

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES MEETING – MINUTES
SATURDAY, NOVEMBER 20, 2021**

- Present:** Shakeel Armstrong, Mubarak Bashir, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Taj Smith
- Absent:** Duwaine Bascoe, Felicia Dees
- Guests:** Karen Fahy, CEI, Prospective Board Member, Nicole M. Reinhardt
- Media Notification:** The Democrat and Chronicle was notified of the November 20, 2021 meeting on November 11, 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 8:05 a.m. and the Mission Statement was shared.

Motion 211120.1 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 October 14, 2021 BoT Meeting Minutes.

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

Voting in the negative: None

Motion 211120.1 passed 5 to 0

All in attendance were introduced to guests and a staff member.

LEADERSHIP TEAM REPORT

Lynn McCarthy:

- A number of students left UCCS due to the busing schedule change (late start and late dismissal)
 - Some parents have been regularly picking up their students early resulting in loss of teaching time
 - ✓ Leadership is requesting that parents do not pick up their students until dismissal
 - Our late school day interferes with afterschool activities and some students do not arrive home until 6 p.m. or later
- Enrollment is at 376
 - K-1 is almost full and we are now at 381 enrolled with offers out
 - Difficult to enroll students in grade eight – often difficult situations and acclimating for less than one school year is challenging
 - Adjusting our response time for offers – lowering to a 24-hour deadline vs. 72 hours so we can enroll students as soon as possible
 - Receiving students later in the school year creates challenges for acclimating and assimilating
 - ✓ We are assigning new students a “chaperone”
- Adjustment in busing schedule will not likely take place for this school year, but charter school groups are hoping to have their own busing district for the next school year
- Kelly Walker reported that two SPED students are being reviewed at this time which will increase to 41
- Wait list by grade level with a total of 330
 - Seventh grade is the largest group
 - Kindergarten is the lowest group
 - We are currently only one student below in Kindergarten with an offer extended
 - We continue to receive calls and are adding to our wait list
 - 6th grade openings at 5
- 22 students have left UCCS since July 1
- Attendance data is not where we want to be – mid-high 80’s
 - Students are quarantining
 - Adjustments are in process that will allow students that have been exposed to a positive case to be tested daily for seven days while remaining in school
- Parent Engagement: Open House with 111 students represented
 - Hosted a shortened version held outside with a tent and split between three evenings
 - Six-person maximum tours of the building were conducted
 - Received positive feedback

Michael Samuel:

- Parent Advisory Committee meets every third Thursday of the month

- Families have been feeling disconnected from the school
- Family Night is scheduled for December 2 from 5:30-7:00 p.m.
 - Parents will set up a table
 - Discussed having the BoT set up a table
- Discipline Data was discussed
 - Alternative to Suspension and Out of School Suspensions
 - ✓ Fourth grade concerns: two Alternative to Suspension referrals and one out-of-school suspension
 - Average referrals per day per month – higher in September
 - ✓ Different interventions have been put in place to get referrals down
 - ✓ We are being consistent with reporting and are holding families accountable
 - ✓ Day of the week – Wednesday is the highest day
 - ✓ Disrespect and contact (pushing/shoving)
 - ✓ Mr. Parris is monitoring
 - ✓ Time of day – highest point is towards the end of the day when middle school students have their specials
 - ✓ Higher from 1-2 p.m. which is recess time
 - ✓ By student: down to one student for three referrals or more
 - ✓ Interventions have helped to decrease
- Staffing is at 65
 - 7 staff members resigned
 - Hired 3 with 4 positions open
 - Most left for suburban schools and for New York State Retirement
 - Student behavior in September and October contributed
 - Some staff have second jobs and childcare issues due to the late start and late dismissal
- The School Calendar was discussed since November 24 is no longer a school day. Determined that with the longer extra hours for each school day, there is no need to adjust
- Reviewed new data which cannot be compared with previous tests
 - Only multiple-choice part of the test
 - We chose to have our students take the written test, but it does not reflect the data we receive from the State
 - 59% of our eligible students were tested
 - ✓ Majority were our four day per week students – SPED and ELL students
 - Interim Assessment
 - Overall review of our students
 - Instructional focus is remaining the same
 - Key design elements

Chris Vernon:

- iReady has been taking a while to complete
 - First grade and K started later
 - Wrapped up this week

- No surprises
- Very difficult to make comparisons to last year – many assessments were taken at home and we could not control the environment
- Overall clear – data is not good
- Very large numbers of students are two or three grade levels below
- Many students have had interrupted instruction for the last 18 months
- Reading at lower levels
- Addressing through targeted instruction
- Looking for growth
- Accelerated learning
- Targeted instruction
- Using time in the day to focus on the basics
- It is only one test and we are collecting other data as well
- Discussion followed related to community partners
 - College students could tutor
 - Service-learning students could help
 - Literacy Rochester volunteers
 - Michael Kohlhagen will seek virtual tutors
 - Brockport College might be able to offer social work mentors

Dr. Alice Bartley, CEI:

- Supporting teachers and staff
- Platform for collecting data
- Instructional clinics
- Culture and climate
- Family and community involvement
- Full day of Professional Development
- Continue to revisit
- CEI staff is on-site regularly throughout the month
- Marketing team developing a three-fold brochure – will share soon
- Revisiting and updating the website
- Social media
- Parent Advisory shared interest in social media
- CEI is completing a new account with passwords archived in our warehouse: Facebook, Twitter, Instagram
- Robocalls – email addresses
- Met with the Education Committee

TREASURER'S REPORT – Bliss Owen

- Cash continues to be in a strong position
- RACF investments came in after financial statement was prepared
- Accounts Receivables at \$903K and Accounts Payable at \$190K due within 30 days – all current
- A check in the amount of \$842K from the Rochester City School District was lost and has been replaced/received
- Wrote off all assets that we left at the former building
- Rent paid consistent with last year – new lease not signed to date
- PPP is income completely forgiven
- Change in net assets \$805K - of that, \$732K is the PPP income
- Inero prepares monthly financials
- Shares description of what could cause some of the changes – timing differences
- Expenses will go up when the final lease agreement is signed
- Real estate taxes have not been received
- Will need an amended budget once lease is signed and CEI's contract is finalized

GOVERNANCE COMMITTEE – Miriam Miranda-Jurado

- Board Training has been held weekly
- Informative
- Moving forward
- Contract with CEI is pending

CHAIR REPORT – No Report

PUBLIC COMMENTS

- Teacher with UCCS for four years expressed concerns about staff turnover
 - Confirmed Leadership Team has been very supportive of staff
 - Leadership assisted him with his certification
 - Made some suggestions to retain staff:
 - ✓ ½ day Wednesdays
 - ✓ Approaching spring tests
 - Saturday School
 - In the past, 0% passing except for 5% that attended Saturday School
 - ✓ Recess proctoring training
- Discussion followed related to onboarding and communication with staff
 - Personal face-to-face meetings/communication
- Must do what is best for the students and securing a five-year renewal

Motion 211120.2

Upon a motion by Bliss Owen and duly seconded by Taj Smith, the following was submitted for approval: **RESOLVED** that the Board of Trustees adjourn the meeting at 9:56 a.m.

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

Voting in the negative: None

Motion 211120.2 passed 6 to 0

NEXT MEETING: December 9, 2021