

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES MEETING – MINUTES
THURSDAY, SEPTEMBER 8, 2022**

Present: Mubarak Bashir, Miriam Miranda-Jurado, Bliss Owen, Nicole Reinhardt, Taj Smith

Absent/Excused:

Guests: Kirsten Barclay, Esq.

Media Notification: The Democrat and Chronicle was notified of the September 8, 2022 meeting on September 1, 2022. Zoom link was also shared with staff members and posted on the UCCS website.

BOARD MEETING

The meeting was called to order at 6:30 p.m. by Mubarak Bashir and the Mission Statement was shared.

Motion 220908.1 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 8, 2022 Board Meeting Agenda.

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

Voting in the negative: None

Motion 220908.1 passed 5 to 0

Motion 220908.2 Upon a motion by Taj Smith and duly seconded by Nicole Reinhardt, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the August 11, 2022 Board Meeting Minutes.

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

Voting in the negative: None

Motion 220908.2 passed 5 to 0

Motion 220908.3 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 enter Executive Session at 6:34 p.m. for the purpose of discussing the employment of a particular individual.

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

Voting in the negative: None

Motion 220908.3 passed 5 to 0

Motion 220908.4 Upon a motion by Nicole Reinhardt and duly seconded by Bliss Owen, the following was submitted for approval: **RESOLVED** that the Board of Trustees end Executive Session at 7:16 p.m.

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

Voting in the negative: None

Motion 220908.4 passed 5 to 0

PUBLIC COMMENTS - None

TREASURER'S REPORT – Bliss Owen (Please refer to attached report)

GOVERNANCE COMMITTEE REPORT – Nicole Reinhardt

- Two meetings are scheduled (one next week and one in October)
- Two current priorities:
 - Reviewing Bylaws
 - Recruitment of prospective board members
 - ✓ Several candidates at various application stages

CHAIR REPORT – Mubarak Bashir

- Met with E3
 - CEO shared that E3 was originally formed to bring charter schools to Rochester
 - ✓ Founded by a business owner
 - ✓ Pro-charter school effort working hard to support all charters
 - Fundraising
 - Administration of the common application
 - Facilities funding would be most helpful
 - Potential opportunities moving forward
- Action for a Better Community has ordered and donated uniforms for students in need
 - Requires some paperwork and confirmation of living within the poverty level

MANAGEMENT REPORT – Lynn McCarthy

CEO/Leadership Team:

- Board requested that CEO send recruitment strategies for Students with Disabilities and English Language Learners
- SIP Implementation Overview shared by CEO and Principal:
 - Opportunity looking at student achievement
 - Work with intention and together
 - Coaching model for continuous improvement that is evidenced by how our students are improving
 - Measured by iReady data showing growth over time
 - Leading to student engagement
 - Measurable goals
 - Voice of teachers in grade level meetings
 - Measure and understand the key components
 - Wit and Wisdom program – professional development offered
 - Staff member trained in curriculum
 - Making sure that we are continuing to provide feedback that is timely
 - Assessment calendar

- Assessing our students, continue to plan and provide feedback
- Adjustment in K-2 literacy
- Curriculums:
 - ✓ Wit and Wisdom
 - ✓ Eureka Math
- Engaging the staff in hands-on activities
- Board member inquired about action steps and how they are going to be assessed
 - ✓ Instructional leadership team comprised of administration and teachers
 - ✓ Conversation with entire building in terms of what high quality education looks like
 - ✓ Observational feedback
 - Coaching when not seeing it
 - ✓ Continuing to focus on how to grow the practices
 - ✓ Classroom walk throughs and conversations
 - ✓ Confirmation of high-quality education
 - Some will be based on student achievement
- Benchmark assessments
 - ✓ ELA Coach already has some ideas
- Board member inquired if there will be a shared language from classroom to classroom
 - ✓ Relationships are the high priority foundations at UCCS
 - ✓ Added in planning time for specific grade levels
- K-2 looked at magnetic learning
- Not looking at classrooms as individual classrooms
- Board inquired about how it is handled when there is a need for curriculum changes
 - ✓ Instructional leadership will make those decisions
 - ✓ Grade level team meetings
 - ✓ UCCS is utilizing the math coach – was in for the first day of school
 - Seamlessly started working with the classes during the math lessons
 - Teachers are enthused about the coach working with them and learning new ways to present math
- Schedule of assessments will be shared with board members
 - ✓ Involves iReady and is by grade level with the help of the coaches
- Culture and Climate
- Student and Family Engagement
- Reduce absenteeism
 - ✓ Clear communication for expectations
- Red folders created for students in K-6
 - ✓ Every Friday the red folder goes home with any information parents need to have
 - ✓ Email messages will also be sent
 - ✓ Looking at specific data for the Attendance Team
- Monitoring SWIS data
 - ✓ Assistant Principal's team will support
 - ✓ SEL – had the opportunity to bring individuals together

