



University Preparatory School for Young Men

Board of Trustees

Meeting Minutes 6/11/20 (Draft) Via Zoom

Board of Trustees

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

Absent: Wandah Gibbs, Rachel Santiago

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

I. Call to Order

- Yansen called the meeting to order at 6:07 PM. Quorum established.

II. Secretary Report

- Yansen called for a motion to approve the May 14, 2020 Meeting Minutes. Abdulmateen motioned, Green seconded. May 14, 2020 minutes were unanimously approved.

III. Leadership Team (CEO Walter Larkin, CAO Kevin Klein, COO Suki Cintron, Principal Tracy DelGrego)

- **CEO Larkin**-Presented the Athletic Budget requests for 20/21. The UPrep reclassification to Class A has heightened the need for improvements to the athletic facilities, equipment, etc. The BOT unanimously approved spending for Coach Certification and Training, purchase of Football Helmet Carts, updates to the Weight Room, Gymnasium improvements (bleachers) and rental and use of a practice/game facility. Discussion followed regarding helmet safety in prevention of head injuries. Froula will follow up with some medical research on the subject. There was also discussion around the BOT providing a dinner to celebrate the student athletes and providing athletes with a token memorabilia for their efforts and participation in UPrep athletics.
- **CAO Klein**-Presented the Budget Questions/Executive Team Response Document. Questions and Answers were reviewed and clarified when necessary. The following areas were addressed:
 - **Balanced Budget**- Deficit Gap closed with a Year End Surplus

- **Building Based Resources** for 2019/2020 are slated to continue for the 2020/2121 school year; Improved Security System, Building Infrastructure, Middle School Principal, Added Literacy Program, New ELA Curriculum Grades 7-9, Added Learning Lab to deliver RTI services, Use of Danielson Rubric for Classroom Walkthrough Tool, Data and Technology Coordinator, Online Distance Learning, SPED Coordinator, Center for Youth Services, Gear Up, Instructional Planning on demand, Weekly Academic Meetings, Weekly Executive Meetings, Bi Weekly Directors Meetings, CTE Culinary Pathway Certified, Increased enrollment in CTE Courses, Athletic Trainer, Increased Community Partnerships
- **Board Priorities** addressed in the budget and will be sustained in 2020/2021; Data Management, Enrollment and Recruitment, Rigorous Instruction, After School Programs, Middle School Improvements, SUNY Accountability Goals, Fiscal Accountability, Parent Engagement and Satisfaction, Post-Graduation/Destination Data, CTE Program Development, Culturally Responsive Learning and Leadership, ongoing collaboration and updated of the Board Policy Manual
- **CAO Klein**-Projected Graduation Rate for 2019/2020 for Cohort 2016 is 94%
- **CAO Klein**-There will be a two week session for the Summer Program

IV. Board Treasurer/Finance Committee Report

- T. Green presented the Balance Sheet as of May 31, 2020 and Profit and Loss Statement for May 2020. UPrep remains in good financial standing.

V. Board Standing Committee Reports

- **All reports are reviewed in advance of the BOT meeting and any questions regarding the reports are addressed.**
- Executive Committee-no report
- Board Development Committee-worked on changes/revisions to Employee Compensation and Benefits Policy. See Resolution 06-11-2020.2
- Career and Technical Education-no report
- Instructional Development and Data-Possibility of G. Shakes working with UPrep on reading culturally relevant material. D. Shakes suggested the title, Reading for Their Life, by Alfred W. Tatum.

