

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES MEETING – MINUTES
THURSDAY, DECEMBER 10, 2020**

Present: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Nelson Blish, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen

Absent: Felicia Dees

Guests: Kirsten Barclay, Esq.

BOARD OF TRUSTEES MEETING

The Board Meeting was called to order by Nelson Blish at 6:00 p.m. and the mission statement was shared.

Motion 201210.1 Upon a motion by Bliss Owen and duly seconded by Mubarak Bashir, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the October 27, 2020 minutes.

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Nelson Blish, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen

Voting in the negative: None

Motion 201210.1 passed 7 to 0

Motion 201210.2 Upon a motion by Miriam Miranda-Jurado and duly seconded by Mubarak Bashir, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the November 12, 2020 minutes.

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Nelson Blish, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen

Voting in the negative: None

Motion 201210.2 passed 7 to 0

LEADERSHIP TEAM REPORT

Lynn McCarthy:

- Dashboard Review
 - Enrollment at 396
 - ✓ Enrollment over time: lost 40 students and gained 89 new students
 - ✓ Offers currently out to parents in grade one, grade three and grade five (two grade three offers accepted to date with paperwork being finalized)
 - Currently there are more male than female students
 - Students with Disabilities decreased
 - ✓ Recently received approval for three additional students – awaiting paperwork for parental sign offs
 - Confirmation that we have significant gains with our SPED students compared to last year
 - Wait list at 403
 - Student demographics remain consistent
 - Attendance has decreased
 - ✓ Student Success Team and Family and Community Engagement Coordinator are working together to increase/improve attendance
 - ✓ Developing incentives to promote/encourage participation – plan to begin in January after the holiday break
 - ✓ Most schools are struggling with the attendance with differences in calculating
 - ✓ In some cases, in-person instruction has decreased and are now joining us remotely
 - ✓ We were seeing approximately 80 students per day through our hybrid learning plan and that has decreased to approximately 60 students per day
 - Some families have expressed concerns about the number of COVID-19 cases in the community
 - ❖ Three staff members have tested positive to date
 - ❖ We have randomly tested 20% of students/staff for December and none of the tests have come back positive – all were negative results
 - ✓ Looking into a more efficient way for teachers to capture attendance – Google Meets can record the number of minutes a student is in attendance

- 43 home visits were made in November
 - Majority were for delivery of math curriculum and technology
- Parent/Teacher Conferences were held on November 18 and 19 with a total of 161 families meeting with teachers
 - Conferences are ongoing with make-up times
 - Progress reports were mailed, but teachers are still expected to make contact with families
- Surveys – still working with parents
- School events – we are making plans to be creative with Zoom events
- Discipline – Help Zone visits increased
 - More visits for de-escalating students and getting them back into the classroom faster with no discipline report needed

Carl Parris:

- Reiterated that a preventative mode has been in place for this school year
- Exploring ways to help our second and fifth grade students
- One ATS incident in November involved a young man with issues around wearing a mask

Lynn McCarthy:

- Staff demographics remain consistent
 - Two teachers left in November – one secured a preferred fully remote teaching position and a SPED teacher retired to concentrate on supporting the needs of her family
 - Two positions are currently open: Math and First Grade
- Certification secured for a staff member
- Assessments
 - 17.3% of grade 3-8 students are at grade level
 - 2019 NY assessment at 18% passed
 - We are focused on keeping the students moving while reviewing students one grade level below
 - We need to improve upon our percentages
 - Math was a bit lower – March to September gap - and our grade 3-8 students dropped in math with some work/improvement needed
 - ✓ Our RtI Teacher is working with smaller groups
- Teachers took the call survey – looking at the results and when document compiled will share with the board (next week)

- Family and Community Engagement has assembled a holiday basket to be shared with families – prepared on a needs basis
- Holiday Store plans this year will be socially distant with one group of students going out to a couple of tables and then wrapping gifts in their classrooms
 - Only hybrid students will be involved with the Winter Store this year
 - \$1,500 received from the Kennedy Foundation to purchase more gifts as well as wrapping paper
 - \$150 open donation from Mayer’s Hardware available for any type of purchase
- Polar Express – Wegmans is donating cookies and Tim Hortons is donating hot chocolate
- Parent teacher engagement – assisting families with math vocabulary
- Teachers shared the iReady data with families during conferences
 - Having more conversations with families

Chris Vernon:

- Small groups are coming together nicely using the iReady data
- Data analysis with teachers took place last month
- Targeting instruction to fill specific gaps
- Next iReady testing scheduled for early February
- Three things iReady accomplishes
 - Diagnostic
 - Program pushes appropriate lessons on personal pathway
 - Teacher assigned lessons

GOVERNANCE COMMITTEE – Miriam Miranda-Jurado

- Met last evening
- Main agenda item was to select officers
- Candidates were identified:
 - Chair: Mubarak Bashir
 - Vice Chair: Miriam Miranda-Jurado
 - Secretary: Duwaine Bascoe

Motion 201210.3 Upon a motion by Miriam Miranda-Jurado and duly seconded by Michael Kohlhagen, the following was submitted for approval: **RESOLVED** that the Board of Trustees formally accept the appointment of Mubarak Bashir as Chair of the BOT identified by the Governance Committee for a term of December 31, 2020 – June 30, 2021.

