

**URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES MEETING – MINUTES  
THURSDAY, FEBRUARY 10, 2022**

Present: Mubarak Bashir, Michael Kohlhagen, Miriam Miranda-Jurado,  
Taj Smith

Absent: Shakeel Armstrong, Bliss Owen

Guests: Karen Fahy and Stephanie Mauterstock, CEI

Media Notification: The Democrat and Chronicle was notified of the February 10, 2022 meeting on February 2, 2022. Zoom link was also shared with staff members and posted on the UCCS website.

**BOARD MEETING**

The meeting was called to order at 6:02 p.m. and the Mission Statement was shared.

Motion 220210.1            Upon a motion by Taj Smith and duly seconded by Miriam Miranda-Jurado, the following was submitted for approval: RESOLVED that the Board of Trustees approve the January 13, 2022 BoT Meeting Minutes.

Voting in the affirmative: Mubarak Bashir, Michael Kohlhagen, Miriam Miranda-Jurado, Taj Smith

Voting in the negative:    None

Motion 220210.1 passed 4 to 0

## **PUBLIC COMMENTS**

- UCCS sixth grade teacher shared:
  - 34% of staff members have departed UCCS
  - With a surplus of \$700,000, suggested considering an allocation of a portion to teachers – giving teachers a reason to stay

Introductions of board members, pending board member, CEI and staff members in attendance

## **CEO's REPORT - Lynn McCarthy**

- Enrollment is currently at 384
  - We are closer to our target in kindergarten
  - Students with Disabilities decreased
  - Increase in ELL population
  - As of January 31, wait list is down to 165 students
  - As of January 31, ten offers were extended with four accepted
  - Three of the four students will be starting with UCCS on Tuesday
  - Paperwork needed for the fourth student which will bring us up to 388
  - More offers will be extended
  - We have received 129 applications for the 2022-2023 school year
  - 29 students have left UCCS for various reasons such as moves to the suburbs, school hours, timing for buses
- Attendance issues related to 27 positive Covid cases and large number quarantining

## **Carl Parris:**

- Discipline for the past month has been focused on preventative actions for Alternatives to Suspension and Out of School Suspensions
  - After the school break, a reset was needed
  - School building is more settled
  - Progressive discipline
  - Mediation
  - Help Zone
  - Discussions with parents
- Out of School Suspensions are implemented for physical altercations – all of the students involved receive consequences for this behavior
- Referrals by time continue to be higher for lunch recess
- Utilizing our Center for Youth partnership and pushing in to be more preventative

**Lynn McCarthy:**

- In the process of updating our staff demographics
- End of January, two staff members left UCCS
- Former Art Teacher has returned

**Chris Vernon:**

- Update on iReady data
- It is being completed this week and next week – staggering the schedule week to week with Math planned for next week
- Testing centrally in the Media Center to create more of an exam environment – different than a normal classroom practice

**Lynn McCarthy:**

- The first staff advisory meeting was held with seven groups represented
  - Focus: face-to-face communication has been missing
  - Bulletins to be continued
  - Monday morning meetings to highlight expectations for the week
  - Meeting face-to-face as a group in the Media Center – gym has echoes
  - Will be meeting with the Finance Committee to look at stipends for end of year
  - Would like to present to staff what is involved with finance and budgeting at UCCS
  - Leadership and staff need to contribute to the bulletins
  - A note taker from the Operations Team is attending the meetings
    - ✓ Notes will be shared with all staff within one week of the meeting
- Good Schools ROC
  - Virtual Charter School Recruitment event scheduled on March 21 from 6:30-8:00 p.m.
    - ✓ As a group, it was decided that it needed to be virtual
    - ✓ A zoom link is set up for visits

**Glenda Rudolph:**

- Teachers received a form to share any issues they were experiencing that were preventing them from teaching to the best of their ability
  - Basic issues were shared such as:
    - ✓ Log-in issues
    - ✓ Smart Board – resolved issues such as missing bulbs
    - ✓ Classroom supplies
  - We will be responsive and resolve all issues as fast as possible
  - No major issues with the items we attempted to resolve to date