VI. Board Special Committee Reports-None

VII. Old Business

VIII. New Business (See Resolutions)

- Adoption of 2020/2021 School Budget (Resolution 06-11-2020.1)
- Approval of Revised Board Policy Employee-1 Employee Compensation and Benefits (Resolution 06-11-2020.2)
- Authorization to Amend Employment Agreements for Executive Team (Resolution 06-11-2020.3)

- Approval of Salary Adjustment for CEO Effective June 15, 2020 (Resolution 06-11-2020.4)
- Election of Officers for 2020-2021 (President, First Vice President, Second Vice President, Treasurer, Secretary)
- Appointment of Standing Committees 2020-2021 (Executive, Finance, Board Development, Career and Technical Education, Instructional Development and Data Support) **Tabled**
- Trustee Term Expirations-July Meeting
- Annual Board Retreat (Date, Time, Location, Agenda)

X. Resolutions:

- **Resolution 06-11-2020.1** - Be it hereby resolved that the BOT adopts the 2020-2021 Budget as recommended by the Chief Executive Officer dated June 11, 2020 with total revenues of \$6,509,236.00 and expenditures of \$6,509,236.00. The Reserves total \$4,571,943.00. The Board Adopted Budget shall be submitted and posted as required by Board Policy, SUNY Requirements, and regulations of the New York State Education Department.

Board of Trustees shall receive as soon as feasible printed copies of the adopted budget along with a position control document compliant with the Adopted Budget. So moved by Green and Delly. Unanimous BOT approval.

- **Resolution 06-11-2020.2**-Be it hereby resolved that the BOT approves the revised Board Policy-1 Employee Compensation and Benefits as recommended by the Board Development Committee at the June 11, 2020 meeting of the Board of Trustees. So moved Green and Delly. Unanimous BOT approval.
- **Resolution 06-11-2020.3**-Be it hereby resolved that the BOT authorizes the amendment of employment agreements for the Executive Leadership Team to assure the Executive Leadership Team members have access to health, dental, and/or vision benefits as other employees do if they choose to be covered by UPrep plans. Unless otherwise noted in the employment agreement, the Executive Team member will contribute at the same level as other UPrep employees do towards the annual premiums.

Furthermore the Board of Trustees authorizes employment contracts of the Executive Team to be amended to remove the requirement to be employed by UPrep for a specific length of time to access 403(b) benefits. So moved by Green and Froula. Unanimous BOT approval.

- **Resolution 06-11-2020.4**-Be it hereby resolved that the Board of Trustees approves the adjustment of the annual salary of the Chief Executive Officer effective June 15, 2020 by an increase of \$5000.00 over the 2019-2020 annual salary. So moved by Abdulmateen and Ellison. Unanimous BOT approval.

XI. Executive Session-none

XII. Election of Officers for 2020-2021

- Ed Yansen nominated for Board of Trustees President of the 2020-2021 school year. Yansen accepted the nomination. Ellison called for a motion to approve Yansen as BOT President. So moved by Delly and Abdulmateen. Unanimous BOT approval.
- Larry Ellison nominated for Board of Trustees 1st Vice President for the 2020-2021 school year. Ellison accepted the nomination. Yansen called for a motion to approve Larry Ellison for BOT 1st Vice President for the 2020-2021 school year. So moved by Delly and Green. Unanimous BOT approval.
- George Bovenzi nominated for Board of Trustees 2nd Vice President for the 2020-2021 school year. Bovenzi accepted the nomination. Yansen called for a motion to approve George Bovenzi as BOT 2nd Vice President for the 2020-2021 school year. So moved by Shakes and Green. Unanimous BOT approval.
- Thomas Green nominated for Board of Trustees Treasurer for 2020-2021 school year. Green accepted the nomination. Yansen called for a motion to approve Thomas Green as BOT Treasurer for the 2020-2021 school year. So moved by Delly and Abdulmateen. Unanimous BOT approval.
- Sharon Delly nominated for Board of Trustees Secretary for the 2020-2021 school year. Delly accepted the nomination. Yansen called for a motion to approve Sharon Delly as BOT Secretary for the 2020-2021 school year. So moved by Abdulmateen and Ellison. Unanimous BOT approval.

XIII. Adjournment

- Yansen called for a motion to adjourn the meeting at 8:15. So moved by Delly and Green. Meeting adjourned at 8:15.

Next Meeting: Regular BOT meeting on July 9, 2020 at UPrep 4:00-7:00 pm, the regular BOT meeting will be followed by the Annual Board Meeting.

