

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES MEETING – MINUTES
THURSDAY, FEBRUARY 11, 2021**

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

Absent: Shakeel Armstrong

Guests: Kirsten Barclay, Esq. and Taj Smith, Prospective Board Member

BOARD OF TRUSTEES MEETING

The Board Meeting was called to order by Mubarak Bashir at 6:01 p.m. and the mission statement was shared.

Board member introductions and prospective board member Taj Smith introduction:

- Taj is looking forward to working with the UCCS BoT
- Third year living in Rochester
- Director of Diversity in Education at Rochester Institute of Technology
- Passionate about education
- Attended urban schools as a young person

Motion 210211.1 Upon a motion by Bliss Owen and duly seconded by Felicia Dees, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the January 14, 2021 minutes.

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

Voting in the negative: None

Motion 210211.1 passed 6 to 0

CEO's REPORT – Lynn McCarthy

- Dashboard Review – January 2021
 - Enrollment
 - ✓ Steady at 376 with the same distribution
 - ✓ Wait list as of 1/31: 383 students with the majority 7th grade students
 - ✓ Students with Disability stable – gained one and lost one
 - ✓ Added two ELL students - upon review of files found two of our students that were reinstated from past services
 - ✓ Enrollment over time: 51 students left with 91 new students
 - ✓ Currently have three offers extended to families
 - Attendance
 - ✓ Percentage going down and the team is addressing (Dean will report later in the meeting)
 - ✓ 30 home visits in January - mainly for attendance follow-up
 - 5th grade students have the highest number of Help Zone visits
 - Two ATS visits – one was a short visit
 - Staff
 - ✓ Demographics stable
 - ✓ No staff members left UCCS
 - ✓ Hired a Social Studies Teacher and replaced the SPED teacher that retired in K-2
 - ✓ No open positions, but we are seeking an RtI Teacher (addition)
 - ✓ Teach Staff: 30 with 26 Certified
 - Academics
 - ✓ Set of interim assessments completed

Benchmark 1

Michael Samuel:

- Overall math did not drop and showed slight growth
- Shared the Midyear Diagnostic
 - Decreased to 76 students at three grades below
 - Decreased to 69 students at two grades below
 - One grade below at 154
 - Increased to 24 students mid or above

Chris Vernon:

- Similar picture with reading assessments – showed slight growth

- Tiers: slightly higher percentage of students tier one, tier two and three decreasing slightly – trending in the right direction
 - Diagnostic completed for most of our students: 94% for math and 91% reading with a shorter testing window
 - Engaging families and students is much better than the autumn experience and after a year of remote learning, engagement is positive
 - Continuing to work on the validity of the data – testing done at home and individual cases where tests are re-set
 - Growth in 8th grade
- A full day of Professional Development was held with iReady yesterday

Michael Kohlhausen:

- Comprehensive assessment calendar, mock assessments along with iReady, unit tests from the core curriculum all together will provide a profile of the student in place of the NYS Assessment
- Discussed the expectation of CEI staff members onsite for three or four days per month
 - Surprised to learn that one CEI staff member has not been on site since November
- ELA coach search in progress, but is delayed and needs to be a higher priority
 - CEI is committing to identifying some lead teachers to take on some leadership roles and to secure a local ELL Coach

Benchmark 2 Teaching and Learning

- As part of the reopening plan, Kirsten Barkley recommended that clarification be sought from the CSO for clear understanding of expectations for assessment data in addition to iReady – data like what the State Test would highlight: iReady, curriculum-based assessments, Eureka, and Wit and Wisdom
- Mock state assessments
 - Planning for help from CEI to administer assessments
 - Snapshot in time through iReady and other assessments

Lynn McCarthy:

- Revisiting reopening plan
 - Hybrid learning model alongside a remote learning option

- Half of the hybrid learners attend on Mondays and Tuesdays, half attend on Thursdays and Fridays, and some students attend all four days
- Majority of parents declined the hybrid option so we opened only one classroom per grade level with 13-14 students per room and some classes with fewer students
- One teacher for in-person learning and one teacher for remote learning
- Since winter break, number of students attending in-person with requests from families to switch has increased and we are reaching our capacity
 - No positive cases of Covid-19 since reopening after winter break
 - Plan to open two classes per grade level where needed
 - The lead teacher will provide instruction for in-person students and TA will support remote students
 - Offering opportunity for all students to attend school two days per week, expanding students educated in person at school
 - Hybrid will be the main model with the remote model changing slightly
 - Should not see an increase in Covid-19 with maintained social distancing and masks
 - Students attending in-person instruction are showing better academic growth than students attending remotely
 - Will require change in the schedule and teacher for students
- Grade 8 has had low attendance in-person and likely will retain one classroom

