



University Preparatory School for Young Men

Board of Trustees

Meeting Minutes 3/24/20 (Draft) Via Zoom

Board of Trustees

Present: Ed Yansen, Sharon Delly, Thomas Green, Rachel Santiago, Lynette Froula, George Bovenzi, Najmah Abdulmateen, Larry Ellison

Absent: David Shakes, Wandah Gibbs

Present: UPREP Administration

CEO Walter Larkin, CAO Kevin Klein, COO Suki Cintron

Principal: Tracy DelGrego

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

Guest/Speaker: Richard Johnson

I. Call to Order

- Yansen called the meeting to order at 6:10 PM. Quorum established.

II. Secretary Report

- Yansen called for a motion to approve the January 22, 2020 Meeting Minutes. Green motioned, Froula seconded. Minutes unanimously approved.

III. CEO Report-Walter Larkin

- CEO Larkin introduced Mr. Richard Johnson to present a high level overview of a potential CTE Program in which high school juniors and seniors would be trained as NYS Certified Barbers. The BOT are interested in Mr. Johnson having a follow-up discussion with CEO Larkin, CAO Klein and CTE Director, Tracey Harris.
- Enrollment as of March 24, 2020, is at 386. Recruitment continues.
- On line learning is up and running. Chrome Books are being distributed. Students are participating in Google Class, Castle Learning, IXL, and other on line resources are being accessed. On March 25, 2020, Mr. Raheem Miller will distribute additional instructional materials to students.
- NYS ELA and Math exams have been cancelled.

IV. CAO Report-Kevin Klein

- The Board Website is up and running on Google. The BOT will access the website for all communication and document review.
- Awaiting updates from NYS Department of Education regarding Regents Examinations.
- CAO Klein presented data on a Classroom Walkthrough Tool which is aligned to the Danielson Rubric and will be used to calibrate administrative reviews and to monitor staff performance. The following areas are examined; Delivery Method of Instruction, Managing Classroom Procedures, Organizing Physical Space and Resources, Using Questioning Prompts and Discussion, Engaging Students in Learning and Differentiation/Modifications. The data is used during coaching sessions, assists in determining professional development and helps formulate final evaluations. As of 3/11/20, 145 walkthroughs have been completed.
- Preliminary Graduation date is June 25, 2020. The proposed Graduation rate will fall somewhere between 93%-97%, 67% of the seniors are currently ready, 20% are very close, 6% need additional help and 7% (4 students) are unable to meet graduation requirements at this time.
- The Recovery strategies in place are as follows; Online Credit Recovery, Independent Studies, Recess make-up work, Castle Learning, Individualized planning and instruction, Report Card Recovery work, Afterschool and Saturday tutoring, and SkillUSA tutoring and testing.
- The draft Memorandum of Agreement for the Higher Education Certification Partnership with SUNY Brockport was reviewed and discussed.

V. Board Treasurer/Finance Committee Report

- Green presented the year to date Actuals through February 2020 and the estimated Actuals for 2019-2020. UPrep remains in Good Standing.
- Reserve Transfers and Reserve Balance were reviewed.
- Review of the Revised Budget tabled until the April meeting.

VI. Board Standing Committee Reports

- **All reports are reviewed in advance of the BOT meeting and any questions regarding the reports are addressed.**
- Executive Committee-New Board Committee Structure was reviewed.
- Board Development Committee-no report
- Career and Technical Education-no report
- Data Management Committee-no report
- Culturally Responsive Learning and Leading-Committee-no report

VII. Executive Session

- Yansen called for a motion to enter into Executive Session at 7:45 PM to discuss personnel appointment recommendations and current resignations and also proposed litigations. So moved by Green and Delly. Yansen called for a motion to exit Executive Session at 7:50. So moved by Froula and Abdulmateen. Executive Session ended at 7:50

VIII. Old Business

- Champion Academy (see Resolution 03-24-2020.7)

IX. New Business (See Resolutions)

- Revision to Board By-Laws
- Appointments of Members to Board Standing Committees
- Amended 2019-2020 Annual Budget
- Personal Appointments
- Memorandum of Agreement: Charter School Staff Certification

X. Resolutions:

- **Resolution 03-24-2020.1** - Be it hereby resolved that the BOT rescinds Board Resolution 08-13-19.4. So moved by Green and Abdulmateen. Unanimous BOT approval.
- **Resolution 03-24-2020. 2-** Be it hereby resolved that the BOT revises the Board By-laws, , Article VI.C.3 as follows:

 3. Standing Committees: The Board shall have the following Standing Committees in addition to the Finance Committee and shall assign specific duties to each Standing Committee:
 - a.** Executive Committee
 - b.** Board Development Committee
 - c.** Career and Technical Education Committee
 - d.** Instructional Development and Data Support Committee. So moved by Green and Santiago. Unanimous BOT approval.
- **Resolution 03-24-2020. 3-** Tabled
- **Resolution 03-24-2020. 4-** Be it hereby resolved that the BOT approves the following appointments to the Board Standing Committees effective immediately.
 1. Board Executive Committee
 Ed Yansen – Chair
 George Bovenzi
 Larry Ellison
 Thomas Green
 Sharon Delly
 2. Finance Standing Committee
 Thomas Green – Chair
 George Bovenzi
 Ed Yansen
 3. Board Development Standing Committee
 Larry Ellison – Chair
 David Shakes
 Ed Yansen

4. Career and Technical Education Standing Committee
Wandah Gibbs – Chair
Rachel Santiago
Najmah Abdulmateen
5. Instructional Development and Data Support Standing Committee
Najmah Abdulmateen – Chair
Sharon Delly
Lynette Froula
So moved by Santiago and Abdulmateen

- **Resolution 03-24-2020. 5P-** Be it hereby resolved that the BOT approves the employment of Nicole Tuggles to the position of Administrative Assistant at an annual salary of \$15,300.00 effective March 2, 2020. Position Control IRC.P6. So moved by Green and Santiago.
- **Resolution 03-24-2020.6-** Be it hereby resolved that the BOT approves the Memorandum of Agreement between University Preparatory Charter School for Young Men and The College at Brockport State University of New York dated February 28, 2020 which delineates the scope of work and responsibilities of the parties associated with their collaboration on Charter School Staff Certification. So moved by Green and Santiago.
- **Resolution 03-24-2020.7-** Be it hereby resolved that the BOT approves the allocation of \$25,000.00 of reserves to support the implementation of the Championship Academy. So moved by Green and Santiago

X. Adjournment

- Yansen called for a motion to adjourn the meeting at 8:10 PM. So moved by Delly and Abdulmateen. The meeting adjourned at 8:10 PM.

Next Meeting: April 9, 2020 @ 6:00 pm, Via Zoom

