Teacher and Administrator Attrition

Created Thursday, July 24, 2014

Updated Wednesday, July 30, 2014

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## Page 1

Charter School Name: 261600860877 URBAN CHOICE CS

### Instructions for completing the Teacher and Administrator Attrition Tables

ALL charter schools should provide, for teachers and administrators only, the full time equivalent (FTE) of staff on June 30, 2013, the FTE for added staff from July 1, 2013 through June 30, 2014, and the FTE for any departed staff from July 1, 2013 through June 30, 2014 using the two tables provided.

### 2013-14 Teacher Attrition Table

FTE Teachers on June 30, 2013	FTE Teachers Additions 7/1/13 – 6/30/14	FTE Teacher Departures 7/1/13 – 6/30/14
33.5	4.5	2

### 2013-14 Administrator Position Attrition Table

FTE Administrator Positions On 6/30/2013	FTE Administrator Additions 7/1/13 – 6/30/14	FTE Administrator Departures 7/1/13 – 6/30/14
4	0	1

Thank you

# Appendix J: Uncertified Teachers

Created Wednesday, July 30, 2014

Updated Friday, August 01, 2014

## Page 1

Charter School Name: 261600860877 URBAN CHOICE CS

### Note Definition of FTE:

Full-time equivalent employees equal the number of employees on full-time schedules plus the number of employees on part-time schedules converted to a full-time basis. The number of full-time equivalent employees in each industry is the product of the total number of employees and the ratio of average weekly hours per employee for all employees to average weekly hours per employee on full-time schedules. An industry's full-time equivalent employment will be less than the number of its employees on full- and part-time schedules, unless it has no part-time employees (U.S. Commerce--Bureau of Economic Analysis at: [http://www.bea.gov/faq/index.cfm?faq\\_id=368#sthash.8Rbj89kq.dpuf](http://www.bea.gov/faq/index.cfm?faq_id=368#sthash.8Rbj89kq.dpuf))

How many UNCERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of last day of school in 2013-14?

For each applicable category (i-iv), input the relevant full time equivalent (FTE) count of teachers.

	FTE
(i) uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience	3
(ii) tenured or tenure track college faculty	0
(iii) individuals with two years satisfactory experience through Teach for America	0
(iv) individuals who possess exceptional business, professional, artistic, athletic, or military experience	0
Total FTE (Sum of all Uncertified Teaching Staff)	3

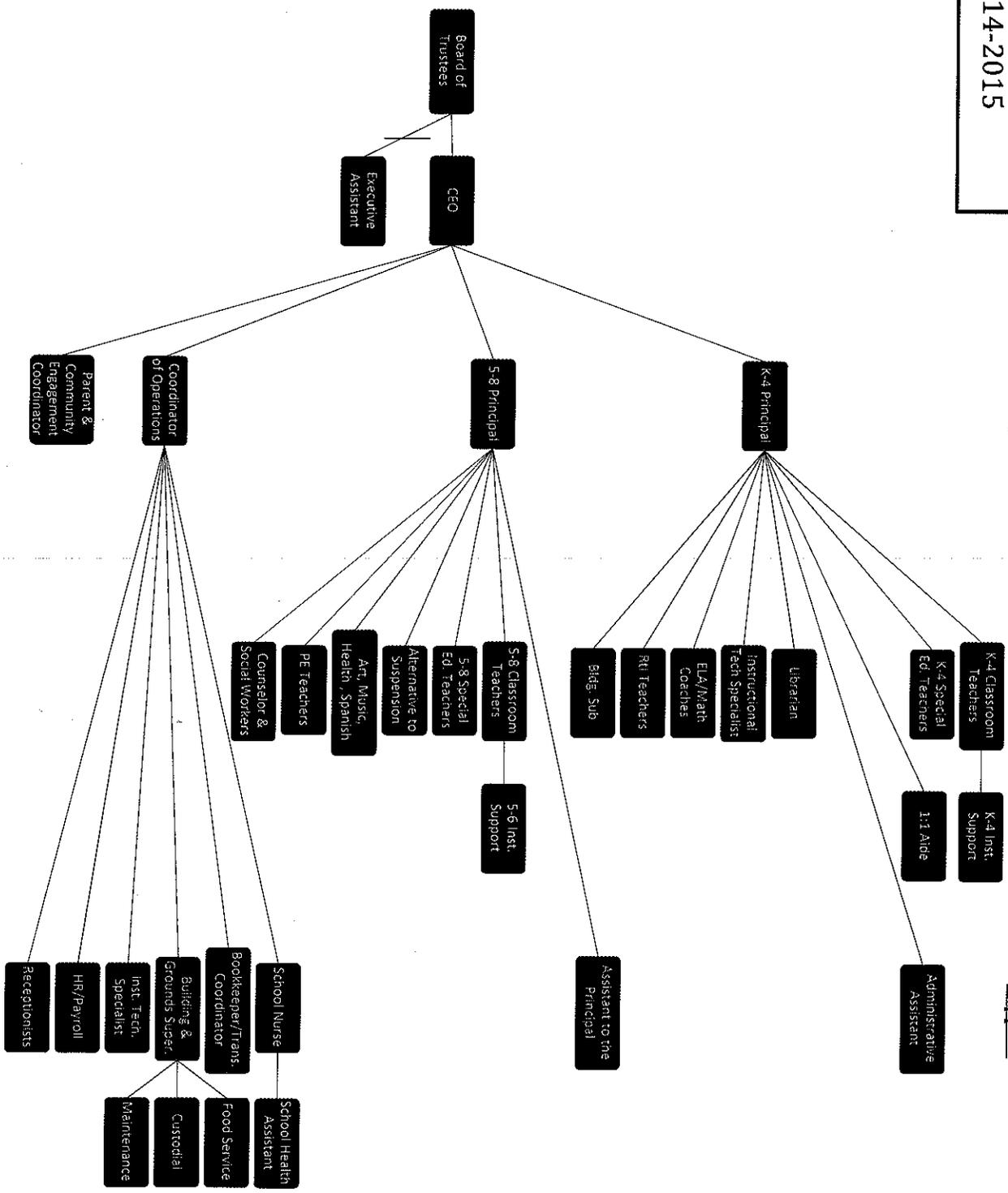
How many CERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of the last day of school in 2013-14?

35

Thank you.

# Organizational Chart 2014-2015

## Leadership Team



## Instruction

## Support

# Appendix B: Total Expenditures and Administrative Expenditures per Child

Created Monday, July 21, 2014  
Updated Tuesday, July 22, 2014

## Page 1

Charter School Name: 261600860877 URBAN CHOICE CS

### B. Financial Information

This information is required of ALL charter schools. Provide the following measures of fiscal performance of the charter school in Appendix B (Total Expenditures and Administrative Expenditures Per Child):

#### 1. Total Expenditures Per Child

To calculate 'Total Expenditures per Child' take total expenditures (from the unaudited 2013-14 Schedule of Functional Expenses) and divide by the count of students you reported on of BEDS Day. (Integers Only. No dollar signs or commas).

1. Total Expenditures Per Child   Line 1: Total Expenditures Per Pupil	6011003
1. Total Expenditures Per Child   Line 2: BEDS Day Pupil Count	399
1. Total Expenditures Per Child   Line 3: Divide Line 1 by Line 2	15065

#### 2. Administrative Expenditures per Child

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2013-14 Schedule of Functional Expenses) and divide by the BEDS per pupil count. The relevant portion that must be included in this calculation is defined as follows:

Administrative Expenditures: Administration and management of the charter school includes the activities and personnel of the offices of the chief school officers, the treasurer, the finance or business offices, the purchasing unit, the employee personnel offices, the records management offices, or a public information and services offices. It also includes those administrative and management services provided by other organizations or corporations on behalf of the charter school for which the charter school pays a fee or other compensation.

Please note the following:

Do not include the FTE of personnel dedicated to administration of the instructional programs.

Do not include Employee Benefit costs or expenditures in the above calculations.

A template for the Schedule of Functional Expenses is provided on page 21 of the 2012 Annual Report Guidelines to assist schools identify the categories of expenses needed to compute the two per pupil calculations. This template does not need to be completed or submitted on August 1st as it will be submitted November 1st as part of the audited financial statements. Therefore schools should use unaudited amounts for these per pupil calculations. (See the 2013-14 Annual Report Guidelines in "Resources" area of your portal task page).

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).   Line 1: Relevant Personnel Services Cost (Row)	216158
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).   Line 2: Management and General Cost (Column)	963221
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).   Line 3: Sum of Line 1 and Line 2	1179379
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).   Line 4: BEDS Day Pupil Count	399
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).   Line 5: Divide Line 3 by the BEDS Day Pupil Count	2956

Thank you.

## Current Year

**ASSETS****Current Assets**

10250 Petty Cash	\$	200.00
10400 Fundrsg Acct #1598		20,391.75
M&T - LOC		500,000.00
10600 PER PUPIL - M&T #6276		160,368.75
10640 PER PUPIL 1Niagara#6266		811,227.71
10650 Payroll 1Niagara#6340		2,014.70
10660 FSA- M & T		5,398.90
10800 Disolution Account#9927		76,990.88

Total Cash		<u>1,576,592.69</u>
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10900 Rochester CSD-Receivable		4,159.66
11000 Out of District-Receiveab		3,235.17
11200 Food Service Receivable		38,722.68
11300 Title Receivable		6,334.00
11400 ACCOUNTS RECEIVABLE		<u>35,000.00</u>

Total Accounts Receivable		<u>87,451.51</u>
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14001 Prepaid FSA		<u>0.00</u>
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Total Current Assets		1,664,044.20
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**Property and Equipment**

15000 Furniture and Fixtures		40,738.16
15100 Equipment		130,745.84
15300 Computer Equipment		280,328.36
15400 Leasehold Improvements		105,104.70
15600 Leasehold Improv - MS		1,086,559.04
15700 Playground		152,369.33
17000 Accum Deprecion - Furni		(35,494.63)
17100 Accum Deprecion - Equip		(50,782.72)
17300 Accum Deprtion -Computer		(205,933.05)
17400 Accum Depr- Leasehold		(58,805.23)
17600 Accum. Depreciation - SC		(668,358.47)
17700 Accum Depr - Playground		<u>(70,232.10)</u>

Total Property and Equipment		706,239.23
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**Other Assets**

19000 Security Deposit w/ POC		<u>35,000.00</u>
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Total Other Assets		35,000.00
		<hr/>
Total Assets	\$	2,405,283.43
		<hr/> <hr/>

## LIABILITIES AND CAPITAL

### Current Liabilities

Wages Payable - Uncashed cks	\$	0.00
23000 Accrued Expenses		0.00
23200 Wages Payable		387,967.25
Deductions Payable		(1,220.00)
23310 403B withholding		12,161.45
Payroll Taxes		48,268.37
23800 FSA - HCRA Withholding		(1,784.55)
Deferred Revenue - Per Pupil		789,760.00
24800 - Defrdr Revenue - Grant		0.00
27000 - Accounts Payable		149,292.59
		<hr/>

Total Current Liabilities		1,384,445.11
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### Long-Term Liabilities

28100 LT Liability - Lease Exp		57,781.00
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Total Long-Term Liabilities		57,781.00
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Total Liabilities		1,442,226.11
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### Capital

30000 - Net Assets		25,079.78
39005 - Retained Earnings		1,634,157.64
Net Income		(696,180.10)
		<hr/>

Total Capital		963,057.32
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Total Liabilities & Capital	\$	2,405,283.43
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# Audited Financial Statement Checklist

Created Wednesday, July 23, 2014

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## Page 1

Charter School Name:

1. Please check each item that is included in the 2013-14 Audited Financial Statement submitted for your charter school.

Yes/No
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2. Please indicated if there is a finding(s) noted in any of the following sections of your charter school's 2013-14 Audited Financial Statement.

Yes/No
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Thank you.

**FILL IN GRAY CELLS**

**Urban Choice Charter School**

STATEMENTS OF FINANCIAL POSITION

FOR THE YEARS ENDED JUNE 30,

	<u>2014</u>	<u>2013</u>
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$ 1,576,593	\$ 1,296,647
Grants and contracts receivable	-	-
Accounts receivables	87,452	136,905
Inventory	-	-
Prepaid Expenses	-	7,537
Contributions and other receivables	-	-
Other	-	-
<b>TOTAL CURRENT ASSETS</b>	<b>\$ 1,664,045</b>	<b>\$ 1,441,089</b>
<b>OTHER ASSETS</b>		
Investments	\$ -	\$ -
Property, Plant and Equipment, Net	706,239	899,539
Restricted Cash	35,000	35,000
<b>OTHER ASSETS</b>	<b>\$ 741,239</b>	<b>\$ 934,539</b>
<b>TOTAL ASSETS</b>	<b>\$ 2,405,284</b>	<b>\$ 2,375,628</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued expenses	\$ 149,293	\$ 189,770
Accrued payroll and benefits	445,393	368,980
Refundable Advances	-	-
Dreferred Revenue	789,760	50,000
Current maturities of long-term debt	-	-
Short Term Debt - Bonds, Notes Payable	-	-
Other	-	-
<b>TOTAL CURRENT LIABILITIES</b>	<b>\$ 1,384,446</b>	<b>\$ 608,750</b>
<b>LONG-TERM DEBT, net current maturities</b>	<b>\$ 57,781</b>	<b>\$ 107,641</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 1,442,227</b>	<b>\$ 716,391</b>
<b>NET ASSETS</b>		
Unrestricted	\$ 963,057	\$ 1,659,237
Temporarily restricted	-	-
<b>TOTAL NET ASSETS</b>	<b>\$ 963,057</b>	<b>\$ 1,659,237</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 2,405,284</b>	<b>\$ 2,375,628</b>
<i>Check</i>	-	-







# Appendix E: Disclosure of Financial Interest Form

Created Wednesday, July 23, 2014

Updated Tuesday, July 29, 2014

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## Page 1

261600860877 URBAN CHOICE CS

An Appendix E: Disclosure of Financial Interest Form must be completed for each active Trustee who served on the charter school's Board of Trustees during the 2013-14 school year. Trustees are at times difficult to track down in the summer months. Trustees may complete and submit at their leisure (but before the deadline) their individual form at:

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/>. Trustees may download and/or email their forms to you upon completion.

Trustees who are technologically advanced may complete the survey using their smartphones or other mobile devices by downloading the this bar code link to the survey <https://fluidsurveys.com/account/surveys/540612/publish/qrcode/>. (Make sure you have the bar code application reader on your phone).

If a Trustee is unable to complete the form by the deadline (i.e, out of the country), the school is responsible for submitting the information required on the form for that individual trustee.

Just send the links via email today to your Trustees requesting that they each complete their form as soon as possible.  
Thank you.

Yes, each member of the school's Board of Trustees has received a link to the Disclosure of Financial Interest Form.

Yes

Thank you.

# Appendix F: BOT Membership Table

Created Wednesday, July 23, 2014

Updated Wednesday, July 30, 2014

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261600860877 URBAN CHOICE CS

### 1. Current Board Member Information

	Full Name of Individual Trustees	Position on Board (Officer or Rep).	Voting Member	Area of Expertise &/or Additional Role	Terms Served & Length (include date of election and expiration)	Committee affiliations
1	Frank Rossi	Chair/President	Yes	Education/Professor	1st term(expires June 30, 2015)	Executive Committee, Governance Committee
2	Sidney Moore	Vice Chair/Vice President	Yes	Banking/HR	2nd term (expires June 30, 2015)	Executive Committee, Governance Committee
3	John Page	Secretary	Yes	Business/Management/Nonprofit	2nd term (expires June 30, 2016)	Executive Committee, Finance Committee
4	Spiro Ziogas	Treasurer	Yes	Banking	2nd term (expires June 30, 2015)	Executive Committee, Finance Committee
5	Nelson Blish	Member	Yes	Business/Management/Science	1st term (expires June 30, 2015)	Governance Committee
6	Megan Bosco	Member	Yes	Government	1st term (expires June 30, 2015)	Governance Committee
7	Thomas Felton, Jr.	Member	Yes	Education	2nd term (expires June 30, 2014)	Finance Committee
8	Joan Moorehead	Member	Yes	Higher Education/Community Relations	1st term (expires June 30, 2015)	Parent Involvement Committee
9	Christine Murray	Member	Yes	Education/Professor	1st term (expires June 30, 2014)	Teacher Quality Committee
10	Antwan Williams	Member	Yes	Governance/HR/Community Relations	1st term (expires June 30, 2015)	Parent Involvement Committee

### 2. Total Number of Members Joining Board during the 2013-14 school year

0

### 3. Total Number of Members Departing the Board during the 2013-14 school year

1

4. According to the School's by-laws, what is the maximum number of trustees that may comprise the governing board?

21

5. How many times did the Board meet during the 2013-14 school year?

12

6. How many times will the Board meet during the 2014-15 school year?

12

Thank you.

URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES – MINUTES  
THURSDAY, AUGUST 1, 2013

**Present:** Nelson Blish, Megan Bosco, Edward Cavalier, Thomas Felton, Jr., Sidney Moore, Joan Moorehead, John Page, Frank Rossi, Antwan Williams, Spiro Ziogas

**Absent:** Christine Murray

**Media Notification:** Erica Bryant of the Democrat and Chronicle was notified of the August 1, 2013 Board of Trustees meeting on July 23, 2013. 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 Frank Rossi.

Frank welcomed all and shared the new mission statement approved at the last board meeting: *The mission of the Urban Choice Charter School is to provide Rochester students with a safe, supportive, and intellectually challenging educational environment. The central philosophy is that strong student-teacher relationships are essential to student motivation, engagement, and achievement. This philosophy, with authentic efforts at family involvement, and combined with the effective teaching of a rich, rigorous, and engaging curriculum, will enable students to build a strong foundation for college and career readiness, exceed state achievement standards and defy the demographic destiny of poverty.*

**Leadership Team Report – Ed Cavalier, Dan Deckman, Christina Schermerhorn, Miriam Steinberg,**

**Ed Cavalier:**

- Major expenditures for the past school year (Smart boards, playground, furniture, etc.) have resulted in creating a proactive organization which is fiscally sound and good for students
- There are currently no grand requests for expenditures with budgeting in place.
- Extended appreciation to the Board for support
- Official scores are needed in order to complete the report and the State has delayed release

**Dan Deckman:**

- Dashboard does not include significant changes
- Finished year at 399 students enrolled
- Slightly higher enrollment enabled us to make up a portion of the project deficit that we anticipated
- ATS visits – 728 for the year – each specific incident
- Attrition rate 4.8% - lower than 6% last year
- Attendance at 96% throughout school year
- 76% that failed ELA test last year enrolled in summer school
- Over target in terms of volunteer hours
- Renovations (all being accomplished within budget):
  - Sixth grade classrooms are being relocated to upper floor after modifications are made
  - A Learning Center is being created in the former Performing Arts/Wii Interactive Fitness Room
    - ✓ Will include four or five instructional spaces
  - Making better use of the middle school space
    - ✓ Office Space
    - ✓ Reception/Welcoming Area
    - ✓ Cafeteria improvements with removal of large counter
- Facilities Upgrades
  - Phone system
  - Wireless throughout building
- Money is built into next year's budget for furniture upgrades
  - Will discuss proposal to use the funds in the fundraising account
- Surplus of \$138 anticipated
- Board approved updated employee handbook – looking for formal resolution (see above)

**Motion 130801.1**                      Upon a motion by Nelson Blish and duly seconded by Spiro Ziogas, the following was submitted for adoption: **RESOLVED** that the Board of Trustees formally approve a Resolution for Plan Amendment to adopt the Summary of Material Modifications to the Urban Choice Charter School 403(b) Plan (*refer to Attachment A*).

**Voting in the affirmative:**      Nelson Blish, Megan Bosco, Thomas Felton, Jr., Sidney Moore, Joan Moorehead, Frank Rossi, Antwan Williams, Spiro Ziogas

**Voting in the negative:**         John Page

Motion 130801.1 passed 8 to 1

Motion 130801.2            Upon a motion by Frank Rossi and duly seconded by Sidney Moore, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the June 6, 2013 minutes.

Voting in the affirmative:    Nelson Blish, Megan Bosco, Thomas Felton, Jr., Sidney Moore, Joan Moorehead, John Page, Frank Rossi, Antwan Williams, Spiro Ziogas

Voting in the negative:        None

Motion 130801.2 passed 9 to 0

Miriam Steinberg:

- End of year was successful
  - Flag Day Celebration with K, 1 & 2 musical presentations
    - ✓ Significant parent turnout
- First annual volunteer thank you tea
  - Students made decorations, thank you cards and several students were selected from grades 3, 4 and 5 to have tea with the volunteers
- Field Day – was to be held at Ellison Park, but due to excessive rain and flooding it was moved to fields at East High School at no charge and it was a successful day
- Girls Rock Camp begins August 12 – local independent group – 30 campers signed up from all over the City
- WDKX Back to School Rally at Ridge Clinton Plaza – we will have a table there – give away backpacks and school supplies – flyer will be sent home to all families – posting on Facebook page
- Farash Foundation offering another charter initiative grant – up to \$1M seed money
- Three year foundation initiative
- Would like to create a Primary Learning Center for grades K-2
- Expand our enrollment
- Browncroft Baptist Church is a potential location
- Deadline for grant - August 29
- Brockport partnership – would like to expand on this relationship
  - Met with Chris Murray along with Ed and Christina
  - First grade pen pal project is in place
  - Host many student teachers
  - Would like to coordinate more campus visits – bus should provide more flexibility
  - Class developed around ELA Common Core, emails with eighth graders and Human Services students

### Eric Robinson

- Shared ATS data:
  - 297 incidents
  - 110 different students
  - 40 students went to ATS for one incident
  - 70 student went to ATS for two or more incidents (repeat offenders)
  - Total: 728.5 days of saved instruction
  - Average of 2.45 days/incidents
  - 0 out of school suspensions
- Ready to roll out PBIS – group of staff members that have completed training and have met over the summer – will positively impact school culture – catch students doing the right thing and recognize them
- Staffing – currently looking for Art Teacher, Science Teacher, clerical support
- Cleaning up transcripts – old grading scale
- 24 students earned science credit
- 33 students earned Spanish credit

### Christina Schermerhorn:

- Went to Albany with Ed and attended different sessions such as common core alignment, student growth measures, data driven instruction and parent engagement
- Passing rate for 4<sup>th</sup> grade science class – 45 students took the exam and had 98% passing
- Living Environment – could be approached several ways, but all 40 students attempted with 24 passing the test – 60% pass rate – highest number UCCS has had to pass
- PD topics for August – Leadership Team has been discussing – new procedures and instructionally we will be talking about common core math and ELA, response to intervention, strategies for teachers, teacher development, professional learning communities, PBIS
- September 10 and 12 curriculum nights scheduled
- Tomorrow is last day of summer school – successful program – four weeks – focused on ELA and math – 147 students K-7 attended
  - Conducted pre and post assessments – will report on that in September
  - Daily attendance to be shared in September
  - Teacher and parent satisfaction surveys to be shared in September

### **Governance Report – Megan Bosco**

- Housekeeping
  - Continuing board member recruitment
  - Would like to work on updated version of Board Manual and Policies
- Would like to communicate the date for the board retreat to all in October
- Seeking suggestions for topics and presenters for the board retreat

**Motion 130801.3**            Upon a motion by Megan Bosco and duly seconded by Antwan Williams, the following was submitted for adoption:  
RESOLVED that the Board of Trustees formally appoint Christine Murray to serve on the BOT at UCCS for a partial first term to expire on June 30, 2014 and that this motion is considered final with no need for further BOT approval

**Voting in the affirmative:**    Nelson Blish, Megan Bosco, Thomas Felton, Jr., Sidney Moore, Joan Moorehead, John Page, Frank Rossi, Antwan Williams, Spiro Ziogas

**Voting in the negative:**        None

**Motion 130801.3 passed 9 to 0**

#### **Finance Report – Spiro Ziogas**

- Finished the year in the black
- With deficit dealt with, Finance Committee commended the administration and staff
- School is financially strong again
- There is a need for some furniture – total of \$18,384
- Line item in bank account titled fundraising
  - Discussed options for using the money for furniture – unclear why the money was established – perhaps hiring someone for fundraising
  - Finance committee did not have an issue with using the money for this purpose
  - Will hold off on decision about this amount of money until John Page meets with the Foundation

#### **Chair Report – Frank Rossi**

- Met with Ed and discussed the new school year
- During this school year, we will need to pursue a replacement for Ed since he announced his retirement at the end of the school year
- Two consultants will also be replaced in the future

#### **~ Teacher Quality Committee Report – Frank Rossi**

- Have asked Chris Murray to take on the position of Committee Chair
- Combining with Student Achievement Committee

#### **~ Parent Involvement Committee Report – Joan Moorehead and Antwan Williams**

- Looking forward to connecting with Miriam prior to school starting
- Defining what this committee is and create benchmarks and goals
- Health Fair
- Community Fair
- Employment/Work Force Development
- Literacy

- Surveys to determine needs and wants – including teachers and parents
- How can we better engage parents

**Upcoming Dates Communicated**

- Re-chartering meeting for BOT on August 22
- Middle School Orientation on August 29 from 5-6:30 p.m.
- Kindergarten Meet and Greet on August 30 from 9-10:30 a.m.
- PTA Family Night on Friday, September 13
- Open House (evening) on September 10 for grades K-4 and on September 12 for grades 5-8

**Motion 130801.4**                      Upon a motion by Nelson Blish and duly seconded by Spiro Ziogas, the following was submitted for adoption: **RESOLVED** that the Board of Trustees adjourn the meeting at 7:50 p.m.

**Voting in the affirmative:**      Nelson Blish, Megan Bosco, Thomas Felton, Jr., Sidney Moore, Joan Moorehead, John Page, Frank Rossi, Antwan Williams, Spiro Ziogas

**Voting in the negative:**            None

**Motion 130801.4 passed 9 to 0**

**Next Board Meeting:**

**Thursday, September 5, 2013 at 6 p.m.**

**Summary of Material Modifications  
to the  
Urban Choice Charter School 403(b) Plan  
Summary Plan Description**

Effective July 1, 2013, Article IV & VI Schedule A of the Summary Plan Description has been updated to modify the plan's In-Service Withdrawals:

**Article IV**

**C. Eligibility Requirements for Other Contributions**

With respect to Employer and Employee after-tax contributions, if any, made to this Plan, you must satisfy the following eligibility requirements:

This Plan has no Service requirement.  
This Plan has no age requirement.

**F. Entry Date**

After you have met all of the eligibility requirements, you will begin participation in the Plan with respect to all contributions other than Elective Deferrals on the first day of the month coinciding with or next following the date on which you meet the eligibility requirements.

**Article VI**

**B. Matching Contributions on Elective Deferrals, including Roth Elective Deferrals and/or Mandatory Elective Deferrals**

If you are an eligible Participant, Matching Contributions are contributions made to the Plan by the Employer on your behalf that are directly related to the amount of Elective Deferrals (including Roth Elective Deferrals and/or Mandatory Elective Deferrals, if applicable) that you make to the Plan.

The Employer will make a Matching Contribution on your behalf in the following amounts based on your total Years of Service with the Employer:

<u>Total Years of Service</u>	<u>Matching Contribution Formula</u>
0	100% of the first 3% of deferrals.
5	100% of the first 4% of deferrals.
10	100% of the first 5% of deferrals.
15	100% of the first 6% of deferrals.
20	100% of the first 7% of deferrals.
25	100% of the first 8% of deferrals.
30	100% of the first 9% of deferrals.
35	100% of the first 10% of deferrals.

**H. Eligibility To Receive A Contribution From The Employer**

The Employer will make a contribution on your behalf if you are in an eligible class of Employees and have completed a Year of Service.

A Year of Service for eligibility to receive an allocation of Employer contributions will be determined on the basis of the Hour of Service method. A Year of Service for allocation accrual purposes will be credited to you upon completion of 1 Hours of Service

A Year of Service for eligibility to receive an allocation of Employer contributions for terminated Participants will be determined on the basis of the Hour of Service method. A Year of Service for allocation accrual purposes will be credited to you upon completion of 1 Hours of Service.

**URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES – MINUTES  
THURSDAY, AUGUST 26, 2013**

**Present:** Nelson Blish, Megan Bosco, Edward Cavalier, Sidney Moore, Joan Moorehead, Christine Murray, John Page, Frank Rossi, Antwan Williams, Spiro Ziogas

**Absent:** Thomas Felton, Jr.

**Media Notification:** Erica Bryant of the Democrat and Chronicle was notified of the August 26, 2013 Board of Trustees meeting on August 24, 2013.

The meeting was called to order by Frank Rossi at 5:32 p.m. with the purpose of reviewing and approving policies of the Urban Choice Charter School to be included in the charter renewal submission.

The Trustees received all of the documents for review in advance electronically and hard copy was provided at this meeting.

Two policies reflected changes as follows:

**Code of Conduct** (*Changes Indicated in Gray*)

- Now includes DASA (Dignity for all Students) section
- Includes ATS (Alternative to Suspension) program information as an integral part of our discipline policy

**Organizational Chart**

- At the Board's request, the organizational chart has been changed from a top-down structure to a horizontal structure which represents how the current leadership team structure has been operating.

**Motion 130826.1**

**WHEREAS**, the Urban Choice Charter School (UCCS) Board of Trustees may adopt a resolution authorizing an officer or agent of UCCS to enter into any contract or execute and deliver any instrument in the name of or on behalf of UCCS; **WHEREAS**, UCCS plans to submit an application for charter reauthorization to the NYS Board of Regents; and **NOW**,

**THEREFORE**, the Board of Trustees, upon motion duly made by Spiro Ziogas and seconded by Joan Moorehead adopts the following Resolution: **RESOLVED**: that the Board of Trustees approves the following organizational policies (as attached) in connection with the application for charter reauthorization:

- Organizational Chart
- Board of Trustees By-laws
- Code of Conduct/Disciplinary Policy
- Code of Ethics
- Complaint Policy
- Enrollment and Admissions Policy
- Transportation Policy

**Voting in the affirmative:** Nelson Blish, Megan Bosco, Sidney Moore, Joan Moorehead, Christine Murray, John Page, Frank Rossi, Antwan Williams, Spiro Ziogas

**Voting in the negative:** None

**Motion 130826.1 passed 9 to 0**

**Motion 130826.2** Upon a motion by Joan Moorehead and duly seconded by Christine Murray, the following was submitted for adoption: **RESOLVED** that the Board of Trustees adjourn the meeting at 5:45 p.m.

**Voting in the affirmative:** Nelson Blish, Megan Bosco, Sidney Moore, Joan Moorehead, Christine Murray, John Page, Frank Rossi, Antwan Williams, Spiro Ziogas

**Voting in the negative:** None

**Motion 130826.2 passed 9 to 0**

**URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES – MINUTES  
THURSDAY, SEPTEMBER 5, 2013**

**Present:** Nelson Blish, Megan Bosco, Edward Cavalier, Sidney Moore, Joan Moorehead, Christine Murray, John Page, Frank Rossi, Antwan Williams

**Absent:** Thomas Felton, Jr., Spiro Ziogas

**Media Notification:** Erica Bryant of the Democrat and Chronicle was notified of the September 5, 2013 Board of Trustees meeting on August 27, 2013. 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 Frank Rossi.

Frank reviewed the mission statement and requested that a mission moment be put in place to highlight and reflect the mission in motion for individual reports.