Other Accomplishments

- Virtual Talent Show set for February 26
 - Music and Theater Arts Department
 - Participation by students, parents, families, staff
 - Prizes

Kirsten Barclay, Esq. - Enrollment and Admission Policy

- A condition of the charter renewal included a need to adopt weights for enrolling students with disabilities as well as ELL students
 - If percentage of students is lower than the Rochester City School District, students with disabilities and ELL students will be given more weight in the enrollment lottery
 - ✓ Ability to increase those numbers slowly and steadily
 - ✓ Recruitment efforts continue to be reviewed – seeking more applicants

- ✓ Expanded questions will be included on the application – helpful for selection of students not previously identified
- ✓ Screening
- ✓ Good faith attempt to capture more students in those sub groups
- ✓ Give those students additional tickets for the lottery
- ✓ Create balance
- Amendment might be needed in the future

Motion 210211.2 Upon a motion by Miriam Miranda-Jurado and duly seconded by Bliss Owen, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the Amended Enrollment and Admissions Policy.

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

Voting in the negative: None

Motion 210211.2 passed 6 to 0

CEI’s REPORT – Michael Kohlhagen

- Learning Ally - a reading resource for students with reading difficulties
 - Recommending the entire school have access
 - Thousands of books available/recorded for students
- NoRedInk – comprehensive writing program for students
- Leadership team participated to adjust instructional motivation – 7th and 8th grade
- Enrichment programs can be part of the strategy to re-engage students and get them involved in projects this spring in the school building or online
 - Working on plans to implement
 - Planning a Coding Class for students in the Middle School
 - Artists in Residence
 - Delivered some gaming stations
 - ✓ E-Sports
 - ✓ Aligning it with some live basketball tournaments
 - ✓ For every hour of gaming, lessons in leadership development and college to career mini lessons
 - ✓ Align to new industry of E-Sports

- ✓ Helping with attendance
- Data connectivity
- Coaching/Professional Development
 - ✓ Professional Development survey went out to teachers today
- Science piece important to highlight
- Curriculum audit
- Starts to address working with those teachers on those content areas
- STEM
- Putting together a brand new brochure
 - ✓ Student activities and enrichment
 - ✓ Brochures will go out on all the social media platforms
- Increase awareness about UCCS for Hispanic students
 - ✓ Identifying non-profits that will help
- Virtual Fair through Good Schools ROC
 - ✓ Will seek families so we can reach out via regular mail
 - ✓ Booklet from Good Schools ROC and a UCCS booklet to send as well

Marquez Elem:

- Good Schools ROC
 - Applications from families utilizing three choices
 - Enrollment is strong in addition to waiting lists for K-8
- Working with Google to establish an account and change the school location and inaccurate information related to our school permanently closed
- Amy Shore shared that the new website will go live after approval
 - Google translate – not public – private URL – old website points to the new direction
 - Using templates from other charter schools –
 - Website to be reviewed by the leadership team

Status Review – Work with the CSO

- Board Chair and the full BoT compiled a letter with an update and information
 - CEO, Leadership Team and CEI contributed
 - Letter addresses pending/ongoing needs
- Appointment of Vice Chair
- Relationship with CEI
- Provide reports to David Frank and CSO
- COVID funding in progress and extended to March 1

- Record date when the CEI evaluation will be provided
 - Evaluation needs to be completed by May 31
 - Report completed prior to June so adjustments can be made

TREASURER'S REPORT

- Adjustments to the Budget were reviewed

Motion 210211.3 Upon a motion by Bliss Owen and duly seconded by Michael Kohlhagen, the following was submitted for approval:
RESOLVED that the Board of Trustees approve the Amended Budget.

