

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES MEETING – MINUTES
THURSDAY, JANUARY 13, 2022**

Present: Shakeel Armstrong, Mubarak Bashir, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Taj Smith

Absent:

Guests: Dr. Alice Barclay and Karen Fahy (CEI)

Media Notification: The Democrat and Chronicle was notified of the January 13, 2022 meeting on January 5, 2022. Zoom link was posted on the UCCS website and shared with staff.

BOARD MEETING

The meeting was called to order at 6:01 p.m. and the Mission Statement was shared.

Motion 220113.1 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 approve the December 9, 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 220113.1 passed 6 to 0

- Chair offered an opportunity for Public Comments at the start of the meeting while sharing that time also is reserved for the end of the meeting – no comments

CEO's REPORT

- Dashboard was distributed in advance for review
 - Enrollment will be at 387 by the end of this week
 - Waitlist currently at 218
 - Staff demographics are stable
 - Teaching staff at 33 with 28 certified
- SWIS data shared for review
 - Referrals
 - Problem Behaviors
- Pause in agenda to allow staff members in attendance to introduce themselves

Chris Vernon:

- Shared testing update and the assessment calendar
 - Attempting to test reading three times per year
 - Schedule is slightly off due to a delay – mainly staff absences
- Starting to help students get used to the questions from past assessments
 - Reading passages and short answers
- Getting students used to math assessments
- February is a critical month for collecting and sharing data
 - Looking for growth through our iReady data
 - New Data Coach through CEI is expected to start with UCCS soon

Lynn McCarthy:

- Rochester charter school leaders attended a meeting and proposed school time schedules were shared for the next school year
 - There are two different time schedules currently being considered: 7:30 a.m.–2:30 p.m. and 9:00 a.m.–4:00 p.m.
 - UCCS is currently being considered for 9:00 a.m.–4:00 p.m.
 - It is only a proposal currently and there is an opportunity to request the other time slot
 - K. Barclay, Esq. shared that her client is working on transportation and details related to Transportation Law could be shared in Executive Session

- Discussion took place related to a possible future Teacher Prep Program to allow assistance with earning Master's Degrees
 - Set budget for tuition payments would be based on course work at the SUNY rate
 - There are TEACH grants
 - Budget could be set \$35-40K for tuition

Michael Samuel:

- An interested UCCS parent is attending the BoT meeting this evening
 - Parent of a sixth grader at UCCS
- Board members inquired about the status of the three-fold marketing brochure
 - Completed but with a need for finishing touches
 - Includes all programs and offerings at UCCS
 - Taj suggested that the website should be coordinated with the information on the three-fold brochure
 - Mubarak inquired about a brochure development to be shared with prospective board members
 - Final edits on the general brochure planned and will be finalized by Tuesday, January 18

CEI's REPORT

- Report was distributed in advance for review
 - BoT training sessions – Karen Fahy
 - Delivered by Stephanie Mauterstock: Charter School Basics/Accountability, NYS Performance Framework, BoT Management vs. Governance, Roles of Committees & Compliance
 - Board Retreat on November 20 facilitated by M. Bashir, K. Fahy & L. McCarthy: Decision Rights Matrix, Governance, and management decisions by the school leadership
 - Michael Kohlhagen shared plans for school goals and board goals over the next couple of weeks
- Clarification of CEI roles:
 - M. Kohlhagen shared that a new updated organizational chart for the CEI Rochester Office, which is growing, will be shared at the next meeting
 - ✓ Karen Fahy will continue with Board Training
 - ✓ Executive Director of Charter Schools, Stephanie Mauterstock, will begin officially on February 1, 2022 after working as a consultant –
 - Will assist the board and leadership team to review timeline for renewal
 - ✓ Karen Fahy will lead multiple projects

- Overseeing school improvement and accountability is crucial for the success of any charter school
- Set the stage for board training and setting board goals
- ✓ Mary Doyle, a Rochester resident, will lead school improvement and development as a Partnership Director – local support - grant and foundation funding
- ✓ Dylan Burrows will be an important part of the CEI Rochester Team – first assignment is UCCS and will be introduced next week
 - He met with several members of the team and has tremendous skills
 - Adds value and strengthens the support that A. Bartley is leading at the school – focused on outcomes and Lynn’s goals and the board’s goals and the leadership team’s goals
- ✓ CEI’s goal is to improve communications with additional clarity
 - UCCS is a priority for CEI
- ✓ Plan to review the contract and partnership with the leadership team
- ✓ Met deadline for audits and moving forward
- ✓ First cycle of iReady completed with analysis being completed
- ✓ Professional Development and Teacher Pedology
- ✓ Summer Institute – three-week sessions
- ✓ Audit strategic plan
- ✓ Action plan will be developed and is in progress to be completed collaboratively with the leadership team
- ✓ Framework continuing to use – Danielson
- ✓ Tiered learning for mathematics
- ✓ Extended learning programs
 - Summer program
 - Working to ensure that we can bring some programs back in the building for spring and summer
 - Project Boost
- ✓ UCCS IT support
 - Data Coach has been hired and will start at UCCS on January 18
 - iReady training was planned for January 17 – little interest expressed so it will be rescheduled for a different date/time
- ✓ Business operations: Grant for the 21st Century submitted
- ✓ Brochure will be completed
- ✓ Additional grant writer to understand priorities and search regularly
 - Looking across all funding sources
 - New software available for fundraising

