

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES MEETING – MINUTES
THURSDAY, SEPTEMBER 9, 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 September 9, 2021 meeting on September 3, 2021. Update and Zoom link to join the meeting was shared on the UCCS website.

BOARD MEETING

The meeting was called to order at 6:10 p.m. and the Mission Statement was shared.

Motion 210909.1 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 August 26, 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 210909.1 passed 6 to 0

Motion 210909.2 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 approve the September 7, 2021 Special 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 210909.2 passed 6 to 0

CEO's REPORT – Lynn McCarthy

- Current enrollment is 392
 - Offers extended for some openings and expect acceptance this week
- First day of school
 - Student arrivals - 88 of our students are not currently routed – family members were able to provide transportation
 - We used sign-out sheets for pick up after school
 - As expected, there were many transportation delays and issues
 - ✓ Hopeful that there will be improvement tomorrow and going forward
 - ✓ Transportation will not establish a route for any student that submitted their form after June 25
 - We are looking at routing some students ourselves and will alert the new transportation company if students are able to be added to established bus stops already set near their homes
 - Board member inquired about using the UCCS bus to transport students to and from school. CEO would need to check availability of driver that has only transported for after school basketball or field trips in the past.

Michael Samuel

- Parent Advisory Council
 - Eleven parents attended
 - Looking for a minimum of 20 parents to get involved and partner with us
 - ✓ Need their voices, input, skills, talent and sharing of needs
 - Next meeting planned for the 23rd of September
 - ✓ Planning to meet the third Thursday of each month from 5-6 p.m.
 - ✓ Three staff members participating
 - Parents have asked for better communication
- Open House is planned for September 30 at 5 p.m.

- Student Celebrations Team
 - Ten staff members are a part of this team
- Quarterly Newsletter planned
 - Folders are established on Google for photos of our students
- Student Government Team
- Student Attendance Team
 - Will meet at least once per month with flexibility to meet additional times
- Every team has a Chair, Assistant Chair and Secretary for recording minutes
- Discussed having a table at Open House to assist with seeking a parent with a child attending UCCS to serve on the BoT
- Name tags to be ordered for board members
- New York Charter School Association is also seeking parent(s) to participate
 - Lynn McCarthy is forwarding the information to Michael Samuel

Carl Parris:

- Observed significant energy for the first day of school – many students were very excited to start the new school year
- After a lot of hard work, UCCS is ready to go

Kelly Walker:

- Met many parents/family members today – they were accepting and positive about busing issues and school timing change
- Students were glad to be back

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

Dr. Alice Bartley:

- Instructional Audit
 - Have been drafting documents for Kelly Walker's review – to support the building
 - Spire
 - Amplify
 - ✓ Training by the publishers of the products
 - Looking at the seven design elements
 - New dates recommended were shared today

- Infusing the extended learning programs throughout the year
- Data connectivity – first training for Terra completed (three days) – familiarized staff
- Rolling out and collecting needed data to make recommendations
- Effectiveness going forward
- Coaching – Dr. Carroll and Ms. Acosta – ready to go
- Establishing schedules
- Proficiency around Danielson
- Cluster rubric shared
 - ✓ Will be looking at the full cluster and opportunity for teachers to grow in all areas
 - ✓ Coaches supporting in these areas

Michael Kohlhagen:

- Planning to meet with Board Chair tomorrow morning to discuss plans for scheduling the board retreat and formalizing dates for board training
- CEO is reviewing her evaluation piece to finish that process as well

TREASURER'S REPORT – Bliss Owen

- Awaiting the audit results
- Finance Committee will be meeting on September 28 to review the audit and then will be presented to the BoT for approval at the October meeting
- Finance Committee met last week and reviewed the July numbers – will hold to combine with August reports for more meaning
- Amended budget – Finance Committee reviewing some final changes and will meet one more time and will bring the budget for a vote at the next BoT meeting

GOVERNANCE COMMITTEE REPORT – Miriam Miranda-Jurado

- CEO Evaluation
 - CEO shared her documentation
 - Will review and finalize compensation package for the 2021-22 school year
- Date for our board retreat is needed ASAP
- Training is a priority

- Additional board members needed in addition to a parent representative
 - Need to increase the members to accomplish the work needed
 - CEI offered in the past to support this growth as well

CHAIR REPORT – Mubarak Bashir

- Reiterated that additional board members are vital
- Board members need to commit to be at meetings

PUBLIC COMMENTS

- Discussed the Recruiting Committee as an advisory function
 - Report at board meetings (not on a scheduled monthly basis)
- Discussed the need for the board retreat as an urgent priority

- Prior to entering Executive Session to discuss negotiations with CEI, Michael Kohlhagen shared some comments:
 - Meeting was held earlier in the day to fine tune the scope and work plan
 - CEI is all in 100%
 - Looking forward to the work and continuing to build a strong team, adding local members to the team, and continuing to define the partnership to support the entire leadership team
 - Agreement is vitally important to support all in whatever needs arise

Motion 210909.3 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 enter Executive Session at 6:59 p.m. to discuss the agreement with CEI.

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

Voting in the negative: None

Motion 210909.3 passed 6 to 0

Motion 210909.4 Upon a motion by Bliss Owen and duly seconded by Taj Smith, the following was submitted for approval: **RESOLVED** that the Board of Trustees end 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 210909.4 passed 6 to 0

Motion 210909.5 Upon a motion by Bliss Owen and duly seconded by Shakeel Armstrong, the following was submitted for approval: **RESOLVED** that the Board of Trustees adjourn the meeting at 7:41 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 210909.5 passed 6 to 0

NEXT BOARD MEETING: September 29, 2021