



University Preparatory School for Young Men

Board of Trustees

Meeting Minutes 5/14/20 (Draft) Via Zoom

Board of Trustees

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

Absent: David Shakes, 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 6:15 PM. Quorum established.

II. Secretary Report

- Yansen called for a motion to approve the March 24, 2020 Meeting Minutes. Green motioned, Delly seconded. March 24, 2020 minutes were unanimously approved. Yansen called for a motion to approve the April 9, 2020 Meeting Minutes, Gibbs motioned and Delly seconded. The April 9, 2020 minutes were unanimously approved.

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

- **CAO Klein**-Closeout of 2019-2020-June 5, 2020 last day of teaching new content. June 6-25, 2020 report card recovery/enrichment. Chromebook collection and cleaning will coincide with locker cleanout process. Teachers are scheduled to clean out classrooms and collect materials. Closure procedures in regards to student transcripts and exemptions are taken directly from NYSED.
- Students enrolled in online credit recovery courses will be issued Exemptions if they passed the course and only need to pass the exam. (21 students passed exams in January, 124 students to receive exam exemptions due to passing the course in a previous year, 94 students are still enrolled in OLC courses.
- Grading Adjustments have been made for the 3rd and 4th Quarters. Students have June 6-June 25 to raise their grades. Teachers are providing individual and small group office hours for additional assistance.

- In April 375 students logged into their Google accounts. 11 students did not. Grade Level Managers and Counselors are reaching out to connect with families not participating. Students are also reaching out to encourage participation.
- The Brockport Partnership with UPrep for teacher certification is moving forward. 22 interested staff members have been in contact with Dr. Wilkens from Brockport to gather information about the program.
- The SUNY Accountability report for 2018-2019 continues to report a need for academic improvement in 7th and 8th grades. Several adjustments have been made to support students; Reading Program implementation, E Math Instruction, IRLA and NWEA testing.
- Preparation for opening 2020/2021 School Year will follow NYS Executive Orders and NYSED Directives.
- **CEO Larkin**-A Virtual Graduation for UPrep students is being planned. Stations will be set up for student arrival, student interview, cap and gown change, diploma distribution, photo shoot and student exit.
- **COO-Cintron**-UPrep enrollment has been consistent at 386. UPrep has received 169 applications for 2020/2021. Total applications projected to enroll is at 89. The total need is 61 confirmed applications which includes registration in progress, registration completed and seat offer accepted.
- SBA Payroll Protection Program Application submitted.
- **CEO Larkin**-Status of Sports Program at UPrep for 2020/2021-UPrep football has been reclassified from Class AA to Class A . Malcolm Lee, Director of Health, Physical Education and Athletics, has requested an increase in funding to support the entire athletic program.
- The School Calendar for 2020/2021 was presented and reviewed.

IV. COO Report-Suki Cintron

- S. Cintron presented the 2020/2021 Budget which included costs for participation in a Teachers' Retirement System. Information was shared and some questions addressed regarding the TRS. The BOT requested to review the 2020/2021 Budget omitting the TRS in the budget, which will be reviewed at the June meeting.

V. Board Treasurer/Finance Committee Report

- The Amended 2019/2020 Annual Budget was presented and reviewed. (see Resolution 05-14-2020.3)
- T. Green presented the Balance Sheet as of April 30, 2020 and the Profit and Loss Statement. UPrep is in good financial standing.

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-no report
- Board Development Committee-the committee has had 3 meetings to review Board Policy to identify policies needing updates.
- Career and Technical Education-no report

- Instructional Development and Data-all deadlines met. Team is researching books that identify with Cultural Responsiveness for each grade level.

VII. Board Special Committee Reports-None

VIII. Old Business

- Amended 2019/2020 Annual Budget – (Resolution 05-14-2020.1)

IX. New Business (See Resolutions)

- School Calendar 2020/2021-Resolution 05-14-2020.2
- Board Policy-Budget Development-Resolution 05-14-2020.3
- Annual BOT Meeting: Date, Time, Location, Agenda-Resolution 05-14-2020.4

X. Resolutions:

- **Resolution 05-14-2020.1** - Be it hereby resolved that the BOT amends the 2019-2020 Budget adopted by Board Resolution 06-11-19.1 as recommended by the Chief Executive Officer dated March 12, 2020 with total revenues of \$8,299,937 and expenditures of \$8,299,937. The Board Amended Budget shall be submitted and posted as required by Board Policy, SUNY requirements, and regulations of the New York State Education Department. So moved by Green and Delly. Unanimous BOT approval.
- **Resolution 05-14-2020.2**-Be it hereby resolved that the BOT approves the 2020-2021 School Calendar presented to the Board by the Chief Executive Officer at the May 14, 2020 Board Meeting. So moved by Green and Froula. Unanimous BOT approval.
- **Resolution 05-14-2020.3**-Be it hereby resolved that the BOT approves the revised Board Policy Administration-5 Budget Development and Approval as recommended by the Board Development Committee at the May 14, 2020 meeting. So moved by Gibbs and Abdulmateen. Unanimous BOT approval.
- **Resolution 05-14-2020.4**-Be it hereby resolved that the BOT approves the Annual Board of Trustees Meeting to be held on July 9, 2020 at 4:00 p.m. located at UPrep. The agenda shall include the following:
 - a. Election of Officers**
 - b. Appointment of Standing Committees for 2020/2021**
 - c. Establishment for Board Priorities for 2020/2021**
 - d. Evaluation of Leadership Team**

So moved by Green and Delly. Unanimous BOT approval.

XI. Executive Session

- Yansen called for a motion to enter into Executive Session at 8:37 p.m. to discuss pending litigations. So moved by Abdulmateen and Delly. Yansen called for a motion to exit Executive Session at 9:03 p.m. So moved by Green and Delly. Executive Session ended at 9:03.

XII. Adjournment

- Yansen called for a motion to adjourn the meeting at 9:06 p.m. So moved by Green and Gibbs. The meeting adjourned at 9:06 PM.

Next Meeting: Special Meeting for Budget Review and Approval, June 4, 2020, 4:00-7:00 P.M. (via Zoom).

June 11, 2020 Regularly Scheduled Board Meeting@ 6:00 via zoom

July 9, 2020 Annual Board Meeting, 4:00-7:30 P.M.

