

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES MEETING – MINUTES
THURSDAY, OCTOBER 8, 2020**

Present: Mubarak Bashir, Nelson Blish, Felicia Dees, Michael Kohlhagen,
Miriam Miranda-Jurado, Bliss Owen, Lee Tutt

Absent: Julie Boland, Kathleen Hurley Wiecek

Guests: Kirsten Barclay, Esq.

BOARD MEETING

The Board Meeting was called to order by Nelson Blish at 6:01 p.m. All in attendance introduced themselves to new board member Felicia Dees. The mission statement was shared.

Motion 201008.1 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 September 10, 2020 minutes.

Voting in the affirmative: Mubarak Bashir, Nelson Blish, Felicia Dees, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt

Voting in the negative: None

Motion 201008.1 passed 7 to 0

LEADERSHIP REPORT:

Lynn McCarthy:

- Dashboard:

- Enrollment:
 - ✓ Our target is 400 and currently have 395 enrolled with offers extended, 42 students with disability (target is 50), 8 ELL (low – need to increase our population) and 379 economically disadvantaged. If offers are accepted, we will be completely full.
 - ✓ Healthy wait list by grade level at 404
- Attendance data is lower than our target
 - ✓ Working on bringing up attendance for students especially in the lower grades
- Student discipline
 - ✓ Help Zone visits with discipline referral
 - ✓ Middle school students just returned to in-person classrooms on Monday
- Seeking staff members - POC with diverse backgrounds
 - ✓ Current staff members at 56
 - ✓ In the process of setting up interviews with new applicants
 - ✓ One employment offer extended at this time
- 29 teaching staff members: 22 are certified, 7 non-certified with some pending with expirations and resubmitted documentation to gain certification again
 - ✓ One of our teachers is non-certified, but highly qualified with educational background
- Setting a goal of giving the NYS tests in April/May along with Regents tests
 - ✓ Based on our data – goal of 25% for all students to pass ELA and Math
- iReady test - rolling out information
 - ✓ Some students completed diagnostics
 - ✓ Challenges involved with remote learning students and getting completion
 - ✓ Continuing to discuss with parents/families – more in need of completion

Chris Vernon and Michael Samuel

- Spent a lot of time over the recent months and weeks working as a leadership team and with CEI to solidify our intentions and craft our priorities for the year
 - Progression maps
 - Enabling teachers to see across their grade level
 - Working with vertical teams
 - What is taught in second grade will enable students to do algebra later
 - Gaining a sense of how the entire curriculum maps – when students enter through where we want them to be when they finish
 - Strong progression map – shared responsibility
 - Developing and growing knowledge
 - Coherent instructional planning
 - Using assessments for teaching/learning

- Making sure there is rigor in our assessments
- Too many teacher assigned assessments an issue from the past
- Assessments are now built in for the teachers to use
- Smaller scale minute-by-minute and lesson-by-lesson
- Good checks for understanding
- Engaging productive struggle
- Students need to show us what they can and cannot do
- Meeting with our teachers and getting training
- Eureka Math and Wit and Wisdom
- Data along with the assessments are the pivotal pieces
- Attendance issues are being addressed by the Student Success Team
 - Culture and climate of a community
 - Supplies, phone calls, robo calls, teacher-made phone calls
 - Trouble shoot followed by home visits to deliver supplies
 - Set up times to meet with families at the school
 - K-3 students need assistance of an adult
 - How to engage families
 - Some do not believe in the technology
 - Challenges involved with the impact of not having these students in school
 - Pushing in with the classrooms
 - Building a positive culture
 - Positive Behavior System is being rolled out
 - Continue to reach out to our families
 - Keeping students online - delivery of Chromebooks and Hot Spots
 - Far fewer excuses on the technology side

Kelly Walker:

- Special Education and ELL students are encouraged to attend in-person classes four days per week, but many students are not showing up
 - It is even more important for them to attend as often as possible
 - Kirsten Barclay, Esq. suggested considering reviewing attendance policies
 - Discussed giving parents an opportunity to revisit their preferences
 - Will start getting some numbers from families
 - Working with one of our CEI consultants
 - Use the schedule to maximize the number in attendance
 - Lesson Plan Resource – Chalk

Safety Plan – Lynn McCarthy

- Safety Plan was distributed to all for review in advance of the meeting
 - Highlights shared
 - Protocols similar to our former location with the exception of having only one floor at this time
 - Lock-in/lock out – same aspects that were approved last year
 - If evacuation is required, a Recreation Center is located diagonally across the street

Motion 201008.2 Upon a motion by Lee Tutt and duly seconded by Bliss Owen, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the Safety Plan for the 2020-2021 School Year.

Voting in the affirmative: Mubarak Bashir, Nelson Blish, Felicia Dees, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt

Voting in the negative: None

Motion 201008.2 passed 7 to 0

GOVERNANCE COMMITTEE

- The committee has not met this month
- Discussed the current prospective board member applications

FINANCE COMMITTEE – Bliss Owen

- The audit review received a clean opinion
- No findings and no advisory shared in comment letter
- Audit report and Statement of Financial Position – Balance Sheet
 - Finance Committee went through this in detail
- Comfortable in bringing the audit for approval from the Finance Committee

Motion 201008.3 Upon a motion by Miriam Miranda-Jurado and duly seconded by Felicia Dees, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the 2020 Audit prepared by Menzel, Metzger Barr & Co. and presented by the Finance Committee.

Voting in the affirmative: Mubarak Bashir, Nelson Blish, Felicia Dees, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt

Voting in the negative: None

Motion 201008.3 passed 7 to 0

- UCCS is on budget – a more detailed financial report will be shared for next month

CHAIR REPORT – Nelson Blish

- A board training session is being planned for the BOT – three to four hours
- Review of benchmarks

PUBLIC COMMENTS - None

Motion 201008.4 Upon a motion by Bliss Owen and duly seconded by Lee Tutt, the following was submitted for approval: **RESOLVED** that the Board of Trustees adjourn the meeting at 7:29 p.m.

Voting in the affirmative: Mubarak Bashir, Nelson Blish, Felicia Dees, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt

Voting in the negative: None

Motion 201008.4 passed 7 to 0

NEXT BOARD OF TRUSTEES MEETING: November 12, 2020