- ✓ How to utilize with our four social emotional learning coaches
- ✓ Using the school mascot, we have three “wolf dens” for younger grades through intermediate
- ✓ De-escalation plan: proactive vs. reactive
- ✓ Empowering teachers and our teaching assistants
- ✓ Provide support rather than push out
 - SEL coaches are pushing in to allow students to remain in the classrooms
- ✓ Kickboard is a common language K-8
- ✓ Principal shared staff input regarding earning paw points
- ✓ Code of Conduct was reviewed a couple of years ago
 - CEO and Principal will review and make some recommendations
- ✓ Brought in restorative practices and need that piece outlined
- ✓ Need to get our parents involved in looking at the Code of Conduct
- ✓ Staff has a voice
- Parent Engagement Committee – Michael Samuel has been putting together the calendar
 - ✓ Having people involved more – culture and climate
 - ✓ Organizational effectiveness benchmark could fit

DISCUSSION ITEMS

- Policy Review: Employee Handbook
 - Opened for discussion
- Board calendar – to be determined in September TBD for board training for governance and oversight prior to the SED visit
 - Chair will share some dates for consideration

ACTION ITEMS

- Review of Education Law 2-d – Data Privacy and Security
 - Compliance - Mandated by State Education Department
 - Language required by SED
- CEO added that security has been enhanced through Entre

Motion 220908.5

Upon a motion by Bliss Owen and duly seconded by Taj Smith, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the Education Law 2-d – Data Privacy and Security Policy as shared.

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

Voting in the negative: None

Motion 220908.5 passed 5 to 0

➤ As reviewed at the September board meeting:

Motion 220908.6

Upon a motion by Bliss Owen and duly seconded by Taj Smith, the following was submitted for approval: **RESOLVED** that the Board of Trustees authorize the Adoption of Written Procedures following a Public Hearing at 6:00 p.m. this evening for the Use of Video conferencing for the Conduct of Public Meetings.

WHEREAS, effective April 8, 2022, as part of the 2022-2023 New York State budget, New York State has enacted permanent amendments to the Open Meetings Law regarding the use of videoconferencing by a governing body to conduct public meetings; and

WHEREAS, these amendments were set forth to balance the need for governing bodies to have the ability to operate remotely and the public's right to in-person access; and

WHEREAS, the Board of Trustees of the Urban Choice Charter School wishes to adopt a Resolution providing for written procedures for the use of video conferencing to conduct its public meetings consistent with the provisions of the amended New York State Open Meetings Law; and

WHEREAS, in accordance with the amended New York State Open Meetings Law, on September 8, 2022, the Board held a public hearing to publicly discuss this matter and to receive input from the public on these issues; and

WHEREAS, at the conclusion of the public hearing, the Board is holding a vote on said Resolution; and

NOW, THEREFORE, BE IT RESOLVED, the Board hereby adopts the following as written procedures to be utilized for video conferencing for the conduct of its public meetings in accordance with the Open Meetings Law of New York State as set forth in the amended Public

Officer's Law Article 7, said procedures to go into effective immediately.

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

Voting in the negative: None

Motion 220908.6 passed 5 to 0

Motion 220908.7 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 CEO School Goals for 2022-2023.

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

Voting in the negative: None

Motion 220908.7 passed 5 to 0

Motion 220908.8 Upon a motion by Taj Smith and duly seconded by Miriam Miranda-Jurado, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the CEO Contract and CEO Bonuses.

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

Voting in the negative: None

Motion 220908.8 passed 5 to 0

Motion 220908.9 Upon a motion by Miriam Miranda-Jurado and duly seconded by Taj Miriam Miranda-Jurado, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the bonus for the CEO for 2020-2021.

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

Voting in the negative: None

Motion 220908.9 passed 5 to 0

Motion 220908.10 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 back pay for the CEO for 2021-2022.

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

Voting in the negative: None

Motion 220908.10 passed 5 to 0

Motion 220908.11 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 bonus for the CEO for 2021-2022.

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

Voting in the negative: None

Motion 220908.11 passed 5 to 0

Motion 220908.12 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 salary for the CEO for 2022-2023.

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

Voting in the negative: None

Motion 220908.12 passed 5 to 0

Motion 220908.13 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 adjourn the meeting at 8:29 p.m.

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

Voting in the negative: None

Motion 220908.13 passed 5 to 0

NEXT MEETING: October 13, 2022

Urban Choice Charter School
Treasurer's Report
09/08/22

The Finance Committee met on August 30, 2022 to review the July 31, 2022 financials.

The results reported are before any changes that might affect the July 31st balance sheet as a result of our outside audit. Our auditors have not yet presented the final June 30th numbers.

Results for the one month ended July 31st, 2022:

	YTD Actual	YTD Budget	YTD Variance
Revenue	549,075	611,736	(62,661)
Expenses	367,882	370,722	(2,840)
Revenue over Expenses from Operations	181,193	241,014	(59,821)
Total Assets	<u>5,413,071</u>	(includes cash of \$4,706,938)	
Total Liabilities	1,065,310		
Net Assets	<u>4,347,761</u>		
	<u>5,413,071</u>		

Our next meeting is September 28, 2022 at noon.