

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES MEETING – MINUTES
THURSDAY, OCTOBER 14, 2021**

- Present:** Shakeel Armstrong, Mubarak Bashir, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Taj Smith
- Absent:** Duwaine Bascoe, Felicia Dees
- Guests:** Former Board Members for Recognition Dinner to Follow (Nelson Blish, Megan Bosco, Lee Tutt)
- Media Notification:** The Democrat and Chronicle was notified of the October 14, 2021 meeting on October 7, 2021. Updated location details were also posted on the UCCS website and posted in the school building.

BOARD MEETING

The meeting was called to order at 6:11 p.m. and the Mission Statement was shared.

Motion 211014.1 Upon a motion by Bliss Owen and duly seconded by Taj Smith, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the September 29, 2021 BoT Meeting Minutes.

Voting in the affirmative: Shakeel Armstrong, Mubarak Bashir, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Taj Smith

Voting in the negative: None

Motion 211014.1 passed 6 to 0

CEO's REPORT – Lynn McCarthy

- Dashboard Review
 - Current enrollment is 388

- ✓ Some students moved to the suburbs or other states and others have returned to the RCSD for home schooling options
 - ✓ 395 is our budget and there are offers extended
 - ✓ Our priority is to fill openings in K, 1 and 2 immediately
- Students with Disabilities: 14
- English Language Learners: 5
- 372 currently on the wait list
- Part of the audit completed through the district has been clean and we are doing great
 - ✓ There are changes across the board that we will need to adhere to
 - ✓ Rolling out the corrections from the audit
- Attendance: 83%
 - ✓ Grades 8 and 6 at lower attendance percentages
 - ✓ Some students are quarantining when not testing positive
- Two home visits
- Discipline data reviewed
 - ✓ With students returning to the classroom after being out of school for the pandemic, we are focused on discipline and structured routines which is challenging at this time
- Review of SWIS data for clarification:
 - ✓ Average Referrals Per Day Per Month
 - ✓ Referrals by Problem Behavior
 - ✓ Referrals by Location
 - ✓ Referrals by Student
 - ✓ Referrals by Time
 - ✓ Referrals by Day of the Week
 - ✓ Referrals by Grade
 - Average of .34 referrals per day
 - Referrals can be minor or major
 - Top three referrals: disrespect, physical aggression (pushing/shoving), and disruption
 - ❖ Helping through intervention - working with students
 - ❖ The Dean and his team are randomly visiting classrooms during the school day – checking in with students
 - ❖ The Student Support Team is leading morning circles
 - ❖ Identifying repeat offenders
 - ❖ Meeting in small groups and talking about resiliency
 - ❖ Disruptions – focus is on classroom management
 - ✚ Professional Development was held on Friday with role playing for management techniques
 - ✚ A key element is being consistent and setting expectations
 - ✚ Kickboard is a K-8 reward system
 - Each grade level is setting up expectations

- Students use their “paychecks” to purchase off the cart
- Lower grades need more immediate reinforcement – adjusting to a daily basis for our younger students – a “Treasure Chest” each day
- Verbal warning and then a private conversation – following steps and making teachers accountable
- Grade 6 class is giving students a variety of responsibilities tied to their paychecks
- Staff demographics – many of our new hires are black and from the Rochester area which brings meaningful experience for an urban school
 - ✓ 59 staff members
 - ✓ Nine staff members hired July to date
 - ✓ Total Teaching Staff: 38
 - ✓ Certified Teachers: 29
 - ✓ Three UCCS teachers in need of one more test for certification and are working to complete
 - ✓ Hired a teacher with a master’s degree in literacy – has not formally submitted paperwork since being out of state – certification originated in NYS and will be submitting soon
 - ✓ One teacher is enrolling in a teacher prep program – has significant experience after many years of teaching assistant experience
 - ✓ Qualified staff members moved to new positions within UCCS
 - ✓ Our math teacher coaches football in the community and is known to families
 - ✓ Instructional focus – looking at Benchmark 2 using assessment for learning
 - ✓ Overall goal – working with the leadership team on action plans
 - Each of their key design elements
- Tuesday, Wednesday Thursday this week – held Open House and spread out for three evenings – with an outdoor tent
 - ✓ Families were able to meet teachers and receive expectations
 - ✓ Small groups of six toured the school
 - ✓ Apple cider and donuts provided
- Parent Teacher conferences will be offered both ways: Zoom and In-person

