



# 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 27<sup>th</sup>, Tabling at Jordan Health Center Festival on August 3<sup>rd</sup>, Open House on August 8<sup>th</sup>.
- 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**





# University Preparatory School for Young Men

## Board of Trustees

### Meeting Minutes 9/10/19 (Amended)

#### Board of Trustees

**Present:** Ed Yansen, Sharon Delly, George Bovenzi, Thomas Green, Najmah Abdulmateen, Wandah Gibbs

**Absent:** Rachael Santiago, Josh Fegley, David Shakes

#### **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

#### **I. Call to Order**

- Yansen called the meeting to order at 6:45 PM.

#### **II. Secretary Report**

- Yansen called for a motion to approve the minutes of August 13, 2019, Bovenzi motioned and Green seconded. The August 13, 2019 minutes were unanimously approved.

#### **III. CEO Report**

- Total Enrollment as of today is at 418 (19 wait listed). Several initiatives such as Open House, Good Schools Rock and Assisting Parents with Registration have had a positive impact on enrollment.
- School Website continues to be updated.
- Personal Phone Calls and Home Visits will continue, to address attendance issues.
- Discussion around local colleges (Nazareth, St. John Fisher and Brockport) providing classes at UPrep for teachers seeking NYS Certification.
- UPrep is fully staffed as of today.
- Transportation (late buses) is being addressed through RCSD Transportation Dept.
- UPrep Renovations are complete. BOT toured the building and noted the improvements. The newly renovated cafeteria is being enjoyed by all students. Culturally Responsive food choices are being considered. Students are invited to make suggestions for food choices.
- Safety and Security Updates – 5 new radios have been purchased and the server has been updated.

- Staff received gift bags at the opening of school and a stipend to purchase supplies, materials, etc.
- A Data Base is being created as a means of increasing parent engagement. Holiday gift baskets, a job fair, restorative circles, parent survey and booster club are a few of the new initiatives.
- CEO Larkin has requested additional funding to purchase 2 new vans for UPrep as the current vans (2004/2005 are in need of replacement. The decision was passed off to the Finance Committee and future Board approval.

#### **IV. CAO Report**

- 2018-2019 Accountability Plan Progress Report: 5 year plan, graduation at 100%. Waiting for data for comparisons to RCSD.
- Yansen called for a motion to authorize the Data Management Committee to approve submission of the report when completed. Green motioned, Delly seconded. Unanimous BOT approval.
- Current Objectives include: Culturally Responsive Teaching/Relevance, Evaluation Templates, Internal Website for Staff, Weekly Bulletins.

#### **V. Board Treasurer/Finance Committee Report**

- Auditor's Report for 2018-2019-Jean Beutner from Heveron & Co. CPAs presented a summary of the report. Conclusion: Financial Statements are fairly stated and UPrep's controls and procedures are generally quite good. Thomas Green did request some minor changes in the auditor's communication letter to us. Request was granted.
- Green presented the Profit and Loss Budget vs. Actual, July through August 2019 and the Balance Sheet as of August 31, 2019. UPrep remains in Good Standing.
- No updates of Board Fiscal Policies and Procedures Manual this month.
- ESL Banking initiative continues to move forward.

#### **VI. Board Standing Committee Reports**

- Executive Committee-no report
- Board Development Committee-no report
- Career and Technical Education-Update for Certification Process, application is due by 12/31/19. More information will be shared at the November BOT meeting.
- Data Management Committee-N. Abdulmateen and A. Thorne have scheduled monthly meetings.
- Culturally Responsive Learning and Leading-Suggested School Wide Read: My Brother's Keeper and Narratives of Frederick Douglass.

#### **VII. Additional Budget Requests**

- Principal DelGrego noted that there needs to be a more focused curriculum at middle school. DelGrego has been conferring with a Literacy Coach to discuss the needs at UPrep. DelGrego has requested funding to purchase materials that address Culturally Responsive Literacy which the American Reader Program does and includes an ELA component with a Writing component embedded daily. Yansen called for a motion to approve funding the program. Gibbs motioned, Delly seconded. Unanimous BOT approval.

**VIII. Executive Session**

- Yansen called for a motion to enter into Executive Session at 8:55 PM to discuss personnel appointment recommendations and current resignations leading to the employment of staff for 2019/2020. Also discussion involving proposed litigation. Yansen called for a motion to exit Executive Session at 9:10 PM. Abdulmateen motioned, Green seconded. Executive Session ended at 9:10 PM.

