

MINUTES

Board of Trustees-University Preparatory Charter School for Young Men Regular Monthly Meeting

October 14, 2021 – 6:00 p.m.

Location – Remote

<https://www.google.com/url?q=https://uprep-org.zoom.us/j/84790980696?pwd%3DYldxZHVlNCtCdm81d2JmYnFNUm41UT09&sa=D&source=calendar&ust=1634384584173342&usg=AOvVaw1Vd1x0M4ExR1it0J26y-6k>

Attendees:

BOT: David Shakes, Ed Yansen, Lynette Froula, Sharon Delly, Denise Rainey, Larry Ellison, Wandah Gibbs, Tom Green, Gale Harrison

Leadership: Walter Larkin, Kevin Klein, Tracy DeGrego, Tracy Harris, Raheem Miller

I. Call to order/Recognition of Quorum

6:07 p.m.

II. Secretaries Report

- a. Approval of September 9, 2021 meeting minutes
Motion – Trustee Shakes
2nd – Trustee Delly
Vote: Yes – all No – 0
Motion passed

III. Board Discussion –

- a. Charter Renewal – Dan Pasek and Nora Clancy, consultants, sought feedback from the Board regarding branding of its programs with regards to college readiness and CTE programs. They discussed what SUNY would be looking for with regards to college readiness and sought more information regarding UPREP’s CTE programs and how they could tie into both career readiness and college readiness. They will be following up with Trustee Gibbs.

As next steps for the charter renewal process, the consultants will work with UPREP administration to identify charter revisions. Ms. Clancy will observe BOT meetings and provide an update for the November meeting. A self-assessment survey was recommended, which Mr. Pasek will provide. He will also work with administration to create a parent/student survey and focus group, as requested by the Board.

- b. New Campus - Mike Schmidt from RCSD spoke to the Board at its request to discuss potentially available RCSD locations and other options for expanding and relocating UPERP.

IV. Leadership Team Reports

UPREP leadership discussed the academic, enrollment, and expenditure reports.

An update was also provided regarding transportation. Leadership adjusted UPERP schedules by 20 minutes to accommodate bus shortages. Period lengths have been reduced by 2 minutes from 50 minutes to 48 minutes. This is still well within required instructional time. There are approximately 50-55 students who do not have timely transportation due to shortages. Grade level managers are transporting students from county schools. Mr. Larkin also reported on general research for purchase of school buses.

An academic Steering Committee for the renewal was suggested by the Board.

V. Board Treasurer/Finance Committee

Trustee Green reviewed the financials with the Board. Approximately 40% of the budget has been spent to date which is reasonable given the time of year. Trustee Green will follow up with the financials to confirm all transactions were approved at required thresholds. The PPP loan forgiveness has not yet gone through.

VI. Board Standing Committee Reports

- a. Executive Committee – did not meet in September. Will be meeting in October
- b. Policy/Board Development – Met on October 5, 2021; draft minutes and proposed policy revisions were provided to the Board. Next meeting is February 1, 2022
- c. Career and Technical Education – Met in September pursuing work-based learning opportunities and holding career readiness sessions with students.
- d. Community Engagement – scheduled to meet October 15, 2021. They are working on finalizing draft of mindset commitment action plan. Creating list of community-based programs available to students.

VII. Old Business –

TRS - The Finance Committee will meet to discuss entry into the retirement systems and report to the Executive Committee which will make a recommendation to the full Board.

Paid Family Leave – Leadership is still working on surveying staff with updated cost information. Update to be provided in November.

Motion to enter into executive session for the purpose of discussing the appointment of particular persons: Motion – Trustee Delly; Second - Trustee Shakes; all in favor, motion passed.

Motion to exit executive session: Motion - Trustee Green; Second – Trustee Shakes; all in favor, motion passed

VIII. New Business

Policies for First Reading, Administration 8 – Complaints and Student 5 – Student Health, were introduced to the Board for consideration, with a vote on revisions to be held at November meeting.

