

**URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES – MINUTES  
THURSDAY, JULY 9, 2020**

**Present:** Mubarak Bashir, Nelson Blish, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt, Kathleen Hurley Wiecek

**Absent:** Julie Boland, Megan Bosco

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

**Media Notification:** The Democrat and Chronicle was notified of the July 9, 2020 meeting on June 29, 2020. Public notice was also posted in the school newsletter and on the school website.

***BOARD MEETING***

The Board Meeting was called to order by Nelson Blish at 6:00 p.m. and the Mission Statement was shared.

**Motion 200709.1** Upon a motion by Lee Tutt and duly seconded by Miriam Miranda-Jurado, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the June 11, 2020 minutes.

**Discussion:** Reviewed and clarified referenced names within the minutes

**Voting in the affirmative:** Mubarak Bashir, Nelson Blish, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt

**Voting in the negative:** None

Motion 200709.1 passed 5 to 0

**Motion 200709.2** Upon a motion by Bliss Owen and duly seconded by Lee Tutt, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the June 18, 2020 minutes.

Voting in the affirmative: Murbarak Bashir, Nelson Blish, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt

Voting in the negative: None

Motion 200709.2 passed 5 to 0

## **LEADERSHIP TEAM REPORT:**

### **Lynn McCarthy:**

- Lease has been executed with final approval from CSO
- Certificate of Occupancy is in place
- Fire inspection completed
- Establishing limit of occupancy for the gymnasium
- CO detectors
- Vapor subsurface test within the accepted range
- All items in Phase One and Phase Two have cleared
- Charter School leaders met with Dr. Mendoza remotely (organized by ROC the Future)
  - Shared an outline of the development of COVID-19
  - Discussed:
    - ✓ Masks
    - ✓ Washing hands at regular intervals
    - ✓ Temperatures taken for students that appear ill
      - Established that it is a better idea to take temperatures of every child as they enter school
    - ✓ If any positive Covid-19 tests within a family, the entire family will need to be quarantined
    - ✓ Staggered entry into building with certain grade levels always separated and entering through different doors
    - ✓ Trained contact tracer
    - ✓ Disinfection – high contact areas
    - ✓ Encouraged to approach as “Green” as possible
      - Requirement for serving food with all disposables including utensils and trays
    - ✓ Busing
    - ✓ Goggles and face shields for teachers
    - ✓ All staff to be tested before coming back to work
    - ✓ Best defense is mask wearing and washing hands
    - ✓ Upon receipt of information by the Health Department, information will be transmitted to the identified school if a parent/child must be quarantined
    - ✓ Pulling together a group for open, clear and efficient communication

- ✓ Survey of families/parents

### **Michael Samuel:**

- Collection of information across the country – a viable plan will change on a regular basis as new information becomes available
- State and National Task Force – focus on defining high quality virtual education and getting students into the building as safely as possible until a vaccine is available
- Flexible and finding ways to engage students in project-based learning
- Will be focusing on providing as much content mastered by students while we have them in the building

### **Leadership Team:**

- 20% of teachers may have a medical reason for not coming to work
  - Need to explore staffing issues – HR related
- Considering teachers in classrooms teaching remotely as the same time as in person
- Project Boost for the Summer Program
  - List of many students created
  - Majority looking at the tutoring piece
  - Some interest also in coding, E-sports, and early literacy
  - Chris Vernon will lead on other parts of Project Boost while Michael Kohlhagen and the CEI team will oversee the early literacy K-2 three times per week two times per day
    - ✓ Chris will engage with all interested families to confirm participation commitment
- Meeting set for tomorrow related to our Reaching Challenge – MyOn
  - Will be in place until students return to school
  - Celebrations for readings
- Survey for staff
  - Considering a “call survey”
    - ✓ First week of August
    - ✓ Help with the PD that we are putting together
    - ✓ Gain knowledge about our teachers and shared expectations
    - ✓ Teacher instruction
    - ✓ Professional learning
    - ✓ Obtaining a lot of data
- Upbeat is a tool for teacher recruitment and retention for the future (October)
  - ELA, Math and teacher specialists
  - Teacher specific additions based on certifications
- Considering teacher specific classes for Grades 2, 3 & 4
  - Self-contained classrooms