Discussion: Wording for the motion was clarified and amended by Nelson Blish to reflect a term December 31, 2020-June 30, 2021 with reappointment planned for the Annual Meeting in May 2021.

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Nelson Blish, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen

Voting in the negative: None

Motion 201210.3 passed 7 to 0

Motion 201210.4 Upon a motion by Nelson Blish and duly seconded by Bliss Owen, the following was submitted for approval: **RESOLVED** that the Board of Trustees formally accept the appoint of Miriam Miranda-Jurado as Vice Chair of the BOT identified by the Governance Committee for a term of December 31, 2020 – June 30, 2021.

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Nelson Blish, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen

Voting in the negative: None

Motion 201210.4 passed 7 to 0

Motion 201210.5 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 formally accept the appointment of Duwaine Bascoe as Secretary of the BOT as identified by the Governace Committee for a term of December 31, 2020 – June 30, 2021.

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Nelson Blish, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen

Voting in the negative: None

Motion 201210.5 passed 7 to 0

- Discussed expanding the number of members to the board
- In the process of seeking another UCCS parent as a BOT member
 - Working with the leadership team to identify possible candidates
 - Names and resumes will be shared with the BOT in the near future
- Seeking additional candidates with human resources and education expertise
 - Lynn McCarthy and Mubarak Bashir will be recommending candidates

FINANCE COMMITTEE – Bliss Owen

- Net income for the three months is \$221,000 compared to budget of \$189,000. Included in the net income is \$43,000 of increase in the investment account at RACF. This income was not budgeted.
- There were several variances in income and expenses (mostly due to timing). All were explained to the satisfaction of the Committee.
- No significant items of concern year-to-date.
- Accounts receivable is \$981,430 of which \$934,000 is from RCSD – October billing for November and December. Payment received in November.
- Reviewed over 90 day accounts – do not anticipate any will be uncollectible
- Grants receivable of \$77,000 is all Title
- Other current assets consist of November's health insurance prepaid in October.
- Prior landlord still has not returned our security deposit of \$35,000. CEO stated that it is expected in the future.
- Accounts payable is \$205,000 compared to \$86,000 at the same period last year. The majority of the increases are payables to CEI, NYS Unemployment and rent. All payables are in the 0-30 day aging. Accrued expenses are \$28,000 compared to 0 last year. Accrued expenses consist of estimates for property taxes, property insurance and Insero services that have not yet been received but are owed per contracts.
- PPP loan of \$732,700 remains on the balance sheet as a loan payable. Insero will provide assistance with the forgiveness application. We anticipate that the loan will be forgiven.

- Fixed assets located at the Humboldt Street location received from the auditors and reviewed. CEO identified the assets that were brought to the new school. Inero will create list of other assets for auditor review prior to writing off.
- Potential changes may be made to the original budget previously passed by the BOT
- CEO and School Attorney worked on changes suggested by the CSO and resubmitted
- Once response received, BOT will need to vote on the amended budget and more details will be shared at that time

Kirsten Barkley, Esq.:

- Two pending items are before the Board of Regents
 - Charter revisions allowing partnership with CEI
 - ✓ Requested a one-year budget for the partnership
 - Renewal application is pending
- CSO requested an updated five-year budget
 - Sent draft budgets to CSO
 - Will provide detail to the board when we receive input from the CSO

CHAIR REPORT – Nelson Blish

- Reminder shared that the Governance Committee approved of all officer nominees presented earlier in the meeting
- We might have another BOT member candidate close for a vote
- Board training is scheduled for next week and will be recorded if there are scheduling conflicts

PUBLIC COMMENTS - None

Motion 201210.6

Upon a motion by Bliss Owen and duly seconded by Mubarak Bashir, the following was submitted for approval: **RESOLVED** that the Board of Trustees adjourn the meeting at 7:15 p.m.

Voting in the affirmative:

Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Nelson Blish, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen

Voting in the negative: None

Motion 201210.6 passed 7 to 0

NEXT BOARD MEETING: Thursday, January 14, 2021