The Board of Trustees considered and adopted the following resolutions:

Resolutions to be considered.

Resolution 10.14.2021-1

Be it resolved that, upon recommendation of the Chief Executive Officer, the Board of Trustees approves the appointment of Adela Mehremic to the position of Director of Business effective October 15, 2021, with an annual salary of \$80,000, subject to the terms and provisions of the Board’s Employee Compensation and Benefits Policy.

Motion – Trustee Green; Second – Trustee Delly

Yes – 9 No – 0

Motion passed

Resolution 10.14.2021-2

Be it resolved that, upon recommendation of the Chief Executive Officer, the Board of Trustees approves the appointment of Danielle Richards to the position of Data/Office Manager effective October 15, 2021, with an annual salary of \$60,000, subject to the terms and provisions of the Board’s Employee Compensation and Benefits Policy.

Motion – Trustee Harrison; Second – Trustee Gibbs

Yes – 9 No – 0

Motion passed

Resolution 10.14.2021-3

Be it resolved that, upon recommendation of the Chief Executive Officer, the Board of Trustees approves the appointment of Ronnie Joseph to the position of Building Substitute/Security effective October 12, 2021, with an annual salary of \$47,500, subject to the terms and provisions of the Board’s Employee Compensation and Benefits Policy.

Motion – Trustee Rainey; Second – Trustee Green

Yes – 9 No – 0

Motion passed

Resolution 10.14.2021.4

Be it resolved that, upon recommendation of the Chief Executive Officer, the Board of Trustees approves the appointment of Julio Ramirez to the position of Technology/IT Teacher effective at a date to be agreed upon by the Chief Executive Officer and Mr. Ramirez no later than October 31, 2021, with an annual salary of \$47,500, subject to the terms and provisions of the Board’s Employee Compensation and Benefits Policy.

Motion – Trustee Delly; Second – Trustee Ellison

Yes – 9 No – 0

Motion passed

Resolution 10.14.2021-5

Be it resolved that the Board of Trustees authorizes the Chief Executive Officer to fill the following budgeted positions prior to the next regular meeting of the Board to ensure that all needed positions are filled prior to the start of the school year:

Human Resources/Benefits Specialist – maximum starting salary/budget of \$53,000

IT Manager/Help Desk - maximum starting salary/budget of \$60,000

Motion – Trustee Harrison; Second – Trustee Gibbs

Yes – 9 No – 0

Motion passed

Resolution 10.14.2021-6

Be it resolved that the Board of Trustees accepts the following resignations:

<u>Employee Name</u>	<u>Position</u>	<u>Effective Date</u>
Megan York	Director of Human Resources	9/10/2021
Ian Ward	IT Manager	9/24/2021
Gianni Bussani	Technology Teacher	9/19/2021

Motion – Trustee Harrison; Second – Trustee Gibbs

Yes – 9 No – 0

Motion passed

Resolution 10.14.2021-7

Be it resolved that Be it resolved that, upon recommendation of the Chief Executive Officer, the Board of Trustees approves the termination of William Scott, Custodian, effective September 22, 2021.

Motion – Trustee Gibbs; Second – Trustee Delly

Yes – 9 No – 0

Motion passed

Resolution 10.14.2021-8

Be it resolved that, upon the recommendation of the Chief Executive Officer, the Board of Trustees the appointment of Ali Huntly as a custodian effective October 18, 2021 at an hourly rate of \$15.00/hour.

Motion – Trustee Green; Second – Trustee Delly

Yes – 9 No – 0

Motion passed

Resolution 10.14.2021-9

Be it resolved that the Board of Trustees approves the purchase of equipment and services at a total cost of no more than \$115,825.60 pursuant funds granted to UPREP provided under the Emergency Connectivity Fund pursuant to the terms of the grant.

Motion – Trustee Green; Second – Trustee Froula

Yes – 9 No – 0

Motion passed

- IX. Adjournment** – Motion by Trustee Delly; Second by Trustee Gibbs – all in favor; motion passed 8:35 p.m.
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