

**URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES MEETING – MINUTES  
THURSDAY, SEPTEMBER 10, 2020**

**Present:** Mubarak Bashir, Nelson Blish, Julie Boland, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt, Kathleen Hurley Wiecorek

**Absent:** Megan Bosco

**Guests:** Kirsten Barclay, Esq., Michael Kohlhagen

***BOARD MEETING***

The Board Meeting was called to order by Kathleen Hurley Wiecorek at 6:06 p.m. and the mission statement was shared.

**Motion 200910.1** Upon a motion by Bliss Owen and duly seconded by Lee Tutt, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the August 31, 2020 minutes.

**Voting in the affirmative:** Mubarak Bashir, Julie Boland, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt, Kathleen Hurley Wiecorek

**Voting in the negative:** None

Motion 200910.1 passed 7 to 0

**LEADERSHIP REPORT:**

**Lynn McCarthy:**

September Dashboard:

- Enrollment and new staffing
  - Enrollment is at 386
  - Total of 14 offers and four have accepted to date
  - Waiting for paperwork completion at 390
  - 41 students have left with 72 new students enrolling
  - Total staff is at 56
    - ✓ Posted teaching positions for grades 5, 6, 7 and 8
      - Some interviews are pending
    - ✓ New hire Physical Education Teacher
    - ✓ New hire Theater Arts Teacher
    - ✓ Teaching Assistants – ten positions – four new hires
    - ✓ All staff interviewed for positions for this school year
- Continuing with the iReady Diagnostics
  - Baseline testing planned in two weeks
- Continuing with CEI in the building
  - Principals have been working closely with CEI
  - Added a new lesson planning program CHALK

### **Chris Vernon and Michael Samuel:**

- Shared an update related to the last few weeks since staff returned
  - Two weeks of Professional Learning Institute led by CEI
  - Academics
    - ✓ Training for new curriculum Wit and Wisdom and Eureka Math
    - ✓ Other curriculum pieces are being implemented with current circumstances
      - Culturally responsive teaching
      - Growth mindset
    - ✓ Two full weeks of learning delivered via Zoom
    - ✓ Staff appreciated the foundation for professional learning
      - Useful information
    - ✓ Follow-up training to be held in early October to focus on the data
  - CEI was in the building for two weeks working with the leadership team and spending time with teachers – Eureka Math and Wit and Wisdom
    - ✓ Working side-by-side with teachers in early planning stages
  - Making a slight amendment to our reopening for a variety of reasons
    - ✓ Hybrid opening moved to start on September 21 with a phased-in start:
    - ✓ All remote learning began on 9/9
    - ✓ K-4 Hybrid learning to begin on 9/21
    - ✓ 5-8 Hybrid learning to begin on 10/5
    - ✓ Majority of our students will be learning fully remote
    - ✓ School began yesterday with a good response
    - ✓ Morning meeting with students at 9 a.m.

- ✓ Attendance was strong in some grade levels
- ✓ Introductory lessons
- ✓ Setting expectations, welcoming, building relationships
- iReady Diagnostic preparation
  - ✓ Challenges remotely
  - ✓ Plan to start set up for next week and communicating with families to help parents at home with administering the diagnostic
  - ✓ Started today with Zoom meetings with our families – data needs to be accurate
  - ✓ Every Thursday at 10 a.m., the academic leadership team will Zoom with families for updates and to answer questions
  - ✓ Each student will have a data portfolio
- Families are stopping in to the gym to pick up student materials
- Grab and go meals started yesterday – breakfasts and lunches
- Michael shared that there are a couple of tools/diagnostics for social emotional along with corresponding curriculum
- Professional Development sessions and content reviewed – woven into the year-long professional development program – will share data at an upcoming meeting

#### **FINANCE COMMITTEE REPORT – Bliss Owen**

- Shared that the audit results have not been received
  - End of September meeting set when auditors will present
  - Will bring the audit to the October 8 meeting for the board to approve
- Adjustments to the bottom line
- Anticipating \$117K profit
- Some accrued expenses are not on the books that are applicable to June
  - Attorney and CEI invoices
- Waiting on the depreciation adjustment
- Will report on the YTD numbers after September meeting with results from Insero
- During the narrative for the charter renewal application, it was determined that we need to adjust the budget for two additional expenses in the amount of \$11,500
  - \$3,000 website design
  - \$8,000 for Wit and Wisdom and additional academic materials
  - Need to approve the adjusted budget

#### **Motion 200910.2**

Upon a motion by Bliss Owen and duly seconded by Lee Tutt, the following was submitted for approval: **RESOLVED** that the

Board of Trustees approve the amendment to the 2020-2021 Budget in the amount of \$11,500.

Voting in the affirmative: Mubarak Bashir, Julie Boland, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt, Kathleen Hurley Wiecek

Voting in the negative: None

Motion 200910.2 passed 7 to 0

Reviewed the status of the prospective board member applications:

- Shakeel Abraham
- Duwaine Bascoe
- Felicia Dees
- Ann Kennedy

**Motion 200910.3** Upon a motion by Bliss Owen and duly seconded by Lee Tutt, the following was submitted for approval: **RESOLVED** that the Board of Trustees adjourn the meeting at 6:58 p.m.

Voting in the affirmative: Mubarak Bashir, Julie Boland, Michael Kohlhagen, Bliss Owen, Lee Tutt

Voting in the negative: None

Motion 200910.2 passed 5 to 0

**NEXT BOARD OF TRUSTEES MEETING:** October 8, 2020