URBAN CHOICE CHARTER SCHOOL BOARD OF TRUSTEES MEETING – MINUTES THURSDAY, APRIL 28, 2022

Present: Mubarak Bashir, Miriam Miranda-Jurado, Nicole Reinhardt, Taj Smith

Excused: Bliss Owen (Vacation)

Media Notification: The <u>Democrat and Chronicle</u> was notified of the April 28, 2022

meeting on April 20, 2022. Zoom link was also shared with staff

members and posted on the UCCS website.

BOARD MEETING

The meeting was called to order at 6:00 p.m. and the Mission Statement was shared.

Motion 220428.1 Upon a motion by Taj Smith and duly seconded by Nicole Reinhardt,

the following was submitted for approval: RESOLVED that the Board

of Trustees approve the March 10, 2022 BoT Minutes.

Voting in the affirmative: Mubarak Bashir, Miriam Miranda-Jurado, Nicole Reinhardt, Taj Smith

Voting in the negative: None

Motion 220428.1 passed 4 to 0

Motion 220428.2 Upon a motion by Miriam Miranda-Jurado and duly seconded by Taj

Smith, the following was submitted for approval: RESOLVED that the Board of Trustees enter Executive Session to discuss the 2020-2021

and 2021-2022 CEI Contracts.

Voting in the affirmative: Mubarak Bashir, Miriam Miranda-Jurado, Nicole Reinhardt, Taj Smith

Voting in the negative: None

Motion 220428.2 passed 4 to 0

Motion 220428.3 Upon a motion by Taj Smith and duly seconded by Nicole Reinhardt,

the following was submitted for approval: RESOLVED that the Board

of Trustees end Executive Session at 6:33 p.m.

Voting in the affirmative: Mubarak Bashir, Miriam Miranda-Jurado, Nicole Reinhardt, Taj Smith

Voting in the negative: None

Motion 220428.3 passed 4 to 0

Motion 220428.4 Upon a motion by Taj Smith and duly seconded by Nicole Reinhardt,

the following was submitted for approval: RESOLVED that the Board of Trustees hereby authorizes its attorneys, Bon Schoeneck and King, PLLC, to take all necessary actions with respect to the 2020-21 and 2021-22 contracts with the Center for Educational Innovation on behalf of the Board of Trustees, including mediation and/or arbitration pursuant to the dispute settlement clauses in the

respective contracts.

Voting in the affirmative: Mubarak Bashir, Miriam Miranda-Jurado, Nicole Reinhardt, Taj Smith

Voting in the negative: None

Motion 220428.4 passed 4 to 0

CEO's REPORT – Lynn McCarthy:

- > Enrollment
 - 391 (close to budget at 395)
 - Five classrooms at capacity with three close to capacity
 - ELL and Students with Disabilities consistent
- > Enrollment for the 2022-23 school year
 - At full capacity with 400 students currently registered
 - Kindergarten is full
- Wait List
 - As of March 31 at 130
 - One offer extended for Grade 5

- Difficult to bring in new students this late in the school year
- > Lottery
 - 331 applications
 - ELL and SPED being reviewed
- > Attendance is increasing but not at goal
 - Students continue to test positive and kept from school while families also have positive tests and keep students home as a precaution

Michael Samuel:

- > Our prior exchange with Pittsford schools was very positive
- > The last event is being planned with a meeting tomorrow to develop something for outdoors

Lynn McCarthy:

- > CSO is conducting staff and family surveys
 - Need 80% participation for accuracy

Carl Parris:

- > Shared more detail about specific discipline issues
 - Month of March is most challenging a long month with no days off
 - The Student Success Team is pushing into morning meetings
 - ✓ The team is working to eliminate students sharing of personal information which created issues
 - Taj suggested developing stress relieving practices for the students during recess/gym
 - Routines and structure are very important
 - An event engaging student and staff was helpful student vs staff basketball game

Lynn McCarthy:

- > SWIS discipline data was distributed in a packet to all members
- > UCCS was informed that school hours for the next school year will be 9 a.m.-4:30 p.m. for students going forward
 - Adds ½ hour on to our instructional time
 - Staff hours would be 8:30 a.m.-4:45 p.m.
 - Dismissal should be more consistent and accurate at 4:30 p.m. compared to this year with buses arriving late
 - Adding this extra half hour takes away from PD, meeting and planning time

