

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES MEETING – MINUTES
THURSDAY, JUNE 10, 2021**

Present: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Felicia Dees, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Taj Smith

Absent:

Guests: Kirsten Barclay, Esq. and Dr. Alice Bartley

Media Notification: The Democrat and Chronicle was notified of the June 10, 2021 Annual Meeting and Regular Board Meeting on June 4, 2021.

ANNUAL MEETING

The Annual Meeting was called to order at 6:01 p.m.

Slate of officers identified by the Board Chair and Governance Committee for the 2021-2022 School Year:

Board Chair: Mubarak Bashir
Vice Chair: Duwaine Bascoe
Treasurer: Bliss Owen
Secretary: Shakeel Armstrong

Motion 210610.1 Upon a motion by Felicia Dees and duly seconded by Taj Smith, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve to elect the slate of officers identified by the Board Chair and Governance Committee for the 2021-2022 School Year.

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Felicia Dees, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Taj Smith

Voting in the negative: None

Motion 210610.1 passed 8 to 0

Board Chair shared planned appointments for committees:

Education Committee: Shakeel Armstrong and Miriam Miranda-Jurado serving as Co-Chairs along with all BoT Members

Governance Committee: Chair Duwaine Bascoe

Audit and Finance Committee: Chair Bliss Owen

Recruitment Committee: Chair Taj Smith along with the Leadership Team

Motion 210610.2 Upon a motion by Bliss Owen and duly seconded by Felicia Dees, the following was submitted for approval: **RESOLVED** that the Board of Trustees adjourn the Annual Meeting at 6:04 p.m.

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Felicia Dees, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Taj Smith

Voting in the negative: None

Motion 210610.2 passed 8 to 0

BOARD MEETING

The Regular Board Meeting was called to order at 6:05 p.m. and the Mission Statement was shared.

Motion 210610.3 Upon a motion by Bliss Owen and duly seconded by Taj Smith, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the May 20, 2021 BoT Meeting Minutes.

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Felicia Dees, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Taj Smith

Voting in the negative: None

Motion 210610.3 passed 8 to 0

CEO's REPORT – Lynn McCarthy

- Dashboard
 - Enrollment at 395
 - ✓ Decreased by one student from April to May - withdrawal due to a move
 - Wait list at 340 students
 - Demographics have remained stable
 - Students with Disabilities and ELL and Economically Disadvantaged remain stable
 - Wait list for 21-22 went up slightly – applications continue to be received – adding to the bottom of the list
 - Seven openings for the next school year
 - ✓ Will send out offers to three kindergarten students tomorrow
 - 53 students withdrew this year with 99 new students and total enrollment at 396
 - Attendance data has fluctuated at around 67%
 - ✓ Remote students have not maintained attendance while students attending in person have been consistent with attendance
 - Four home visits were made this month
- Two school events
 - Penny War Jars – a campaign for Golisano Children's Hospital raised \$1,035
- Marvelous Men and Women of Wonder
 - Winter Store in December but was canceled due to Covid school closure
 - Moved the Winter Store to honor women and men – students chose gifts for the men and women of importance in their lives
 - Students decorated gift bags and added gifts
 - Funded through the Kennedy Foundation Grant
- Discipline data has cut down in half
 - Fifth grade continues to hover around the same number
 - ATS needed mostly in the upper grades
 - Three out-of-school suspensions for short periods of time
- Staff demographics remained the same
- A teacher resigned in May for a traditional public school district
 - Exit form indicated that the main reason was to enter the NYS Retirement System
 - Teacher was with UCCS for two years
- Staff certified – two uncertified and one pending certification
 - Kelly Walker has been working with our teachers in an uncertified category to get the needed items completed
- ELA will be updated and presented in June – very little change in iReady
- Benchmark 10
 - Marquez presenting CRSSA Act Funding proposal
 - American Rescue Plan

