

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES MEETING – MINUTES
THURSDAY, MAY 12, 2022**

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

Absent:

Media Notification: The Democrat and Chronicle was notified of the May 12, 2022 Annual Meeting and Regular Board Meeting on May 3, 2022. Zoom link was also shared with staff members and posted on the UCCS website.

ANNUAL MEETING

The Annual Meeting was called to order at 6:00 p.m. and the Mission Statement was shared.

Motion 220512.1 Upon a motion by Bliss Owen and duly seconded by Nicole Reinhardt, the following was submitted for approval:
RESOLVED that the Board of Trustees approve the appointment of Mubarak Bashir to a second three-year term on the Board of Trustees expiring on June 30, 2025.

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

Voting in the negative: None

Motion 220512.1 passed 4 to 0

Motion 220512.2

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 appointment of the proposed slate of officers identified by the Board Chair and Governance Committee:

Board Chair: Mubarak Bashir
Vice Chair: Miriam Miranda-Jurado
Treasurer: Bliss Owen
Secretary: Taj Smith

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

Voting in the negative: None

Motion 220512.2 passed 5 to 0

Motion 220512.3

Upon a motion by Taj Smith and duly seconded by Bliss Owen, the following was submitted for approval: RESOLVED that the Board of Trustees adjourn the Annual Meeting at 6:03 p.m.

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

Voting in the negative: None

Motion 220512.3 passed 5 to 0

BOARD MEETING

The Regular Board Meeting was called to order at 6:03 p.m.

Motion 220512.4

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 April 28, 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 220512.4 passed 5 to 0

CEO REPORT - Lynn McCarthy:

- Enrollment at 391
 - Kindergarten decreased by one student
 - Demographics remain consistent
 - K. Walker reported that five new initial meetings are being set in the next month for Students with Disabilities which should result in an increase
 - Wait list by grade level at 128
- Attendance increased to 84%
 - Must put detailed pieces in place to improve attendance
 - Students are being picked up early on a regular basis due to our dismissal time and busing
 - A parent meeting is planned to share the message that our students are losing instruction time and should attend school for our academic hours from 9 a.m.-4:30 p.m. set for our 2022-2023 school year
 - Some absences have been a result of a few more students and staff testing positive for Covid
 - ✓ BoT requested that absences due to Covid be shared in detail
 - BoT also inquired about the reasons some students are missing school and, if a result of mental health issues, if wellness days may help
 - ✓ C. Parris would like to meet with board member T. Smith to obtain more information related to fatigue/burnout – there is a need to break the patterns
 - Some absences are related to extensions for school vacations and school break days
 - The return of sports and the need to be present to participate should improve attendance for the next school year

Carl Parris:

- One home visit in April
- Discipline improved this month
 - UCCS is more intentional

- Monday morning staff meetings have taken specific things to address each week
- Prevention is a priority
- Administration is pushing in - visibly present in the hallways
- Staffing a desk at the highest peaks of our referral times has prevented issues
 - ✓ See things and intervene immediately

Lynn McCarthy:

- Staffing remains consistent
- iReady will be updated

Introduction of Interim Principal, Amy Rawleigh-Shiavi:

- Team effort, hit the ground running, spent three hours with staff today engaged in professional development dialog
- A PowerPoint presentation was distributed in advance that brought staff together to show the correlation between the NYS charter findings from the 2020 visit
 - Charlotte Danielson Evaluations
 - Focus on the instructional practices that happen within the classroom every day
 - ✓ Classroom environment
 - ✓ Student engagement
 - ✓ Lesson planning
 - ✓ Three buckets for a reason
 - Diving in to what it is that we believe and where do we see our focus as we move forward
 - Improvement plan
 - Work is intentional
 - Staff meetings
 - 18 classroom visits held since last week
 - Data driven
 - Collective work of our building
 - Staff to see us as leaders to carry out the professional development with the key people we bring in to UCCS
 - Plan for and develop the dialog for the NYS charter visit
 - ✓ There should be no surprises
 - ✓ We are the narrators – this is our opportunity to share
 - ✓ We need to be proactive on some pieces of this visit that we have in the turnaround model
 - Productive in proactive parent meetings
 - ✓ Administrative team has met on serious issues in a restorative way
 - ✓ C. Parris and A. Rawleigh-Schiavi met with some families to bring some needs forward

- Co-creating a professional development plan
 - ✓ Working with colleagues that will be helping us
- Looking at our assessment calendar
 - ✓ Meeting with consultants and determining best approaches to complete the work together
- Teachers are working on environment within their own classrooms
 - ✓ Excited to show off some of the work happening in classrooms
 - ✓ Common language and grow professionally together
- Professional and Personal Bio:
 - 26th year in education
 - Passion for urban education
 - Taught math at middle level
 - Moved to middle school principal position
 - Rochester City School District - turnaround work for several years
 - Wanted to continue to do amazing work for a turnaround
 - Worked with a company out of the University of Colorado for the past two years
 - ✓ Restorative work – impact of Covid on children and adults
 - Relations – bedrock of all we do in the world of education
 - Back to doing what I love at the building level
 - Proud mom of three teens
 - Happily married

