

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES MEETING – MINUTES
THURSDAY, DECEMBER 9, 2021**

- Present:** Shakeel Armstrong, Mubarak Bashir, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Taj Smith
- Absent:** Duwaine Bascoe, Felicia Dees
- Guests:** Dr. Alice Barclay and Karen Fahy (CEI)
- Media Notification:** The Democrat and Chronicle was notified of the December 9, 2021 meeting on December 5, 2021. Zoom link was posted on the UCCS website and shared with staff.

BOARD MEETING

The meeting was called to order at 5:59 p.m. and the Mission Statement was shared.

Motion 211209.1 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 November 20, 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 211209.1 passed 6 to 0

- Introductions of board members, teachers, and staff members as well as Dr. Lucia Buttarro, Dr. Karen Valbrun (CEI Consultants for Special Ed and ELL Audits), Dr. Alice Bartley, Karen Fahy and Marcia Sobers-Charles (CEI) in attendance.

CEO's REPORT

- Enrollment at the end of November: 380 and currently at 385 with a goal of 400 (budgeted at 395)
 - 257 on the wait list
 - 16 openings
 - 16 offers extended
 - 23 students left
 - New students at 62
- Attendance has increased by a point
 - Getting closer to our goal of 95%
 - Many absences are related to quarantine due to Covid
- Dean has been out sick for over a week – no home visit updates to report
- Discipline data
 - Improvement in ATS (Alternative to Suspension) with an increase in OSS (Out of School Suspensions) in grade four
 - Overall students are improving their behavior
 - Discipline referrals by time – increase at recess and at the end of the day
 - Days of the week for referrals has remained consistent
 - Physical aggression and disruptive behaviors have decreased
 - Dean has a new plan in place to address at recess
 - Michael Samuel is assisting in place of the Dean – maintaining the Help Zone and getting students back in the classroom
 - ✓ Helping students interact appropriately with each other
- Staff demographics have not changed
- New staff is being hired
- Currently at 68 staff members
- Current teaching staff at 36 with 28 certified
- NYS assessment data discussed along with predictions and plans
- A second gym teacher has been hired and will begin working next week
- 21st Century Community Learning Center Grant Application - – extended appreciation to Paolo Alberghini and Jen Curry (CEI) for their hard work for an extended day piece and this would begin next September
 - Plan to partner with REACH to provide after school programs offering STEM, life skills and academic enrichment
 - Other local providers would work with REACH to provide additional services
 - UCCS would provide dinner for students that stay
- Submitted our preferred school schedule and submitted to the Rochester City School District
 - RCSD to honor return to students attending from 8:30 a.m.-3:30 p.m. or there will be a separate charter school plan for transportation

CEI's REPORT

Karen Fahy:

- Completed the last board training and finalized the matrix and calendar for board topics
- Important pieces finalized for the charter renewal
- Danielson documents for use by the coaches
- Providing professional growth as needed by the coaches
- The audit team to share findings and recommendations
 - As per the BOT's request, CEI contracted with Dr. Karen Valbrun and Dr. Lucia Buttarò
 - Next step for the school is to develop the action plan based on the recommendations and CEI will be supporting the development of that action plan

Dr. Valbrun: Special Education Audit

- Shared a summary of the audit process, findings, and recommendations
 - Interviewed teachers and visited classrooms for an overall picture (RtI and Special Education)
 - Leadership is supportive and aware of the existing challenges
 - Ms. Kelly Walker is extremely knowledgeable and able to support the teachers
 - Systems instructionally show promising practices
 - Professional development has been offered to support teachers in models and the RtI processes
 - Climate for teachers: teaching and learning is valued
 - Staff is extremely caring, honest, and transparent
- Finding and recommendations
 - Not everyone shares the same understanding of the RtI process
 - More training and more professional development recommended
 - Co-teaching model is relatively new – more training would be helpful
 - Increase academic rigor based on IEPs
 - iReady – recommended it is used across the board to support teachers and defined areas of intervention
 - Referral process improvements for students and teachers and parents
 - Using data to make decisions for staffing as well as instructional practices
 - Rochester City School District establishes the goals

