

**URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES MEETING – MINUTES  
WEDNESDAY, SEPTEMBER 29, 2021**

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

**Absent:** Shakeel Armstrong, Duwaine Bascoe, Felicia Dees

**Guests:**

**Media Notification:** The Democrat and Chronicle was notified of the September 29, 2021 meeting on September 22, 2021. Update and Zoom link to join the meeting was posted on the UCCS website.

**BOARD MEETING**

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

**Motion 210929.1** Upon a motion by Taj Smith and duly seconded by Bliss Owen, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the September 9, 2021 BoT Meeting Minutes.

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

**Voting in the negative:** None

Motion 210929.1 passed 5 to 0

**CEO's REPORT – Lynn McCarthy**

- Met with the Rochester leaders of the New York Charter Schools Association
  - Working on a transportation plan with the Rochester City School District to develop an agreement
    - ✓ Charter school routes would be separate from the RCSD routes

- ✓ Would allow charter schools to work directly with First Student
- ✓ Only small change in cost to charter schools – transportation funding would continue – only low cost involved with a contract with First Student
  - This might not be put in place until the next school year, but it might allow us to return to our normal instructional hours of 8:30 a.m. – 3:30 p.m.
- Focus on getting UCCS students back into a routine after the pandemic and time out of the classroom
- Teachers have settled in with the instructional time change
  - No meetings are being held on Friday mornings allowing staff to report at 9 a.m.
  - Monday-Thursday 8:30 a.m. start with one or two meetings and extra planning time
- Teaching Assistants are continuing to report at 8:45 a.m. – 4:45 p.m.
- Open House plans changed to an outside tent in our green space – limiting numbers for one hour
  - Grades 6-7 on October 12
  - Grades K-2 on October 13
  - Grades 3, 4 & 5 on October 14

## **TREASURER'S REPORT – Bliss Owen**

- Bliss shared that the amended budget was shared with members in advance and another amendment will be shared once the lease is settled along with the CEI Agreement.
- Financials for July and August compared to the amended budget will be presented at the next BoT meeting in October in addition to the audit.
- The CEO reviewed and presented the amended budget:
- Approved balance remaining at \$226,104
- Pending approval of government grants – budgeting half at \$396,204 and \$896,000
- Budget increased due to five reading specialists and purchase of phonics materials
- Budgeting for 390 students for Rochester City School District with 8 students out of district and now have 10 suburban students
- Twenty teacher laptops with increased technology and updating capabilities for \$16,000 and 90 Chromebooks for \$32,500 (replaced due to loss/damage during the pandemic)
- Additional curriculum materials purchased: Otus, PowerSchool Group, Curriculum Associates for iReady
  - Parents and teachers can message
- Professional training for iReady through Curriculum Associates for \$4,500
- Increase for breakfast and lunch for Summer School
- Paid teachers and teaching assistants for additional two weeks in August for training outside of their contracts – usually a one-week plan for training and expanded to three weeks of training
- Workman's Comp increase
  - Extra increase for food service worker out includes claim for surgery

- Disability insurance increased after having four staff members out on short-term disability last school year
  - Discussed possibility of making adjustments when new insurance pricing is shared in October
  - UCCS currently pays all for short-term and long-term with a significant increase in staff going out on disability - two employees pending for this school year already
- Attorney fees – discussed determining frequency of our school attorney attending monthly board meetings – could consider on an as needed basis going forward
- Added Level Field Charter Partners assisting with our attorney for an updated lease agreement
  - Market value analysis – market value is higher than we paid recently
  - Working with National Heritage to come to middle ground
- Taxes estimated with Monroe County and the City of Rochester
- CEI contract - considering reduction to cover cost of UCCS hiring coaches
- Building maintenance increased due to Covid – increased cleaning for \$4,700 per month to include landscaping, pest control, snow removal
- Increasing trash removal agreement - cost increase since doubling size of the school
- Phones and internet increased after switching to fiber optics - more costly but more reliable
- Discussed hardware and software policy change
  - Will be shared with families at Open House

**Motion 210929.2**                      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 Amended Budget for the 2021-2022 School Year as presented.

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

Voting in the negative:          None

Motion 210929.2 passed 5 to 0

**CHAIR REPORT – Mubarak Bashir**

- Shared plans for board training with CEI to begin in October
- CEO Evaluation will be first for completion as soon as possible

## PUBLIC COMMENTS

- Michael Samuel's advisory group includes 15 parents to date
- Prior to entering Executive Session and recusing Michael Kohlhagen to discuss the status of the CEI contract, Michael shared:
  - Current staffing updates
  - Education Committee agenda
  - Finalizing board training agenda
  - Adjusting topics for the board training
  - CEI continues to build a local team with boots on the ground every day
  - Not replacing those already in place just fewer traveling
  - Building capacity with intent
  - Remain committed to helping the CEO accomplish things

**Motion 210929.3**                      Upon a motion by Taj Smith and duly seconded by Bliss Owen, the following was submitted for approval: **RESOLVED** that the Board of Trustees enter Executive Session to discuss the agreement with CEI.

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

Voting in the negative:          None

Motion 210929.3 passed 5 to 0

**Motion 210929.4**                      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 7:08 p.m.

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

Voting in the negative:          None

Motion 210929.4 passed 5 to 0

**Motion 210929.5**                      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 7:08 p.m.

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

Voting in the negative: None

Motion 210929.5 passed 5 to 0

**NEXT BOARD MEETING:** October 14, 2021