

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES MEETING – MINUTES
THURSDAY, AUGUST 26, 2021**

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

Absent: Duwaine Bascoe, Felicia Dees

Guests: Dr. Alice Bartley

Media Notification: The Democrat and Chronicle was notified of the August 26, 2021 meeting on August 16, 2021.

BOARD MEETING

The meeting was called to order at 6:07 p.m. and the Mission Statement was shared.

Motion 210826.1 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 June 10, 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 210826.1 passed 6 to 0

CEO's REPORT – Lynn McCarthy

- Enrollment
 - Currently at 391 with a goal of 400
 - Budget plan is 395

- Wait list is strong
- Enrollment offers extended at this time
 - ✓ Four kindergarten students have accepted with need for paperwork completion
- Siblings of accepted kindergarten students move up in the lottery
- Received challenging message from the Rochester City School District just before the start of the meeting
 - Due to transportation issues, our bell hours might be changed at this late date (from 8:30 a.m. - 3:30 p.m. to 9:00 a.m. - 4:00 p.m.)
- Title applications were submitted – due on 8/31/21
- PPP loan forgiveness was submitted and is in the second stage of review with one more stage before finalized – appears that the loan should be forgiven
- TEDS training for the Terra project set for 8/31, 9/1 and 9/2
- CEI sponsored a retreat in Buffalo, NY with the UCCS Leadership Team – was an exceptional experience
 - Worked on a number of initiatives
- Professional Development plan was created with input from UCCS staff
- Our Shared Vision was presented to the board and staff
- Leadership Team organizational chart and duties/responsibilities shared
- Leadership team and staff reporting lines shared
- UCCS + CEI = Partnership
- Overview shared of where UCCS was a year ago and current status
- Overall school performance gains shared
- Actions implemented for future gains shared
- ACT: Accountability Communication Transformation
- Key Design Elements:
 1. Supportive Educational Environment
 2. Rich, Rigorous, Engaging Curriculum
 3. Extended Learning Opportunities
 4. Authentic Family Involvement
 5. Data Informed Instruction
 6. Focused Professional Development
 7. School Culture

Chris Vernon

- Urgency for gains
- Encouraging staff to make the most of every moment
- Responsive to data – teaching based on collection of data
- Important to think about moving forward – cannot go back
- Prioritizing learning
- Creating plans to accelerate
- Building bridges where needed
- Engagement

- Planning for our students: knowledge, articulate, literate, confidence for finding their voices
- High priority – solid foundational skills
 - Too many students cannot read at the level expected
 - Need solid foundational skills for K-2
 - Phonics program training planned for Professional Development next week – Science of Reading
 - Lesson planning and preparation
 - Improving skill level – grade level focus with scaffolding and personalized instruction to fill gaps and provide balance
 - Wit and Wisdom and Eureka curriculum
 - Introducing Spire – a reading intervention program
 - Amplify - science curriculum for grades 5-8

Kelly Walker

- Training with CEI
 - Co-teaching models (three new models)
 - Teachers and TAs working together
 - Rules of engagement with teachers
 - Trauma training reviewed with staff
 - Self-reflection and engagement
 - Spire shared with RtI and SPED teachers

Carl Parris

- Culture and climate – environment and connections
 - Positioned to serve our students
 - Sponsored a trip for staff members to visit the neighborhoods we serve
 - Establishing a healthy mindset vs. a fixed mindset
 - ✓ Well-being
 - ✓ Trauma informed
 - ✓ Balance – do not remain in the pandemic mindset
 - Student Success Team supporting students and staff
 - ✓ Academics, attendance, social emotional, behavior
 - ✓ Support teachers
 - Establishing roles
 - Setting clear expectations
 - Strong classroom culture workshop
 - Setting the conditions for the building
 - How to have healthy conversations with parents
 - Sense of urgency

- Help the students succeed and ensure that we will earn a five year re-charter so we continue with our students