- ✓ Approval will be needed by the CSO to allow for the proposed two early release days per month
 - First and third Friday of each month would allow for a 1:30 p.m. dismissal for students
 - Providing for staff PD and planning time
- > The School Calendar will be ready for approval vote at the next meeting
 - Staff Professional Development training planned for 8/22-9/2/22 prior to start of school for students
- Discussed Professional Services Agreement: Elizabeth Mascitti-Miller, Ed.D
 - Miriam expressed a priority for proposed scope of work with deliverables clearly stated in agreement
 - Taj inquired about experience working with staff to build on previous relationships
 - Doing some work with the community
 - Work with Mr. Samuel clarity
 - Miriam shared from her prior experience that E. Mascitti-Miller, Ed.D is a very capable professional, led a high performing school, and is ethical
 - K. Barclay confirmed that the relationship will be different than in the past a supporting role and not a management role – help to build the capacity of the existing teams to get better at their jobs
 - ✓ Not a permanent partner
 - ✓ UCCS to continue as a stand-alone community operating independently as a high performing school
 - Taj shared the importance of a meet and greet with staff for clarity and understanding
- > 2022-23 Budget was reviewed in detail in anticipation of a vote at the next board meeting
 - Breaking out funds for the Esser 1 and 2 grants
 - Many line items will remain consistent
 - Proposal for purchasing 90 Chromebooks to update those getting older
 - ✓ Older Chromebooks will be retained
 - Increased field trips
 - Professional Development remains consistent wrapped into Eureka and Wit and Wisdom with contracts with those companies
 - Seeking a Request for Proposal (RFP) for catering companies that work with schools
 - ✓ Satisfaction with our current caterer has changed through the pandemic staff and families are not happy
 - Administration compensation
 - ✓ Adding a new HR employee full-time or part-time to be determined
 - Sourcing to Incero to be determined
 - ✓ Teacher salaries based on 3% increase in staff salaries
 - ✓ Employment incentive/staff appreciation
 - One in mid-December and one in June
 - Website management added
 - Contracted services
 - ✓ IT hiring will mean we will not include block hours for two days per week
 - Center for Youth

- CEI expense no longer in place
- Lease currently at \$24K monthly and is under review
 - ✓ Auditor will send National Heritage a letter indicating that we need to confirm
- Building maintenance Esser 3
- Trash expenses increased
- Added 2% increase for insurance
- E-Rate will decrease internet expenses

TREASURER'S REPORT

> Reports were distributed and details will be shared at the next meeting

GOVERNANCE COMMITTEE REPORT - Miriam Miranda-Jurado

Recruitment of board members a concern in terms of the amount of work that needs to be done

Motion 220428.5

Upon a motion by Taj Smith and duly seconded by Nicole Reinhardt, the following was submitted for approval: WHEREAS, Board of Trustees Member Shakeel Armstrong has failed to attend three Consecutive board meetings without offering any excuse(s) for absences; and WHEREAS, New York State Education Law 226(4) and Article II(D) of Urban Choice Charter School's bylaws require that, under such circumstances, the Board of Trustees deem these absences as constituting Shakeel Armstrong's resignation; and WHEREAS, on multiple occasion the Board Chair has attempted to contact Shakeel Armstrong to identify excuses for absenteeism, to no avail; and NOW, THEREFORE, BE IT RESOLVED, Shakeel Armstrong is deemed to have resigned from the Urban Choice Charter School Board of Trustees, effective April 28, 2022.

Voting in the affirmative:

Mubarak Bashir, Miriam Miranda-Jurado, Nicole Reinhardt, Taj Smith

Voting in the negative:

None

Motion 220428.5 passed 4 to 0

Motion 220428.6 Upon a motion by Taj Smith and duly seconded by Nicole Reinhardt,

the following was submitted for approval: RESOLVED that the Board

of Trustees elect Miriam Miranda-Jurado as Vice Chair for the remainder of the 2021-2022 school year as identified by the Board

Chair and Governance Committee.

Voting in the affirmative: Mubarak Bashir, Nicole Reinhardt, Taj Smith

Voting in the negative: None

Motion 220428.6 passed 3 to 0

CHAIR REPORT - No Report

PUBLIC COMMENTS

Discussion related to concerns with attendance

- Incentives
- Plan to return to school sports which should boost attendance for the next school year
- Suggested having uniforms available for students to maintain dress code

Request for Smartboard upgrades or improvements with technology

Motion 220428.7 Upon a motion by Miriam Miranda-Jurado and duly seconded by

Nicole Reinhardt, the following was submitted for approval:

RESOLVED that the Board of Trustees adjourn the meeting at 7:30

p.m.

Voting in the affirmative: Mubarak Bashir, Miriam Miranda-Jurado, Nicole Reinhardt, Taj Smith

Voting in the negative: None

Motion 220428.7 passed 4 to 0

NEXT BOARD MEETING: May 12, 2022

Urban Choice Charter School Treasurer's Report April-22

The Finance Committee met on April 26th to review the March, 2022 financials.

For the nine months ended March 31, 2022:

	YTD Actual	YTD Budget	YTD Variance
Revenue	6,038,645	6,345,229	(306,584) includes PPP Loan forgiveness of \$732,700
Expenses	4,812,668	5,228,876	(416,208)
Revenue over Expenses	1,225,977	1,116,353	109,624
Total Assets	5,621,317 ((includes cash of \$4,472,231)	
Total Liabilities	1,229,150		

The preliminary budget for next year has been prepared. The Board will vote on it at their May meeting.

The outside audit will begin the 1st week of August. Pre-audit discussion with the audit Partner is scheduled for the fist week of May.

Our next meeting is May 31, 2022 at noon.