**Leadership Team Report – Ed Cavalier, Christina Schermerhorn, Dan Deckman, Eric Robinson, Miriam Steinberg,**

**Ed Cavalier:**

- School opening for the 2013-2014 school year has progressed positively
- Sixth grade classroom locations have been relocated
  - Improved environment for students
  - Recreation space has been increased
- New learning center created in former “PA room”
  - Inviting space for learning
  - Color coded
  - Many useful possibilities related to this new space
- New meal serving plan - decision was based on a trial with the K-2 classrooms last year
  - Breakfast is now served in all classrooms
  - Creates a community atmosphere for each classroom
- Office for the counselor has been enlarged in the middle school
  - Door is now open to entry foyer making it the first door and staff member to be seen by middle school students
- Enrollment is being monitored daily

- Due to some students not showing up, accepting of new students from the waiting list will take place soon with consistent full enrollment anticipated
- Transportation
  - Although we were not informed, some transportation routes changed – some families are unexpectedly receiving corner transportation
  - Pleased with our transportation – buses are lettered A-M and have been on time. All students were scheduled with the exception of those that moved.
  - Efficient dismissal already in place on the third day of school - buses dismissed at 4:06 p.m. today
- PBIS (Positive Behavior Interventions and Supports) activities are in place with common vocabulary implemented
- Professional development went well with two days held offsite
- New phone system is in place with a few issues being addressed
- There is a master schedule for the entire building (K-8) with 45-minute increments
  - We know where every student is every period
  - Groupings are working well
  - Designed by registrar at East High School
- All classroom-related positions were fully staffed on opening day
- 7<sup>th</sup> and 8<sup>th</sup> grade environment is positive with new science and math teachers in place

Christina Schermerhorn:

- 2013 Summer School Program Evaluation (*Refer to Attachment A*)
- Rtl
  - Received memo from NYSED
    - ✓ New cut scores for academic intervention
    - ✓ Students that failed at level 2 might not need AIS
    - ✓ UCCS will continue to address on an as needed basis

Dan Deckman:

- Application for charter renewal was submitted and the next step will be the NYSED site visit which has been rescheduled for November 20 and 21
  - Frank expressed appreciation to staff on behalf of the Board for their effort and contributions
  - Team effort contributed to the completion of the charter renewal
  - Files provided to all board members (application, cover letter, argument supporting rechartering, analysis of performance and documents)
  - Included descriptions of all that the Board of Trustees have accomplished over the past year (leadership, strategic planning)
- Dashboard
  - Enrollment was at 399 on August 31
  - All UCCS students now receive free breakfast and lunch
  - Demographic is closely matched to the RCSD on every level except that we serve slightly fewer special ed students and no ELA students
  - Board has requested the demographic of staff members be noted on future Dashboards

- Professional cleaning company has been hired and they start cleaning at 4 p.m.
  - Extra attention has been built into the plan to address food being served in the classrooms
  - Surfaces are thoroughly cleaned regularly
  - Rugs are shampooed monthly
- Finance committee did not meet and Spiro is not in attendance.
  - The finances of the school are tracking below projections in every area
  - Books, furniture, and building improvements are also under budget
  - School is financially sound
- Bonadio has been in school all week beginning their annual independent audit

### Eric Robinson

- PBIS is in place and has exceeded expectations - uses common language and expression of consistent expectations. Positive responses have been received and it is effective for the teachers.
- PBIS kick-off event planned for tomorrow
  - Large assembly and carnival to be held outside (parking lot)
  - Each grade level will spend time outside during assigned time and rotating to different stations
  - Pre-arranged lesson plan – all students will be hearing the same message from every teacher
  - Generous donations were received from the PTA and Captain Tony's
  - Focus to be on students doing the right thing
  - New software program in place (Dojo)
    - ✓ All teachers have implemented
    - ✓ Rewards students - all students noted on Smartboards and they are earning points when seen doing the right thing
    - ✓ Parents are able to check individual progress of their child via Smartphones or computers so they can have timely and accurate conversations related to their child's progress
    - ✓ Beneficial for teachers so they do not have to interrupt the rest of the class
  - Met with middle school parents last Thursday evening to review expectations
    - ✓ Good turnout
    - ✓ Focus on middle school communication
    - ✓ Discussed preparation for college and career readiness for UCCS students
  - Christine expressed appreciation to Eric and all of the teachers involved – appreciated the teachers taking ownership

### Miriam Steinberg:

- Shared events for the month of September:
  - PTA Meeting ~ Saturday, September 7 at 10 a.m.
  - Curriculum Night – Grades K-4 ~ Tuesday, September 10 at 5:30-7:00 p.m.
  - Curriculum Night – Grades 5-8 ~ Thursday, September 12 at 5:30-7:00 p.m.

- Back to School Picnic ~ Friday, September 13 from 4:00-7:00 p.m.
- John Page invited Miriam to the Daisy Marquis Jones Foundation meeting
  - Meaningful conversations
  - Sent grant off for \$18K for furniture
  - Waiting for response

On behalf of the Board, Frank commended the staff for creating a community culture at the school – the school and programs belong to all.

**Motion 130905.1**                      Upon a motion by Megan Bosco and duly seconded by Joan Moorehead, the following was submitted for adoption:  
RESOLVED that the Board of Trustees formally approve the August 1, 2013 minutes.

**Voting in the affirmative:**      Nelson Blish, Megan Bosco, Sidney Moore, Joan Moorehead, Christine Murray, John Page, Frank Rossi, Antwan Williams

**Voting in the negative:**          None

**Motion 130905.1 passed 8 to 0**

**~ Teacher Quality Committee Report – Christine Murray**

- Committee is in the process of being formed
- Determining membership
- PLC's are evolving
- Will get objectives set for this committee which has absorbed the Student Achievement Committee

**~ Parent Involvement Committee Report – Joan Moorehead and Antwan Williams**

- Nothing to report at this time

**Governance Report – Megan Bosco**

- Currently at the lowest acceptable number of board members
- Sidney is in the process of identifying interested individuals
- Discussed the need for creation of a new video representing the new culture of the school – will be created with board approval
- Board retreat date has been set for Saturday, February 8 - to be held at MCC at no cost to UCCS
- The topics will be generated after the NYS Charter School Conference

## Public Comments

- Terri Miller, PTA, shared:
  - PTA has earmarked \$7,000 for teacher grants as presented during Professional Development
  - Half of the current PTA membership is staff
  - Mission statement has been revised to be more community aware/oriented
  - As events coordinator, she is actively researching opportunities for students and parents:
    - ✓ Warm 101.3
    - ✓ Mayor's Office
    - ✓ Pillars of Hope
    - ✓ Mentorship Program
    - ✓ Kinship Care Program
    - ✓ Roller-skating
    - ✓ Ice-skating

**Motion 130905.2**                      Upon a motion by Christine Murray and duly seconded by Sidney Moore, the following was submitted for adoption:  
RESOLVED that the Board of Trustees adjourn the meeting at 7:34 p.m.

**Voting in the affirmative:**      Nelson Blish, Megan Bosco, Sidney Moore, Christine Murray, Joan Moorehead, John Page, Frank Rossi, Antwan Williams

**Voting in the negative:**            None

Motion 130905.2 passed 8 to 0

**Next Board Meeting:**

Thursday, October 3, 2013 at 6 p.m.

# 2013 Summer School Program Evaluation

Goals	Outcomes/Findings
<ul style="list-style-type: none"><li>To maintain an average of 85% or higher attendance rate for the duration of the program.</li></ul>	<ul style="list-style-type: none"><li>✓ There was an 82% overall attendance rate for the duration of the program. (Began program with 147 students and ended with 130.)</li></ul>
<ul style="list-style-type: none"><li>There will be at least a 10% increase in ELA scores from the pre to post assessments.</li></ul>	<ul style="list-style-type: none"><li>✓ There was a 17% increase in ELA scores in grades K-7.</li></ul>
<ul style="list-style-type: none"><li>There will be at least a 10% increase in MATH scores from the pre to post assessments.</li></ul>	<ul style="list-style-type: none"><li>✓ There was a 32% increase in MATH scores in grades K-7.</li></ul>
<ul style="list-style-type: none"><li>There will be a rate of 90% or higher of teachers who marked effective or highly effective with the summer program overall on the survey.</li></ul>	<ul style="list-style-type: none"><li>✓ 100% of teachers thought the overall program was effective and/or highly effective.</li></ul>
<ul style="list-style-type: none"><li>Parent satisfaction survey return rate will be 75%.</li></ul>	<ul style="list-style-type: none"><li>✓ There was a 52% return rate of the parent satisfaction surveys.</li></ul>
<ul style="list-style-type: none"><li>There will be a rate of 90% or higher of parents who mark satisfied or very satisfied with the summer program overall on the survey.</li></ul>	<ul style="list-style-type: none"><li>✓ 97% of parents were satisfied and/or very satisfied with the overall program.</li></ul>



# 2013 Summer School Program Evaluation

The summer school program at UCCS is designed to provide additional instruction to those students identified as not having met state standards at their grade level. It is designed to give the students intensive small group support in order to increase ELA and Math scores as determined on pre and post-tests during the program.

## Final Recommendations:

- Class size should remain small (8:1 teacher ratio, not including TLI and student aides)
- Length of school day should remain the same (9:00 – 1:30)
- Add one more bus to the budget for a shorter ride
- Keep focus on specific ELA and Math standards
- Add a field trip toward the end of the program for motivation to complete the program and increase attendance rate
- Increase communication with parents earlier in the program
- Continue program next year with improvements



**URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES – MINUTES  
THURSDAY, OCTOBER 3, 2013**

**Present:** Nelson Blish, Megan Bosco, Edward Cavalier, Sidney Moore, Christine Murray, John Page, Frank Rossi, Antwan Williams, Spiro Ziogas

**Absent:** Thomas Felton, Jr., Joan Moorehead

**Media Notification:** Erica Bryant of the Democrat and Chronicle was notified of the October 3, 2013 Board of Trustees meeting on September 23, 2013. Public notice was also posted in the school and published in the school newsletter.

The Board of Trustees meeting was called to order at 6:03 p.m. by Frank Rossi and the mission statement was shared.

**Motion 131003.1** Upon a motion by Nelson Blish and duly seconded by Antwan Williams, the following was submitted for adoption: RESOLVED that the Board of Trustees formally approve the September 5, 2013 minutes.

**Voting in the affirmative:** Nelson Blish, Megan Bosco, Sidney Moore, Christine Murray, John Page, Frank Rossi, Antwan Williams

**Voting in the negative:** None

Motion 131003.1 passed 7 to 0

**Leadership Team Report – Ed Cavalier, Eric Robinson, Christina Schermerhorn, Dan Deckman, Miriam Steinberg,**

**Eric Robinson:**

- Shared that the PBIS Kick Off Assembly went well and was a fun event
  - Students enjoyed spending time outside on a beautiful weather day
  - Teachers volunteered to oversee stations
  - Tie-dyed shirts created to match each grade level
  - Performance by teachers/staff members via a “flash mob”
- Fall Festival planned for October 24 with a similar plan
- “Lucky to Have You” recognition award established for teachers and staff members

- Plan to select three in the main building and one in the middle school each week
- Plaque created out of two horseshoes
- Gift certificates will be presented to teachers and staff members – accepting nominations
- We did not generate the turnout that we hoped for our two curriculum nights. As a result, an event being called a Fall Harvest Open House is being planned:
  - Food
  - Musical group performances
  - Providing an opportunity for teachers to meet with parents prior to conferences
  - Bus will be in operation to shuttle from off-site parking lot
- VADIR report will be filed tomorrow indicating long-term suspensions, issues with weapons and violent fights resulting in physical injury – all of our reported numbers will be 0

### Christina Schermerhorn:

- Completed 90% of teacher evaluation guide and provided to teachers
- Walk through observations completed
- Implementing informal observations – drop in observations
- Lesson plan reviews
- Portfolio reviews
- Implementing professional development
- Professional development around PLC's – teachers will practice and learn
- Progress reports are going home on Monday – half way through the first quarter
- Teachers are working very hard
  - Challenged by content of Common Core – teachers are stepping up and doing a great job
  - Teachers are co-planning – impressed with the hard work and extra effort
- Professional development on October 25 will relate to the Site Visit by SED
  - An in-house committee will be established to prepare for the visit – committee will share information with colleagues
- New updated K-6 Houghton Mifflin math materials purchased to align with common core. Old materials were common core based but not aligned and staff were spending too much time trying to organize it. Money was available in the budget to purchase it.
- Frank requested clarification related to walk-through observations
  - Christina clarified that initially there are three observers walking through as a team (Christina, Nicole, Eric) so they may “calibrate” their observations. Subsequent walk throughs will be by a single observer.
- Christine inquired about how teachers are involved in planning the observations – getting the full snapshot
  - Christina shared that the feedback from the informal walk through process creates knowledge about areas where improvements can be made before the informal and formal process takes place
- Ed shared that a proven evaluation process is needed and is being put in place – being introduced with feedback and input. The model being adopted (Danielson) is a proven process but will be rolled out and implemented slowly with feedback throughout the process.

- Frank is happy to see a formal process being put in place – stated that getting feedback and closing the loop would be great
- Two mentors have been hired to work with teachers – confidential coaches
- A staff member will also serve as a mentor in order to provide support
- Introductions:
  - Jennifer Swan, Math Specialist/RtI – assisting with math instruction
  - Aaron Pasucci, Instructional Technology Specialist - establishing where we are in making use of technology, developing our instructional support technology for next year in addition to serving as mentor for staff members Jerome Burgess and Sandra Jacques
- Shared that the Learning Center has been set up for pull-out students – a very positive addition
- Due to a conflict with a scheduled fundraiser on November 2 at Applebees to support the 7<sup>th</sup> and 8<sup>th</sup> grade semi-formal dance funding, the PTA and Parent Forum meeting have been moved to November 9

#### **Dan Deckman:**

- Dashboard
  - Enrollment was at 399 and is currently at 401 – filled to capacity
  - Demographics have not changed much
  - Staff attendance and student attendance on target
  - Holding students accountable under the new PBIS system has resulted in rise of ATS room assignments
  - 217 students on our current waiting list – healthy number and applications are still being received
  - In the middle of our audit with independent auditors – Bonadio

#### **Ed Cavalier:**

- Ed shared a packet regarding the site visit for review and to allow time for clarification
- Ed would like the SED to be aware of the effectiveness of this BOT
  - Need to demonstrate all that the BOT does
  - The board focus group date and time has been set for Thursday, November 21 from 8:00-9:00 a.m.
  - Possible topics for the focus group could be structure and recruitment, how the school is implementing the mission and key design elements, oversight of the academic program, self-evaluation, strategic planning, etc.
- Two day visit will include focus group interviews, classroom observations with a preliminary report shared after the visit
- Christina will be including teachers in planning for the visit

#### **Governance Report – Megan Bosco**

- Three potential board candidates have been designated and two resumes were shared. Discussed plans to replace the video after November with one that fits the current mission of the school.

- Possible board retreat topics were discussed
- Megan will attend the charter school conference in two weeks – brief summary report will be shared with board members

### **Finance Committee – Spiro Ziogas**

- Bank presented on some services that might provide for some additional efficiency
- Discussed a line item - leasehold improvements – almost at the annual budget – primarily due to moving the sixth grade to their new area – do not anticipate any other improvements for the rest of the year so we should be stable for this line item
- Audit will be shared later this month – will present to the board
- Business office exploring new payroll services – saving some money
- In good shape financially - including the CD collateral currently at \$2 million with \$1.65 on August 31 balance sheet, \$900K operating account for a total of \$700-800K in savings

### **Chair Report**

#### **~ Teacher Quality Committee – Christine Murray**

- Shared an overview of the Board of Trustees creation of three ad hoc committees to strengthen the Board's involvement with the school
  - Served during a critical year of transition and resulted in positive change for students, their families, and the school staff
- Discussed the function of these committees for 2013-2104 and beyond
- Clarifying the role of the Board as the governing body for UCCS while maintaining connections to the staff, students, and their families
- Thoroughly discussed several proposals to reorganize
- It was suggested that the role be defined in addition to how input is obtained
- It was suggested that more than one board member be included
- It was suggested that Parent and Family Engagement remain separate
- It was suggested that boards of other charter schools be researched
- Will be reviewed and discussed further in the future; procedures need to be established

#### **~ Parent and Family Involvement – Antwan Williams**

- Discussion took place with Miriam Steinberg and plan is in process to connect with leadership team
- Need to determine how best to utilize resources
- Suggested that online calendar could be updated to include more detail
- In response to a discussion, Melissa Rife confirmed that timely photos of UCCS events will be added to the website

### **Public Comments**

- Reminder that Parent Forum and PTA meeting is set for this Saturday

- Next Parent Forum and PTA meetings will be delayed one week and held on November 9 due to a conflict with the fundraising breakfast

**Motion 131003.2**                      Upon a motion by Spiro Ziogas and duly seconded by Nelson Blish, the following was submitted for adoption: RESOLVED that the Board of Trustees enter Executive Session

Voting in the affirmative:      Nelson Blish, Megan Bosco, Sidney Moore, Christine Murray, John Page, Frank Rossi, Antwan Williams, Spiro Ziogas

Voting in the negative:          None

Motion 131003.2 passed 8 to 0

**Motion 131003.3**                      Upon a motion by Spiro Ziogas and duly seconded by Sidney Moore, the following was submitted for adoption: RESOLVED that the Board of Trustees end Executive Session

Voting in the affirmative:      Nelson Blish, Megan Bosco, Sidney Moore, Christine Murray, John Page, Frank Rossi, Antwan Williams, Spiro Ziogas

Voting in the negative:          None

Motion 131003.3 passed 8 to 0

**Motion 131003.4**                      Upon a motion by Christine Murray and duly seconded by Sidney Moore, the following was submitted for adoption: RESOLVED that the Board of Trustees adjourn the meeting at 8:35 p.m.