- ✓ Document shared that outlines programs that center around recovering all learning loss
- ✓ Elementary and Secondary Relief Act
- ✓ \$58B allocated
- ✓ March 13, 2020-September 30, 2023
- ✓ Allowable uses are specific and we chose to allocate our funds towards 11 learning loss recoveries impacting academics: Data Warehouse Terra and Powerschool
- ✓ Asking the BoT to review and make recommendations
- Summer School
 - Planning for 15 students per grade level
 - Currently at 92 applications with a plan for 120 and will accept up to 150
- Staff Appreciation
 - Kona Shaved Ice Truck and Luigi's Ice Cream Truck visits planned
- Graduation planned at home for specific times in yards
- Book 2 scores have been returned, but have not been reviewed to date. Will allow us to gather info and attach to each student. Will present at July meeting ELA and Math testing that was not required, but we chose to see how our students scored.
- Book 1 – no information received to date or how the scores will be used in the future

CEI's REPORT – Michael Kohlhagen and Dr. Alice Bartley

- Planning a Board Retreat
- Nelson Blish, Former Chair, is interested in sponsoring and planning a dinner for members that rolled off the board in 2020
- Excited about all that is happening at the school – Summer School, etc.
- Expectations are based on the benchmarks
- CEI Reports will be shared at these meetings and the upcoming Education Committee meetings
- Improvement plan - budget
- Dr. Bartley shared:
 - Exciting time to finish the school year
 - Data is being used
 - Thanked the CEO for working through School Improvement Plan
 - ✓ Reviewing what we have accomplished and what we will do in the future
 - ✓ English Language Arts – moving across the school

Chris Vernon:

- Guided reading and coaching
- Literacy intervention
- RtI program throughout the school
- Social Studies – Wit and Wisdom
- Science Curriculum Specialist – Mark VanAuker
- ELA, Math and Science will go a little deeper

Michael Samuel:

- Amplified Science – next generation standards align – hands on investigation allows our students to have a two week internship in the curriculum
 - Study what it entails to be a scientist
 - Literacy and comprehension at the lower grades
- After one school year with Eureka – more familiarity – will make increases in some of the gaps
- Professional Support
- Building of handbooks
- Teachers are able to articulate needs
- Skill-based groups for summer programming
- Excited about new data platform – Terra
- Call survey – will do that again on June 16 – school-wide data will be gathered
- Moving forward with Radical Readers
- Position students to return in the fall on grade level
- Board and leadership retreats
- Retreat followed by Summer Institutes
- Celebration for teachers planned

TREASURER’S REPORT – Bliss Owen

- Full detailed financial report was distributed in advance with little change
- CEO presented the budget for review/vote:
 - It is a working document – future changes will be presented to the board
 - Fundraising – hoping to hold fundraisers planned before COVID
 - Title funding increased slightly
 - Allocations just received
 - Local grant funding to 0 – Daisy Marquis Jones Foundation has reached out regarding a grant for computer hardware

