

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

Present: Mubarak Bashir, Zahira Jimenez, Nicole Reinhardt, Taj Smith

Absent/Excused: Bliss Owen

Guests: Jeff Clark, Denise Friedman, UCCS Parent Ryland Stephens, Jr. (Prospective Board Members), Jackson Somes, Esq.

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

BOARD MEETING

The meeting was called to order at 6:04 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, Nicole Reinhardt, Michael Samuel, Taj Smith, Jackson Somes, Esq., Ryland Stephens, Jr.

Motion 230413.1 Upon a motion by Taj Smith and duly seconded by Zahira Jimenez, the following was submitted for approval: **RESOLVED** to approve the April 13, 2023 meeting agenda.

Voting in the affirmative: Mubarak Bashir, Zahira Jimenez, Nicole Reinhardt, Taj Smith

Voting in the negative: None

Motion 230413.1 passed 4 to 0

Motion 230413.2 Upon a motion by Nicole Reinhardt and duly seconded by Taj Smith, the following was submitted for approval: **RESOLVED** to approve the March 9, 2023 meeting minutes.

Voting in the affirmative: Mubarak Bashir, Zahira Jimenez, Nicole Reinhardt, Taj Smith

Voting in the negative: None

Motion 230413.2 passed 4 to 0

- Introduction – UCCS Parent and Prospective Board Member Ryland Stephens, Jr.
- Works at Paychex, Inc.
- Has a fourth grader and first grader that have been attending UCCS since kindergarten

PUBLIC COMMENTS:

- No comments

TREASURER’S REPORT:

- Financial reports were distributed for review by Bliss Owen, Treasurer

GOVERNANCE COMMITTEE – Nicole Reinhardt

- The Committee met two weeks ago
- Discussed how we are moving in the right direction.
- A couple of prospective board members are awaiting seating
- UCCS Parent/prospective board member application is ready for submission to NYSED CSO
- Reviewing all other applications in detail
- We have a couple of prospects with school district experience
- Looking at board members with terms expiring

Motion 230413.3 Upon a motion by Taj Smith and duly seconded by Zahira Jimenez, the following was submitted for approval: **RESOLVED** that the Urban Choice Charter School Board of Trustees, having conducted a

thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or Federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select Ryland Stephens, Jr. as a member to its Board of Trustees, with a term expiring on June 30, 2025, pending approval by NYSED. The resolution approving Ryland Stephens, Jr. is adopted upon NYSED's approval.

Voting in the affirmative: Mubarak Bashir, Zahira Jimenez, Nicole Reinhardt, Taj Smith

Voting in the negative: None

Motion 230413.3 passed 4 to 0

CHAIR REPORT – Mubarak Bashir

- The Board of Trustees is scheduled for a call with the NYSED CSO tomorrow at 12:30 p.m.

MANAGEMENT REPORTS – Lynn McCarthy, CEO, and Leadership Team Members

- Dashboard
 - Current enrollment at 382
 - ✓ Three of four students that left moved out of the Rochester area
 - ✓ Offers are being extended
 - This late in the school year, parents are reluctant to move their children to a new school
 - We are awaiting completion of paperwork for two students
 - ❖ These students left UCCS in the past, moved to Niagara Falls, and returned to the Rochester area
- Lottery
 - Held on Tuesday
 - 411 applications
 - ✓ A higher number received compared to the year before (361 applications received last year with 411 received this year)

➤ Attendance

- Decreased to 82% in March
 - ✓ Staying on top of this concern and continue to review the reasons for this decline
 - High number of cases of the flu during the month
 - ❖ We received two alerts from the Department of Health regarding high cases
 - Strep Throat has also been a culprit
 - Some students took early vacation days before the school break

➤ Discipline

- Numbers for March at an all-time high
- 7 ATS and 27 out of school suspensions
 - ✓ Due to stress from the recommendation for the school closure
 - ✓ Poor choices
 - ✓ No breaks/school days off for the month of March
 - ✓ Three of our students are repeat offenders
 - ✓ Seventh grade with 12 suspensions
 - ✓ Addressing disrespect towards staff members
 - ✓ Vaping in the bathroom
 - ✓ Some physical fights
- Leadership and staff are focusing on:
 - ✓ Calls to parents
 - ✓ Den leaders and leadership providing intentional after care
 - ✓ Town Hall meetings held on Mondays and Tuesdays with 7th grade and 8th grade
 - ✓ Parent conferences
 - ✓ In the planning phases of having Willow Services come in to hold workshops
 - ✓ Boundaries and barriers
 - ✓ Intentional about mediation in the Dens
- In April, numbers have improved to date
 - ✓ Staff will be relentless in consistency for the students at this stressful time
- Board member inquired about students expressing stress related to the potential school closure
 - ✓ Uncertainty about the future for school set some students on edge
- Board member inquired about the after lunch and afternoon targeted times for an increase in behavior issues
 - ✓ Strengthened the engagement of team members during these times
 - ✓ More structure
 - ✓ Getting all students outside for recess
 - ✓ 7th and 8th graders can earn a lounge area (getting this set up)
- Board member inquired about training for staff in de-escalation for trauma care
 - ✓ Select staff attended training at St. John Fisher University in the past and returned to share with all staff