**IX. New Business**

- Resolution 09-10-19. 1P- Be it hereby resolved that the BOT approves the employment of Cynthia Jacobs-Williams to the position of Special Education Teacher at an annual salary of \$47,500 effective August 26, 2019. Position Control IRE.P31. So moved Green and Bovenzi. Unanimous BOT approval.
- Resolution 09-10-19. 2P- Be it hereby resolved that the BOT approves the employment of Demetrius Bennett to the position of Special Education Teacher at an annual salary of \$49,950 effective August 26, 2019. Position Control IRE.P32. So moved Green and Bovenzi. Unanimous BOT approval.
- Resolution 09-10-19. 3P- Be it hereby resolved that the BOT approves the employment of Joseph Pellittieri to the position of High School Counselor at an annual salary of \$47,500 effective August 26, 2019. Position Control STM.P8. So moved Green and Gibbs. Unanimous BOT approval.
- Resolution 09-10-19. 4P- Be it hereby resolved that the BOT approves the following employment of Laurie Buchko to the position of Special Education Teacher Coordinator at an annual salary of \$15,000 effective August 26, 2019. Position Control IRE.P43. So moved Green and Gibbs. Unanimous BOT approval.
- Resolution 09-10-19. 5P- Be it hereby resolved that the BOT approves the employment of Raana Jilani to the position of English/Language Arts Teacher at an annual salary of \$47,500 effective August 29, 2019. Position Control IRE.P6. So moved Delly and Gibbs. Unanimous BOT approval.

**X. Adjournment**

- Yansen called for a motion to adjourn the Meeting at 9:30 PM. Delly motioned and Abdulmateen seconded. The Meeting ended at 9:30 PM.

**Next Meeting: October 8, 2019 @ 6:00 pm**







# University Preparatory School for Young Men

## Board of Trustees

### Meeting Minutes 10/8/19 (Draft)

#### Board of Trustees

**Present:** Ed Yansen, Sharon Delly, Thomas Green, Rachel Santiago, Wandah Gibbs, David Shakes

**Absent:** Najmah Abdulmateen (on electronic video messaging from a public location for the later part of the meeting), Josh Fegley, George Bovenzi

#### **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

Guest: Larry Ellison

Speaker: Roland Williams, Founder of the Champion Academy, Extreme Mentoring and Empowerment Initiative

#### **I. Call to Order**

- Yansen called the meeting to order at 6:10 PM.
- Yansen introduced Larry Ellison to the BOT as possibly having an interest in serving on the Board at a future time.

#### **II. Secretary Report**

- Approval of September 10, 2019 Meeting Minutes postponed until the October Meeting. (no Quorum)
- SUNY responded to Uprep's request for a change in the By-laws for the number of standing committee members. The law requires 3 members on standing committees.

#### **III. CEO Report**

- Total Enrollment as of October is at 409, 55 students at 7<sup>th</sup>, 92 at 8<sup>th</sup>, 69 at 9<sup>th</sup>, 77 at 10<sup>th</sup>, 59 at 11<sup>th</sup>, 57 at 12<sup>th</sup>. Students are still being accepted.
- School Website development and maintenance continues. Staff photos, a Parent Portal, posting of the School Safety Plan are part of the updates.
- Discussion around local colleges (Nazareth, St. John Fisher and Brockport) providing classes at UPrep for teachers seeking NYS Certification continues. Staff is being

surveyed and other Charter Schools will be contacted for further discussion and/or future collaboration.

- CEO Larkin requested funding for Generation Outreach, after school program which introduces students to careers and career opportunities. Various means to finance the program were discussed.
- CEO Larkin presented the School Safety Plan. The plan has been submitted to the State.
- Administration requested a change in the meeting dates of the Board Meetings from the second Tuesday of each month to the second Thursday of each month. BOT open to the change.
- CEO Larkin introduced Roland Williams, Founder of the Champion Academy, Extreme Mentoring and Empowerment Initiative. Williams introduced several team members and then presented to the BOT the purpose of the program, the documented successes with students and the cost to implement the program at UPrep.

#### **IV. CAO Report**

- 2018-2019 Accountability Plan Progress Report: 5 year plan, graduation at 100%. Still waiting for some data but the plan has been submitted to the State.
- CAO Klein presented an Academic Report highlighting Students with Disabilities (IEP and 504 Students total 100). Percentage of SWD at each grade level is as follows: 25% @ 7<sup>th</sup>, 29% @ 8<sup>th</sup>, 20% @ 9<sup>th</sup>, 16% @ 10<sup>th</sup>, 20% @ 11<sup>th</sup>, 37% @ 12<sup>th</sup>.
- The report also highlighted the number of 12<sup>th</sup> Grade Students in need of 16 credits or more (43), 11.5 credits or more (8), and those needing less than 10 credits (3).
- In addition the report highlighted the number of 12<sup>th</sup> Grade Students requiring Regents Exams in core subject areas. Junior and Sophomore transcript reviews will also be scheduled.