- Lowered our high cost aid
- Food Service analysis – currently exploring vendor options
- Revenue increased slightly from budget last year
- Classroom supplies – had decreased due to pandemic year/receipt of many donations
 - ✓ Allowing our teachers to order supplies – specific for their classrooms
- Technology split up for hardware and software
 - Kennedy Foundation is making a donation for hardware
 - Software is down from the previous year – tied in to the money allocating from the two federal and state grants
- Special Events – graduation/family nights/pizza/drinks/prizes
- Library down \$500 – better use of our library resources – building up classroom libraries
- Field trip and transportation - \$6K and determining how this will look
- Professional Development will be produced by CEI or through packages
- Saturday School Expenses – looking at After School Program instead of Saturday School
- Center for Youth to provide the after school programming as previous years through grants
- Section 5 sports – offering basketball for girls and boys along with track and field – expenses higher in past for uniform purchases and season did not happen due to Covid so we have all of the items available
- Title Four collaborated with a couple of the other charter schools - threshold of ELL
- Food expenses – stable - added to the kitchen supplies
- Salary and wages figured on a 2% increase
- Technology position – partnered with Entre
- Family Engagement back to 0
- Custodial - 2% rate increase
- Food Services – one retired staff member – down
 - In the process of filling the position for a total of two workers
- Counselors, Dean and Intervention Staff
- Grant writer left at 0
- Special Education and Literacy – Rtl included
- TA's up – Finance Committee reviewed pay for vacation – recognizing TA's for the work they do – guided reading and training – feedback of appreciation for being paid for entire breaks
- Health insurance - small increase
- All insurance looking at 14% increase across the board
 - Once we have final from the State, will take to the Finance Committee to decide how we will handle
 - Absorbed last year
- Staff appreciation – dropped down to \$5K
 - If holiday events return, might need to increase
- Legal fees increased – still have not secured the building as owners – legal fees will be higher
- Conferences and workshops are stable
- Membership subscription – dropped down to \$1K
- Professional Services stable

- IT Specialist has increased – Entre was committed for one day per week and will be increased to two days per week – working with Terra directly and other platforms - consistently uploading to all systems – with data available to be viewed by teaching staff
- Website will be managed on our own going forward
- Facilities lease decreased – plan to own the building
- Property taxes continue until we purchase the building
- Property insurance down – will increase if we own the building
- Upgrades with HVAC
- Trash removal – returning to regular amount
- Security and safety decreased
- Bus and Cyber insurance increasing
- Postage and shipping dropped
- Fingerprinting increased with new board members and staff members
- Office supplies increased
- Equipment rental \$30K – since all are located in one building, we dropped the number of copiers leased
- Office equipment furniture – previous owners left furniture
- Phones – less expensive
- Internet expenses increased – Spectrum – some reimbursed
- Leasehold improvements and bank fees – no moving expenses

Motion 210610.4 Upon a motion by Felicia Dees and duly seconded by Duwaine Bascoe, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the 2021-2022 School Budget as presented.

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Felicia Dees, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Taj Smith

Voting in the negative: None

Motion 210610.4 passed 8 to 0

GOVERNANCE COMMITTEE – Miriam Miranda-Jurado

- Committee met and is preparing to meet with CEI to present the Trustee examination – to be shared with the full board in the future
- Seeking additional board members to support the work – there is much work to complete
 - Additional parent board member represented needs to be added
 - ✓ CEO will reach out to the UCCS parent that expressed interest last year

- Purposeful onboarding for potential candidates – expectations to be clearly communicated for acceptance

CHAIR REPORT – Mubarak Bashir

- Reiterated the need for additional board members
- With plans for the new Education Committee – asking all board members to participate on the committee
 - Will be planning additional meetings geared towards benefiting the school and board members

PUBLIC COMMENTS - None

Motion 210610.5 Upon a motion by Duwaine Bascoe and duly seconded by Miriam Miranda-Jurado, the following was submitted for approval: **RESOLVED** that the Board of Trustees enter Executive Session at 7:25 p.m. to discuss a personnel matter.

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Felicia Dees, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Taj Smith

Voting in the negative: None

Motion 210610.5 passed 8 to 0

Motion 210610.6 Upon a motion by Duwaine Bascoe and duly seconded by Felicia Dees, the following was submitted for approval: **RESOLVED** that the Board of Trustees exit Executive Session at 7:54 p.m.

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Felicia Dees, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Taj Smith

Voting in the negative: None

Motion 210610.6 passed 8 to 0

Motion 210610.7

Upon a motion by Miriam Miranda-Jurado and duly seconded by Felicia Dees, the following was submitted for approval: **RESOLVED** that the Board of Trustees adjourn the meeting at 7:55 p.m.

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Felicia Dees, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Taj Smith

Voting in the negative: None

Motion 210610.7 passed 8 to 0

NEXT BOARD MEETING: July 15, 2021