

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES MEETING – MINUTES
THURSDAY, MARCH 11, 2021**

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

Absent:

Guests: Kirsten Barclay, Esq., Alice Bartley, and Taj Smith, Prospective Board Member

BOARD OF TRUSTEES MEETING

The Board Meeting was called to order by Mubarak Bashir at 6:01 p.m. and the mission statement was shared.

Motion 210311.1 Upon a motion by Felicia Dees and duly seconded by Miriam Miranda-Jurado, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the February 11, 2021 minutes.

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

Voting in the negative: None

Motion 210311.1 passed 6 to 0

CEO's REPORT – Lynn McCarthy

- Dashboard Review – February 2021
 - Enrollment is consistent and at 395
 - ✓ Decrease in second grade - suburban district transfer
 - This opening has been filled
 - Wait list is down to 364 students
 - No change in demographics
 - Increased in-person instruction by opening up two classrooms for each grade level

- ✓ Reviewing routines and classroom expectations
- ✓ Student Success Team is working with teachers
- ✓ Transportation placement has a two-week wait time so some students are being dropped off and picked up to start
- ✓ Report card conferences highlighted the need for in-person instruction at least two days per week
- Attendance is up for the month of February with some significant increases
- Students with Disabilities increased along with ELL students
- Five home visits
- 97 teacher conferences
 - ✓ Teachers continue to schedule conferences with families
 - ✓ Prioritizing high-need students with the progression of not passing
- Held a school-wide event
 - ✓ Virtual talent show
 - Link was sent and is also on our new website
- Discipline issues have decreased
 - ✓ Two students in Alternative to Suspension and no Out of School Suspensions
 - ✓ Maintaining our discipline plan and following protocols
- Staff demographics consistent
- Certified teachers:
 - ✓ Teachers will be re-certified since testing is opening up and they are fulfilling pieces they need to retain their certifications
- School-wide goals consistent
 - ✓ Small changes in the ELA data
 - ✓ SFA transition and training to Fountas and Pinnell
 - ✓ Capturing all of the students with the math assessment

Benchmark 1 – Student Performance

Michael Samuel:

- Deep dive into math – working with staff on detail
- Extended appreciation to Machael Spencer-Charles, CEI, for the data captured
 - Baseline compared to the diagnostic taken early February
 - On grade level tier one – compared to baseline and iReady - increased by 8%
 - Tier two one grade level below – remained consistent
 - Tier three increased by 7%
- Numbers and Operations, Algebra, Measurement and Data and Geometry
 - Overall first grade results – trend that we want to see

- Tier one, tier two, tier three – students in sixth grade are struggling
- Overall 8th grade results – slight increases
- Efforts to improve
- Classroom visits by principal and math coach
- One-to-one coaching by math coach for teachers
- Teachers meet with principal to discuss growth
- Students grouped based on ability
- Lessons are specifically planned for the needs of the students
- Differentiation is a part of all math lessons and reflected – in progress

Benchmark 10 – Legal Compliance

- Reviewed School Action Plan
 - If we met the benchmark, how were we going to retain
 - Strategy to accomplish
 - Shout out to CEI's Amy Shore and Sara Asmussen - great partnership
- Michael Kohlhausen shared his appreciation for the Leadership Team working with Dr. Alice Bartley, CEI
 - Yearly comprehensive assessment
 - Calendar September – June – no excuses moving forward
 - Data – click on one student and see all of the data past and present to review and understand a complete picture
 - If student stays with us, continue to see progress – not just one piece of data
- Exploring extended learning opportunities
 - Summer School
 - Saturday School
 - After School
 - ✓ Looking at best options
 - ✓ Extended learning at the end of the school day might be best

Benchmark 2 – Teaching and Learning

- Engaging students
 - Including strategies to increase engagement
 - Lesson plans must align
 - Utilize Chalk for lesson planning – will do a better job
 - ✓ Supervisors reviewing and giving feedback to teachers
 - ✓ Should align exactly
 - ELA, Math and RtI handbooks
 - ✓ Expectations clearly shared
 - All teachers are responsible for RtI
 - Classroom focus on Tier 2 students

Benchmark 3 – Culture, Climate, and Student and Family Engagement

- Culture Climate
 - How to continue to meet
 - Dean did an excellent job
 - Two committees will be in place in August and will engage parents and community
 - Incentives
 - ✓ Virtual cash – kickboard program
 - Families addressing public concerns
 - ✓ Will write a policy that will address receiving and addressing concerns
 - Website has been under construction and has been updated
 - ✓ Finance Committee monthly meetings
 - Minutes will be posted to the website

Benchmark 5 – Financial Management

- Will use outside firm – Inero
 - Bookkeeping
 - Payroll
 - Maintaining internal controls
- IT policies
 - Will have a policy written for BoT