#### **V. Board Treasurer/Finance Committee Report**

- Thomas Green requested some minor changes in the auditor's communication letter to us. Request was granted.
- Quarterly Report is due in November.
- Green presented the Profit and Loss Budget vs. Actual, July through September 2019 and the Balance Sheet as of September 30, 2019. UPrep remains in Good Standing.
- ESL Banking initiative continues to move forward.

#### **VI. Board Standing Committee Reports**

- Executive Committee-no report
- Board Development Committee-no report
- Career and Technical Education-Update for Certification Process, application is due by 12/31/19. More information will be shared at the November BOT meeting.
- Data Management Committee-no report
- Culturally Responsive Learning and Leading-no report

#### **VII. Old Business**

- Acceptance of the independent auditors report on the audited financial statement for the fiscal year ended June 30, 2018. Resolution 10-8-19.1 (no vote, no Quorum). Move to November Agenda

**VIII. New Business**

- Personnel Appointments
- Revised Board Policy Administration-3: Accountability
- 2019/2020 School Safety Plan
- Annual Goal Setting

**IX. Resolutions: (Quorum with Abdumateen via Video Messaging)**

- Resolution 10-08-19.2P-10-19. Be it hereby resolved that the BOT approves the employment of Kera Bush-Turner to the position of Spanish Teacher at an annual salary of \$47,500 effective September 30, 2019. Position Control IRE.P37. So moved Gibbs and Santiago. Unanimous BOT approval.
- Resolution 10-08-19. 3P- Be it hereby resolved that the BOT approves the employment of Jesse Bartolis to the position of English Language Arts Teacher at an annual salary of \$47,500 effective October 7, 2019. Position Control IRE.P6. So moved Delly and Santiago. Unanimous BOT approval.
- Resolution 10-08-19. 1- Be it hereby resolved that the BOT accepts the independent auditors' report on the audited financial statements for the fiscal year ended June 30, 2018. A motion to remove from the table by Santiago and Green. Unanimous BOT approval.
- Resolution 09-10-19. 5P- Be it hereby resolved that the BOT approves the 2019/2020 School Safety Plan presented to the Board by the School Executive Leadership Team. So moved Green and Santiago. Unanimous BOT approval.

**X. Adjournment**

- Yansen called for a motion to adjourn the Meeting at 8:40 PM. Santiago motioned and Delly seconded. The Meeting adjourned at 8:40 PM.

**Next Meeting: November 14, 2019 @ 6:00 pm**





# University Preparatory School for Young Men

## Board of Trustees

### Meeting Minutes 11/14/19 (Draft)

#### Board of Trustees

**Present:** Ed Yansen, Sharon Delly, Thomas Green, Wandah Gibbs, David Shakes

**Absent:** Najmah Abdulmateen, Josh Fegley, George Bovenzi, Rachel Santiago

#### **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 (Absent)

Guests: Larry Ellison, Dr. Lynette Froula

#### **I. Call to Order**

- Yansen called the meeting to order at 6:00 PM. Unable to establish a Quorum at this time.
- Yansen introduced Dr. Lynette Froula to the BOT as possibly having an interest in serving on the UPrep Board of Trustees. Dr. Froula shared her background medicine and education.

#### **II. Secretary Report**

- Approval of September 10, 2019 Meeting Minutes and the October 8, 2019 Meeting Minutes postponed until the December Meeting. (no Quorum)
- Correspondence: T. Green attended the NYS Board Charter School Association presentation at Oak Hill Country Club. Green shared several ideas on making the BOT meetings more efficient. One idea is to create a template listing the name of the Committee, Board members, Meeting Date, Committee Priorities and Status of each priority. The committee reports would be received by Board members several days before the Board meeting and reviewed before the Board meeting allowing time for Board members to digest the information and formulate any questions for committee members at the Board meeting. T. Green will create the template. Some discussion around BOT meetings being scheduled during the school day at UPrep allowing for greater interaction with staff and students.

### **III. CEO Report**

- UPrep hosted a meeting for the Rochester Engineering Society (RES), a group that supports and supplies students with the skills and understanding needed to become STEM innovators/explorers.
- Larkin shared information about a Critical Friends visit to UPrep.
- Planning and preparation is underway for SUNY Charter School Institute visit.
- Enrollment is at 395. RCSD billed on 10/3/19 for 382 students and reconciled on 10/15/19. Greece Central School District billed on 9/9/19 for 7 students, E/W Irondequoit billed 11/1/19 for 4 students and Gates billed 11/1/19 for 2 students.
- Discussion with area colleges to provide certification courses to teachers at UPrep continues.
- S. Cintron presented the Quarterly Budget Report and addressed each of the questions and areas in need of further clarification submitted by the Finance Committee.

