

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES MEETING – MINUTES
THURSDAY, NOVEMBER 10, 2022**

Present: Mubarak Bashir, Bliss Owen, Nicole Reinhardt, Taj Smith

Absent/Excused: Miriam Miranda-Jurado

Guests: Zahira Jaminez, Prospective Board Member

Media Notification: The Democrat and Chronicle was notified of the November 10, 2022 meeting on November 2, 2022 and posted in the school and on the UCCS website.

BOARD MEETING

The meeting was called to order at 6:02 p.m. by Mubarak Bashir and the Mission Statement was shared.

Roll Call: Mubarak Bashir, Bliss Owen, Nicole Reinhardt, Taj Smith, Amy Rawleigh-Schiavi, Carl Parris, Lynn McCarthy., Michael Samuel, David Clark, Kirsten Barclay, Zahira Jaminez, Lynn Seaberg

Prospective board member Zahira Jaminez introduction: Human Resources Director of Engagement and Internal Communication at PathStone Corporation with prior HR experience at United Way and Ibero American Action League.

All in attendance introduced themselves

Motion 221110.1 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 November 10, 2022 Board Meeting Agenda.

Voting in the affirmative: Mubarak Bashir, Bliss Owen, Nicole Reinhardt, Taj Smith

Voting in the negative: None

Motion 221110.1 passed 4 to 0

Motion 221110.2 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 October 13, 2022 Board Meeting Minutes.

Voting in the affirmative: Mubarak Bashir, Bliss Owen, Nicole Reinhardt, Taj Smith

Voting in the negative: None

Motion 221110.2 passed 4 to 0

PUBLIC COMMENTS: None

TREASURER's REPORT – Bliss Owen - Refer to Attached Report

- Financial statement shared with board members in advance
- Investments lost money again this quarter
- Cash rich – analyzing cash flow if we purchase the building
- Audit was distributed – will be presented at the December meeting with a motion for approval

GOVERNANCE COMMITTEE – Nicole Reinhardt

- Review of pending board members
- Discussed need to reassess areas of expertise for board's focus
 - Strategies for seeking out those areas of expertise
 - Draft flyers distributed for review - developed for recruitment
- Discussed a one-year term in lieu of three-year terms for UCCS parents to consider joining the BoT
 - Would require a revision of our bylaws
- Bylaws are in review and will be edited and brought to the full board for approval

Motion 221110.3 Upon a motion by Nicole Reinhardt and duly seconded by Bliss Owen, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve a revision to the Bylaws to change the term limit

for UCCS parents to a one-year term renewable for up to six years or their oldest child completing eighth grade.

Voting in the affirmative: Mubarak Bashir, Bliss Owen, Nicole Reinhardt, Taj Smith

Voting in the negative: None

Motion 221110.3 passed 4 to 0

- Discussed the most effective way to distribute the flyers: send home in red folders, add to website, and scan/share with UCCS families
- Miriam Miranda-Jurado is not in attendance so a calendar change pushing the Education Committee meeting from November to December was made:

Motion 221110.4 Upon a motion by Nicole Reinhardt and duly seconded by Bliss Owen, the following was submitted for approval: **RESOLVED** that the Board of Trustees move the Education Committee meeting from November 10 to December 8, 2022.

Voting in the affirmative: Mubarak Bashir, Bliss Owen, Nicole Reinhardt, Taj Smith

Voting in the negative: None

Motion 221110.4 passed 4 to 0

CHAIR REPORT – Mubarak Bashir

- Brief discussion regarding the visit with the CSO
- Board of Trustees was better prepared for the meeting
- BoT is working with a sense of urgency
- Culture is positive

CEO's REPORT – Lynn McCarthy

- Mid-term report was in final stages at the time of the CSO visit
 - Received late afternoon on Friday
 - ✓ First draft of the renewal report will be sent to leadership
 - ✓ Report will be finalized through the CSO

- Our comments related to report can be submitted
 - ❖ The report will not change, but our comments would be attached for the Regents
 - ✓ Looking at five-year, short-term renewal, or non-renewal
 - ✓ Will be on calendar for Regents sometime between February-June
 - ✓ We were thanked for instant response for all the documents requested
 - ✓ Described UCCS as a unified community
 - ✓ UCCS is not under performing compared to K-8 schools
 - The percentage of students that tested in each of the levels is also important
- **Dashboard:**
 - 389 at the end of October and 391 as of today
 - ✓ 55 students have left UCCS
 - Some students indicate leaving for a change of environment - this can be a strategic use for parents to get students into better public schools
 - Attendance increased 3%
 - ✓ Attendance team met with the Student Success Team
 - ✓ Email message was sent to staff inquiring about attendance concerns
 - ✓ Letters communicating importance of education sent with meetings in person as next step
 - ✓ Students must attend school to get an education
 - ✓ Acknowledge with attendance rewards
 - Positive incentives
 - Open House with at least 131 families in attendance along with board members

Michael Samuel:

