



University Preparatory School for Young Men

Board of Trustees

Meeting Minutes 8/13/19 (Draft)

Board of Trustees

Present: Ed Yansen, Marie Cianca, Sharon Delly, George Bovenzi, Josh Fegley, Rachael Santiago, Thomas Green, Najmah Abdulmateen, David Shakes, Wandah Gibbs

Absent: none

Present: UPREP Administration

Chiefs: CEO Walter Larkin Jr., CAO Kevin Klein, COO Suki Cintron

Principal: Tracey DelGrego

Dr. C. Michael Robinson, Executive Assistant to the Board

Guests: Tracey Harris (Admin. CTE), Alan Thorne (Data Coordinator), Malcolm Lee (Athletic Director)

I. Call to Order

- Yansen called the meeting to order at 6:01 PM.

II. Secretary Report

- Yansen called for a motion to approve the minutes of July 9, 2019, Santiago motioned and Fegley seconded. The July 9, 2019 minutes were unanimously approved. Yansen called for a motion to approve the minutes of July 16, 2019, Cianca motioned, Delly seconded. The July 16, 2019 minutes were unanimously approved.

III. CEO Report

- Total Enrollment as of today is at 368.
- The following enrollment opportunities have been successful; Car Wash and BBQ on July 27th, Tabling at Jordan Health Center Festival on August 3rd, Open House on August 8th.
- Personal Phone Calls and Home Visits will continue.
- UPrep Website updates continue.
- CEO Larkin shared a Wish List which included Computers, Chrome License for Chromebooks, Chromebooks Laptop Charging Carts, Security Camera Server Upgrade, Security Cameras (all items are considered urgent). The Finance Committee will take some action. There will be a follow up discussion at the September meeting.

IV. CAO Report

- 121 students are registered for Regents Exams in Algebra, ELA, Global I and II, and Living Environments.
- Summer PD: New staff will report the first week of PD. They will tour the Maplewood Neighborhood, participate in a Scavenger Hunt, work on Unit Planning, 403B Planning and Computer Programs such as Power School.
- Week 2, all staff will report. Activities will include a Gallery Walk, review of Board Priorities, discussions around Safety, Save, CPS, Paychex, IT Department. The Instructional Component will include Team Work, Evaluation, Rubrics, Walk Through Tool, Curricular Mapping.

V. Board Treasurer/Finance Committee Report

- BOT Green presented the Balance Sheet as of July 31, 2019 and the Profit and Loss Statement as of July 2019. UPrep remains in good standing.
- Updating of Board Fiscal Policies and Procedures Manual are completed.
- The Payroll Process is to be reviewed.
- ESL Banking initiative is moving forward.

VI. Board Standing Committee Reports

- Executive Committee-no report
- Board Development Committee-Fegley asked BOT to send suggestions to him by August 30, 2019 in regards to the new and revised Board Policies.
- Career and Technical Education-Updates needed on the Certification Process.
- Data Management Committee-no report
- Culturally Responsive Learning and Leading-Shakes will schedule a meeting with committee members and Santiago will share relevant information on Culturally Responsive Teaching.

VII. Old Business

- Specific Support Staff Employment-Based on enrollment of 395, issue will be further discussed with Executive Committee and Staff.
- Update on Reporter Inquiries Regarding UPrep Budget Decisions-Yansen contacted Tipping Point to discuss the issue. Tipping Point will send a response to Channel 8 explaining the decisions made by the BOT which should eliminate any further investigation into the matter.

VIII. Executive Session

- Yansen called for a motion to enter into Executive Session at 7:20 PM to discuss personnel appointment recommendations leading to the employment of staff for 2019/2020. Santiago motioned, Cianca seconded. Yansen called for a motion to exit Executive Session at 7:25PM, Abdulmateen motioned, Cianca seconded. Executive Session ended at 7:25 PM.

IX. New Business

- Resolution 08-13-19. 1P- Be it hereby resolved that the BOT approves the employment of Jeenathan Williams to the position of Grade Level Manager at an

annual salary of \$48,000 effective August 19, 2019. So moved Cianca and Delly. Unanimous BOT approval.

- Resolution 08-13-19. 2- Be it hereby resolved that the BOT approves Board Priorities for the 2019/2010 School Year in the following areas:

1. Data Management
2. Enrollment and Recruitment of Students with Special Emphasis on ELLs
3. Rigorous Instruction
4. After School Student Programs
5. Grade 7 and 8 Programs
6. Retention Rates
7. SUNY Accountability
8. Fiscal Accountability
9. Parent Engagement and Satisfaction
10. Post-Graduation/Destination Data
11. CTE Program Development
12. Senior Year
13. Culturally Responsive Learning and Leadership
14. Board Policy Manual

Be it further resolved that the BOTs approves Board Priorities Management Document dated August 13, 2019.

Be it further resolved that the appropriate Board Committees and Staff Liaisons will report regularly to the BOT on activities and outcomes related to each priority. So moved by Delly and Cianca. Unanimous BOT approval.

- Resolution 08-13-19. 3- Be it hereby resolved that the BOT approves the following appointments to the Board Standing Committees for 2019/2020 School Year:

1. Executive Committee: Yansen (Chair), Fegley, Bovenzi, Delly, Green
2. Finance Committee: Green (Chair), Bovenzi, Yansen
3. Board Development Committee: Fegley (Chair), Green
4. Career and Technical Education Program Committee: Gibbs (Chair), Delly
5. Data Management Committee: Abdulmateen (Chair), Yansen
6. Culturally Responsive Learning and Leadership: Shakes (Chair), Santiago

So moved by Abdulmateen and Cianca. Unanimous BOT approval.

- Resolution 08-13-19. 4- Be it hereby resolved that the BOT approves the following revisions to the Board By-Laws effective immediately:

1. Article IV: Action by the Board, C. 1: Appointment of Committees-Change from (3) Trustees to (2) Trustees
2. Article IV: Action by the Board, C. 3: Standing Committees- Add the following committees: Data Management Committee, Career and Technical Education Program, Culturally Responsive Learning and Leading

So moved by Santiago and Fegley. Unanimous BOT approval.

- Resolution 08-13-19. 5- Be it hereby resolved that the BOT approves the Revised Fiscal Policies and Procedures Manual dated August 13, 2019 to be effective

immediately subject to grammar and format editing. So moved by Green and Santiago. Unanimous BOT approval.

- Resolution 08-13-19. 2P- Be it hereby resolved that the BOT approves the employment of Brian Smith to the position of School Safety Officer at an annual salary of \$40,000 effective August 19, 2019. So moved by Shakes and Fegley. Unanimous BOT approval.
- Resolution 08-13-19. 3P- Be it hereby resolved that the BOT approves the employment of Elizabeth Colombo to the position of English Language Arts Teacher at an annual salary of \$48,925 effective August 19, 2019. So moved by Santiago and Delly. Unanimous BOT approval.

X. **Adjournment**

- Yansen called for a motion to adjourn the Meeting at 8:35 PM. Cianca motioned and Fegley seconded. The Meeting ended at 8:35 pm.

Next Meeting: September 10, 2019 @ 6:00 pm

