

**URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES MEETING – MINUTES  
THURSDAY, JANUARY 14, 2021**

**Present:** Shakeel Armstrong, Mubarak Bashir, Felicia Dees, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen

**Absent:** Duwaine Bascoe

**Guests:** Kirsten Barclay, Esq.

***BOARD OF TRUSTEES MEETING***

The Board Meeting was called to order by Mubarak Bashir at 6:00 p.m. and the mission statement was shared.

**Motion 210114.1** Upon a motion by Bliss Owen and duly seconded by Felicia Dees, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the December 10, 2020 minutes.

**Voting in the affirmative:** Shakeel Armstrong, Mubarak Bashir, Felicia Dees, Miriam Miranda-Jurado, Bliss Owen

**Voting in the negative:** None

Motion 210114.1 passed 5 to 0

- Board member introductions

**CEO's REPORT – Lynn McCarthy**

- Dashboard Review – December 2020
  - Demographics for enrollment 396 – stable with little change
    - ✓ Students with Disabilities: 42

- ✓ English Language Learners: 15
  - ✓ Economically disadvantaged: 376
- Waitlist decreased to 392
  - ✓ Three offers extended to families. If not accepted, will be extended to other families.
- Discussed possible ways to increase student population for Students with Disabilities and English Language Learners for a closer match to the Rochester City School District (RCSD)
  - ✓ RCSD counts charter and private school Students with Disabilities in their percentage so our target can be lower
- Attendance is down
  - ✓ COVID-19 concerns and some families are frustrated with online learning – getting their children to logon consistently
  - ✓ ELL students have increased their online attendance
- A total of 29 home visits completed
- Discipline
  - ✓ First grade decreased
  - ✓ The number of students in school has decreased for Mondays/Tuesdays
  - ✓ Out of school suspension that is warranted
- Staff demographics are consistent
- One staff member left in December for a long-term sub position in a public school with the NYS Retirement System
- Hired two new staff members and have one open position
- Total teaching staff at 29 with 25 certified
- School-wide goals have not changed
  - ✓ Instructional Focus, State Assessments and Interim Assessments

➤ Update on Progress towards Achievement of Goals and Objectives

- Benchmark 1: Student Performance
  - ✓ Chris Vernon shared that iReady testing is approaching the half-way point in the year
    - Major data points via iReady captured in the beginning of the school year with second diagnostic planned for next week with kindergarten starting this week
    - Shorter window of time with plan to accomplish all by next week

- Reading levels: K-2 is using a reading leveling program embedded in Reading A-Z online
    - ❖ Will be switching to Fountas and Pinnell upon completion of training
  - Planning for additional small group instruction with guided reading after the assessments are completed
- Benchmark 2: Teaching and Learning
    - ✓ Michael Samuel reported on the use of Chalk for lesson plans – an online system for teachers and due every Friday for the upcoming week
      - RtI, SPED and ELL teachers also prepare lesson plans and have access to all teacher plans so adjustments can be made to serve our students through collaboration
      - Each subject has a template
      - Lessons plans can be reviewed daily, weekly, monthly
        - ❖ Graph on percentage basis for the entire school
        - ❖ Allows for immediate feedback for our teachers
    - ✓ Kelly Walker – Response to Intervention – academic support for students
      - Number of different models
      - Collecting the data to confirm
      - Any student referred for Special Education must have the iReady data if services are needed
      - Relationships with RCSD related to Special Education can be inconsistent with charter schools – UCCS’s relationship is positive
  - Benchmark 3: Culture, Climate, and Student and Family Engagement
    - ✓ Carl Parris reported on the introduction of Kickboard – a school-wide software program that was introduced with a facilitator available for the entire team
      - Reward program providing incentives
      - Rolling out Selfie – a computer-based program where students investigate different careers based on a personality assessment. They earn points and badges toward rewards. As they go through a particular career, they are also building a resume. We have used a similar program for the past two

years, but great improvements have been made to the past program working with our 7<sup>th</sup> and 8<sup>th</sup> graders.

