

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES MEETING – MINUTES
THURSDAY, JULY 13, 2023**

Present: Mubarak Bashir, Jeff Clark, Denise Friedman, Zahira Jimenez, Taj Smith

Absent/Excused: Nicole Reinhardt

Media Notification: The Democrat and Chronicle was notified of the July 13, 2023 meeting on July 7, 2023 with notice posted on the UCCS website.

BOARD MEETING

The meeting was called to order at 6:05 p.m. by Mubarak Bashir and the Mission Statement was shared.

Roll Call: Mubarak Bashir, Jeff Clark, Denise Friedman, Zahira Jimenez, Lynn McCarthy, Carl Parris, Amy Rawleigh-Schiavi, Taj Smith

Motion 230713.1 Upon a motion by Taj Smith and duly seconded by Zahira Jimenez, the following was submitted for approval: **RESOLVED** to approve the July 13, 2023 meeting agenda.

Voting in the affirmative: Mubarak Bashir, Jeff Clark, Denise Friedman, Zahira Jimenez, Taj Smith

Voting in the negative: None

Motion 230713.1 passed 5 to 0

Motion 230713.2 Upon a motion by Denise Friedman and duly seconded by Taj Smith, the following was submitted for approval: **RESOLVED** to approve the June 8, 2023 meeting minutes.

Voting in the affirmative: Mubarak Bashir, Jeff Clark, Denise Friedman, Zahira Jimenez, Taj Smith

Voting in the negative: None

Motion 230713.2 passed 5 to 0

PUBLIC COMMENTS - None

TREASURER'S REPORT – Denise Friedman

- Financial reports were shared at the meeting
- Cash position is strong
- Reviewed the dissolution fund with the accounting firm
- A/P is mainly related to the amount for CEI which is being disputed
- Running close to budget
- Payroll running under due to fewer staff members than budgeted
- Retention bonuses will show as a result of the February board resolution
- Variance will shrink in the next month

GOVERNANCE COMMITTEE REPORT - No Report

CHAIR REPORT – Mubarak Bashir – No Report

MANAGEMENT REPORTS – Lynn McCarthy, CEO

- Last month for review of a traditional Dashboard
 - Staff remained consistent - did not lose any staff or students right up until the end of school
 - Enrollment
 - ✓ 291 applications remained

- ✓ 7 kindergarten students enrolled for the upcoming school year
- ✓ Enrollment stayed strong – projected at 344 on June 30 for the 2023-2024 school year
- Attendance dipped in June to 76%
 - ✓ Half day for the last day of school due to misinformation for busing
- Discipline numbers declined
 - ✓ Out of School Suspension from 21 down to 9
- Last assessment for iReady
- End of Year Celebrations
 - ✓ Field Day
 - Students enjoy the special day
 - Highest attendance day
 - ✓ Awards ceremony
 - Recognized Strong Attendance Records
 - Content Awards
 - Achievement Awards
 - Citizenship Awards
 - Moving up certificates for each student provided by the State
 - Celebration for our kindergarteners held in the gym and then classrooms
 - Sand pails with water games
 - Cookies and certificates
 - ✓ Graduation
 - All children were celebrated

Amy Rawleigh-Schiavi:

- iReady data review/presentation
 - Shared definitions
 - Overall school performance
 - Diving into cleaning our data
 - Reading K-8 – ended with 101 students on grade level
 - 59 of our students moved at least one grade level or are on grade level
 - Positive to see and highest we have seen
 - Staying true to the curriculum and the expectations to move students towards growth
 - Many students moved two or more grade levels
 - Students were reading independently at their grade levels
 - Eureka Math has many benefits and the intentional coaching helped
 - Increases in the overall student performance on grade level
 - Overall decrease of the number at least two or more grade levels below
 - Measuring the effectiveness with trajectories wanted
 - Would have looked to continue to expedite tier three with pull-out services with strong intensity

- Annual typical growth for general education students
- Reading clean data for students that started with UCCS in the fall and ended in the spring
 - ✓ 69% made progress in Reading
 - ✓ 83% made progress in Math
 - ✓ Recognizing progress
 - ✓ Closing the gap
 - ✓ Gains were shown when working consistently every day with produced results
 - ✓ Students with disabilities progressing at a more rapid rate
 - ✓ Speaks to the strength of our programs that were intentional

Update of Closing Procedures to Date:

- Parent and Staff letters sent July 1, 2023
 - New UCCS families were sent a separate letter
 - Calls made to each family personally
 - ✓ Some families had a back-up arrangement
 - Majority of those students were siblings
- Sent letter to Susan Gibbons on July 5, 2023
- Press release on June 30, 2023
 - TV and Newspaper
 - L. McCarthy and C. Parris were interviewed by Channel 8 News
 - ✓ Data presented was sent to Channel 8
- Student records and report cards filed
 - Copying and forwarding for students going out of district
 - Some are also going to another charter school
- Boxing up files for pick up by RCSD to be ready on July 31, 2023
- Met with Inero
 - Talked through the closing procedures
 - Inero will have a large piece of the closing procedures
- Contact list with student names created on July 6 for C. Parris
 - Some students are set with new schools
- Faculty information sheet
- Closure meeting with insurance partners
- All staff should be terminated on August 31, 2023
- Some staff continuing on will have insurance
- COBRA notice to be sent out by August 1, 2023
- Life Insurance policies have been terminated
- Assured partners for personal property
- Workman's Comp reduced
- Cyber insurance
- Unemployment
- Met with BPAS (403b Retirement)
 - Policy will be terminated when the last staff member finishes working

