

**UNIVERSITY OF HOUSTON SYSTEM
CHARTER SCHOOL BOARD AGENDA**

ITEM: AGENDA ITEM 4

MINUTES FROM MEETING OF JANUARY 23, 2018

SUMMARY:

Draft minutes of the UHCS Board meeting from January 23, 2018 are submitted for review and approval.

SUPPORTING DOCUMENTATION:

Draft minutes

CONSIDERED BY THE BOARD ON: April 17, 2018

APPROVED AS PRESENTED:

_____ ✓ _____

APPROVED AS CORRECTED:

NOT APPROVED:



Jonathan Schwartz, UHCS Board Secretary

UNIVERSITYof **HOUSTON** | CHARTER SCHOOL

MINUTES

University of Houston Charter School Board

Date: January 23, 2018 (*rescheduled from January 16, 2018 due to inclement weather closure*)

Time: 9:00 a.m.

Place: UH Charter School
Board of Regents Conference Room, 128 E. Cullen Building
University of Houston
Houston, Texas 77204

Present: Jonathan Schwartz, Ph.D., College of Education Faculty Representative
Rozina Chowdry, Teacher Representative
Alex Hernandez, Parent Representative
Rebecca Sanford, Ph.D., Community Representative
Patricia Paquin, Acting Principal and Superintendent, UH Charter School (non-voting ex-officio)

Absent: Robert H. McPherson, Ph.D., Chair

Quorum: Four of five Board members/representatives present (majority required).

New Business:

1. Call to Order: 9:07 a.m. by Secretary Schwartz.
2. Roll Call and acknowledgment of presence of Board members Schwartz, Chowdry, Hernandez, Sanford and Paquin (non-voting ex-officio). Record noted that Chair McPherson is absent.
3. Alex Hernandez, the new Parent Representative, was introduced to the Board members. Mr. Hernandez has been a UH Charter School parent for four years.
4. Students from the UH Charter School demonstrated their appreciation for the UH Charter School Board and presented the Board members with certificates and kites.
5. Secretary Schwartz noted that no individuals signed up to speak and accordingly no Open Forum was necessary.
6. Secretary Schwartz presented the Board Minutes from the October 24, 2017 Board Meeting for review and approval. Representative Sanford requested that "Hoyt" be struck from her name such that it will read "Rebecca Sanford." Motion: Representative Rozina Chowdry moved to

approve the October 24, 2017 Board Minutes with the requested name modification, seconded by Representative Rebecca Sanford. The Motion passed unanimously.

7. UH Charter School FY2017 Annual Financial Report (with Independent Auditors' Report Thereon) presented by Robert Belt of Belt Harris Pechacek (Auditors). Motion: Representative Rozina Chowdry moved to approve the FY2017 Annual Financial Report, seconded by Representative Rebecca Sanford. The Motion passed unanimously.
8. Patricia Paquin presented the UH Charter School Quarterly Budget. No vote is required on the Quarterly Budget.
9. Patricia Paquin presented four proposed amendments to the 2017-2018 Annual Operating Budget which included a request for increases to the FY18 ESSA Entitlement Summary, FSP Summary of Finances, and increased participation in the meal program. Additionally, the UH Charter School students raised funds to donate to a specific charity and Ms. Paquin requested budget for this cost center in the amount of the revenues requested. Motion: Representative Rebecca Sanford moved to approve the amendments to the 2017-2018 Annual Operating Budget, seconded by Rozina Chowdry. The Motion passed unanimously.
10. Patricia Paquin presented the Principal's Report on the UH Charter School. There have been many activities at the UH Charter School, including a Family Night at a UH football game, science activities including the Science Fair, UH Homecoming Spirit Week, Family Math Night, Charter School Gardens, Camp Construct, Pumpkin Art, Parent Night Out, Book Character Day, UH COE Lip Sync Battle, 5th Grade Field Trip to the Texas Capitol and Enchanted Rock, Veteran's Day Celebration, after school STEM project, Navigator's First Thanksgiving, Portfolio Presentations, Mars Rover, Education Day at UH Men's Basketball, World Bazaar, Breakfast with Santa, and holiday support for 11 Harvey families with 22 children. No vote is required on the Principal's Report.

Break from Open Session for Executive Session at 9:50 a.m.

EXECUTIVE SESSION

11. Call to Order for Executive Session: 9:51 a.m. by Secretary Schwartz.
12. Consultation with System Attorney Regarding Legal Matters and/or Contemplated Litigation or Settlement Offers – Texas Government Code Section 551.071.
13. Adjournment of Executive Session: 10:16 a.m. by Secretary Schwartz.

Return to Open Session at 10:17 a.m.

14. Secretary Schwartz announced that the members met in Executive Session and no formal action was required or taken.


15. Patricia Paquin presented the 2016-17 Texas Academic Performance Report. The UH Charter School 2017 Accountability Rating overall is "Met Standard." No vote is required on the 2016-17 Texas Academic Performance Report.

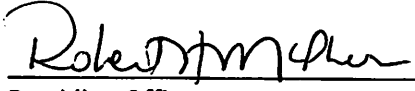
16. Patricia Paquin and Lauri Ruiz presented information on updating policies relating to teacher employment including 1) vacation accruals, 2) annual appraisal process, and 3) letters of commitment. The Board discussed all issues and indicated research and consultation to continue among Human Resources, Legal and the Board on issues 1 and 2 with plans to have new policies in effect for the 2019-2020 school year. With regard to issue 3, the following motions were made. Motion: Representative Rozina Chowdry moved to change policy to seek letters of commitment from teachers for each subsequent school year the prior spring with commitments beginning for the 2018-2019 school year, seconded by Alex Hernandez. Second Motion: Representative Rozina Chowdry moved to appoint a subcommittee to review and approve letters of commitment and the subcommittee shall consist of Chair Robert McPherson and Representatives Jonathan Schwartz and Rebecca Sanford, seconded by Jonathan Schwartz. Both Motions passed unanimously.

Adjournment: There being no further business, Secretary Schwartz announced the next meeting will be Tuesday, April 17, 2018, and declared this meeting adjourned by unanimous consent at 10:58 a.m.

Documentation submitted
Respectfully submitted by,

Adopted by the Board in the meeting of
4/17/2018 (Date of Meeting)


Jonathan P. Schwartz, Ph.D.
Secretary


Presiding Officer

Others present:
Lauri Schneidau Ruiz
Robert Belt
Dona Cornell (Executive Session)