



# 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**