Dr. Lucia Buttarò: ENL Audit

- Shared a summary of the audit process, findings, and recommendations
 - Met with ENL Teacher
 - Appropriate number of minutes of instruction were provided to ELLs

- Lesson plans provided in advance would allow better preparation
- Observed action with co-teaching with kindergarten class
- ELLs are literal learners
- Lessons and pull-out component
- Visual and auditory connection
- Recommending break down packets – quality vs. quantity
- Good idea to have sentence starters
- Create cultural bridge
- Manipulatives are important
- Students speaking with each other is helpful
- Avoid yes or no questions
- Collaborative planning time
- ENL teacher working with the mainstream classroom teacher
- Recommend workshops for the entire staff to understand the processes
- A workshop will be provided tomorrow

TREASURER'S REPORT – Bliss Owen

- Abbreviated financials were distributed in advance
- Cash continues to be in a strong position
- Overall balance sheet remains strong
- Net revenue to budget is under \$208K
- Personnel is under budget by \$151K due to a decrease in personnel
- Finance Committee reviews all and most variables are related to timing
- Has been suggested that a financial summary could be included on the Dashboard

GOVERNANCE COMMITTEE – Miriam Miranda-Jurado

- Continuing search for additional board members with necessary skills to be more effective as a board
 - Needs: Human Resources, Education, Fundraising

CHAIR REPORT – Mubarak Bashir

- Thanked and acknowledged all UCCS staff members that attended

Lynn McCarthy:

- Since UCCS is off target for SPED and ELL students, a revision to the enrollment policy is recommended
- The prior adjustment did not provide a significant enough difference
- Doubling the weighting

Motion 211209.2 Upon a motion by Taj Smith and duly seconded by Shakeel Armstrong, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the amended enrollment policy as presented.

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

Voting in the negative: None

Motion 211209.2 passed 6 to 0

PUBLIC COMMENTS

- Taj shared a brief update related to a discussion at the retreat – securing support and tutoring for UCCS students
 - Meeting on Monday with RIT’s K-12 division – two different grant funded programs
 - Will discuss possibilities
- A group is looking at piloting a program with parents – seeking the needs of parents for education, job opportunities, linkage to additional opportunities and livable wages

Michael Samuel

- Shared details related to a partnership with Pittsford High School
 - Student exchange program
 - Second meeting was held this past Tuesday
 - Each participating UCCS student is partnered with a Pittsford Mendon or Pittsford Sutherland student
 - Assortment of activities are planned together
 - Held a candlelight night walk through the Village of Pittsford from 3:30 -7:30 p.m.
 - Next month a student exchange is planned – a high school experience for UCCS students with partners
 - In March, the Pittsford HS students will spend the entire day at UCCS
 - Highlighting equity and diversity

- 12 of our families received Thanksgiving baskets from the Kennedy Foundation
- Discussion regarding ROC Kids Connect
- A possible field trip to Foodlink – could be a community service project
- Teachers in attendance inquired about staff turnover

- Prior to entering Executive Session, Michael Kohlhagen shared the following related to the CEI contract:
 - Committed to continuing to work with Leadership and the team to provide support
 - CEI staff members are committed to UCCS and getting all over the finish line

Motion 211209.3 Upon a motion by Bliss Owen and duly seconded by Taj Smith, the following was submitted for approval: **RESOLVED** that the Board of Trustees enter Executive Session at 7:40 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 211209.3 passed 6 to 0

Motion 211209.4 Upon a motion by and duly seconded by , the following was submitted for approval: **RESOLVED** that the Board of Trustees end Executive Session at 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 211209.4 passed 6 to 0

Motion 211209.5 Upon a motion by and duly seconded by , the following was submitted for approval: **RESOLVED** that the Board of Trustees adjourn the meeting at 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 211209.5 passed 6 to 0

NEXT MEETING: January 13, 2021