- Best to make the change at this time:
  - ✓ One teacher ELA/Social Studies and the other Math/Science
  - ✓ Grades 3 and 4 will split subjects: Wit and Wisdom and Eureka Math
    - ❖ Will allow teachers to focus on one with rigor and planning
- Co-Principals will split as well: Michael will lead Math/Science while Chris will lead ELA/Social Studies
- Michael shared that staff members are exploring Eureka Math in advance of the start of the school year
- Met with teachers at the end of the school year to determine staff returning
  - Evaluations completed
- Michael shared that all graduating eighth graders received yard signs and gift bags and their new Chromebooks are expected shortly

### **Marquez Elem:**

- Discussed the physical relocation plans from Humboldt Street to Maple Street
  - Move will begin at 8 a.m. on Saturday and conclude on Monday
  - Walk-through planned for Monday with official exit on the 15<sup>th</sup>
  - Technology partners are up and running at the new facility
    - ✓ Limited timeframe
    - ✓ Expect to be up and running by the end of July

### **GOVERNANCE COMMITTEE – Kathleen Hurley Wicorek**

- Committee is working on the CEO Evaluation
- Finalized with a meeting planned for next week and then will be shared with the BOT
- Nelson shared that along with Michael Kohlhagen, new board members are being considered with plans to approve at the next board meeting

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

- Not many changes since the April results
- Inero created a proposal for new accounting software that allows for easier access remotely
  - General Ledger
  - Bill paying
  - Monthly fee is similar to our current costs
    - ✓ Signed/approved the contract

- Our next committee meeting is planned for August 4 following the audit
- Preliminary financials and no changes are expected
- Rochester Community Foundation information not expected for a couple of months

## **BUILDING COMMITTEE**

- Contract was signed today
- CEO transferred the funds for the lease
- Two banks that were willing to finance our purchase backed out due to our one year charter renewal

## **SUMMER PROGRAMMING**

### **Motion 200709.3**

Upon a motion by Bliss Owen and duly seconded by Lee Tutt, the following was submitted for adoption:

**Whereas**, Urban Choice Charter School has engaged The Center for Educational Innovation (“CEI”) as its comprehensive management services provider for the 2020-2021 school year; and

**Whereas**, CEI has expertise in providing summer intervention and enrichment programming, including remote programming, to K-8 students; and

**Whereas**, the Urban Choice Board of Trustees approved a resolution for CEI to provide summer programming at its June 18, 2020 board meeting, and subsequently on July 6, 2020 submitted that resolution to NYSED Charter School Office as part of its request for a nonmaterial revision to its charter to include the summer programming; and

**Whereas**, on July 7, 2020, NYSED Charter School Office requested the Board adopt a resolution signaling the Board’s approval of the revision request, along with assurances that the students would not be charged for the summer program, and assurances that all New York State fingerprinting requirements would be met.

**Now therefore be it Resolved:**

The Board hereby approves the revision request submitted to NYSED Charter School Office on Monday, July 6, 2020 for this purpose and attached hereto; and

Urban Choice Charter School assures that all summer programming will be provided by CEI at no cost to the student and as part of the program offered by Urban Choice; and

Urban Choice Charter School will ensure that all employees, whether employed by or in consultancies (e.g., volunteers; independent contractors) with CEI or Urban Choice, shall meet New York State fingerprinting requirements.

Voting in the affirmative: Murbarak Bashir, Nelson Blish, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt, Kathleen Hurley Wiecek

Voting in the negative: None

Motion 200709.3 passed 6 to 0

**PUBLIC COMMENTS - None**

**Motion 200709.4** Upon a motion by Bliss Owen and duly seconded by Kathleen Hurley Wiecek, the following was submitted for adoption: RESOLVED that the Board of Trustees adjourn the meeting at 7:06 p.m.

Voting in the affirmative: Murbarak Bashir, Nelson Blish, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt, Kathleen Hurley Wiecek

Voting in the negative: None

Motion 200709.2 passed 6 to 0

**NEXT BOARD MEETING:** August 13, 2020