Dr. Alice Bartley, CEI:

- Use of Danielsen framework
- Recruitment
 - Need to post staff vacancies
 - Teacher shortage experienced all over
- CEI's overall support

TREASURER'S REPORT - Bliss Owen

- Detailed financials were shared in advance for review
- The Finance Committee met on December 21, 2021 to review the November 2021 financials:

Five months ended November 30, 2020:

	YTD Actual	YTD Budget	YTD Variance
Revenue	\$3,319,573	\$3,792,308	*(\$472,735)
Expenses	2,612,613	2,785,303	(172,690)
Revenue Over Expenses	706,960	1,007,005	(300,045)
Total Assets	**\$4,811,509		
Total Liabilities	\$938,357		

*Revenue YTD Variance includes PPP Loan forgiveness of \$732,700

**Total Assets includes cash of \$3,912,438

- Building lease and CEI contract in negotiation

GOVERNANCE COMMITTEE – Miriam Miranda-Jurado

- Elect a Vice Chair for the remainder of the 2021-22 School Year – Shakeel Armstrong

Motion 220113.2

Upon a motion by Michael Kohlhagen and duly seconded by Bliss Owen, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the election of Shakeel Armstrong, Vice

Chair as identified by Board Chair and Governance Committee for the remainder of the 2021-2022 school year.

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

Voting in the negative: None

Motion 220113.2 passed 5 to 0

Motion 220113.3 Upon a motion by Shakeel Armstrong and duly seconded by Taj Smith, the following was submitted for approval: **RESOLVED** that the UCCS Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no state or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select Nicole Reinhardt as a member to its Board of Trustees, with a term expiring on June 30, 2025, pending approval by NYSED. The resolution approving Nicole Reinhardt is adopted upon NYSED's approval.

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

Voting in the negative: None

Motion 220113.3 passed 6 to 0

Approval of CEI Contract:

Motion 220113.4 Upon a motion by Bliss Owen and duly seconded by Shakeel Armstrong, **WHEREAS**, Urban Choice Charter School ("School"), led by its Board of Trustees ("Board"), has received a charter from the New York State Board of Regents ("Authorizer") to operate a charter school in the state of New York from July 1, 2021 through July 1, 2023 pursuant to certain terms and conditions set forth in its approved charter application/charter agreement (the "Charter"); and

WHEREAS, as a condition of renewal, Urban Choice Charter School was required to revise its Charter and enter into an agreement with a Comprehensive Management Services Provider (“CMSP”), as defined by the Authorizer, to assist with school improvement; and

WHEREAS, the Center for Educational Innovation (“CEI”) is an educational services provider and was recommended by the Authorizer as a potential CMSP partner; and

WHEREAS, the School is entering into the attached Educational Services Agreement with CEI in order to meet its obligations under the Charter.

RESOLVED, the Board authorizes the Chairperson of the Board to sign the Agreement on behalf of the School pursuant to Article III(A)(4) of the School’s bylaws.

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

Voting in the negative: Taj Smith

Motion 220113.4 passed 4 to 1

CHAIR REPORT – No Report

- Discussed challenges associated with recruiting and retaining staff at this time
 - Not an isolated issue for UCCS – it is a national challenge
 - Discussions will continue seeking ways to make any improvements

PUBLIC COMMENTS

- Staff member shared concerns related to follow through by CEI
- Recommendations suggested for a reset to improve school morale
 - Trust, respect, priorities
 - Competent teachers need reasons to stay
 - Leadership building more connections with staff
 - Improvement in onboarding process of teachers
 - Improvement in communication between CEI, Board, Leadership – the decision makers

- IT needed onsite every day
- Board Chair confirmed that uncomfortable conversations are needed at times
 - Requested specific offer of solutions addressing the issues and concerns that have been shared
 - Suggesting open discussions where all are able to speak respectfully for productive solutions/improvements
- CEI would like to meet with the BoT to collaborate and work on the commitment
 - Plan to work together to put together a response
 - Take this as a turning point
 - Not about blame
 - Best intentions are in place
- Meetings will be set
 - Board will meet with CEI and Leadership and seek input from instructional staff by Wednesday of next week

Motion 220113.5 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 adjourn the meeting at 7:52 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 220113.5 passed 6 to 0

NEXT BOARD MEETING: February 10, 2022