Benchmark 6 – Board Oversight and Governance

- Far below
 - Sara and Lynn are working diligently on new board member search and expanding the BoT
 - ✓ Continuing to seek new members
 - ✓ Completed all board reconfigurations requested
 - Public documentation of monthly dashboard
 - ✓ Separate category on the website
 - Strategic Plan – up for review this year – every two years
 - ✓ Provide necessary tools for oversight
 - ✓ Identify benchmarks
 - Provide data and any issues seen moving forward
 - ✓ Asking board to ask questions
 - Board training – in progress
 - ✓ Strengthening the board with new members

Benchmark 7 – Organizational Capacity

- Approaching

- Grade level meetings
- Staff and new curriculum
 - ✓ Teachers training and evaluation – Danielson Rubric
 - ✓ Staff satisfaction survey to be completed in May and presented in June
- CEI external evaluation

Benchmark 8 – Mission and Key Design Elements

- Meet
 - Extended day – After School Program
 - ✓ Center for Youth will work on putting this back in place
 - Virtual Talent Show
 - Surveys for students

Benchmark 9 – Enrollment, Recruitment, and Retention

- Approaches
 - Weighted lottery
 - Recruitment strategy for ELL students and SWD

Benchmark 10 – Legal Compliance

- Approaches
 - Website
 - Fingerprint clearances need to be pulled prior to employment offers
 - Discussed college and career readiness programs for students
 - ✓ Selfie – building an Avatar and assessment for 7th and 8th graders – profile and professional goals
 - Strong academic instruction pieces after school
 - Get younger students on grade level

Accomplishments

- Talent Show
 - Appreciation extended to Anna Luddy, Sam Luddy and Taylor Doty

Dr. Alice Bartley, CEI

- Extended appreciation to the UCCS Leadership Team
- Working extensively with Benchmarks 1, 2 & 3 to move the students

- Coaching/consulting – ELA and Mathematics
 - Support for SPED, RtI, Culture and Climate
 - Team working on Benchmark 1 – Student Performance
 - ✓ Ensuring that the focus is on student growth
 - ✓ Teachers to be experts in a content area
 - Ensuring that all on the same page
 - ✓ 8th graders prepared for high school and on to college and career readiness
 - ✓ Looking at teams of teachers and individual teachers
 - ✓ Instruction differentiated for teachers
 - ✓ Michael Samuel and Machael Spencer-Edwards are taking a deeper dive around data analysis – planning based on what the data is indicating
 - ✓ Tools to support us from iReady, Wit and Wisdom and Eureka Math
 - ✓ Data analysis using skill set – focus on one direction
 - ✓ Conversations with parents and students
 - Students must invest in themselves – data points where they are now and where they want to go
 - ✓ Coaching cycles that support leadership and the teachers
 - ✓ Attention of the person – content knowledge
 - Accountability
 - Inspect what you expect
 - ✓ Leadership team is investing in themselves – scheduling weekly and bi-weekly meetings
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- Carl Parris expressed gratitude to CEI
 - Marquez Elem shared his appreciation for CEI’s contributions through Carol Jones, Michael Kohlhagen, Marcia Sobers-Charles and Machael Spencer-Edwards
 - Miriam added that she appreciated a comment related to changing the outcome of ability vs. accomplishment – a need to develop and mentor as poverty is not a life sentence
 - Michael Kohlhagen added that he is very proud of the leadership team and the CEI team for all of the work that has been accomplished
 - Digesting the two-year renewal after a year like no other
 - Report includes detail of all of the services provided and all of the benchmarks being met
 - Level of expertise
 - Day-to-day partnership
 - Anticipating the next two years will be spectacular
 - Mubarak shared that while most were hoping for more than a two-year charter, much more can be accomplished over the next two years

Code of Conduct

- Reviewed every year, but has never received such a deep dive

- Red-lined version was distributed to all for review in advance of the meeting
 - ✓ Legal aspects needed were added
 - ✓ Legal language was cleaned up
 - ✓ Structural changes and reorganized
 - ✓ Reflects UCCS's movement of adopting more restorative practices

Motion 210311.2 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 approve the amended Code of Conduct as presented.

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

Voting in the negative: None

Motion 210311.2 passed 6 to 0

TREASURER'S REPORT – Bliss Owen

- Original budget compared to the amended budget
- Finance Committee met with Insero and approved the reports

GOVERNANCE COMMITTEE REPORT – Miriam Miranda-Jurado

- Discussing the evaluation of CEI
- A meeting will be held in the future

CHAIR REPORT – No Report

PUBLIC COMMENTS - None

Motion 210311.3 Upon a motion by Miriam Miranda-Jurado and duly seconded by Bliss Owen, the following was submitted for approval: **RESOLVED** that the

Board of Trustees enter Executive Session to discuss the CEI evaluation.

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

Voting in the negative: None

Motion 210311.3 passed 6 to 0

Motion 210311.4 Upon a motion by Miriam Miranda-Jurado and duly seconded by Bliss Owen, the following was submitted for approval: **RESOLVED** that the Board of Trustees exit Executive Session at 7:56 p.m.

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

Voting in the negative: None

Motion 210311.4 passed 6 to 0

Motion 210311.5 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 7:57 p.m.

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

Voting in the negative: None

Motion 210311.5 passed 6 to 0

NEXT BOARD MEETING: April 8, 2021