Voting in the affirmative:      Nelson Blish, Megan Bosco, Sidney Moore, Christine Murray, John Page, Frank Rossi, Antwan Williams, Spiro Ziogas

Voting in the negative:          None

Motion 131003.4 passed 8 to 0

**Next Board Meeting:**

Thursday, November 7, 2013 at 6 p.m.

**URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES – MINUTES  
THURSDAY, NOVEMBER 7, 2013**

**Present:** Nelson Blish, Megan Bosco, Edward Cavalier, Joan Moorehead, Christine Murray, John Page, Frank Rossi, Antwan Williams, Spiro Ziogas

**Absent:** Thomas Felton, Jr., Sidney Moore

**Media Notification:** Erica Bryant of the Democrat and Chronicle was notified of the November 7, 2013 Board of Trustees meeting on October 28, 2013. Public notice was also posted in the school and published in the school newsletter.

The Board of Trustees meeting was called to order at 6:01 p.m. by Frank Rossi and the mission statement was shared.

**Audit Report – The Bonadio Group – Kelley DeMonte, CPA**

- Kelley shared an overview of two packages: Financial Statements as of June 30, 2013 Together with Independent Auditor's Report and Communication of Matters Related to Internal Control Over Financial Reporting and Other Matters
  - Detailed review took place with the Finance Committee
  - Cash position decreased as a result of the use of funds for operations and to make significant capital improvements such as Smartboards, computers and playground equipment
  - Liabilities (very few) related to salaries increased due to timing of spread out of teacher salaries
  - Balance sheet is strong
  - Net assets down \$500K
  - Statement of activities – operating revenue is flat and is expected to be stable
  - Depreciation expense increased
  - Healthy cash position
  - Certain deficiencies in internal control were identified:
    - ✓ Unable to reconcile a number of significant general ledger accounts on a timely basis
      - There was substantial turnover in the finance department creating difficulty in maintaining controls
      - Timeliness of financial accuracy should be maintained

- Made recommendation to engage a CPA firm
- Management has engaged a CPA for quarterly reconciliations
- Confident process will proceed smoothly going forward
- Most of last year's recommendations were addressed, but one more recommendation related to segregation of duties
  - ✓ Tightening up documentation around processes in place
  - ✓ Recommend CEO and management expense reimbursements be reviewed by the Finance Committee and this will take place going forward

**Motion 131107.1**                      Upon a motion by Megan Bosco and duly seconded by Joan Moorehead, the following was submitted for adoption:  
RESOLVED that the Board of Trustees formally approve the October 3, 2013 minutes.

**Voting in the affirmative:**      Nelson Blish, Megan Bosco, Joan Moorehead, Christine Murray, John Page, Frank Rossi, Antwan Williams, Spiro Ziogas

**Voting in the negative:**          None

**Motion 131107.1 passed 8 to 0**

**Leadership Team Report – Ed Cavalier, Eric Robinson, Christina Schermerhorn, Nicole Berg, Dan Deckman, Miriam Steinberg,**

**Ed Cavalier**

- **Open House**
  - Miriam (absent due to surgery) did a lot of detail work for the open house
  - Commended teachers for all that they did to encourage parents to attend
  - Nathan Berry orchestrated a performance by K-6 groups
  - Outstanding turnout – important for the parents/guardians to meet the teacher so that the report card conference is not the first introduction
- **Professional Development – October 25**
  - Nicole Berg, Megan Bosco, Dan Deckman and Christina Schermerhorn attended the conference in NYC
  - Renewal policy shared, performance framework, charter school goals approved and to fall under the new performance framework
  - Professional Development was focused on how to address those benchmarks
  - Site visit committees met regularly on Tuesdays and Thursdays:
    - ✓ Reviewed background and protocol information with colleagues
    - ✓ Assigned benchmarks
    - ✓ Presentations created and shared

- ✓ Discussed topics and provided handouts
- ✓ Positive feedback
- Met with Donald Whitney, Chair of Daisy Marquis Foundation

**Eric Robinson:**

- Shared that the STEM program began last Saturday due to a two-year funding cycle. Dividing up into five five-week sessions of multiple activities to introduce a more diverse array of topics.
  - 44 students attended the first session and 54 currently enrolled with additions being allowed
  - Grades 3-8
  - Voluntary participation program with transportation and lunch provided
  - Funded with \$50K Farash Grant
  - Joan shared that she would like to coordinate a visit to MCC's Engineering Department
- Character Assembly/PBIS Fall Event
  - Rotated activities
  - Painted pumpkins which required washing 400 pumpkins
- Celebrating students that make honor roll
  - Adjusted to take place over three days vs. one day so there is time to celebrate each individual student
- Report cards available on Tuesday, November 12

**Christina Schermerhorn:**

- Additional professional development opportunity:
  - ✓ Bob Zimmerli, Teach Like a Champion
  - ✓ Very experienced and highly qualified teacher
  - ✓ No opt out strategy for engaging students when they do not know an answer
  - ✓ Voluntary participation – 23 attended
- Parent satisfaction survey
  - ✓ Will be distributed next week with confidential return
  - ✓ Incentive for parents to return and incentive for teachers for highest number of return
- Collected rosters for parent conferences – over 75% signed up for conferences
- Substitutes – interviewed nine candidates
- Parent Forum is this Saturday at 9 a.m. with PTA meeting following

**Governance Report – Megan Bosco**

- Did not meet this month – in the process of rescheduling
- Working on the administrative pieces for the retreat
- Possible facilitators identified at St. John Fisher – might be able to zero in on some topics
- Contacted two potential board candidates

- Joan shared some contacts
- Megan attended many sessions at the conference that fit board participation – will share a summary through email

#### **Finance Committee – Spiro Ziogas**

- Met twice last month
- No significant material concerns – revenue and expenses are consistent
- Summarized the audit report's message:
  - Financially sound
  - Discovered some areas for improvement
  - Informed about challenges and approaching them directly
  - Change in net assets is larger than expected and does not take away from what we tried to do
  - Pleased with recommendation for involvement by a CPA for a consistent level of reporting

#### **Chair Report**

- Frank and Ed and Christina attended the Charter Network Breakfast
- Charter Schools in Rochester reviewed for positive results

#### **~ Teacher Quality Committee – Christine Murray**

- In the process of defining the structure of this crucial committee
- Needs to be a function of the board and clearly defined
- Proposal for redesign of committee – have not had a chance to redesign – crucial committee for the board, put on hold until we get the framework set up
- Based on previous comments from State Ed, there is a potential conflict with the board's interaction with staff – need to define the role

#### **Public Comments**

- PTA:
  - \$717 raised at the pancake breakfast for school dance
  - K-2 event held with 80% of students participating
  - Grades 3-6 will have events in December and January
  - Roller skating event for every student in March
  - Discussion related to parent survey and suggestions for implementing

#### **Motion 131107.2**

Upon a motion by John Page and duly seconded by Joan Moorehead, the following was submitted for adoption:

**RESOLVED** that the Board of Trustees adjourn the meeting at 7:12 p.m.

**Voting in the affirmative:** Nelson Blish, Megan Bosco, Sidney Moore, Joan Moorehead, Christine Murray, John Page, Frank Rossi, Antwan Williams

**Voting in the negative:** None

**Motion 131107.2 passed 8 to 0**

**Next Board Meeting:**

**Thursday, December 5, 2013 at 6 p.m.**

**URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES – MINUTES  
THURSDAY, DECEMBER 5, 2013**

- Present:** Nelson Blish, Megan Bosco, Edward Cavalier, Sidney Moore, Joan Moorehead, Christine Murray, John Page, Frank Rossi, Antwan Williams, Spiro Ziogas
- Absent:** Thomas Felton, Jr.
- Guest:** Arian Martin, Prospective Board Member
- Media Notification:** Erica Bryant of the Democrat and Chronicle was notified of the December 5, 2013 Board of Trustees meeting on November 25, 2013. Public notice was also posted in the school and published in the school newsletter.

The Board of Trustees meeting was called to order at 6:03 p.m. by Frank Rossi and the mission statement was shared.

**Motion 131205.1** Upon a motion by Sidney Moore and duly seconded by Nelson Blish, the following was submitted for adoption: **RESOLVED** that the Board of Trustees formally approve the November 7, 2013 minutes.

**Voting in the affirmative:** Nelson Blish, Megan Bosco, Sidney Moore, Joan Moorehead, Christine Murray, John Page, Frank Rossi, Antwan Williams

**Voting in the negative:** None

Motion 131205.1 passed 8 to 0

**Leadership Team Report – Ed Cavalier, Christina Schermerhorn, Dan Deckman, Miriam Steinberg, Nicole Berg, Eric Robinson**

**Ed Cavalier:**

- Dan Deckman shared the dashboard
  - It has been updated to include staff demographics
  - ATS numbers decreased for November and is comparable to the previous year
  - Attendance is averaging 95.7%

- Attrition – total of eight students (2%)
- Healthy waiting list has grown – currently at 243
- Charter goals
  - ✓ Percentage of students on honor roll – 40% (grades 3-8)
  - ✓ Percentage of families attending conferences – 72% have attended at least one conference to date – significantly higher than last year
  - ✓ Number of volunteer hours - 912
- Staff has been researching and reviewing available real estate so that we will be ready for an expansion proposal once a rechartering decision is made
  - Our waiting list is growing without advertising or soliciting
  - Exploring K-8 expansion
  - There are very nice spaces available on Humboldt Street with landlords willing to accept us
  - Discovered document online confirming that if we want to increase enrollment by September 2014, we must seek approval by December 15. Therefore, we need to be looking at a September 2015 timeline.
    - ✓ Must involve staff in the planning
    - ✓ When steps are in place, we will be ready to share our recommendation regarding how we want to expand and what properties are available for us

**Christina Schermerhorn:**

- SED Site Visit Review
  - No surprises during the State visit
    - ✓ Observation strategies and follow up
    - ✓ SED visited all classrooms
    - ✓ Leadership focus group was focused on our mission
    - ✓ Parent involvement was addressed
    - ✓ PBIS and Dignity for Student Act review
    - ✓ Assessments for growth in summer school
  - UCCS was thoroughly prepared
  - Confident in responses and follow up
  - Teachers shared highlights from the Student Focus Group:
- Renee Catlin shared student focus group highlights
  - They like and trust their teachers and have at least one adult they can go to
  - Other schools are not as safe
  - Other academics are not as challenging
  - Students would like a gym
  - Safety – shared information regarding fire drills
  - Shared information regarding classroom management – dojo – positive and negative points – rewarded all day long – consistency throughout the school
  - Discussed report cards and grading
  - Expressed that they would like more sports
  - They think they have more than enough help
  - They find ELA and Math Modules boring
- Josephine Horton shared some highlights from the parent focus group:

- Felt it was the most positive and most attended based on all of her other experiences
- Review of mission statement and what is important to families
- Safety is a priority
- Teacher/student relationships are critical
- Addressed the part of the mission statement related to an authentic effort at family involvement
- Discussed the classrooms and teachers
- Reviewed common core and curriculum
- Positive teacher and staff support
- Reviewed Special Education, but there were no parents involved in the focus group that could share personal experiences
- Discussed the school community
- Lack of a gym, sports and extracurricular activities was a topic for review
- State noted low turnout at Parent Forums
- Parents discussed desire for UCCS to expand to grades 9-12
- Several teachers shared some highlights from the teacher focus group:
  - Basketball team details shared
  - Mission statement discussed – shared how we live it – 15 shared personal stories
  - Reviewed common core and the K-2 pilot program – students are further ahead compared to previous years
  - Test scores were addressed
    - ✓ Improved results expected this year
    - ✓ Results from last year were not acceptable
  - Interested in the process of how NTI training was shared with the larger teaching population at UCCS
  - Shared details about Professional Development led by Bob Zimmerli and future plans
  - Reviewed authentic efforts at family involvement through open house process, curriculum night
  - Interested in home visits
- SED acknowledged that there was a large turnout of board members, parents, and teachers for focus groups
- Board members shared some highlights from the board member focus group:
  - Discussed the mission statement and mission statement moment
  - Shared our efforts to recruit English language learners
    - ✓ Specifically advertise
    - ✓ Reported that there are bilingual charter and public schools that draw these students
  - Responded to inquiry related to expansion for a 9-12 school
    - ✓ It was a prior goal
    - ✓ Money was put aside for this purpose
    - ✓ Currently focused on the school that we have so that students can successfully transition to a high school
- Additional discussions related to:
  - Academic program
  - Professional development
  - New math program

- Implementation of Common Core
- K-2 Pilot Program
- Test scores
- Every board member addressed an area of expertise
- Participation was impressive

#### Dan Deckman:

- Payroll
  - UCCS has outgrown the payroll system
  - It is an inadequate system requiring manual effort every two weeks
  - After shopping around, decision made to go with Paychex to take over as of January
  - Paychex offered improvements:
    - ✓ Customer service
    - ✓ A platform for running payroll
    - ✓ Will decrease the effort of managing benefits – health and dental insurance and retirement accounts
    - ✓ Will assist with elements related to tracking teacher certifications
    - ✓ Track teacher PD hours
    - ✓ Will provide for mass updates to the state’s website
    - ✓ Enhanced services for less than we were paying for the current system
- Health and Dental
  - Medical will increase 13% (budgeted for 14%)
  - Continuing to pursue a consortium – unsure if this will develop
  - High deductible plan offered – very few that participate

#### Miriam Steinberg

- Daisy Marquis Foundation Grant for \$18K has been awarded
- Newsletter and ROC the Day information shared with board members

#### Nicole Berg:

- Practice assessments– teachers are flexible and willing to help the students in three phases
- K-2 program is making a difference
- Continuing to anticipate better results
- Highland Hospital held a book drive and delivered four boxes of books
  - Will distribute the books via book bags for exchanges – read, bring back and send them back
- Therapy dog program
  - Held every other Friday
  - Four dogs visit
  - Working well for small group of students
  - Rotating students
  - Exploring the option of obtaining a therapy dog full time for our school – many students would benefit

**Eric Robinson:**

- Next PBIS school-wide event planned:
  - Holiday Store
    - ✓ Students will have the opportunity to shop for three different items to give as gifts to their family members
    - ✓ Staff has been generous donating to the store
    - ✓ Incentive – throughout the month of December, students earn dojo points for positive behavior which translate into “cash” to use as spending “money” on different gifts they can select for family
- Kindergarten students will be going to The Cheesecake Factory for a special holiday breakfast
  - Each student will receive a gift that was specifically selected for them - personalized
  - This opportunity developed as a result of our relationship with the Center for Youth
- Basketball teams for girls and boys
  - Practices to be held at the Sports Garden in Henrietta from 4:30-6:00 p.m. on Tuesdays, Wednesdays and Thursdays
- Fifth grade will perform (sing) at a conference held at Double Tree
- Part-time bus drivers hired
- STEM program
  - Five week sessions
  - First session to end this Saturday with a field trip to the Rochester Museum and Science Center
  - Will incorporate a field trip to MCC for the next session
  - 49 students are currently participating

Ed shared that the visit by SED was a very involved activity that involved teamwork. Dan spent nights writing the report, Christina was the point person, teachers took on a tremendous amount and Brandi was instrumental in meeting with the teacher and student focus group participants.

