

**URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES MEETING – MINUTES  
THURSDAY, OCTOBER 13, 2022**

Present: Mubarak Bashir, Bliss Owen, Nicole Reinhardt, Taj Smith

Absent/Excused: Miriam Miranda-Jurado

Guests:

Media Notification: The Democrat and Chronicle was notified of the October 13, 2022 meeting on October 6, 2022 and posted in the school and on the UCCS website.

**BOARD MEETING**

The meeting was called to order at 6:33 p.m. by Mubarak Bashir and the Mission Statement was shared.

Motion 221013.1            Upon a motion by Bliss Owen and duly seconded by Taj Smith, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the October 13, 2022 Board Meeting Agenda.

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

Voting in the negative:     None

Motion 221013.1 passed 4 to 0

Motion 221013.2            Upon a motion by Bliss Owen and duly seconded by Taj Smith, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the September 8, 2022 Board Meeting Minutes.

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

Voting in the negative:       None

Motion 221013.2 passed 4 to 0

**PUBLIC COMMENTS - None**

**TREASURER'S REPORT – Bliss Owen (Please refer to attached report)**

- Discussions with M & T offering a sweep account
  - Interest rate up to 2.43%
  - Per month – annual fee minimal
- Aging is current – nothing to be concerned about
- Money owed to CEI is not settled yet
- Deferred revenue tied to receivables
- Audit is not complete yet
- If there is a need to order more Chromebooks, money can be dedicated to cover the expense

**GOVERNANCE COMMITTEE REPORT – Nicole Reinhardt**

- Five potential board members
  - Two are UCCS parents
  - One prospective member is scheduled for fingerprint clearance
  - One prospective board member is touring the building
- Bylaws are being reviewed
  - All members are reviewing the entire document while sections have also been divided up into five for detailed review by each board member
  - Edits are being sent back to Governance Committee Chair for review/assimilation
- Governance Committee is meeting next week

**CHAIR REPORT – Mubarak Bashir**

- CSO will visit UCCS on November 1 and 2
- Preparing and ready for renewal

## MANAGEMENT REPORT

### CEO/Leadership Team:

#### Lynn McCarthy:

- Updated dashboard was shared
  - iReady scores as of the morning were shared
- Enrollment is at 383
  - Four have been accepted and are completing paperwork
    - ✓ Will be counted once paperwork is completed
  - Eight openings in 7<sup>th</sup> grade
  - Seven offers extended
    - ✓ 24 hours for response and moving on to the next
  - Fifth grade – no students currently on the wait list
- Attendance is up at 89% with a goal of 95%
  - Implementing attendance team in November
  - Meeting with students in the morning
  - Breakfast meetings being held to share the importance of coming to school
- Many meetings are happening at UCCS – parent engagement
- Board member followed up regarding Students with Disabilities status
  - Four more ELL students have been added
  - We can start considering our SWD students as soon as the district has signed off on the process
- Seventh grade student had two suspensions
  - UCCS is working closely with family
- Demographics
- Diversity
- Celebrating Students of the Month
- Character Traits

#### Amy Rawleigh-Schiavi:

- Intentionality of four
- Dedicated assessment calendar
- Communicated to all Professional Development
- Grade level team meetings begin next week
- Speaking a common language
- Meet with all grade levels
- Great instructional conversations are happening
- Targeted support with instruction
- Ensure that every classroom is visited every day
- Checking in with class
- Leadership is present
- Share best practices

- Two Professional Development sessions have been held with early release
- Instructional program
- Alex Evans led the most recent one with Lucy for math
- Instructional strategies that teachers can try in the classroom
- Commonalities within each classroom
- 26 years in a school setting and there is great practice for embracing students with disabilities
- Two professionals working together
- Support the tier two instruction – groupings
- Students actively engaged in lessons
- Coaching piece
- Several new staff members
- Meet routinely
- What is put in practice is put on paper
- Prepare for the next leader
- Documents need to be intention
- Stay the course, mentoring, coaching, meeting with the teachers and supporting
- Sent out a letter to all families about the importance of students being present every day
- Dismissal would begin at 3 p.m.
- Last week we had two full pages of students leaving between 3-4 p.m.
- After putting in place, down to a quarter of a page

