

**URBAN CHOICE CHARTER SCHOOL
SPECIAL BOARD OF TRUSTEES MEETING – MINUTES
MONDAY, AUGUST 31, 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

SPECIAL BOARD MEETING

The Special Board Meeting was called to order by Nelson Blish at 6:03 p.m.

- The NYSED Charter School Office is allowing us to seat current board member Mubarak Bashir as an Officer on the Board of Trustees in the position of Vice Chair:

Motion 200831.1 Upon a motion by Nelson Blish and duly seconded by Kathleen Hurley Wiecorek, the following was submitted for approval: **RESOLVED** that the Board of Trustees formally accept Mubarak Bashir as Vice Chair for the 2020-2021 school year as identified by the Governance Committee.

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

Voting in the negative: None

Motion 200831.1 passed 8 to 0

LEADERSHIP REPORT:

Lynn McCarthy:

- Shared that there was a meeting last week with the Charter School Office related to the upcoming site visit:
 - Collecting meaningful information
 - Meetings will be held remotely
 - Board will participate
 - Dates will be shared
 - ✓ Planning 1 or 1.5 days or 2 half days
- Reviewing the last in-person iReady testing with remote testing from spring – determining best approach to move our students forward
 - Curriculum audit
 - Training in iReady
- In our third week of Professional Learning Institute
- October 9: deep dive into the data
 - Baseline will be completed
 - Creating a data portfolio for each student
 - All will be able to articulate the data, outcomes and challenges
- Attendance records were retained from our spring remote learning – amount of time logged in for ELA and Math
- Tracking of student work
- Carl's team kept excellent records of connections for counseling sessions
- Much better accomplishments needed in the testing environment at home for our students
- Approximately half of our students are selecting remote learning with less than half choosing the hybrid model
- Teachers are holding some Zoom meetings with families along with the Administration
- Practicing specific tests for the New York State tests
 - Conducting timed writing tasks
- Participation at 58 for the NYSED survey – asking questions about how UCCS did during the academic shut-down period

Carl Parris:

- Shared his excitement for the collaboration and partnership with CEI
 - Wonderful training opportunities
 - Extended appreciation to Mr. Kohlhagen
 - Social/emotional work accomplished in a relatively short period of time
 - Ready to serve our students

Marquez Elem:

- Details shared related to the response to the Comptroller’s IT Audit
 - UCCS is in agreement with the findings and are supporting the recommendations
 - ✓ Lack of IT policies and procedures
 - ✓ Lack of IT security awareness training
 - ✓ Inadequate monitoring for compliance with acceptable use policy
 - ✓ Network and application user accounts and permissions were not properly managed
 - ✓ Lack of disaster recovery plan
 - ✓ Inadequate hardware and software inventory records
 - ✓ Password settings were not securely configured
 - ✓ Network security settings have not been properly configured
 - Corrective actions developed in a thorough and robust policy with Entre IT Managed Services

Motion 200831.2

Upon a motion by Bliss Owen and duly seconded by Kathleen Hurley Wicorek, the following was submitted for approval:
RESOLVED that the Board of Trustees approve:

Whereas, the New York Office of the State Comptroller conducted an audit of Urban Choice Charter School’s Information Technology systems and policies and issued a final report in June 2020; and

Whereas, Urban Choice Charter School agreed with the OSC findings and recommendations;

Now, Therefore be it Resolved, the Board hereby approves of the shared Corrective Action Plan for submission to OSC and directs the administration to implement the Plan as expeditiously as possible, but no later than the timelines delineated in the Corrective Action Plan.

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

Voting in the negative: None

Motion 200831.2 passed 8 to 0

- The resumes and backgrounds of three strong board member candidates were shared/reviewed: Shakeel S. Armstrong, Duwaine Bascoe, Ann M. Kennedy
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Motion 200831.3

Upon a motion by Bliss Owen and duly seconded by Kathleen Hurley Wiecek, the following was submitted for approval:

Whereas, the Board of Trustees is in the process of being reconstituted as a condition of its charter renewal; and

Whereas, Urban Choice Charter School Board Members vetted and put forth for consideration the following candidate:
Shakeel S. Armstrong

Now Therefore be it Resolved, the Board hereby directs the administration to conduct a thorough criminal history record check via fingerprinting, verify all academic and/or professional credentials and/or qualifications presented by each proposed member; and ensure that the proposed member accurately and thoroughly completes the application paperwork for submission to NYSED; and

Upon completion of the fingerprinting and verification above, the Board shall immediately reconvene to review the application in its entirety and forward the application to the NYSED Charter School Office for review and approval.

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

Voting in the negative: None

Motion 200831.3 passed 8 to 0

Motion 200831.4

Upon a motion by Lee Tutt and duly seconded by Miriam Miranda-Jurado, the following was submitted for approval:

Whereas, the Board of Trustees is in the process of being reconstituted as a condition of its charter renewal; and

Whereas, Urban Choice Charter School Board Members vetted and put forth for consideration the following candidate:
Duwaine Bascoe

Now Therefore be it Resolved, the Board hereby directs the administration to conduct a thorough criminal history record check via fingerprinting, verify all academic and/or professional credentials and/or qualifications presented by each proposed member; and ensure that the proposed member accurately and thoroughly completes the application paperwork for submission to NYSED; and

Upon completion of the fingerprinting and verification above, the Board shall immediately reconvene to review the application in its entirety and forward the application to the NYSED Charter School Office for review and approval.

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

Voting in the negative: None

Motion 200831.4 passed 8 to 0

Motion 200831.5

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

Whereas, the Board of Trustees is in the process of being reconstituted as a condition of its charter renewal; and

Whereas, Urban Choice Charter School Board Members vetted and put forth for consideration the following candidate: Ann M. Kennedy

Now Therefore be it Resolved, the Board hereby directs the administration to conduct a thorough criminal history record check via fingerprinting, verify all academic and/or professional credentials and/or qualifications presented by each proposed member; and ensure that the proposed member accurately and thoroughly completes the application paperwork for submission to NYSED; and

Upon completion of the fingerprinting and verification above, the Board shall immediately reconvene to review the application in its entirety and forward the application to the NYSED Charter School Office for review and approval.

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

Voting in the negative: None

Motion 200831.5 passed 8 to 0

Motion 200831.6 Upon a motion by Bliss Owen and duly seconded by Mubarak Bashir, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the August 13 minutes.

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

Voting in the negative: None

Motion 200831.6 passed 8 to 0

Motion 200831.7 Upon a motion by Bliss Owen and duly seconded by Mubarak Bashir, the following was submitted for approval: **RESOLVED** that the Board of Trustees adjourn the meeting at 6:57 p.m.

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

Voting in the negative: None

Motion 200831.7 passed 8 to 0

NEXT BOARD MEETING: September 10, 2020