Brandi added that students traveled to The College at Brockport. This field trip helped students to think about college in their futures. Programs and sports were discussed, students visited classrooms, and UCCS students were polite, engaged, and asked great questions. It is planned for middle school students to visit several colleges throughout the year.

**Chair Report – Frank Rossi**

- Nothing to report this month

**~ Teacher Quality Committee Report – Christine Murray**

- Committee will be put together
- In the process of determining the appropriate direction for involvement of board members with staff members
- Meeting will be scheduled to look at the format and focus of the committee

~ Parent Involvement Committee Report – Joan Moorehead and Antwan Williams

- Will be connecting with Miriam to determine plans after the holidays

**Governance Report – Megan Bosco**

- Self-evaluations in progress – will send link online and request completion prior to the next board meeting
- Arian Martin is a prospective board candidate and in attendance
  - Arian shared that she works at MCC for Science and Technology entrance program
  - She was a New York City School public school teacher
  - Appreciates the interaction and transparency observed at the meeting this evening
  - Shared that Passion and commitment at UCCS is evident

**Finance Committee Report – Spiro Ziogas (Refer to Attachment A)**

**Public Comments - None**

**Motion 131205.2**                      Upon a motion by Nelson Blish and duly seconded by Spiro Ziogas, the following was submitted for adoption: **RESOLVED** that the Board of Trustees adjourn the meeting at 7:31 p.m.

**Voting in the affirmative:**    Nelson Blish, Megan Bosco, Sidney Moore, Joan Moorehead, Christine Murray, John Page, Frank Rossi, Antwan Williams, Spiro Ziogas

**Voting in the negative:**        None

**Motion 131205.2 passed 9 to 0**

**Next Board Meeting:**

**Thursday, January 9, 2014 at 6 p.m.**

**TREASURER'S REPORT**

Finance Meeting on Thursday December 3, 2013

<b>As of Oct. 31, 2013</b>	<b>YTD Actual</b>	<b>2013-2014 Annual Budget</b>	<b>% of Annual Budget</b>
<b>Revenue</b>	<b>\$1,648,032</b>	<b>\$5,612,922</b>	<b>29%</b>
<b>Expenses</b>	<b>\$1,664,840</b>	<b>\$5,564,605</b>	<b>30%</b>
<b>Net Income</b>	<b>(\$16,809)</b>	<b>\$48,317</b>	
<b>Cash on Hand</b>	<b>\$1,371,452 (Savings account has \$658,053)</b>		

The topics of conversation were as follows:

1. Review of October Financials
2. Health/Dental Insurance Open Enrollment
3. Payroll Service
4. Freed Maxick support

**Meeting Notes**

1. In reviewing the balance sheet we looked at the following accounts; Fund Raising (\$19,640), Savings (\$658,053), the Dissolution account (\$76,882) and the security deposit account (\$35,000). We learned that the fund raising account is tied to our web site's donate button which accounts for some of the growth we have seen here. The savings account will start to grow because this is where our title money is deposited to. The dissolution account is required to be at no more than \$75,000 so we will transfer the interest that has been earned to the savings account (\$1,882) and the security deposit account has been earning interest since it was established by the church. The interest belongs to us. We are reaching out to learn how much has been earned over the years and will ask to transfer that to our savings as well.
2. We had budgeted for an increase in Health Care costs of 14%, estimated. The actual increase came in at 13% with Dental & Vision remaining flat. We have 87 employees who have access to healthcare.
3. We have been using the same payroll service since we opened the school and as of the past few years the service being provided had begun to slip. The needs of the school seem to have outgrown their capabilities. The Business office invited the current provider, Paychex and ADP to bid for the business. After some negotiation Paychex was chosen. Paychex will provide a greater array of service than we are currently receiving and the cost will remain the same.
4. Freed Maxick CPAs have begun supporting the Business Office. They are working closely with us to make sure that we are audit ready on an ongoing basis.

**URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES – MINUTES  
THURSDAY, JANUARY 9, 2014**

**Present:** Nelson Blish, Megan Bosco, Edward Cavalier, Joan Moorehead, Christine Murray, Frank Rossi, Spiro Ziogas

**Absent:** Thomas Felton, Jr., Sidney Moore, John Page, Antwan Williams

**Media Notification:** Erica Bryant of the Democrat and Chronicle was notified of the January 9, 2014 Board of Trustees meeting on December 29, 2013. 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 Frank Rossi and the mission statement was shared.

**Motion 140109.1** Upon a motion by Nelson Blish and duly seconded by Megan Bosco, the following was submitted for adoption: **RESOLVED** that the Board of Trustees formally approve the December 5, 2013 minutes.

**Voting in the affirmative:** Nelson Blish, Megan Bosco, Joan Moorehead, Christine Murray, Frank Rossi, Spiro Ziogas

**Voting in the negative:** None

Motion 140109.1 passed 6 to 0

**Leadership Team Report – Ed Cavalier, Christina Schermerhorn, Dan Deckman, Miriam Steinberg, Nicole Berg, Eric Robinson**

**Ed Cavalier:**

- Ed shared that we are still awaiting the status report for our rechartering application
- In the process of preparing students to do well on the next round of testing

### Dan Deckman:

- Dashboard
  - Student demographics changed by one percent
  - Staffing ratio remains consistent
  - Staff attendance at 96%
  - ATS decreased in December
    - ✓ No repeat visits in December
  - Enrollment - 402 students – currently over by one
  - Lost one student in December with two more in January – on track to be below 6% attrition rate
  - Student wait list is lower in the higher grades
  - Honor roll increased
  - 72% of families attended one conference to date
  - Volunteer hours at 1,254 to date

Ed stated that a goal of Professional Development was to create value for these days since we lose an academic day with students. Christina has worked with School Based Planning Team seeking input from teachers.

### Christina Schermerhorn

- Shared the agenda from Professional Development held on January 6
  - Formative Assessment for Grades K-4
  - Introduction to Charlotte Danielson A Framework for Teaching, Domain 3, Instruction
  - Information session introduced elements of the new payroll system
  - PBIS review with teachers
  - Shared FBA process...Functional Behavioral Assessment Process
  - Scavenger hunt was held for team building
  - Julia Payne Lewis presented the Formative Assessment topic – teaching experience at all grade levels including special education (a two hour and 15 minute presentation for each group)
- Formal evaluation followed – nine question survey sent in addition to informal feedback
  - Feedback from teachers has been very positive to date
  - Requesting more in depth analysis

### Nicole Berg:

- Calendar committee is preparing to begin meeting with invitations being sent for volunteers
- Parent Forum presentation will be made to include families- will be requesting feedback twice
- Committee member from last year discussed what worked and what did not work
- Therapy dogs continue to visit and we are continuing to explore acquiring our own therapy dog

- Traveled to Buffalo for a visit to Charter School for Applied Technologies
  - They have two therapy dogs on staff
- Insurance coverage for this plan is in place
- Expense would be related to training
- Positive K-9 recommends a rescue dog and training – 3 to 4 weeks at her facility – lifetime training

#### Miriam Steinberg

- Reviewing Parent Forum and considering how it can be revamped and more useful in the future

#### Eric Robinson:

- PBIS school-wide event:
  - Winter Store Event
    - ✓ A very special event where students had the opportunity to select gifts for loved ones at home
    - ✓ They appreciated all of the efforts of the staff
- We have previously participated in the high school expo coordinated by the RCSD but it has been canceled for this year
  - All schools provide information and presentations about their programs which was very helpful for our families with eighth grade students
  - On the 21<sup>st</sup>, we will be providing families with information about the application process and informing them of the high school open houses

#### **Governance Report – Megan Bosco**

- Appreciated self-evaluation responses
  - Additional information will be shared at the upcoming board retreat
  - Board members are interested in obtaining more information to do a better job
- Board Retreat is set for Saturday, February 8
  - Ed has provided facilitator contacts
- Recruiting new board members – looking for referrals

#### **Finance Committee Report – Spiro Ziogas (Refer to Attachment A)**

- Nothing outstanding or unusual
- Per pupil will increase next year which will help our budget
- All numbers look good

#### **Chair Report – Frank Rossi**

- Executive Committee met to discuss succession plan and will meet in two weeks to identify the process for finding a CEO

- Visited UCCS on Monday and observed some of the Professional Development – teachers typically in front of the classroom were students

~ **Teacher Quality Committee Report – Christine Murray**

- Committee is being established
- Met just before the holiday to establish parameters
- Discussed plan for incorporating student achievement and academic progress and teacher quality issues combined
- Will create a charge for the committee to determine objectives for the rest of the year and going forward
- Hoping to get a meeting together by the end of this month – to include a teacher and leadership team member
- School wide survey suggested to determine the climate

~ **Parent Involvement Committee Report – Joan Moorehead and Antwan Williams**

- Have not met recently
- Considering another Community Fair and a new option for a Health Fair

Frank would like both committees to submit their goals so they can be evaluated against established goals

**Public Comments**

- It was shared that members of the leadership team were in the office when school was closed due to wind chill temperatures. They determined that a pipe was frozen and was close to bursting. Very fortunate that it was discovered, but it destroyed our Time Warner modem creating inability to dial out except for one phone line. This issue was resolved quickly.
- The school bus is proving to be a valuable asset:
  - Transports students on Tuesdays, Wednesdays and Thursdays to the Sports Garden in East Henrietta
  - Transports students on Saturdays for the STEM program
  - Transports students to the JCC
  - JCC used to be only for eighth grade students – expanded to include grades three through eight with our staff providing the instruction
  - Bus is stored and locked at Medical Motors Facility
- Discussed the possibility of setting up a mobile unit for dental and eye care for students in August – to better prepare the students for the start of school

**Motion 140109.2**

Upon a motion by Spiro Ziogas and duly seconded by Nelson Blish, the following was submitted for adoption: **RESOLVED** that the Board of Trustees adjourn the meeting at 7:15 p.m.

**Voting in the affirmative:** Nelson Blish, Megan Bosco, Sidney Moore, Joan Moorehead,  
Christine Murray, John Page, Frank Rossi, Spiro Ziogas

**Voting in the negative:** None

**Motion 140109.2 passed 8 to 0**

**Next Board Meeting:**

**Thursday, February 6, 2014 at 6 p.m.**

**TREASURER'S REPORT**

Finance Meeting on Thursday December 18, 2013

<b>As of Nov. 30, 2013</b>	<b>YTD Actual</b>	<b>2013-2014 Annual Budget</b>	<b>% of Annual Budget</b>
<b>Revenue</b>	<b>\$2,535,000</b>	<b>\$5,612,922</b>	<b>45%</b>
<b>Expenses</b>	<b>\$2,292,078</b>	<b>\$5,564,605</b>	<b>41%</b>
<b>Net Income</b>	<b>\$242,922</b>	<b>\$48,317</b>	
<b>Cash on Hand</b>	<b>\$1,606,913 (Savings account has \$661,855)</b>		

The topics of conversation were as follows:

1. Review of November Financials

**Meeting Notes**

Most of the line items were in line with the budget with the exception of the Food Service Expense line. UCCS had not made any payments for services YTD because the supplier had not presented us a formal proposal yet. Subsequently it is at 1% of budget YTD. A contract has since then been established and we will make a catch up payment to bring us current.

The Business Office is still working with the church to determine how much interest our Security Deposit account has earned. More to come.

**URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES – MINUTES  
THURSDAY, MARCH 6, 2014**

**Present:** Nelson Blish, Megan Bosco, Ed Cavalier, John Page, Sidney Moore, Frank Rossi

**Absent:** Joan Moorehead, Christine Murray, Antwan Williams, Spiro Ziogas

**Media Notification:** Erica Bryant of the Democrat and Chronicle was notified of the March 6, 2014 Board of Trustees meeting on February 24, 2014. 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 Frank Rossi and the mission statement was shared.

**Motion 140306.1** Upon a motion by Megan Bosco and duly seconded by Nelson Blish, the following was submitted for adoption: RESOLVED that the Board of Trustees formally approve the February 6, 2014 minutes.

**Voting in the affirmative:** Nelson Blish, Megan Bosco, John Page, Sidney Moore, Frank Rossi

**Voting in the negative:** None

Motion 140306.1 passed 5 to 0

**Leadership Team Report – Ed Cavalier, Eric Robinson, Christina Schermerhorn, Miriam Steinberg**

**Ed Cavalier:**

- Dashboard review:
  - Staff demographics remain the same
  - Staff attendance was up for instructional staff and down slightly for all staff
  - ATS at 29 visits for a three-week month

- Continue to be fully enrolled at 401
  - ✓ Waiting list at 182 total students
    - ❖ 85 on the waiting list for kindergarten
- Honor roll at 44% to date
- Families attending at least one conference at 90% with 30% reported to date for more than one
  - ✓ Mandatory picking up report card created significant improvement for the first conference
- Student academic performance reflected through DRA
- Out of school suspensions will be added to the Dashboard for the future

**Eric Robinson:**

- After school program opportunity beginning on Monday
  - Teachers are sharing details with students
  - After 45 minutes of homework help, fun and interesting activities will be offered by teachers/staff Mondays-Thursdays after school
  - Parents will pick up students at the conclusion
- Opportunity being considered with the Center for Youth – providing an academy for students at no cost to us – through the United Way
  - Would be a five day per week program with hot meal provided (dinner)
  - Must guarantee a minimum enrollment of 80 students
  - Suggestion offered – tie in the activities with clubs with skill development and/or meeting some learning standards – everything relates to student achievement
- Frank expressed appreciation for the teachers taking on leadership roles

**Miriam Steinberg:**

- Open House Recruitment event held last Wednesday
  - 2,300 postcards mailed to homes with students of the appropriate age
  - Art teacher had students prepare artwork posted on the walls for our visitors – postcards indicating what they appreciate about UCCS
  - Only ten families attended, but applications were submitted by all
  - Has the potential to be a very effective evening
- Increasing our advertising through print, radio, and TV
- Applications are on target with most received just before the cut-off date on April 3
- Discussed having applications readily available in publications (clip and mail variety)

**Christina Shermerhorn:**

- Professional Development updates – three staff members attended common core training – providing turnkey for staff – Karen Haak for K-2 and Melisa Blankenberg for 3-6
  - Middle school staff will receive their training on March 12 with follow up on March 14
  - Math training will be provided by Jennifer Swan
  - Smartboard training will be provided by Aaron Pascucci

- March 14 will be a full day of Professional Development with common core training and a test proctoring refresher with specific procedures and protocol
- Principal from Young Womens College Prep reached out regarding partnering with them and Buffalo Charters for a grant for middle school math teachers and administrators
  - Summer learning for math practitioners to increase rigor

**Nicole Berg:**

- ELA Camp:
  - 20-23 in each grade level attending
  - Two teachers per grade level (3-8)
  - All students invited that did not receive a 3 or 4 on testing
  - 7<sup>th</sup> and 8<sup>th</sup> grade combined
  - Run by our own staff
- Tech Plans:
  - iPads – goal is to be at 1:1
    - ✓ Visited Alfred-Almond School District where this has been in place for three years with grades 5-12 taking them home; all other students have them available in classrooms

**Ed Cavalier:**

- UCCS is positioned for trajectory of growth
- Need to increase test score results
- Simply being higher than the RCSD is not a benchmark
- Received input and looked at impact on parents and ways that we can make communication simpler and more positive
- Discussion took place related to a pilot plan for the organization which can be adjusted with open feedback/communication
- Pilot plan creates a Primary Academy for Grades K-2, Intermediate Academy for Grades 3-5, and a Middle School Academy for Grades 6-8

**Governance Report – Megan Bosco**

**Motion 140306.2**                      Upon a motion by Sidney Moore and duly seconded by Nelson Blish, the following was submitted for adoption: RESOLVED that the Board of Trustees formally accept the resignation of Thomas Felton, Jr. from the BOT.

