

MEETING MINUTES

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

September 10, 2020

Online Meeting (Zoom)

6:00 p.m. – 8:00 p.m.

Attendees: Trustees, School Leadership Staff, Board staff

Please read:

6:00	I. Call to Order	Edward Yansen
	Establish Quorum (<u>Present:</u> Ed Yansen, Lynette Froula, David Shakes, Wandah Gibbs, Thomas Green, Najmah Abdulmateen, Larry Ellison, Walter Larkin, Kevin Klein, Suki Cintron, Tracy Delgrego, Jeanne Beutner (guest), Michael Robinson. <u>Absent:</u> Sharon Delly, George Bovenzi)	Quorum established; Meeting called to order at 6:17 pm by Ed Yansen.
	Motion to consider agenda item IV.2 out of order to accommodate representative from auditors.	Refer to notes below in section IV.
	1. Auditors Report 2019-2020 by Heveron & Heveron, Jeanne Beutner	
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6:30	II. Secretary Report	Sharon Delly Temporary Secretary:
	a. Approval of Minutes August 13, 2020	
	b. Correspondence	-Larry Ellison minute recorder. -Minutes for the August 13, 2020 meeting rolled over to the October 8, 2020 meeting.
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6:35	III. Leadership Team	Walter Larkin Kevin Klein Tracy DelGrego Suki Cintron
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- A. Update on 2020-2021 School Reopening Plan -Kevin Klein provided summary report (Google Drive, Aug. 2020).
- B. Update on 2020-2021 Student Enrollment -Suki Cintron provided report (Google Drive, Sept. 2020).
- C. Athletic Upgrade Expenditures Update -No updates.
- D. COVID Expenditures Update -Suki Cintron provided update (Google Drive, Sept. 2020).
- E. 2020-2021 Accountability Progress Report -Kevin Klein presented report (Google Drive, Sept. 2020).
- F. Transfer of Funds for Zoom Account -Kevin Klein requested report from Zoom about useable minutes.

Other Discussion:

-Tracy Delgrego shared that bookbags and instructional supplies given to students.

-Walter Larkin shared support provided to family of Darius Dillard by UPREP staff.

7:00

IV. Board Treasurer/Finance Committee Report

Thomas Green & Suki Cintron

2. 2019-2020 Financials

-Thomas Green and Suki Cintron provided a summary of the Financial Report (Google Drive, Sept. 2020).

Other discussion:

-Suki presented the Emergency Management Plan (Google Drive, Sept. 2020). Needs BOT

approval, refer to Board Resolutions, section IX.

3. Auditors Report 2019-2020 by Heveron & Heveron, Jeanne Beutner

-Jeanne Beutner (guest) provided a PowerPoint summary of the Auditors Report (Google Drive, Sept. 2020). In general the report was positive.

7:10

V. Board Standing Committee Reports

1. Executive Committee-Yansen -Committee met several times.
2. Board Development Standing Committee-Ellison -No report.
3. Career and Technical Education Standing Committee-Gibbs -Wandah Gibbs provided summary report.
4. Instructional Development and Data Support Standing Committee-Abdulmateen -No report.

Other discussion:

-Add Community Engagement Committee. BOT agreed to add committee. Lynette Froula, David Shakes and Thomas Green will serve on committee.

7:15

VI. Board Special Committee Reports

-No discussion.

7:15

VII. Old Business

- A. Update/Revision of Athletic Upgrades-Weight Room -Discussion; BOT support upgrades.
 - B. Appointment of Standing Committees for 2020-2021 -Discussion about adding UPREP Community Engagement Committee (see Standing Committee Reports, section V).
 - a. Executive
 - b. Finance
 - c. Board Development
 - d. Career and Technical Education
 - e. Instructional Development and Data Support
-

7:30

VIII. Executive Session-Board and Leadership Team

-Ed Yansen motioned to enter into Executive Session at 7:39 pm.

1. Personnel-New Hires
2. Personnel-Employment Agreements: Annual Evaluations and Salary Adjustments

-Discussion; New personnel updates and salary adjustments.

-Ed Yansen motioned to adjourn session at 7:45 pm.

7:45

IX. New Business

1. Acceptance of Auditors Report for 2019-2020 School Year
Resolution 09-10-2020.1
2. Approval of Salary Increases for Executive Leadership Team
Resolution 09-10-2020.2
3. Election of New Board of Trustees Member
Resolution 09-10-2020.3
4. Appointment of New Teacher: Linda Trahan
Resolution 09-10-2020.4P
5. Approval to Submit 2020-2021 Accountability Progress Report
Resolution 09-10-2020.5
6. Removal of Board Trustee
Resolution 09-10-2020.6
7. Allocation from Reserves to Support Enhancement of Weight Room
Resolution 09-10-2020.7

-BOT approved.

-BOT approved. (2% increase)

-BOT approved. (Denise Rainey)

-BOT approved.

-BOT approved.

-BOT removed resolution from table.
-BOT approved amended language (Spend funds already transferred to Support Enhancement of Weight Room).

Other discussion:
-8.Add Resolution **09-10-2020.5P**; Appoint new teacher Marelyn Kluchko; BOT approved.

-9.Add Resolution **09-10-2020.8**; Approval of Emergency Management Plan; BOT approved.

8:00

X. Adjournment

-Meeting adjourned
At 7:58 pm.

XI. Resolutions

Resolution 09-10-2020.1

Be it hereby resolved that the Board of Trustees accepts the Heveron & Company audit for the 2019-2020 School Year.

Resolution 09-10-2020.2

Be it hereby resolved that the Board of Trustees approves the following salary increases for the Executive Leadership Team effective July 1, 2020. Further resolved that the Employee Agreement for each Executive Leadership Team member will be updated with the 2020-2021 salary:

Chief Executive Officer, Walter Larkin:

Chief Academic Officer, Kevin Klein:

Chief Operations Officer, Sucharitha J. Cintron

Principal, Tracy DelGrego

Resolution 09-10-2020.3

Be it hereby resolved that the Board of Trustees elects Denise Rainey to the Board of Trustees 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.

Resolution 09-10-2020.4P

Be it hereby resolved that the Board of Trustees approves the employment of Linda Trahan to the position of English Teacher at an annual salary of \$51,500 effective September 9, 2020. Position Control: IRE.P4

Resolution 09-10-2020.5

Be it hereby resolved that the Board of Trustees approves the submission of the 2020-2021 Accountability Progress Report as presented by the Executive Leadership Team at the September 10, 2020 Board of Trustees Meeting.

Resolution 09-10-2020.6

Be it hereby resolved that the Board of Trustees at the request of the Board President and consistent with Board Policy: Board Operations-2 removes Board Trustee Wandah Gibbs from the Uprep Board of Trustee effective October 9, 2020. Be it further resolved that Resolution 09-10-2020.6 is hereby tabled for discussion and action at the October 8, 2020 Board of Trustees meeting. Wandah Gibbs shall be notified by certified mail of Resolution 09-10-2020.6 at least 14 days in advance of the October 8, 2020 Board meeting.

Resolution 09-10-2020.7

Be it resolved that the Board of Trustees approves the allocation of \$8369.56 from the School Reserves Account to the 2020-2021 Board Adopted School Budget as restricted revenues for the purpose of supporting the School Athletic Program by the enhancing of the weight room.