- Open House included vendors that were enjoyed by families: Smile Mobile, Urban League, Rochester Police Department
 - Scavenger hunt
 - Met other families
 - Talked to teachers/new staff members
 - Costumes
 - Disco ball in music room
- School sweatshirts just arrived and are being distributed
- Thanksgiving
 - Three different partners donating baskets
 - ✓ Kennedy Foundation
 - ✓ Prime Time 585
 - ✓ Churches
- Parent Teacher Conferences will be held next Thursday and Friday
 - Will include report card and iReady data reviews
 - Will offer suggestions for families to help with weaknesses at home
 - Grades 4-8 will receive NYS testing report

- A Family Night on December 21 is being planned

Carl Parris:

- Discipline data reviewed
 - Added average referrals per day per month
 - ✓ Spike in September
 - SEL instruction intentional with our 6th graders
 - Basketball will be an incentive
 - Support and push in is intentional
 - Restorative practices
 - Utilize and partner with conferences to go over data related to disruptions

Amy Rawleigh-Schiavi:

- Procedures are in place
- Meeting with grade level teams
 - Rolling agenda for our team meetings
 - Intentional about conversations
- ELA and Math coaching
- Master Schedule – important to recognize the time that students need is essential
- Raising the number of minutes for ELA and Math
- It is critical to provide professional development and help our teachers
- Gaps that we need to close are significant
 - Looking at the intentionality and staying true to our curriculum
 - Aligned with NYS standards
 - Opportunities to take the materials and break down to student's abilities
 - ✓ What is reviewed
 - ✓ How do we revisit
- iReady data
 - Positive results are being seen
 - Students scoring at a level 2 and what do we need to do to move the students to the next level
 - ✓ Continue with embedded coaching
 - ✓ Giving our teachers the tools
 - ✓ Meeting students where they are - does not define the student
- Board member inquired about reflections for PD – finding any co-learning between the staff/teachers as they are going through this process
 - UCCS has worked very hard to create a collaborative environment
 - Coaches are being utilized
 - Teachers take the assessment as well
- Staffing
 - Fifth grade and SPED teacher left

- ✓ Fifth grade teacher starting on Monday – putting things in place to build relationships
 - Need SPED teacher so current teacher can get back to the data
 - Kelly Walker is working with sixth grade students
 - Staff Advisory Team met yesterday
 - Each classroom is visited every single day for check ins
 - Staff is comfortable coming to leadership
 - Provided staff with a luncheon and dismissal was early on PD afternoon
 - Presentation on Report Card Comments
 - ✓ Staff then allowed to work on their report cards – appreciated the time
 - Discussed doubling the weights for our lottery
 - In looking at the data, greatest number of openings are in kindergarten
 - Upon review of the past two years, all ELL and SWD students - we did not turn any students away
 - Exhausted our wait list as all were offered a place at UCCS
 - Focus on recruitment at the PreK level instead of doubling our weighting
 - Advertising dollars are in the budget
 - Board member suggested adding an organization focused on students with disabilities
 - Social media focus
 - Board agreed with a plan for recruitment vs. lottery weighting change

Lynn McCarthy:

- Discussed a proposal for retention bonuses two times per year vs. waiting for the entire school year
 - Presented prior to Christmas and end of school year
 - ✓ \$1,000 for first bonus and \$1,000 for second bonus
 - ✓ Staff members hired other months would receive prorated bonuses
 - To be discussed further at the December meeting

DISCUSSION ITEMS

- Policy Review – updating the Code of Conduct
 - Document was distributed
 - Outdated behavior programs that need to be removed
 - Seeking review and input
 - Revisions will be completed at the December meeting – a decision for approval in December or hold until January

Motion 221110.5 Upon a motion by Bliss Owen and duly seconded by Taj Smith, the following was submitted for approval: **RESOLVED** to adjourn the meeting at 8:07 p.m.

Voting in the affirmative: Mubarak Bashir, Bliss Owen, Nicole Reinhardt, Taj Smith

Voting in the negative: None

Motion 221110.5 passed 4 to 0

NEXT MEETING: December 8, 2022

Urban Choice Charter School
Treasurer's Report for **Website and Dashboard**
11/10/22

The Finance Committee met on October 27, 2022 to review the September 2022 financials.

Results for the three months ended September 30, 2022:

	YTD Actual	YTD Budget	YTD Variance
Revenue	1,581,566	1,646,873	(65,307)
Expenses	1,465,957	1,347,742	118,215
Revenue over Expenses from Operations	115,609	299,131	(183,522)
Total Assets	<u>5,538,160</u>	(includes cash of \$4,580,913)	
Total Liabilities	1,089,669		
Net Assets	<u>4,448,491</u>		
	<u>5,538,160</u>		

Michelle Cain of Mengle, Metzger, Barr & Co joined the meeting and presented the audit for the year ended June 30, 2022. UCCS received a "clean" opinion with no significant matters, findings or issues.

Our next meeting is November 28, 2022 at noon.