### **IV. CAO Report**

- Klein presented a PSAT update. On 10/30/19 the PSAT/NM SQT was administered to 57, 11<sup>th</sup> grade students. Results should be received before the winter recess.
- The PSAT 10 will be administered to 75, 10<sup>th</sup> grade students on April 16, 2020.
- Klein provided the results of the transcript reviews for the Junior (11<sup>th</sup> grade) class. Due to the findings, schedules are being adjusted to address the needs of the 11<sup>th</sup> grade students. Transcript reviews for 9<sup>th</sup> and 10<sup>th</sup> grade students are also scheduled.
- IRLA Data Wall by Grade for District was reviewed, student reading levels and reading tiers were noted and highlighted.
- T. DelGrego gave an update on the newly implemented reading program for the 7<sup>th</sup> and 8<sup>th</sup> grade. There has been notable teacher “buy in” to implement the program with fidelity. Students are highly motivated thus far. Teachers and students are currently working on a nine week study of non-fiction. The program includes assessments, a Writing Component, a Genre Study as well as a Research Project.

### **V. Board Treasurer/Finance Committee Report**

- Green presented the Profit and Loss Budget vs. Actual, July through October 2019 and the Balance Sheet as of October 31, 2019. UPrep remains in Good Standing.
- Green noted a drop in the ESL interest rate. The ESL banking initiative continues to move forward.

### **VI. Board Standing Committee Reports**

- Executive Committee-met at 5:45 on 11/14/19 to accept the nomination of Larry Ellison to the BOT.
- Board Development Committee-no report
- Career and Technical Education-Update for Certification Process, application is due by 12/30/19. There are 3 phases in the process; Director/Instructor Certification, Internal/External Review, MCC Articulation Agreement. Approval should be received by June 2020.
- Data Management Committee-meeting scheduled for 12/2/19
- Culturally Responsive Learning and Leading-no report

**VII. New Business**

- Board Resolutions tabled until the 12/10/19 BOT meeting.

**VIII. Adjournment**

- Yansen adjourned the meeting @ 8:45 PM

**Next Meeting: December 10, 2019 @ 6:00 pm**







## University Preparatory School for Young Men

### Board of Trustees

### Meeting Minutes 12/10/19 (Draft)

#### Board of Trustees

**Present:** Ed Yansen, Sharon Delly, Thomas Green, Rachel Santiago, David Shakes

**Absent:** George Bovenzi (on electronic video messaging from a public location, Josh Fegley, Najma Abdulmateen, Wandah Gibbs

#### **Present: UPREP Administration**

Chiefs: CAO Kevin Klein, COO Suki Cintron, Principal Tracey DelGrego

**Absent:** CEO Walter Larkin

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

**Proposed Trustees :** Larry Ellison, Lynette Froula

#### **I. Call to Order**

- Yansen called the meeting to order at 6:06 PM.

#### **II. Secretary Report**

- Yansen called for a motion to approve the September 10, 2019 Meeting Minutes, Green motioned, Santiago seconded. Minutes unanimously approved.
- Yansen called for a motion to approve the October 8, 2019 Meeting Minutes. Green motioned, Santiago seconded. Minutes unanimously approved.
- Yansen called for a motion to approve the November 14, 2019 Meeting Minutes with one minor amendment. Green motioned, Delly seconded. Minutes unanimously approved.

#### **III. CEO Report (presented by COO S. Cintron)**

- Total Enrollment as of December is at 396, 55 students at 7<sup>th</sup>, 86 at 8<sup>th</sup>, 68 at 9<sup>th</sup>, 76 at 10<sup>th</sup>, 57 at 11<sup>th</sup>, 54 at 12<sup>th</sup>. Students are still being accepted.
- Possibly 20 UPrep Teachers are interested in Certification Courses being offered at UPrep through one of the area colleges. UPrep continues to seek out the most viable partnership with one of the colleges. Numerous options are being considered.
- January Topics are Safety, Bullying and The Trauma Informed Classroom.