Voting in the affirmative: Duwaine Bascoe, Mubarak Bashir, Felicia Dees, Michael Kohlhagen, Bliss Owen

Voting in the negative: None

Motion 210211.3 passed 5 to 0

- Review of December financials
 - Investment fund increased \$87,000
 - Reports for January will have the current compared to the budget that was just approved
 - Amended budget will be added and we will make comparisons

GOVERNANCE COMMITTEE

- Evaluation Tool for CEI
 - Required to evaluate CEI's performance
 - Ventured into contract with CEI
 - Terms and conditions with the contract
 - Robust evaluation
 - Developed timeline
 - Identify one or two board members to lead the evaluation
 - Meet with CEI and CEO
 - Complete the assessment in Executive Session

- Finalize the evaluation at the end of May
 - June meeting will allow for changes to the terms and conditions for the next services agreement
 - Vote on the new agreement for July 1
 - Dissection of contract
 - Proposed rating scale
 - Tool is broken into the buckets of work for CEI's responsibility
 - Board overseeing the reconstitution
 - Training and development of the board
 - In compliance with all policy requirements
 - Teaching and learning
 - Fine detail of components of the contract
 - Instructional audit piece
 - Extended learning time
 - Project Boost
 - Data and technology integration
 - Developing a data culture in the school
 - Coaching and professional development
 - Some business operations
 - Charter renewal
 - Marketing and grants and fundraising
 - Student recruitment
 - Assist and support requirements vs. lead responsibilities
 - HR – CEI responsible for leading recruitment and developing a pool of teachers
- Suggestion that in addition to the board working with the CEO to understand CEI's work, a larger conversation to include the entire leadership team added
- A survey could be implemented
 - Build in broader input
 - Survey that goes out to the teachers
 - Review/approval at March meeting after input from Leadership and CEI
 - Tool to be shared with the CSO

Motion 210211.4

Upon a motion by Bliss Owen and duly seconded by Felicia Dees, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the Evaluation Tool.

Voting in the affirmative:

Duwaine Bascoe, Mubarak Bashir, Felicia Dees, Michael Kohlhausen, Bliss Owen

Voting in the negative: None

Motion 210211.4 passed 5 to 0

- Factual corrections to be added to the draft report
- Seeking input as soon as possible
- Discussed implications involved with securing a mortgage for the school building

- Miriam Miranda-Jurado resigned as Vice Chair and a new candidate identified:
Duwaine Bascoe, formerly Secretary

Motion 210211.5 Upon a motion by Michael Kohlhausen and duly seconded by Bliss Owen, the following was submitted for approval:
RESOLVED that the Board of Trustees formally accept the appointment of Duwaine Bascoe as Vice Chair of the BoT identified by the Governance Committee for a term to expire on June 30, 2021.

Voting in the affirmative: Duwaine Bascoe, Mubarak Bashir, Felicia Dees, Michael Kohlhausen, Bliss Owen

Voting in the negative: None

Motion 210211.5 passed 5 to 0

Motion 210211.6 Upon a motion by Michael Kohlhausen and duly seconded by Bliss Owen, the following was submitted for approval:
RESOLVED that the Board of Trustees formally accept the appointment of Shakeel Armstrong as Secretary of the BoT identified by the Governance Committee for a term to expire on June 30, 2021.

Voting in the affirmative: Duwaine Bascoe, Mubarak Bashir, Felicia Dees, Michael Kohlhausen, Bliss Owen

Voting in the negative: None

Motion 210211.6 passed 5 to 0

- Appreciation extended to Miriam Miranda-Jurado for her commitment as Vice Chair. She will continue as a board member in addition to Chair of the Governance Committee.

Carl Parris:

- Shared that attendance is a serious concern.
 - Reaching out to families
 - Many families have parents working and they cannot ensure the students are online
 - Some students are not being honest with their families
 - COVID fatigue
 - Behavioral Specialists for the 7th and 8th grade team are dividing up and contacting each family
 - Seeking an increase in attendance for March
 - Positive incentives

PUBLIC COMMENTS – None

Motion 210211.7 Upon a motion by Felicia Dees and duly seconded by Bliss Owen, the following was submitted for approval: **RESOLVED** that the Board of Trustees adjourn the meeting at 8:30 p.m.

Voting in the affirmative: Duwaine Bascoe, Mubarak Bashir, Felicia Dees, Michael Kohlhagen, Bliss Owen

Voting in the negative: None

Motion 210211.7 passed 5 to 0

NEXT BOARD MEETING: March 11, 2021