Voting in the affirmative:    Nelson Blish, Megan Bosco, John Page, Sidney Moore, Frank Rossi

Voting in the negative:        None

Motion 140306.2 passed 5 to 0

- Recent tour and discussion with prospective board member was positive
  - He is interested in joining the BOT, but his other commitments will prevent his availability until September
- In the process of revisiting recruitment packet provided to prospective board members
- Discussed video and opportunities to create updated version
  - Possible project for an afterschool program

### **Chair Report – Frank Rossi**

- Retreat was successful and it was a productive day

### **~ Teacher Quality Committee Report**

- Karen Haak presented: ELA K-2 Pilot Program – Core Knowledge Language Arts – Common Core
- Three Strands:
  - Listening and Learning
  - Skills
  - GRAIR (Guided Reading Accountable Independent Reading)
- Training
  - Main training in Albany (four times per school year)
  - Turnkey to staff within two weeks (half days and Professional Development days)
  - Provided by Karen Haak and Melisa Blankenberg

### **Public Comments**

- NYS Retirement System
  - Additional analysis planned to determine feasibility of putting in place at UCCS
- Discussed positive basketball game experiences
  - Developing schedule

**Motion 140306.3**                      Upon a motion by Nelson Blish and duly seconded by Sidney Moore, the following was submitted for adoption: RESOLVED that the Board of Trustees enter Executive Session.

Voting in the affirmative:    Nelson Blish, Megan Bosco, John Page, Sidney Moore, Frank Rossi

Voting in the negative:        None

Motion 140306.3 passed 5 to 0

**Motion 140306.4**            Upon a motion by Nelson Blish and duly seconded by Sidney Moore, the following was submitted for adoption: RESOLVED that the Board of Trustees end Executive Session.

Voting in the affirmative:    Nelson Blish, Megan Bosco, John Page, Sidney Moore, Frank Rossi

Voting in the negative:        None

Motion 140306.4 passed 5 to 0

**Motion 140306.5**            Upon a motion by Megan Bosco and duly seconded by Sidney Moore, the following was submitted for adoption: RESOLVED that the Board of Trustees adjourn the meeting at 8:56 p.m.

Voting in the affirmative:    Nelson Blish, Megan Bosco, John Page, Sidney Moore, Frank Rossi

Voting in the negative:        None

Motion 140306.5 passed 5 to 0

**Next Board Meeting:**

Thursday, April 3, 2014 at 6 p.m.

**URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES – MINUTES  
THURSDAY, APRIL 3, 2014**

**Present:** Nelson Blish, Megan Bosco, Ed Cavalier, John Page, Sidney Moore, Joan Moorehead, Christine Murray, Spiro Ziogas

**Absent:** Frank Rossi, Antwan Williams

**Media Notification:** Erica Bryant of the Democrat and Chronicle was notified of the April 3, 2014 Board of Trustees meeting on March 24, 2014. 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 Sidney Moore and the mission statement was shared.

**Motion 140403.1** Upon a motion by John Page and duly seconded by Nelson Blish, the following was submitted for adoption: **RESOLVED** that the Board of Trustees formally approve the March 6, 2014 minutes.

**Voting in the affirmative:** Nelson Blish, Megan Bosco, John Page, Sidney Moore, Joan Moorehead, Christine Murray, Spiro Ziogas

**Voting in the negative:** None

Motion 140403.1 passed 7 to 0

**Leadership Team Report – Ed Cavalier, Eric Robinson, Christina Schermerhorn, Miriam Steinberg**

**Ed Cavalier:**

- Dashboard review by Christina Schermerhorn:
  - Demographics are consistent
  - Instructional staff attendance at 94% and all staff at 94.7%

- ATS at 54 up from 29 in February due to a week off in February
- Enrollment for March at 401
- Student attendance at 94%
- Three students left in March due to out of state moves and searching for different programs
- Fully enrolled in kindergarten
- Grades 2-6 are full
- Honor Roll has remained consistent
- Percentage of families attending two conferences: 91% attended one and 43% have attended two
- 2,075 hours of volunteering
- DRA performance has not changed
- State Education Department food service inspection
  - There were observations during breakfast and review of our paperwork and they were very pleased and impressed with our systems and left at 10:20 a.m. without a need to observe lunch
- Enrollment and recruitment
  - Public Charter Schools of Rochester – Sign-Up Fair 2014 – Christina, Miriam and Lisa attended and received 40 applications from families attending the Fair
  - Attended a committee meeting related to refugee resettlement – a possible opportunity for recruiting ESL students
  - Increased our advertising - radio ads, banner on website, ads in newspapers, ongoing contact with Head Start – sent in about 30 applications last week
  - Lottery to be held this weekend with 21 non-sibling applications to be selected
  - Recruitment efforts created a positive increase in applications

**Eric Robinson:**

- Testing preparation has been in place
  - Identified 2's and 3's and brought in additional support for ELA – skills development for students in small groups
  - Practice tests identified deficiencies
    - ✓ Split into smaller groups to work on those skills
  - ELA technology – small group skill building activities
  - Will begin with math preparation next week

**Nicole Berg:**

- ELA and Math Camp
  - ELA Camp held for three Saturdays for grades 3-8; enrollment at 110 with approximately 80 in attendance each Saturday
  - Busing was a significant expense but a very helpful part of the program
  - Three day Math Camp scheduled during spring break (Monday-Wednesday) with 120 students enrolled to date

## Ed Cavalier:

- Discussion took place regarding frustration with developments in Albany – lobbying group was not successful in resolving the differences between entities in NYC
- Ed shared a proposal to increase student enrollment for UCCS in the future
  - Add one class to each grade level K-6
  - K-1: 44
  - 2-6: 115
  - Total additional students: 159
  - Including current students – total enrollment: 559
  - Review of additional money less expenses creates a net: \$453,560
  - Determining eligibility for Pre-K funds – reimbursement rates/class sizes
  - Discussed finding property that would allow all classes to be in the same location
    - Majority at the meeting preferred the idea of all classes at the same location
  - More information and numbers will be available at future meetings
- NTI training – Karen Haak (K-2), Melisa Blakenberg (3-8), and Jennifer Swan (6-8 math)
  - Turnkey training being transferred to staff in a timely manner
- Continuing staff and leadership committees
  - Calendar will be similar to this year and will be shared with parents on Saturday for feedback and will seek BOT approval in May
  - Master Schedule Committee has met
    - ✓ Scheduling consultant did a great job with this year's schedule
    - ✓ Will obtain recommendations for increasing effectiveness
- Salary and Fringe Benefits
  - Employee Handbook will be presented in June

## Governance Report – Megan Bosco

- Met prior to board meeting this evening
- Followed up on financial procedures in the main office – progress has been made
- Discussed preparation for policy manual
  - Will revisit and get additional information related to the High Bar software
  - Part document management systems with policy manual guidance and CEO evaluation
  - Has possible potential – central location for all documents

## Finance Report – Spiro Ziogas (Refer to Attachment A)

## Chair Report

### ~ Teacher Quality Committee Report

- Committee has met every other week since late January
- Compiling a list of priorities

- Survey to be conducted in the future
- Prior to the next academic year, determining a clear sense of what will be put in place

~ Parent Involvement Committee Report

- Discussed partnering with the PTA and holding events for parents
- Talked about a Health Care Fair – will reevaluate our survey and determine the priorities for the parents and families
- Will provide a list of some summer opportunities for families

**Public Comments**

**Motion 140403.2**                      Upon a motion by Megan Bosco and duly seconded by Christine Murray, the following was submitted for adoption: **RESOLVED** that the Board of Trustees adjourn the meeting at 7:50 p.m.

**Voting in the affirmative:**      Nelson Blish, Megan Bosco, John Page, Sidney Moore, Joan Moorehead, Christine Murray, Spiro Ziogas

**Voting in the negative:**        None

**Motion 140403.2 passed 7 to 0**

**Next Board Meeting:**

**Thursday, May 1, 2014 at 6 p.m.**

**TREASURER'S REPORT**

Finance Meeting on Wednesday, March 26, 2014

As of Feb. 28, 2014	YTD Actual	2013-2014 Annual Budget	% of Annual Budget
Revenue	\$3,771,236	\$5,612,922	67%
Expenses	\$3,787,909	\$5,564,605	68%
Net Income	(\$16,673)	\$48,317	
Cash on Hand	\$959,875.82 (Savings account has \$149,404.75)		

The topics of conversation were as follows:

1. Review of February Financials

**Meeting Notes**

At the March Finance Meeting we reviewed a new format of financial reports prepared by our CPA partners at Freed Maxick. They prepared a very detailed income statement with versions showing current month detail and year to date details. They have also added an expense line for Depreciation so as to provide that information for Bonadio's annual audit of the school. I will however back out Depreciation for the purpose of these reports since it is a non-cash expense.

Freed Maxick reviewed how we have been recording our transactions and have identified some practices which caused inaccuracies in the reporting of our monthly and year to date numbers. The format they have provided will ensure an accurate representation of our financial condition going forward. There are also 2 new reports for us; Accounts Receivable aging and Accounts Payable aging which will show us revenue yet to be received and bills we have yet to pay out. Also, our CPAs have changed us from a cash basis accounting to accrual accounting which gives a better picture of an organization's financial obligations and earnings.

Year to date we are running at a deficit of \$16,673 and we have gone through almost 70% of our annual budget. The next four months will be very tight for us and the CEO is focused on keeping a close eye on all expenses for the remainder of the year.

**URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES – MINUTES  
THURSDAY, MAY 1, 2014**

**Present:** Nelson Blish, Megan Bosco, Ed Cavalier, Sidney Moore, Christine Murray, Frank Rossi, Antwan Williams, Spiro Ziogas

**Absent:** John Page, Joan Moorehead

**Media Notification:** Erica Bryant of the Democrat and Chronicle was notified of the May 1, 2014 Annual Meeting and Board of Trustees meeting on April 25, 2014. Public notice was also posted in the school and published in the school newsletter.

**ANNUAL MEETING**

The Annual Meeting was called to order at 6:12 p.m. by Frank Rossi.

The proposed slate of officers identified by the Governance Committee for 2014-15:

BOT Chair: Frank Rossi  
BOT Vice-Chair: Sidney Moore  
BOT Treasurer: Spiro Ziogas  
BOT Secretary: John Page  
Governance Committee Chair: Megan Bosco  
Parent Involvement Committee Chair: Antwan Williams

**Motion 140501.1** Upon a motion by Nelson Blish and duly seconded by Antwan Williams, the following was submitted for adoption:  
RESOLVED that the Board of Trustees formally accept the slate of officers for 2014-15 identified by the Governance Committee.

**Voting in the affirmative:** Nelson Blish, Megan Bosco, Sidney Moore, Christine Murray, Frank Rossi, Antwan Williams, Spiro Ziogas

**Voting in the negative:** None

Motion 140501.1 passed 7 to 0

**Motion 140501.2** Upon a motion by Spiro Ziogas and duly seconded by Sidney Moore, the following was submitted for adoption: **RESOLVED** that the Board of Trustees formally accept the appointment of Megan Bosco to a first three-year term expiring on June 30, 2017.

**Voting in the affirmative:** Nelson Blish, Megan Bosco, Sidney Moore, Christine Murray, Frank Rossi, Antwan Williams, Spiro Ziogas

**Voting in the negative:** None

Motion 140501.2 passed 7 to 0

**Motion 140501.3** Upon a motion by Megan Bosco and duly seconded by Spiro Ziogas, the following was submitted for adoption: **RESOLVED** that the Board of Trustees adjourn the Annual Meeting at 6:17 p.m.

**Voting in the affirmative:** Nelson Blish, Megan Bosco, Sidney Moore, Christine Murray, Frank Rossi, Antwan Williams, Spiro Ziogas

**Voting in the negative:** None

Motion 140501.3 passed 7 to 0

***BOARD MEETING***

The board meeting was called to order at 6:17 p.m. by Frank Rossi and the mission statement was shared.

**Motion 140501.4** Upon a motion by Megan Bosco and duly seconded by Sidney Moore, the following was submitted for adoption: **RESOLVED** that the Board of Trustees approve the April 3, 2014 minutes.

**Voting in the affirmative:** Nelson Blish, Megan Bosco, Sidney Moore, Christine Murray, Frank Rossi, Antwan Williams, Spiro Ziogas

**Voting in the negative:** None

Motion 140501.4 passed 7 to 0

## Leadership Team Report – Ed Cavalier, Nicole Berg, Eric Robinson, Miriam Steinberg

### Ed Cavalier:

- Dashboard review:
  - Demographics remain consistent
  - Instructional staff attendance at 94% and all staff at 96%
  - Student attendance at 92%
  - ATS at 36 in the month of April compared to 104 last year
  - ATS room is involved with outreach in classrooms
  - 399 enrollment – a couple of student losses in 7<sup>th</sup> grade
  - Wait list at 163 including 85 in kindergarten
  - Charter goals:
    - ✓ % of Students on Honor Roll at 33% – 10% higher than last year
    - ✓ 91% of families have attended at least one conference with 43% attending two or more
    - ✓ Volunteer hours at 2,342.5
- Document that was received from our lobbyist was shared with board members – status of public charter schools as a result of NYS budget
- 990 document forwarded yesterday for review
- Budget Review by Ed and Lisa King:
  - A significant reimbursement from RCSD is expected for two students requiring one-to-one aides
  - Title One Funding was reduced due to federal government issues
  - Roll over reduces every year
  - Food service funding – up \$200K – hired a consultant that assisted
  - All funding sources being pursued
  - STEM money has ended – pursuing other grant sources so that the program can continue
  - Worked very hard to keep most of our programs aligned with staff
  - With a small school like UCCS, staff stability is necessary
  - Not anticipating any changes in benefits
  - Squeezing reductions from other categories
  - Text books – discovered that we had not used our \$23K allocation from the RCSD for text books – as a result, we put in an order for next year's books
  - Classroom supplies allocation is consistent at about \$800 per teacher
  - Friday Celebrations are important in grades K-6
  - Staff and professional development – one fewer day for professional development
  - A significant portion of Professional Development will involve the Charlotte Danielson instruction program
  - Classroom furniture on hold anticipating possible move to a new facility
  - Field trips and transportation – small surplus

- We are exploring other options instead of the middle school class trip to Washington, DC which involves a \$13K expenditure with each student paying \$100 each
- Summer School expenses and February/April Camp – Title One – Non-Title One expenses included in case other students attend
- Basketball teams are a very valuable and successful program
- Reducing number of meals to eliminate food service waste
- Cleaning service – new company saving us \$30K per year
- We are responsible for 75% of the salary for custodian for St. John’s
- Leasehold improvements – no plans to make any improvements short of emergency
- IT Specialist – service our server – obtaining three bids to review
- Board expenses cut in half

**Nicole Berg:**

- 2014-2015 School Calendar Review

**Motion 140501.5**                      Upon a motion by Megan Bosco and duly seconded by Nelson Blish, the following was submitted for adoption: **RESOLVED** that the Board of Trustees approve the 2014-2015 Calendar.