CEI’s REPORT – Michael Kohlhagen

- Introduced Karen Fahy, Consultant for CEI (Director of School Improvement CEI Rochester)
 - A long-term public-school educator
 - As a consultant for CEI, she will help out where possible
 - She lives locally and has visited UCCS
 - Will be working with Dr. Alice Bartley on oversight and mandates

Dr. Alice Bartley:

- Special Education and ELL Audit
 - The last piece was completed yesterday
 - Completed 12-14 classroom visits and interviews with parents and students
 - Looking at the curriculum
 - Met the deadline
 - Report and recommendations are being written
 - ✓ Will be ready for review in November
 - Seven elements
 - Instructional rounds in every class
 - Professional growth plan – always room for growth

Michael Kohlhagen:

- Discussion related to the charter document, strategic plan, school improvement plan, and the great work in place based on the MOU and the request of the board and the initial MOU and subsequent plan
 - Karen Fahy will take over much of the work Michael was managing
 - Will support Dr. Alice Bartley and align all documents and planning so we are prepared for any state visits and reporting
 - Create coherence
 - Alignment of UCCS's reporting and the work of CEI being asked of by the Board
 - Will better support the project and create some adherence
 - Meeting and exceeding the state's expectations
 - How do we look at that data and forecast for the next two years
 - Will allow Karen and Alice to work closely with CEO Lynn McCarthy to strengthen an already strong partnership
 - CEI's accountability and the school's accountability – able to answer any questions and create documentation
 - Plan to meet every single benchmark

TREASURER'S REPORT – Bliss Owen

- Review and discussion: Audit conducted by Mengel Metzger Barr & Co
 - Total Current Assets are up \$664K
 - Investment at RACF is up
 - Grants and receivables up \$273K
 - Property and equipment – wrote off the assets left at former school location
 - Deposits \$439K - new building

- Total net assets at \$4.2M
- \$75K - designated cash that we must have on hand
- Liabilities stable and like last year
- End of June PPP loan still on the balance sheet – was forgiven in September
 - ✓ Expenses that loan was used for was in the audit
- Net Assets are up \$887K for the year
- Summary of revenue and expenses
- Main increase in our revenue and support is about \$280K
 - ✓ Most is the unrealized and realized gain on investments at \$235K
- Security deposit at other school was not returned
- Increase in net assets \$870K
- Finance Committee met with the auditors
 - Reviewed every page
 - Finance Committee accepted the audit results

Motion 211014.2 Upon a motion by Bliss Owen and duly seconded by Miriam Miranda-Jurado, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the year end June 30, 2021 audit as prepared by Mengel Metzger Barr & Co.

Voting in the affirmative: Shakeel Armstrong, Mubarak Bashir, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Taj Smith

Voting in the negative: None

Motion 211014.2 passed 6 to 0

- Bliss added that the auditors found a clean opinion – no significant deficiencies
- Grant Revenue is \$99K – mainly due to a timing difference
- RCSD per pupil differs slightly compared to the budget – a reconciliation is expected
- No major differences in expenditures
- Another budget amendment will be needed once the facilities lease is finalized
 - Attorney is working with National Heritage on the lease
 - Market value is disputed as low – attorneys are working through things

GOVERNANCE COMMITTEE REPORT – Miriam Miranda-Jurado

- Committee met to discuss dates for board training and confirmed all will be recorded for board members unable to attend. Topics for training were also reviewed and prioritized to meet most immediate needs.

- This month the topic will be the performance evaluation of the school leader which is still due
 - ✓ All board members have received a copy
 - ✓ Charter School Basics and working with our authorizer
 - ✓ We will be meeting with the State soon
 - ✓ Performance framework
 - ✓ Role of an educational performer
 - ✓ Roles and responsibilities
 - ✓ Performance goals
 - ✓ Subcommittees
 - ✓ Charter compliance
- Condensed training schedule – all are important
 - ✓ Links and reminders will be sent for the weekly training
- Education Committee – led by Miriam and Shakeel – monthly topics
 - ✓ All board members are a part of this committee

CHAIR REPORT – Mubarak Bashir

- Seeking interested members to join the BoT as members are often absent

PUBLIC COMMENTS

- Discussed the need for new board members and a UCCS parent

Motion 211014.3 Upon a motion by Shakeel Armstrong and duly seconded by Bliss Owen, 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, Mubarak Bashir, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Taj Smith

Voting in the negative: None

Motion 211014.3 passed 6 to 0

NEXT BOARD MEETING: November 20, 2021