- Staff will take disbursement or roll over to IRA – cannot remain with BPAS
- Employee notifications/termination letters sent on 7.10.23
- Bond benefit on 7.7.23 terminated 8.31.23
- Created an inventory worksheet with attorney Kirsten Barclay
 - Will go through each room
 - Must inventory all assets
 - Group and value
- Met with staff still working on 6.30.23
 - Two-month window of work
 - Possibility of longer
 - Will allow buy out of one week of vacation
 - ✓ Rest will roll over if they did not use
 - ✓ Paid out at the end of the two months
- Discussed scope of work with Entre
 - Our contract ends July 31, 2023
 - Will have the management services continue
 - Will be able to call the Help Desk
 - Chris will remain until the end of July
 - Grouped Chromebooks by value
 - ✓ Non-working equipment will be destroyed
- Letter of Employment verification for each staff member
- Discussing storage of employee files
- Appointment letter and unemployment regarding retention bonus money
 - Will need to send the board resolution that was made and the Labor Department will make the decision because the school closed
- Met with RCSD concerning employment Open House on July 18 and July 20 (Employment Fair)
 - Will match UCCS pay for our teaching staff hired
 - New York State Retirement System
 - Elementary positions on a wait list, but our teachers would be moved up to the top of the wait list
- Open House Hiring Fair for charter schools tomorrow and again on 7.17.23
- Building – will keep all informed related to intention to move out
 - There is a list of charter schools interested in the building
 - Will provide tours and information that we gathered when we were on track to purchase the building

Motion 230713.3

Upon a motion by Zahira Jimenez and duly seconded by Jeff Clark, the following was submitted for approval: **WHEREAS**, the Urban Choice Charter School is required to engage an independent auditor to conduct a final close-out audit of the School; and

WHEREAS, the Urban Choice Charter School has a long-standing relationship with Mengel, Metzger, Barr & Co., CPAs

NOW THEREFORE BE IT RESOLVED, the Urban Choice Charter School hereby directs the Chief Executive Officer to enter an engagement with Mengel Metzger Barr, CPA for the final close-out audit, subject to NYSED approval.

Voting in the affirmative: Mubarak Bashir, Jeff Clark, Denise Friedman, Zahira Jimenez, Taj Smith

Voting in the negative: None

Motion 230713.3 passed 5 to 0

Motion 230713.4

Upon a motion by Jeff Clark and duly seconded by Taj Smith, the following was submitted for approval: **WHEREAS**, at its February 2023 Board meeting, the Urban Choice Board of Trustees voted to pursue litigation in the event the Board of Regents voted to not renew the School's charter; and

WHEREAS, in April 2023, the Board of Regents voted to not renew the School's charter; and

WHEREAS, as of June 30, 2023, the New York State Supreme Court failed to rule on the motion and the School no longer has a charter to operate a school; and

WHEREAS, given the impact of continued uncertainty that has resulted from the Court's failure, the Board of Trustees believes it is the best interest of families, students and staff to bring closure to the matter.

NOW THEREFORE, BE IT RESOLVED, that the Urban Choice Charter School Board of Trustees hereby authorizes its attorneys, Bond, Schoeneck & King to withdraw the Article 78 petition and motion; and

RESOLVED, the Board of Trustees directs the closure of the School.

Voting in the affirmative: Mubarak Bashir, Jeff Clark, Denise Friedman, Zahira Jimenez, Taj Smith

Voting in the negative: None

Motion 230713.4 passed 5 to 0

Inventory:

- Board has to set a monetary value for what it considers capital assets
- Range can be as low as \$500 and as high as \$5,000
- Anything under this range, we still have to inventory, but we are not required to hold and put in the dissolution report
- If we do not donate or sell inventory, it will be taken over by the owner of the building
- Recommending an amount of \$3,000 to group things under that value so it can go to other schools

Motion 230713.5 Upon a motion by Denise Friedman and duly seconded by Jeff Clark, the following was submitted for approval: **RESOLVED** to set the definition of capital assets for the purpose of dissolution personal property valued at \$3,000 or more.

Voting in the affirmative: Mubarak Bashir, Jeff Clark, Denise Friedman, Zahira Jimenez, Taj Smith

Voting in the negative: None

Motion 230713.5 passed 5 to 0

Board Meetings Going Forward:

- Board meetings will continue
- Board is still the trustees of an education organization
- Open meetings
- Do not have to meet monthly – meet when meetings are needed
- Decision made to schedule for the second Thursday of each month and need will be determined within a couple of days of this date each month

DISCUSSION ITEMS:

- Board expressed their appreciation to the Leadership Team for their efforts to keep the school open

- Final results were not expected or wanted
- Happy to learn that new opportunities have been found for some leadership team members
- Discussed status of placements for teachers and students
- Expressed appreciation to Lynn and Carl for the Channel 8 interview

Motion 230713.6 Upon a motion by Taj Smith and duly seconded by Zahira Jimenez, the following was submitted for approval: **RESOLVED** to adjourn the meeting at 7:30 p.m.

Voting in the affirmative: Mubarak Bashir, Jeff Clark, Denise Friedman, Zahira Jimenez, Taj Smith

Voting in the negative: None

Motion 230713.6 passed 5 to 0

NEXT BOARD MEETING: Thursday, September 14, 2023