- Kickboard is in place every day – students can earn up to 25 points per day and Selfie is offered two days per week
  - ✓ Attendance has been positive overall at UCCS – and we know that COVID is playing a role in our recent decline
    - Parents are frustrated by enforcement of the online learning during the day
    - With GoGuardian, we are able to monitor participation
    - A letter is being composed to address attendance concerns when a student misses a certain number of days
      - ❖ Discussed the possibility of having an attendance raffle based on percentage of attendance from students
  - ✓ One long-term suspension – serious emergency hygiene situation unable to deescalate: long-term – 30 days out of school suspension
    - Student continues to receive counseling and support
    - Working with only print-outs after damaging three Chromebooks
    - A plan was in place prior to the serious incident: behavioral intervention program and update with CSE
  - ✓ Staff members joined together and created 15 baskets filled with donations of turkeys/hams, food to last for a month, gifts, etc.
  - ✓ The Arts Team and Family and Community Engagement Coordinator are planning a virtual talent show
    - Video submissions are due by the 22<sup>nd</sup> of February with viewing Friday the 26<sup>th</sup>
    - Popcorn parties for those in the school
    - Incentive for families to participate: family video shorts can be submitted
    - Teachers are invited to participate
    - Participants will receive a Wegmans gift card
    - Additional gift cards for students
    - Prizes for family participation
    - Staff prizes
    - Will share more details with the BoT
- 
- Benchmark 7: Organizational Capacity
    - ✓ Marquez Elem shared an update related to the Main Office

- Addition of an Operations Assistant
  - ❖ Student Information Management
    - Secure updated family information
    - Communication practices
    - Student data and transportation
    - Transfer students
- Allocated approximately \$250 per student to assist with technology: hardware/software, due to receive 50 Chromebooks and 50 laptops in early March, textbooks and library books
- ✓ Met with Smart Goals – Marquez will establish a technology policy
  - Chromebook responsibilities – how best to manage the technology that is passed on to families
    - ❖ Accountability for misuse of the hardware
- Benchmark 8: Mission and Key Design Elements
  - ✓ Overview of CEI Partnership shared by Michael Kohlhagen
    - Social studies aligns with Wit and Wisdom
    - Assisting Co-Principal with standards based report card
    - Assisting Co-Principal with guided reading
    - Professional development provided
    - Standards align to the next generation
    - Science standard
  - ✓ Discussed History of Civil Rights in Monroe County recommended for Social Studies curriculum – U of R Center for Urban Studies – teaching students the context of race in our region
- Benchmark 9: Enrollment, Recruitment, and Retention
  - ✓ Good Schools ROC updated the UCCS page
    - Programs and some of the changes in our curriculum, partnership with CEI, and an updated booklet will be out there in the community for prospective students
    - Lottery has opened - 60 new students submitted applications
      - ❖ Applications are going down at this time across the nation
  - ✓ Publicity is starting
    - Radio Ads
    - Sharing what charter schools have to offer
  - ✓ Recruitment – moving forward with a plan for UCCS

➤ Upcoming Events

- Board training is planned and scheduled for the next two Thursdays

**TREASURER'S REPORT – Bliss Owen**

- Benchmark 4: Financial Condition
- Benchmark 5: Financial Management
  - ✓ Finance Committee met on December 22
    - Cash position remains strong
    - Accounts receivable is \$31,000
      - ❖ Over 90 day account reviewed – Title IV of approximately \$1,100
      - ❖ Anticipate receiving all other receivables
    - Grants receivable of \$103,000 - Title
    - Current assets
      - ❖ Property and equipment section
      - ❖ Wrote off all assets abandoned at the prior school - \$24,000
    - Deposits made on building purchase
    - A/P detail
    - PPP loans will hit the income statement, but expect will be forgiven
    - Net income for the period ended November 30 at \$171,500 – under budget by \$13,000
    - \$43,000 increase in the investment accounting expense
    - Write off of leasehold abandonment of \$138,000

**GOVERNANCE REPORT – Miriam Miranda-Jurado**

- Benchmark 6: Board Oversight and Governance
  - ✓ Prospective board member candidate completed his application and we are awaiting fingerprint clearance which is delayed at this time
  - ✓ Received resumes from other interested parties that we had to disqualify due to connections to RCSD
  - ✓ Seeking additional board members
    - Additional parent

- Expertise: language, multi-culturalism, fundraising to support our students

**PUBLIC COMMENTS - None**

**Motion 210114.2** 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 adjourn the meeting at 7:23 p.m.

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

Voting in the negative: None

Motion 210114.2 passed 6 to 0

**NEXT BOARD MEETING:** Thursday, February 11, 2021