

ORACLE CHARTER SCHOOL
888 Delaware Avenue
Buffalo, New York 14209

**MINUTES OF THE BOARD OF TRUSTEES REGULAR MEETING
Thursday, December 7, 2017**

Board Co-Chairs Jacqueline Hollins and Ramone Alexander called the meeting to order at 6:00 PM.

The following individuals were present:

Trustees – Jacqueline Hollins, Ramone Alexander, Thomas Bailey, John Whitty, Susan Hakala, Maureen Ludwig, Ron Stewart, James McLeod, Ramelli Choates, George Nicholas

Trustees Excused: Vivian Logan, Divitta Alexander, Bryan Donohue, Evin Conyer

Administration – Janet Barnes, Benjamin Willis, Ellen Connell, Dara Seeley

Legal – Steve Polowitz.

APPROVAL OF MINUTES

Upon a motion by Ron Stewart seconded by John Whitty, the Board voted unanimously to approve the minutes of the November 4, 2017 Board of Trustees Regular Meeting.

SCHOOL ADMINISTRATION UPDATES

Student Enrollment and Attendance – Enrollment stands at 311 students. The attendance rate for November 2017 was 79.68% with 126 students who were repeatedly tardy and 160 individuals who were repeatedly absent. Ms. Barnes noted that after the winter break, an attempt will be made to curtail tardiness by shifting the advisory period to early morning.

Student Conduct – There were 107 removals from class involving 67 individual students. The most common reason for removal was violation of teacher expectations. There was discussion about how that is defined. Trustee George Nicholas asked Ms. Connell to provide a comparison of conduct and response this year vs. the previous school year. ,
Student Life – Ms. Connell noted that the Fresh Start restorative justice program has been started, with 10 students referred so far. An Awards Ceremony was held on 12/1/2017 to recognize Honor Roll students.

Operating Procedures –

- A. Ms. Barnes provided a written overview of the School's Special Education /504 Procedures and explained how the procedures and accommodations are followed to comply with legal and regulatory requirements. It was suggested that the Board create a simple policy document that states that OCS will follow the mandate of law with respect to special education and 504 procedures to align with NYS guidelines and education law.

Upon **Motion** by James McLeod seconded by Ramone Alexander, the Board unanimously agreed to adopt a simple updated policy that OCS will follow the mandates of law with respect to special education and 504 procedures to align with federal and NYS law, regulations and guidelines.

A working document outlining standard operating procedures for identifying, tracking, and dealing with special education students has been created and is available in a binder containing all pertinent resources.

- B. Ms. Connell explained the step by step standard operating procedures for formal suspension of students and for out-of-school suspensions of students. Upon suggestion by legal counsel, Ms. Connell agreed to revise the SOPs to include more detail on exact timeframes for actions taken by the administration.

Plans for the Future (Charter Renewal Strategic Plan) – The Board was updated on the most recent CSI site visit to OCS on November 29, 2017 and the debriefing provided to the Board Co-Chairs by Ms. Miller Carello and Mr. Wasbes upon the conclusion of their visit. Dates for the impending recommendation and responses on charter renewal by CSI were reiterated. Co-Chair Hollins noted that the Executive Committee is meeting on December 12, 2017, and if the recommendation was available by then, next steps would be discussed in detail at that point. Trustee Nicholas expressed interest in how the Board can spur teacher retention and teacher satisfaction and professional development. Revisiting an issue that was raised in the past, the Board directed that the Director of Operations prepare a total compensation information sheet for presentation to teachers and staff to inform them of the value of the entire compensation package offered by the School. The ad hoc Personnel Committee has begun looking at pay structures at other charter and public schools to determine best practices.

COMMITTEE REPORTS

Academic Excellence Committee — Committee Chair Vivian Logan has stepped down from the chairmanship. The committee did not meet in November but will meet in December. Dr. Ramelli Choates has agreed to be the new chair.

Finance Committee – John Whitty, Committee Chair, reviewed the balance sheet as of October 31, 2017 and the income statement for the three months then ended. Variances from budget were explained. It is expected that unfavorable revenue variances will continue due to enrollment being below projected.

Governance Committee—Thomas Bailey, Committee Chair, reported that January 20, 2018 has been proposed for the annual Board retreat. The retreat will be held at Buffalo State College, and subjects for discussion include succession planning for the Board, use of data to inform decision making, and a possible presentation to CSI on Board excellence and professionalism.

In light of the fact that Parent Trustee Evin Conyer no longer has a child who is enrolled at OCS, the Committee will turn its attention to recruiting a new Parent Trustee.

ADJOURNMENT

At 8:05 PM upon Motion by Ron Stewart, seconded by Ramelli Choates, the Board unanimously approved adjournment of the meeting.

The next Regular Board Meeting will take place on January 4, 2018.

Respectfully submitted,

Susan Hakala
Secretary to the Board