**Voting in the affirmative:**      Nelson Blish, Megan Bosco, Sidney Moore, Christine Murray, Frank Rossi, Antwan Williams, Spiro Ziogas

**Voting in the negative:**          None

**Motion 140501.5 passed 7 to 0**

**Eric Robinson and Nicole Berg:**

- Completed the math camp with a range of 87-92 students attending each day over spring break
- Scheduling committee met one time – middle school team determining what makes sense for 7<sup>th</sup> and 8<sup>th</sup> grade – focusing on academic performance
- Need to double block two subjects
- Sixth grade schedule likely will not need changing, but 7<sup>th</sup> and 8<sup>th</sup> grade is in need of change
- Art teacher and music teacher working on Arts Day Celebration
- Took a look at a few different buildings – working with a realtor – very flexible showing us some properties – two locations right on Humboldt Street in addition to a properties on Lee Road and Potomac Street

### **Miriam Steinberg:**

- Celebration of the Arts Day planned for May 14 from 12:15-3:30 p.m.
  - Musical performances
  - Art exhibits
- Rochester Broadway Theater League grant-funded program
  - Sixth grade students will attend workshops and see Beauty and the Beast
- The New York State School Report Card (2012-13) was shared by Ed

### **Governance Report – Megan Bosco**

- Met prior to the board meeting
- Recruitment efforts continue
- Augie Melendez received his application and we are hoping to vote at the June meeting so his application will be processed and final for his start in September
- Ed provided some suggestions for outreach
- The accounting process update is solid
- Discussed goals for our committee
- Documenting management system
- Follow up to Board Retreat – setting goals and policy manual
- Pursuing a consultant
- Succession planning for board members

### **Finance Report – Spiro Ziogas (Refer to Attachment A)**

### **Chair Report**

#### **~ Teacher Quality Committee Report**

- Two main goals since the committee was established
  - Survey of full staff
    - ✓ Submitted in early March
    - ✓ Thought consultant would support but was not available
    - ✓ Megan will pick this up and draft a format for review by Frank and Christine
    - ✓ Jackie Fluent has agreed to release via Survey Monkey – anonymous
- Second major goal was to determine the role of the committee
  - Megan and Frank have seen a draft – elements of the mission statement that relate to learning and teaching
  - Excellence in Learning and Teaching Committee is a suggested name of the committee at this point
  - New focus on oversight – not creation of policy – input and output through the committee – not replacing the Leadership Team

~ Parent Involvement Committee Report

- Policy manual is needed for the committee
- More in a position to monitor and provide assistance
- Found tools and framework to start the process
- Would like to have something in place by the next board meeting

Public Comments

- Discussions:
  - Teacher Retirement System
  - Creating and maintaining respectful bus rides for students

**Motion 140501.6**                      Upon a motion by Spiro Ziogas and duly seconded by Megan Bosco, the following was submitted for adoption: **RESOLVED** that the Board of Trustees enter Executive Session at 8:00 p.m.

**Voting in the affirmative:**      Nelson Blish, Megan Bosco, Sidney Moore, Christine Murray, Frank Rossi, Antwan Williams, Spiro Ziogas

**Voting in the negative:**            None

**Motion 140501.6 passed 7 to 0**

**Motion 140501.7**                      Upon a motion by Nelson Blish and duly seconded by Megan Bosco, the following was submitted for adoption: **RESOLVED** that the Board of Trustees end Executive Session at 9:09 p.m.

**Voting in the affirmative:**      Nelson Blish, Megan Bosco, Sidney Moore, Christine Murray, Frank Rossi, Antwan Williams, Spiro Ziogas

**Voting in the negative:**            None

**Motion 140501.7 passed 7 to 0**

**Motion 140501.8**                      Upon a motion by Nelson Blish and duly seconded by Megan Bosco, the following was submitted for adoption: **RESOLVED** that the Board of Trustees adjourn the meeting at 9:10 p.m.

**Voting in the affirmative:**      Nelson Blish, Megan Bosco, Sidney Moore, Christine Murray, Frank Rossi, Antwan Williams, Spiro Ziogas

**Voting in the negative:**            None

**Motion 140501.8 passed 7 to 0**

**Next Board Meeting:**

**Thursday, June 5, 2014 at 6 p.m.**

**TREASURER'S REPORT**

Finance Meeting on Wednesday, April 23, 2014

<b>As of Mar. 31, 2014</b>	<b>YTD Actual</b>	<b>2013-2014 Annual Budget</b>	<b>% of Annual Budget</b>
<b>Revenue</b>	<b>\$4,219,988</b>	<b>\$5,612,922</b>	<b>75%</b>
<b>Expenses</b>	<b>\$4,669,988</b>	<b>\$5,564,605</b>	<b>76%</b>
<b>Net Income</b>	<b>(\$339,270)</b>	<b>\$48,317</b>	
<b>Depreciation Expense</b>	<b>\$245,568</b>	<b>\$0</b>	
<b>Net Income w/out</b>			
<b>Depreciation</b>	<b>(\$93,702)</b>		
<b>Cash on Hand</b>	<b>\$1,140,308 (Savings account has \$177,096)</b>		

The topics of conversation were as follows:

1. Review of March Financials
2. Review and approval of the 990

**Meeting Notes**

At the April Finance Meeting we reviewed the balance sheet and income statements with the YTD numbers listed above. The MTD review has revenue of \$447,239 and expenses with depreciation of \$541,745 for a Net Loss of \$94,506. When you back out the Depreciation expense of \$27,285 the true MTD Net Cash Loss is \$67,221.

In an effort to curb spending the CEO and staff taken the following steps:

- They have reduced the amount of food ordered for lunches because there was always food left over.
- For snacks, they have enrolled us in a government program which reimburses the school .80 for .70 worth of snacks and we receive an additional .06 for each lunch. We are reimbursed \$3.07 for a lunch which costs \$2.47.
- We are/have collected 3 bids for our Food Service & Cleaning Service.

As reported last month, all expense requests must be approved by the CEO.

Our Tax form, called Form 990 aka "Return of Organization Exempt From Income Tax" was prepared by Bonadio for filing with the Federal Government. The numbers are a reflection of what was determined by the Annual Audit and presented to the Board. The form was reviewed by the Finance Committee and the CEO and approved by the Committee.

The Committee also agreed that Bonadio should perform our next audit, tentatively scheduled for July 2014. The work that our CPAs at Freed Maxick have performed to date will have us ready at an earlier time than in the past and should not be going on during the beginning of the next school year.

## **Appendix H: Enrollment and Retention Targets**

For the 2013-14 school year, Urban Choice Charter School (“UCCS”) enrolled 44 students (11%) with special needs, had a free or reduced lunch rate of 80% (and a high enough rate of students receiving public assistance to qualify for the highest tier of Child Nutrition’s Community Eligibility Option), and approximately 19% of students with Hispanic origin (though none qualifying as ELL).

UCCS utilizes all available options to recruit a student population that reflects that of its host district. Our website has current admissions/lottery information and downloadable applications, in both English and Spanish. School brochures are displayed in multiple languages at local establishments, including the public library, recreation centers, Rochester City School District placement centers, local businesses, restaurants and various popular stores. The school has in the past school year and will in the future use advertising methods such as newspapers (including Spanish language newspapers), radio and/or billboards. Every year, prior to the enrollment period, we distribute school literature and applications to Head Start and pre-school programs. Intentional efforts are made to attract students with special needs and ELL students. These efforts include advertising the school’s exceptional staffing and curricular resources available to students with special needs, and translating recruitment literature into Spanish (and other languages as needed). UCCS participated in multiple student recruitment fairs, including the Rochester City School District’s school choice expo, Head Start school choice presentations, and VOA early childhood events. Recruiting efforts specifically target low income neighborhoods, foreign-language institutions, and organizations serving students with special needs.

UCCS’ staff is explicitly trained and prepared to effectively serve the needs of the school’s student population, particularly given the high percentage of students eligible for free and reduced lunch. The school is more than adequately prepared to serve the needs of a high percentage of students with special needs and ELL students and specific efforts are made to publicize this capacity. The school’s sense of community reinforces the bonds between child and teacher, promoting a nurturing environment to each student. We provide services that go beyond the requirements for our school such as a full time nurse (plus half-time nursing assistant). A ration of 4 adults per student gives us the capacity to provide a more meaningful relationship with our students and serve their needs. UCCS employs a ratio of one special services instructor for every 30 students in the school.

UCCS will continue to monitor and adjust as needed the aggressive upgrades to its recruitment strategy for the upcoming 2014-15 school year, including a fully revamped and improved website, a tripling of advertising efforts, participation in a greater number of community outreach events, vastly increased distribution of flyers, and a specific push to attract greater numbers of ELL students and students with special needs. These efforts resulted already in a waiting list of well over 200 students.

Student retention rates at UCCS are high generally. However, during the course of the 2013-14 school year, UCCS retained students with special needs at twice the rate of general education students, which speaks volumes about the level and quality of service available to such students at UCCS.





## URBAN CHOICE CHARTER SCHOOL

### Open House Recruitment Night

Wednesday February 26th, 2014 6:30-7:30

- Small safe campus
- Grades K-8; 400 students
- Small class size (elementary-23; middle school-15)
- Adult to student ratio is 1:5
- Strong student supports
- Yellow buses for all K-8 eligible students
- Catered breakfast and lunches for all students
- Technology rich environment for students and staff
- Saturday school, summer school, after-school programs
- Longer school day 8:30 am-4:00 pm

See our school · Speak with staff · Fill out an application · Tour our facilities · Learn about our K-8 program

Refreshments served

545 Humboldt St Rochester, NY 14620 585-288-5702 [www.urbanchoicecharter.org](http://www.urbanchoicecharter.org)

## **URBAN CHOICE WELCOMES ENGLISH LANGUAGE LEARNERS**

### **OUR PROGRAM:**

- Meets NYSED regulations
- Includes staff trained to administer NYSITEL (identification) and NYSESLAT (achievement) assessments.
- Provides for instruction in a longer school day with more time dedicated to Language Arts and Literacy.
- Allows for flexibility in scheduling to provide 1 or 2 units of study, as needed.
- Provides small group instruction and push-in support for students.

**APPLY BY APRIL 3<sup>RD</sup>**

**LOTTERY APRIL 5<sup>TH</sup>**

**IF ACCEPTED, START CLASSES  
IN SEPTEMBER 2014**

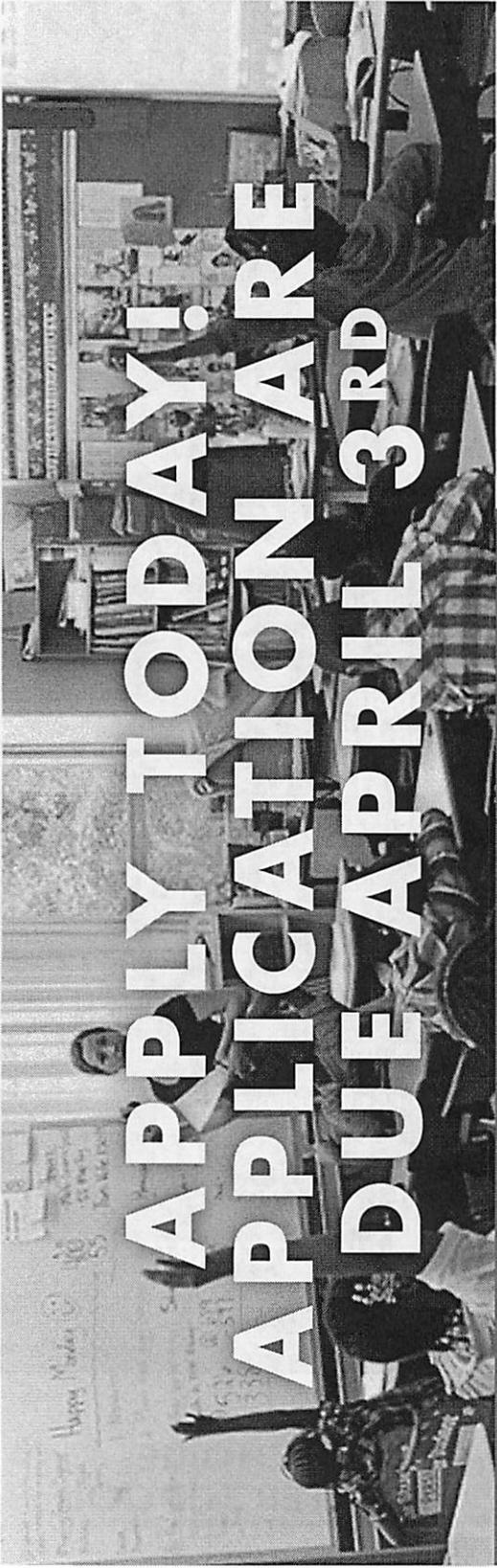
- UCCS is one of the longest established charter schools in Rochester.
- Located on a small, safe campus.
- Catered breakfast and lunch and transportation for all eligible K-8 students.
- Strong student support programs and low teacher:student ratio.
- Technology-rich environment.

**[WWW.URBANCHOICECHARTER.ORG](http://WWW.URBANCHOICECHARTER.ORG)**

545 Humbolt Street, Rochester, NY 14610  
585.288.5702



**URBAN CHOICE  
CHARTER SCHOOL**



**APPLY TODAY!  
APPLICATION ARE  
DUE APRIL 3<sup>RD</sup>**

**CALL 288.5702 TO APPLY**





**CALL 288.5702 TO APPLY**



**URBAN CHOICE  
CHARTER SCHOOL**



**URBAN CHOICE  
CHARTER SCHOOL**

Serving Grades K-8

Small class size

Technology rich environment

Extensive support programs including  
English Language Learners and Students  
With Disabilities

Excellent student outcomes

Longer school day

Door-to-door transportation for all eligible  
students



[www.urbanchoicecharter.org](http://www.urbanchoicecharter.org)

545 Humboldt St. Rochester 14610 585-288-5702

Redefining Urban Education



**URBAN CHOICE  
CHARTER SCHOOL**

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545 Humboldt St. Rochester 14610 585-288-5702

Redefining Urban Education

## 22 datos sobre Urban Choice Charter School

1. Relación de adultos a estudiantes (4,5:1)
  - 2 adultos en cada sala en la escuela primaria
  - 1,5 trabajadores sociales en la escuela primaria
  - 1 Consejero en la escuela secundaria (1: 80)
  - 5 maestros de educación especial para 40 estudiantes (1:8)
  - 2 maestros de RtI (respuesta a intervención)
  - 2 entrenadores de maestros en inglés y matemáticas
  - Clases de 14 en la escuela secundaria; clases de 22 en la escuela primaria
2. Desayuno para todos (4 de 5 días son comidas calientes)  
Alimentos enteros y frescos para las comidas  
Servicio de catering ofrece comidas y meriendas saludables
3. Buses amarillos para todos los estudiantes
4. Asociaciones con agencias comunitarias, escuelas, colegios y universidades:
  - JCC
  - U of R/Life Science Learning Centers
  - Jewish Federation for Literacy
  - Estudiantes TLI desde East High School
  - The Center for Youth
  - Metro Council for Teen Potential
  - Universidad de SUNY en Brockport
  - Universidad de Nazareth en Rochester
  - Universidad de SUNY en Geneseo
  - Universidad de Grand Canyon
5. Campo de carácter financiado por un donante privado; Programa de STEM financiado por una beca de la Fundación Farash
6. Clases los sábados, escuela de verano, programas extracurriculares
7. Ambiente rico de tecnología (Smart Boards, ordenadores portátiles, laboratorio de PC, laboratorio de Mac, instrucción del IPAD)
8. Currículo fuerte y alineado a los estándares comunes centrales; centrado desarrollo profesional para maestros
9. Nuevo sitio de web (permite para páginas de web de cada profesor)
10. Sala alternativa de suspensión (no suspensiones de la escuela)
11. No gotas para infracciones disciplinarias
12. Equipo de liderazgo como un modelo de gobernanza
13. Decisiones basadas en data
14. Buena administración del dinero (\$ 12.050/estudiante)
15. Foros para padres una vez al mes y un PTA activo
16. Excursiones son una parte integral del programa educacional (Washington, DC, RBTL, U of R, otras localidades de la comunidad)
17. Educación física en la JCC cada dos semanas para estudiantes del octavo grado
18. Código de vestir que aún permite alguna individualidad
19. Día escolar más largo-8:30-4:00 pm (7 ½ horas)
20. Clases de español en toda la escuela primaria
21. La ley de Dignidad para Todos los Estudiantes se ha aplicado plenamente por lo que existen procesos para crear una zona libre de matónes.
22. Gimnasio interactivo con 6 estaciones de Wii.

Get to know us...



### School Mission:

The mission of the Urban Choice Charter School is to provide Rochester students with a safe, supportive, and intellectually engaging educational environment. The central philosophy of the Urban Choice Charter School is that strong student-teacher relationships are essential to student motivation and achievement. The school is designed to strengthen these bonds, and as a result, our students will defy the demographic destiny of poverty and exceed state achievement standards.



