

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES MEETING – MINUTES
THURSDAY, NOVEMBER 12, 2020**

Present: Shakeel Armstrong, Duwaine Bascoe, Nelson Blish, Felicia Dees,
Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt

Absent: Mubarak Bashir

Guests: Kirsten Barclay, Esq.

BOARD MEETING

The Board Meeting was called to order by Nelson Blish at 6:34 p.m. The mission statement was shared.

Motion 201112.1 Upon a motion by Bliss Owen and duly seconded by Lee Tutt, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the October 8, 2020 minutes.

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Nelson Blish, Felicia Dees, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt

Voting in the negative: None

Motion 201112.1 passed 8 to 0

LEADERSHIP REPORT:

Lynn McCarthy:

- Dashboard:
 - Enrollment increased in October: 396

- ✓ Enrollment over time as of 10/31: 86 new students with seven offers out to parents in grade one, two in grade three and one in grade five with three offers accepted to date
- Wait list at 405
 - ✓ Sixth grade - lowest number on our wait list
- Demographics – gained one Special Ed student – at 43 and three new ELL students – percentages did not change
- Attendance has decreased from the month before to 76%
 - ✓ Adjustments are being made to the process for capturing attendance
 - ✓ We are seeing elementary students for most part of the day
 - ✓ Attendance numbers should be higher in November with a new system
 - ✓ Five home visits in October by Dean and team with Co-principals for some visits
- Technology issues
- Discipline – have had targeting where we need to concentrate – Help Zone Visits
 - ✓ Referrals are at 12 – not major types of issues
 - ✓ One ATS (Alternative to Suspension) - disruptive to the class and also defacing of the school wall – two day in-school suspension
- Staffing: Consistent and stable in October with one staff member resigning over the weekend for a position that is totally remote
- Instructional Focus
 - ✓ Assessment allows for clear plans for each student
 - ✓ Diagnostic has changed slightly
 - More students taking the test
 - Connected with parents and students
 - Brought up those numbers since October
 - By December, 100% will have taken the diagnostic
 - Assessments are so important – staff has set goals for each student for the quarter

Chris Vernon:

- Data tracking
 - Simple spreadsheet created for each class for recording from iReady along with goals for each student and information from key assessments
 - Four key assessments
 - 16 assessment points across the year along with the iReady data
 - Reading levels will be tracked
 - NYS standards

- A person in our building tested positive. Close contact with seven of our staff members. Reported to Monroe County Department of Health.

- Staff in close contact need to be tested
- School to be closed/remote learning only for Friday, Monday and Tuesday. Staff to return to building on Monday and Tuesday with students returning on Thursday.
- Cleaners have used a potent deep cleaning mist
- Staff being tested will get their results back before returning
- Parent/Teacher Conferences: Wednesday afternoon, Thursday afternoon and Thursday evening
- Dr. Mendoza held a Zoom meeting – schools testing 20% of their students and staff each week
- Proceeding with permission forms for student testing
- Instructed to not exclude students from school if parents will not participate in testing
- Nurse and Nurse’s Aide will conduct the testing for us
 - ✓ Gentle nasal swab
- Ordered and will pick up the tests tomorrow
 - ✓ Disposable
 - ✓ Will treat a positive as a positive
- Students with symptoms – contact made to families and they take the student for testing
- Staff or student positive tests
 - ✓ Report to County – trigger tracing and quarantine
- Meeting held last Friday with Regent Wade Norwood with board members: Nelson Blish, Mubarak Bashir and Michael Kohlhagen
 - ✓ Positive meeting
 - ✓ Encouraging
 - ✓ Met with each member of the leadership team
 - Asked questions that went well
 - ✓ Nelson shared that Regent Norwood felt we were doing everything the Charter School Office is asking of us
 - ✓ Michael added that Regent Norwood referred to his last meeting with us and it was clear that hard work and systems and structure had been put in place
 - Focus on rigor and literacy
 - CEO and Co-Principals did an excellent job highlighting all of the work that has been taking place

GOVERNANCE COMMITTEE

- No report this month

FINANCE COMMITTEE

- Sent out the full financial report to all with opportunities for questions
- Seeking feedback on preferences for a full report every month or condensed with a full report quarterly
- Highlights:
 - Cash position remains strong
 - ✓ Included is the \$732,000 PPP loan part of the cash that is in the bank
 - Fixed assets – will be written off once we abandon from the former Humboldt Street school location – hopefully next month
 - No long outstanding bills
 - Accrued expenses consisted of rent we have not been billed yet
 - CEI billing payable end of September
 - Net assets up \$128K
 - Income statement
 - Other revenue
 - Food is down due to fewer students in the building
 - Total revenue under budget \$43,000 for first quarter
 - Direct expenses over budget \$70,000 – most due to technology: Chromebooks, iReady services, etc.
 - Under budget on salary and wages
 - ✓ Fewer teachers
 - Hired three new teachers first week of November
 - Changes were reviewed and we are satisfied at this time
 - Projections in the future being considered – Per Pupil
 - Discussed costs associated with repairs for Chromebooks – broken screens/old devices: identifying and having a surplus on hand as we are getting those technology concerns
 - ✓ Get the repaired or replaced devices back to students

CHAIR REPORT – Nelson Blish

- Board training scheduled for next Wednesday
- Program will be presented by Amy Shore and Michael Kohlhagen from CEI
- Held at Irondequoit Country Club
- Renewal site visit November 30 and December 1
- Board Focus Group will be scheduled for December 1

PUBLIC COMMENTS

- Agenda will be sent out for Wednesday's session late tomorrow afternoon

Motion 201112.2

Upon a motion by Michael Kohlhagen and duly seconded by Felicia Dees, the following was submitted for approval:
RESOLVED that the Board of Trustees adjourn the meeting at 7:23 p.m.

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Nelson Blish, Felicia Dees, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt

Voting in the negative: None

Motion 201112.2 passed 8 to 0

NEXT BOARD MEETING: Thursday, December 10, 2020