- Due to turnover, it was confirmed that it is a good idea to revisit this training
 - ✓ Willow is already set to be engaged with trainers and will be involved with our staff in the future as well
 - Board member shared a link for free resources
- One staff member left to take a position with a different charter school
 - Future uncertainty
 - Needed a position to work with younger children
- Since the announcement of non-renewal, our staff attendance has been stronger than ever
 - We had perfect attendance last week and celebrated with pizza
- Staff is informed and retained
 - Leadership is transparent and open
- Update on the HR position
- NYS testing begins

Amy Rawleigh-Schiavi:

- Administering the assessment next Wednesday and Thursday for ELA
 - Huge shout out to the team along with Kelly Walker
 - Math testing to be held in early May
 - Practice has taken place for Math and ELA
 - ✓ Daily practice with multiple choice questions
 - Initial analysis shows our students getting at least 50% on multiple choice
 - Test taking strategies
 - ✓ Multiple choice and writing pieces
 - Professional learning has provided an opportunity for staff to get together
 - Initial proctor training by Kelly Walker
 - Communication
 - ✓ Friday folders
 - ✓ Test taking strategies
- Celebrating our students
 - Morning announcements – kudos
- Shared the video that was submitted to the Board of Regents
 - We have over 100 letters
 - ✓ We created a form letter highlighting what we were seeing
 - ✓ Parents were given an option to select their letters
- Social media is back up and running and we will be posting on Instagram and Facebook and Twitter
 - Links will be added to website
- Staff Advisory Meeting held by L. McCarthy and C. Parris
- Draft School Calendar for the 2023-2024 School Year
 - Developed based on the Rochester City School District calendar
 - June 25 is the last day of school
 - Ten-month staff members will be in until June 26
 - More holidays and pushed out the last day of school

- In two weeks, a meeting with the Staff Advisory Team will be held to seek additional feedback
- Summer School
 - K-5 Level Two Students on iReady will be targeted to participate
 - Reviewing attendance and behavior history
 - Possibility of breakfast and lunch might be funded for Summer School
- Calendar and Budget will be shared with Board Members

Michael Samuel:

- The Smile Mobile was at UCCS on Tuesday
 - Services were received by 26 of our students with completed applications
 - Another date will be scheduled outside of testing dates
- Family Night will be held on April 26 from 6-7:30 p.m.
 - “Bring a Special Someone Dance”
- Book Drive for our students held by the National Honor Society in Pittsford
 - Our students were asked to make a wish list
 - 400 books will be delivered from Pittsford Mendon High School
- First track meeting is April 26 and 27 at Bishop Kearney at 5 p.m.

Motion 230413.4 Upon a motion by Taj Smith and duly seconded by Nicole Reinhardt, the following was submitted for approval: **RESOLVED** that the Board of Trustees enter Executive Session to discuss CEI Litigation

Voting in the affirmative: Mubarak Bashir, Zahira Jimenez, Nicole Reinhardt, Taj Smith

Voting in the negative: None

Motion 230413.4 passed 4 to 0

Motion 230413.5 Upon a motion by Nicole Reinhardt and duly seconded by Zahira Jimenez, the following was submitted for approval: **RESOLVED** that the Board of Trustees end Executive Session at 7:31 p.m.

Voting in the affirmative: Mubarak Bashir, Zahira Jimenez, Nicole Reinhardt, Taj Smith

Voting in the negative: None

Motion 230413.5 passed 4 to 0

Motion 230413.6 Upon a motion by Nicole Reinhardt and duly seconded by Zahira Jimenez, the following was submitted for approval: **RESOLVED** that the Board of Trustees adjourned the meeting at 7:32 p.m.

Voting in the affirmative: Mubarak Bashir, Zahira Jimenez, Nicole Reinhardt, Taj Smith

Voting in the negative: None

Motion 230413.6 passed 4 to 0

NEXT BOARD MEETING: May 11, 2023

Urban Choice Charter School
Treasurer's Report for **Website and Dashboard**

The Finance Committee met on March 28, 2023.
Our next meeting is April 25th at 12:00 p.m.

Results for the eight months ended February 28, 2023:

	YTD Actual	YTD Budget	YTD Variance
Revenue	4,755,395	4,741,087	14,308
Expenses	4,399,207	4,533,663	(134,456)
Revenue over Expenses	356,188	207,424	148,764

Total Assets 6,475,629 (includes cash of \$5,076,576)

Total Liabilities 1,786,557

Net Assets 4,689,072

6,475,629