### Student Support Overview:

#### FAST FACTS:

- ◆ Serves students in grades K-8
- ◆ Approximately 400 students enrolled
- ◆ Adult to student ratio is 1 to 5
- ◆ Research-based curriculum drives instruction & is centered on the NYS Common Core Standards
- ◆ Extended school day which equates to 32 additional days
- ◆ Technology is an integral part of instruction & learning
- ◆ The Dignity Act Team addresses any issues related to bullying & we are a “bully-free school”
- ◆ In addition to core academic classes students take health, art, music, technology & Spanish
- ◆ Students adhere to a dress code that sets parameters but allows for individualism
- ◆ Parent involvement centers around the PTA, which sponsors many events throughout the year

#### Health Services (School Nurse & Counseling)

These services are available to ensure students are provided access to physical, emotional and social health services needed to be able to focus on learning in school. Urban Choice employs New York State Certified Counselors and Social Workers and a New York State Certified Nurse. Services include hearing and vision screenings, individual and group counseling, IEP counseling, character education, bullying prevention, and referrals to community agencies.

#### Special Education

These services are available to assist in identifying students who may have special needs and to ensure special education services for students with Individual Education Plans. Urban Choice also has a team to evaluate, and create Section 504 Plans for eligible students. Urban Choice employs full time New York State Certified Special Education Teachers that deliver Resource Room and Consultant Teacher program services. Related service providers for occupational therapy (OT), physical therapy (PT), speech and language therapy (SLT) and others are provided through the Rochester City School District



# URBAN CHOICE CHARTER SCHOOL

Redefining Urban Education

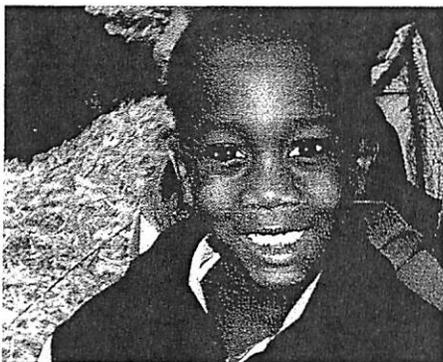
**Urban Choice Charter School is  
accepting applications for grades K-8.**



Urban Choice is a safe, supportive and intellectually engaging school located at 545 Humboldt St. in the Winton and Blossom neighborhood.

**School highlights:**

- 2 adults in each K-6 classroom
- Small class sizes
- Door to door transportation for all eligible students
- Extensive student support programs
- Technology rich environment
- Longer school day
- Active PTA
- Excellent student outcomes



**How To Apply:**

Applications are available at:

- 545 Humboldt St. Rochester, 14610
- [www.urbanchoicecharter.org](http://www.urbanchoicecharter.org)

For more information call  
585-288-5702

545 Humboldt St. Rochester, NY 14610 585-288-5702 [www.urbanchoicecharter.org](http://www.urbanchoicecharter.org)

## Apply Now



# Urban Choice Charter School

Redefining Urban Education

**Urban Choice Charter School is accepting applications for grades 1-8 with immediate openings in grade 6.**



Urban Choice is a safe, supportive and intellectually engaging school located at 545 Humboldt St. in the Winton and Blossom neighborhood.

#### School highlights:

- Plentiful adult support (1 adult for every 4 students)
- Technology
  - > MAC lab
  - > Smartboards
  - > iPads
- ELA and math focus along with science, Spanish, health, PE, art, music lessons, technology and more.
- Saturday STEM program
- Extensive after school program
- Saturday character camp
- Active PTA
- UCCS students in grades 3-8 consistently get high scores on NYS ELA and math examinations.



#### How To Apply:

Applications are available at the school 545 Humboldt St. Rochester, 14610 and on our website [www.urbanchoicecharter.org](http://www.urbanchoicecharter.org)

For more information, please contact Kisha Stubbs at 585-288-5702 ext. 101 or at [lstubbs@urbanchoicecharter.org](mailto:lstubbs@urbanchoicecharter.org)

545 Humboldt St. Rochester, NY 14610 585-288-5702 [www.urbanchoicecharter.org](http://www.urbanchoicecharter.org)

## Apply Now



In every year of its charter term to date, UCCS outperformed the RCSD... on both ELA and Math NYS tests across all grade levels.

- \* One of Rochester's oldest and most established free public charter schools, re-chartered through 2017.
- \* 2 adults in each K-6 classroom
- \* Small class sizes
- \* Door to door transportation for all eligible students
- \* Extensive student support programs
- \* Technology rich environment



Serving Grades K-8

545 Humboldt St. Rochester, NY 14610 585-288-5702

[www.urbanchoicecharter.org](http://www.urbanchoicecharter.org)

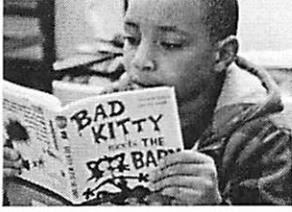


***Now Accepting K-8 Applications for 2014-2015***

- |                             |  |
|-----------------------------|--|
| Small class size            | Excellent student outcomes                               |
| Technology rich environment | Longer school day  |
| Extensive student support   | Door-to-door transportation<br>for all eligible students |

One of Rochester's oldest and most established free public charter schools.

Call 585-288-5702 or go to [www.urbanchoicecharter.org](http://www.urbanchoicecharter.org)



### **Cómo aplicar:**

Aplicaciones están disponibles a la escuela,  
545 Humboldt St. Rochester, 14610  
y en nuestro sitio de web [www.urbanchoicecharter.org](http://www.urbanchoicecharter.org)

Para mas información, por favor hablar con Kisha Stubbs  
en 585-288-5702 ext. 101 o en [lstubbs@urbanchoicecharter.org](mailto:lstubbs@urbanchoicecharter.org)

545 Humboldt St. Rochester, NY 14610 585-288-5702 [www.urbanchoicecharter.org](http://www.urbanchoicecharter.org)

## **Aplique Ahora**



# URBAN CHOICE CHARTER SCHOOL

La redefinición de la educación urbana

Urban Choice Charter School está aceptando aplicaciones por grados 1-8.



## Mejores partes de la escuela:

- mucho apoyo de los adultos (un adulto por cada estudiante)

- tecnología

- lab de MAC

- Smartboards

- iPads

- ELA y matematicas concentrarse junto con la ciencia, español, salud, educación física, arte, lecciones de musica, tecnología y mas.

- Programa de STEM los sabados.

- Una programa extensiva despues de la escuela.

- Un campamento de carácter los sabados.

- Un PTA active.

- UCCS estudiantes en los grados 3-8 siguen recibiendo puntajes muy altos en los exámenes de ELA y matematica en NYS.

Urban Choice es una escuela segura, solidaria y

participar intelectualmente. Está situado en 545

Humboldt St. en el barrio de Winton y Blossom.



# URBAN CHOICE CHARTER SCHOOL

La redefinición de la educación urbana

Urban Choice Charter School está aceptando aplicaciones por grados 1-8.



## Mejores partes de la escuela:

- mucho apoyo de los adultos (un adulto por cada estudiante)

- tecnología

- lab de MAC

- Smartboards

- iPads

- ELA y matemáticas concentrarse junto con la ciencia, español, salud, educación física, arte, lecciones de música, tecnología y más.

- Programa de STEM los sábados.

- Una programa extensiva después de la escuela.

- Un campamento de carácter los sábados.

- Un PTA active.

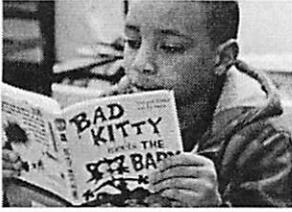
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Urban Choice es una escuela segura, solidaria y

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### Cómo aplicar:

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Para mas información, por favor hablar con Kisha Stubbs  
en 585-288-5702 ext. 101 o en [lstubbs@urbanchoicecharter.org](mailto:lstubbs@urbanchoicecharter.org)

545 Humboldt St. Rochester, NY 14610 585-288-5702 [www.urbanchoicecharter.org](http://www.urbanchoicecharter.org)

## Aplique Ahora

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Thursday, July 24, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/4664>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

*Joan Moorehead*

2. Charter School Name:

*Urban Choice Charter School*

3. Charter Authorizer:

*NYC Department of Education*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

*(No response)*

9. Are you a trustee and also an employee of the school?

*No*

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

*No*

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "Joan L. Woodhead". The signature is written in a cursive style with a large initial 'J' and a long horizontal stroke at the end.

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Thursday, July 24, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/e3181>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

*John page*

2. Charter School Name:

*Urban Choice Charter School*

3. Charter Authorizer:

*Board of Regents*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

- 
- Secretary
- 

9. Are you a trustee and also an employee of the school?

*No*

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

*No*

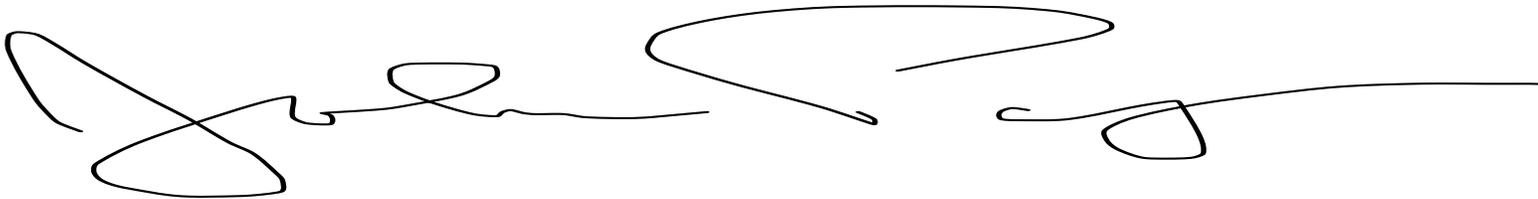
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Friday, July 25, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/c9fac>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

*Thomas Felton Jr.*

2. Charter School Name:

*Urban Choice Charter School*

3. Charter Authorizer:

*Board of Regents*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

---

- Parent Representative

- Other, please specify...: Chair of Governance Committee

---

9. Are you a trustee and also an employee of the school?

*No*

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

*No*

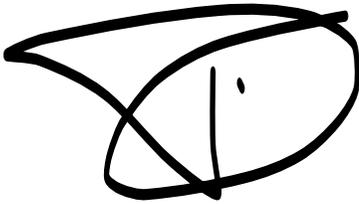
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, consisting of a large, stylized loop on the left side and a vertical line on the right side, with a small dot above the vertical line.

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Friday, July 25, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/87174>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

*Frank Rossi*

2. Charter School Name:

*Urban Choice Charter School*

3. Charter Authorizer:

*Board of Regents*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

---

- Chair/President

- Secretary

---

9. Are you a trustee and also an employee of the school?

*(No response)*

9a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next

[TEMP.0] 9a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Position Held	(No response)
---	---------------

[TEMP.1] 9a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Responsibilities	(No response)
--	---------------

[TEMP.2] 9a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Salary	(No response)
--	---------------

[TEMP.3] 9a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Start Date	(No response)
--	---------------

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

*No*

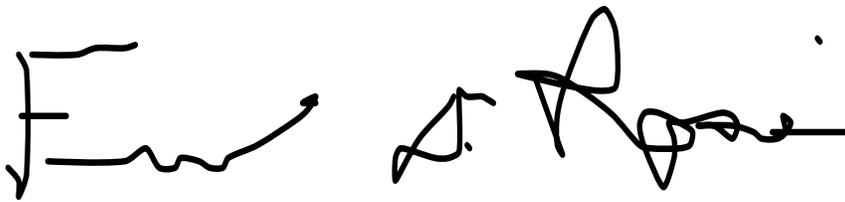
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

Two handwritten signatures in black ink. The first signature is a stylized, cursive 'F' with a long horizontal stroke extending to the right and a small upward tick at the end. The second signature is more complex, starting with a large loop, followed by several smaller loops and a long horizontal stroke at the end.

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Tuesday, July 29, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/86fa3>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

*Antwan Williams*

2. Charter School Name:

*Urban Choice Charter School*

3. Charter Authorizer:

*Board of Regents*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

---

• Other, please specify...: Chair - Parent Engagement Committee

---

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

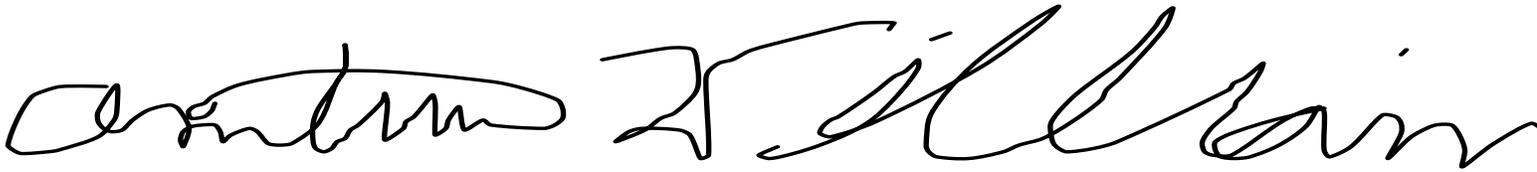
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "William". The signature is written in a cursive style with a large, sweeping initial 'W'.

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Tuesday, July 29, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/79e63>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

*Christine E Murray*

2. Charter School Name:

*Urban Choice Charter School*

3. Charter Authorizer:

*Board of Regents*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

---

• Other, please specify...: chairperson, Teacher Quality Committee

---

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

Christine E. Murray

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Wednesday, July 30, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/ad2b4>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

*Spiro Ziogas*

2. Charter School Name:

*Urban Choice Charter School*

3. Charter Authorizer:

*Board of Regents*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

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- Treasurer

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- Other, please specify...: Chair of the Finance Committee

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9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

Yes

10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next

[cmoeY.0] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Position Held	Branch Manager of M&T Bank
[cmoeY.1] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Responsibilities	Oversee the operation and sales functions of the branch
[cmoeY.2] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Salary	(No response)
[cmoeY.3] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Start Date	12/31/2012

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

Yes

14a. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write None.

	Organization Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Member with Interest	Steps Taken to Avoid Conflict of Interest
1	M&T Bank	The school's bank	n/a	Spiro Ziogas	I do not vote on banking decisions
2					
3					
4					
5					

Signature of Trustee

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Thursday, July 31, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/d51a5>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. Trustee Name:

*Nelson Blish*

### 2. Charter School Name:

*Urban Choice Charter School*

### 3. Charter Authorizer:

*NYC Department of Education*

### 4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

### 5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

### 6. \*Daytime Phone Number:

### 7. \*E-mail Address:

### 8. Select all positions you held on Board:

(check all that apply)

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• Other, please specify...: member

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9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

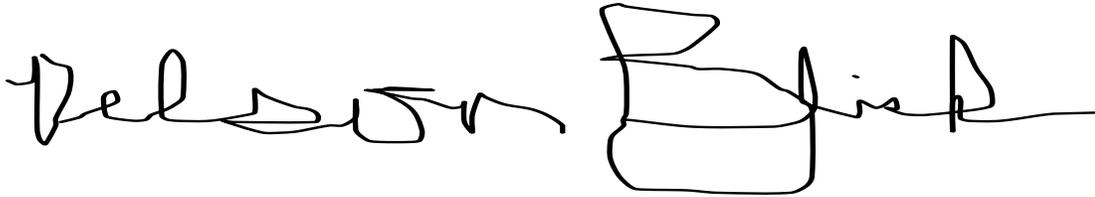
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "Nelson Bishop". The signature is written in a cursive style with a large, stylized initial "N" and "B".

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Friday, August 01, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/37cb2>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

*Sidney Moore*

2. Charter School Name:

*Urban Choice Charter School*

3. Charter Authorizer:

*NYC Department of Education*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

- 
- Vice Chair/Vice President
- 

9. Are you a trustee and also an employee of the school?

*No*

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

*No*

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

Yes

14a. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write None.

	Organization Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Member with Interest	Steps Taken to Avoid Conflict of Interest
1	First Niagara	Banking	Unsure	Sidney Moore	Abstain from votes involving banking decisions
2					
3					
4					
5					

Signature of Trustee

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Friday, July 25, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/19678>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

*Megan Bosco*

2. Charter School Name:

*Urban Choice Charter School*

3. Charter Authorizer:

*Board of Regents*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

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- Parent Representative

- Other, please specify...: Governance committee chair

9. Are you a trustee and also an employee of the school?

*No*

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

*No*

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "Megan B. [unclear]", with a vertical line at the end.