### **Michael Samuel:**

- Kennedy Foundation is donating \$6K for one uniform sweatshirt for each student
- Thanksgiving baskets will be prepared for UCCS families
  - New Life Church is also preparing to give Thanksgiving baskets to UCCS families
  - 585 Prime Time is preparing 20 baskets
- Urban League is engaged for the After School Program from 4:30-6:30 p.m.
  - Addition of grades 5-8
  - Goal is at least 50 students participating
  - Urban League hired one of our TA's to help after school
- Karen Lewis will be teaching African American Studies
  - K-8 on Wednesdays and Thursdays - African American Theatrics
  - Black History Celebration on February 16, 2023
- ROC Kids Connect kick off is on October 28
- Enrichment program built through a school exchange – Pittsford School students are paired with 25 of our 7<sup>th</sup> and 8<sup>th</sup> grade students
- Gandhi Institute Meet and Greet with Students from Pittsford
- Open House next Thursday 5:30-7 p.m. Harvest Celebration
- Smile mobile visiting to give students dental care
- Board Member to begin volunteering with school reading in kindergarten beginning on October 21
- Rochester Police Department meeting
  - Assigned to our school

- Looking at securing the second entry door of the school
- Food Link preparing and donating 383 bundles of fruits and vegetables to be shared with each UCCS student
- Food pantries in the schools are now more common than backpack programs for helping students with food for the weekend
  - Board member offered to assist with fundraising and food campaigns
    - ✓ Donation of money or items
- Board member shared that there is a Harriet Tubman celebration going on in Rochester in Manhattan Square Park
- Inclusive week planned at Pittsford schools for the first week of December
  - Bringing people and vendors to the school

## **DISCUSSION ITEMS**

Board member suggested that after the month of November, going forward we could consider having a teacher or team of teachers share something positive with the BoT members at each monthly board meeting

### **Elizabeth Mascitti-Miller:**

#### Review of Renewal Benchmark 3

- Climate Culture and Family Engagement
  - Fully engaged
  - Absenteeism
  - Out of School Suspension
  - All things are in place here
  - Behavior management and safety
  - Common language and dens
  - Free of discrimination DASA
  - Family engagement and communication
  - Responding to family and community concerns
  - Policy in place
  - Academic progress with families and stakeholders
  - Collection and use of data
  - Looking at the whole child
  - Professional Development for all staff
  - McKinney-Vento Coordinator
  - Food services and health support
  - Copy of the application that went in for the renewal to be reviewed
  - Benchmark 6 cover page – board related materials for familiarization
  - Board calendar
  - School Improvement Plan
  - Strategic Plan

- Benchmark 1 scores
- Benchmark 6 board governance

Motion 221013.3                    Upon a motion by Taj Smith and duly seconded by Bliss Owen, the following was submitted for approval: **RESOLVED** that the Board of Trustees adjourn the meeting at 7:58 p.m.

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

Voting in the negative:        None

Motion 221013.3 passed 4 to 0

**NEXT BOARD MEETING:** November 10, 2022

Urban Choice Charter School  
Treasurer's Report for **Website and Dashboard**  
10/13/22

The Finance Committee met on September 28, 2022 to review the August 2022 financials.

The results reported are before any changes that might affect the balance sheet as a result of our outside audit. Our auditors have not yet presented the final June 30th numbers.

Results for the two months ended August 31, 2022:

	YTD Actual	YTD Budget	YTD Variance
Revenue	1,176,279	1,151,172	25,107
Expenses	876,454	682,338	194,116
Revenue over Expenses from Operations	299,825	468,834	(169,009)
Total Assets	<u>6,051,630</u>	(includes cash of \$4,386,682)	
Total Liabilities	1,556,120		
Net Assets	<u>4,495,510</u>		
	<u>6,051,630</u>		

Our next meeting is October 26, 2022 at noon.