#### IV. CAO Report

- K. Klein presented the Academic Report for the 1<sup>st</sup> Quarter. The Report included total percentage of passing grades (86.59%), total percent of failing grades (13.41%), percent of students making High Honor Roll and Honor Roll (26.5%)
- Seniors in jeopardy of failing have been identified, parent meetings are being scheduled and next steps outlined. Report Card recovery packets and/or Castle Learning online are available. Saturday learning opportunities will be scheduled during recess.
- The report also highlighted 1<sup>st</sup> Quarter Attendance, 7<sup>th</sup> and 8 grade are at 75.09%, grades 9-12 are at 76.57%.
- Middle School: NWEA Math and ELA Assessments have been completed and data shared with teachers for instructional planning.
- The American Reading Curriculum is being implemented with fidelity at 7<sup>th</sup> and 8<sup>th</sup> grade level.
- Learning Lab-RTI Intervention: IRLA Reading Program; all students assessed and working on their power goals, labs were rearranged to accommodate reading instruction, PD is ongoing. IXL; personalized learning platform for math 7 and algebra, includes continuous diagnosis and personal plan to fill math gaps.
- RTI; Attendance is being addressed through parent contacts, improvement plans and CPS. Behavior is being addressed through restorative intervention, school counseling, community connections and consequences. Academic intervention includes IRLA Reading, IXL Math, small group instruction, after school tutoring.

#### V. Board Treasurer/Finance Committee Report

- Green presented the Profit and Loss Budget vs. Actual, July through November 2019 and the Balance Sheet as of November 30, 2019. UPrep remains in Good Standing.

#### VI. Board Standing Committee Reports

- **All reports were reviewed in advance of the BOT meeting and any questions regarding the reports were addressed.**
- Executive Committee-Nominations for newly proposed BOT members, Larry Ellison and Lynette Froula accepted.
- Board Development Committee-no report
- Career and Technical Education-Update for Certification Process, on track for meeting the application deadline of 12/30/19. In addition Funding Proposal submitted to Neighbor/Company for Stem Integration across IT and Manufacturing and Robotics. RFP is in progress for Rochester Works and Summer of Opportunity. CTE continues to assist students in and outside of the classroom through work based learning and apprenticeships. Assistance is also provided in attaining work permits, resume development, part-time and seasonal employment, Field Visit Careers in construction, building maintenance, manufacturing and IT.
- Data Management Committee-no report
- Culturally Responsive Learning and Leading-Committee will meet in January to strategize and plan for a school wide reading program as a means to increase culturally responsive learning.

**VII. Old Business**

**VIII. New Business**

- Personnel Appointments
- Election of BOT members

**IX. Resolutions: (Quorum with Bovenzi via Video Messaging)**

- Resolution 12-10-19.1P Be it hereby resolved that the BOT approves the employment of Adryanna Elmendorf to the position of English Language Arts Teacher at an annual salary of \$47,500 effective November 6, 2019. Position Control IRE.P3. So moved by Delly and Santiago. Unanimous BOT approval.
- Resolution 12-10-19. 2P- Be it hereby resolved that the BOT approves the employment of Joel Sero to the position of Special Education Teacher at an annual salary of \$47,500 effective October 16, 2019. Position Control IRE.P33. So moved by Green and Santiago. Unanimous BOT approval.
- Resolution 12-10-19. 3P- Be it hereby resolved that the BOT approves the employment of Cory Cox to the position of Physical Education Teacher at an annual salary of \$47,500 effective November 12, 2019. Position Control IRE. P27. So moved by Green and Santiago. Unanimous BOT approval.
- Resolution 12-10-19. 4- Be it hereby resolved that the BOT elects Dr. Larry Ellison to the BOT of the University Preparatory Charter School for Young Men for a three-year term of office effective upon the approval of the SUNY Charter School Institute. And be it further resolved that the Board Secretary shall forward to the SUNY Charter School Institute the necessary documents for their review and approval. So moved by Delly and Santiago. Unanimous BOT approval.
- Resolution 12-10-19. 5- Be it hereby resolved that the BOT elects Dr. Lynette Froula to the BOT of the University Preparatory Charter School for Young Men for a three-year term of office effective upon the approval of the SUNY Charter School Institute. And be it further resolved that the Board Secretary shall forward to the SUNY Charter School Institute the necessary documents for their review and approval. So moved by Green and Santiago. Unanimous BOT approval.

**X. Executive Session**

- Yansen called for a motion to enter into Executive Session at 6:30 PM to discuss personnel appointment recommendations and current resignations and also proposed litigations. Yansen called for a motion to exit Executive Session at 6:45 PM. Delly motioned, Green seconded. Executive Session ended at 6:45 PM.

**XI. Adjournment**

- Yansen called for a motion to adjourn the Meeting at 7:05 PM. Santiago motioned and Delly seconded. The Meeting adjourned at 7:05 PM.

**Next Meeting: January 9, 2020 @ 6:00 pm**