Michael Samuel

- Toured the urban areas of our city with staff
 - Shared current data related to our families: living in poverty, single-parent households, housing insecurity
 - Ended the tour in the northeast quadrant of Rochester
- Parent and Student Engagement – research and data confirms that it is a priority
 - Implemented teams – teachers involved – Family Connection Team
 - Student government
 - Family Nights
 - Celebrations
 - Staff and Student of the Month
 - School newsletter team
 - Parent Advisory Committee
 - Parent workshops
 - iReady anchor for data – engaging parents
 - Exposing our students to more resources
 - Every student in grades 5, 6, 7 & 8 will have a “go-to person” for support
 - Must have smart goals and organizational skills need to be built in our students
 - Our students need to understand their individual data and needs

Covid-19 Vaccination Discussion:

- Planning to partner with a private company to complete our needed weekly testing for staff members not fully vaccinated
- Discussed the possibility of mandating vaccination for staff in the school in the future

CEI's REPORT – Michael Kohlhagen and Dr. Alice Bartley

- Michael Kohlhagen shared that the leadership team is doing an exceptional job preparing the staff for an important school year
- Going forward there is a plan to organize and integrate CEI's report along with the leadership team report – a partnership
- Added important communication systems
- Putting systems and structures in place
- Work Plan - template of the work plan shared for reporting
- Board of Trustees training – outline shared
- Assigning dates and moving forward with the schedule

- Training to begin in September
- Training two times per month – some digital
- Considering Monday and Wednesday afternoon/evening
- To begin after Labor Day
- Seeking feedback on topics or adding
- New data system – separate presentation
- New science program – special – see Amplify

Dr. Alice Bartley:

- Collaborative work being completed - reflecting
 - Agenda for the retreat
 - Summer Institute
 - Coming up with a concise document that shows the new programming, reason brought on, and how we are utilizing
 - Spire – BoT will have an overview of the curriculum and how it is being modified and utilized
 - Extended day services
 - Afternoon part of the summer school day
 - Coding
 - Radical readers program
 - Walls for Change – Arts Program
 - E-Sports
 - Data connectivity
 - Recommend running a cycle of data before reviewing – the end of October might be a realistic timeframe for a review
 - Coaching and professional development
 - Supporting the coaches – coaching cycles side by side
 - Ensuring that the content is being dispensed – supporting teachers – consistency
 - Teachers of teachers
 - Accountability - what gets monitored
 - Customizing
 - Calendar and Schedule
 - Using the Danielson framework – modified piece – walk through each classroom throughout the day and week – reflective conversations – leadership team to make decisions
 - Professional Development calendar
 - Summer Institute
 - Surveys – leadership team is receiving feedback – data – composite shared – loop back to leadership team and move forward – a cycle
 - Discussing some of the concerns with the staff
 - Flow of the day and addressing some of the pieces

Michael Kohlhagen:

- Development team met with Alice and Lynn
 - Putting systems in place moving forward to update the website on a regular basis
 - One day per week to get that work done
 - Brochure to recruit staff and students
 - Dates and expectations established
 - Grants and fundraising – new platform adopted – introduced to team here – their own fundraiser page
 - ✓ Playground as first priority
 - Foundation funding – local and otherwise
 - Sharing priorities and helping with board networks
 - Grant writing to understand the priorities of the school
 - Support and help school
- Web management
 - Enhance understanding of UCCS – spread the word
- Reporting and Accountability
 - Document will be used for modifications
- Education Committee meetings – will be video-taped – all board members invited and viewing will be available remotely
- Special workshops
- Mubarak suggested all board members review all of the documents shared by CEI and provide feedback so adjustments can be made

TREASURER'S REPORT – Bliss Owen

- No report available – final numbers are not available from the auditors to date
- Auditors will present to the Finance Committee on Tuesday
- Will bring to the board for the next meeting

GOVERNANCE COMMITTEE REPORT – Miriam Miranda-Jurado

- Final evaluation of CEI
 - Responses received
 - Input has been taken into consideration
 - Informative
- Contract has not been signed to date
 - Made some adjustments and gaps are being addressed
 - ✓ Solid accountability measures
 - Oversight of the work being done
 - Calendar will be critical – board members have professional commitments

CHAIR REPORT – Mubarak Bashir

- Additional/new board members needed

PUBLIC COMMENTS - None

Motion 210826.2 Upon a motion by Miriam Miranda-Jurado and duly seconded by Taj Smith, the following was submitted for approval: **RESOLVED** that the Board of Trustees adjourn the meeting at 8:17 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 210826.2 passed 6 to 0

NEXT BOARD MEETING: September 9, 2021