Upcoming Events

- NYSED Charter School Office visit scheduled for May 31 and June 1
- Meeting with our families on May 19
 - Leadership team coming together with our families
 - Key to our success
 - Strong parent/teacher relationships and healthy student relationships peer-to-peer
 - With an uptick in behavior issues, there are concerns
 - Need to be proactive
 - Plan to sit down with parents and discuss (along with teachers) the social influences that are changing culture
 - Will be held for one hour in our Media Center from 5-6:00 p.m.
 - Need to encourage families that our policy is restorative, and we need to do better going forward

Michael Samuel:

- A Family Night will be held on May 26 from 5:30-7:00 p.m. with pizza and games
 - Five to six different locations within the school will be set up
 - As a result of Covid, this will be our first family event for the year

- Positive interactions with our families
- Meet the staff in a different way
- Looking forward to getting everyone together for the first time in over two years

School Budget for 2022-2023 School Year

- Reviewed at the April meeting and distributed in advance of May meeting

Motion 220512.5 Upon a motion by Mubarak Bashir and duly seconded by Bliss Owen, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the School Budget for the 2022-2023 School Year as presented.

Discussion:

- Inquiry related to website oversight and if IT consultant would be able to cover responsibilities
 - Confirmed that IT consultant maintains equipment in the building running – platforms vs. website
- Inquiry related to any funds set aside for the parent advisory group to use if they want to plan something – confirmed that \$8K is set aside that could be used
- Government grant money is rolling over to next year’s budget
- Discussed the increase in food service cost

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

Voting in the negative: None

Motion 220512.5 passed 5 to 0

School Calendar for 2022-2023 School Year

- Reviewed
- Must correspond with the Rochester City School District calendar
- 194 days for staff and 183 days for students
- School hours will be 9 a.m.–4:30 p.m.

Motion 220512.6 Upon a motion by Mubarak Bashir and duly seconded by Bliss Owen, the following was submitted for approval: RESOLVED that the Board of Trustees approve the School Calendar for the 2022-2023 School Year.

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

Voting in the negative: None

Motion 220512.6 passed 5 to 0

Professional Services Agreement

Motion 220512.7 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 Professional Services Agreement.

Discussion:

- Updated to clearly confirm deliverables
- Calendar of activities established
- Discussions have started
- Working on the assessment calendar
- Will be working with consultant to put those pieces together
- The level of engagement with staff was very positive today

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

Voting in the negative: None

Motion 220512.7 passed 5 to 0

TREASURER'S REPORT – Bliss Owen (Summary Report Attached)

- The Finance Committee met as of March 31
- Rochester Community Foundation – will show up in April
- Market was down for the month of April

- Grants receivable was up
- \$440K is tied up in the building
- AP is up – \$300K owed to CEI
- Change in net assets as of March 31
- Very strong balance sheet
- Expenses shared with detail in report
- Landlord asking for the lease – significant increase to \$42,000 monthly
 - Lease is still in the hands of attorneys to be confirmed
- Market value assessment
 - They are going with the higher amount
 - UCCS is seeking a meet in the middle
- Once the lease is approved, we will have to submit an amended budget

CHAIR REPORT – Mubarak Bashir

- BoT will need to meet for 1.5 – 2 hours to prepare for our meeting with the CSO
- June 8 is the last date to hold board meetings virtually
- June 9 will allow for a new framework so remote and video conferencing options can continue

PUBLIC COMMENTS

- Discussed offering student incentives to improve attendance
 - School sports returning should help boost attendance for the next school year
 - Leadership team has talked about implementation of monthly award assemblies
 - Classroom competitions for highest attendance – ice cream party/pizza party rewards
 - Would like to involve M. Samuel’s team
 - Looking for input from an attendance team
 - Would like to see a detailed plan in writing
 - Expectations need to be set at this new property
- Dress code needs to be reinforced with the possibility of helping with uniforms
- Smartboard upgrades and improvements with technology
 - Teachers are transitioning back to overhead projectors from screens

Motion 220512.8

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 7:22 p.m.

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

Voting in the negative: None

Motion 220512.8 passed 5 to 0

NEXT BOARD MEETING: June 6, 2022

Urban Choice Charter School
Treasurer's Report
April-22

The Finance Committee met on April 26th to review the March, 2022 financials.

For the nine months ended March 31, 2022:

	YTD Actual	YTD Budget	YTD Variance
Revenue	6,038,645	6,345,229	(306,584) includes PPP Loan forgiveness of \$732,700
Expenses	4,812,668	5,228,876	(416,208)
Revenue over Expenses	1,225,977	1,116,353	109,624
Total Assets	5,621,317	(includes cash of \$4,472,231)	
Total Liabilities	1,229,150		

The preliminary budget for next year has been prepared. The Board will vote on it at their May meeting.

The outside audit will begin the 1st week of August. Pre-audit discussion with the audit Partner is scheduled for the first week of May.

Our next meeting is May 31, 2022 at noon.