## **Michael Samuel:**

- Kindergarten recruitment through Action for a Better Community on Jefferson Avenue for all charter schools
  - ✓ UCCS was present – met and sat down with parents – two families registered
  - ✓ Four parents planned visits to take a tour of the school and are considering enrollment
- Next Tuesday will be another recruitment for preschool
- Twenty-three of our 7<sup>th</sup> and 8<sup>th</sup> graders will be visiting two high schools in Pittsford
  - ✓ Partnered and will attend class for most of the school day from 10 a.m.-3:30 p.m.
  - ✓ Pittsford students will visit UCCS and attend middle school classes
  - ✓ Bridging that gap
  - ✓ Working on a community service project together in May or June
- Urban League partnership – pilot program will be The After School Academy for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders – plan is to select a total of 30 students for the pilot program
  - ✓ Paperwork will need to be completed
  - ✓ Urban League will be at UCCS next week for paperwork intake
  - ✓ Focus on vocational skills, financial literacy, and tutoring
  - ✓ 4:30-6:30 p.m. and individual transportation will be needed for dismissal
  - ✓ Food provided by Foodlink
  - ✓ Classrooms and gym will be available
  - ✓ Monday-Thursday after school
  - ✓ A Summer Program will provide for approximately 60 students
- A UCCS parent has expressed interest in serving on the BoT
  - ✓ Two of her 7<sup>th</sup> grade children have been at UCCS for a month and she was on the board at the former school in Syracuse
  - ✓ Wants to be involved and model for her children
  - ✓ She is also on our Parent Advisory Committee

## **CEI's REPORT – Michael Kohlhagen**

- Board Chair will speak to the full board about continuing board training
- Introduced Stephanie Mauterstock
- Mary Doyle is working in Rochester for CEI and had a great meeting this week for the development of partnerships – communications work, website, social media, brochure
- Two additional drafts for review
- **Karen Fahy:**
  - Met with Lynn McCarthy and Chris Vernon and Dylan Burrows
  - All of the work with the leadership team, teachers and coaches aligned with the accountability metrics focusing on academic results
  - Finalizing the audit
  - Important part of the plan is to improve education for ELL and SPED
  - Dylan Burrows is supporting UCCS and creating a data framework
    - ✓ Completed his fourth week at UCCS

- ✓ Spent a lot of time with leadership, coaches, and classes to pull together a data system plan
- ✓ Data collection
- ✓ Communication of that data
- ✓ Evaluation of that process to target improvements
- ✓ Determining the phases of work needed
- ✓ What do teachers need to do their jobs effectively?
- ✓ Assessments of learning
- ✓ Support teacher development
- ✓ Setting the rules around gathering data
- ✓ Track student progress against state standards
- ✓ Draft work plan
- ✓ Starting next week – grade level mock exams
- ✓ Give teachers and school leaders information of where students are
- How we communicate with staff
  - ✓ Beginning stages of that also created in draft form
- Finalize purchase of Otis
- Math exams and working on ELA
  - ✓ Worked with coaches to create mock exams for math
- Priority standards
  - ✓ Create exams related to what has just been taught
- Professional Learning revised plan for February – June
- Make use of Tuesday mornings with the staff
- Introduction, implementation of high impact strategies
- Engagement
- Action responses
- Total participation that everyone knows about
- Reading strategies
- Supporting coaches in helping teachers
- How and when calendar is communicated
- Anthony Volforte will continue this program through June
  - ✓ He will be back in early March
  - ✓ Next week will outline the work that has already been completed and plans for moving forward

#### **TREASURER'S REPORT – Bliss Owen**

- Reports were shared – *please refer to Attachment A*
- Lease is being worked on with the owners of the building

## **GOVERNANCE COMMITTEE – Miriam Miranda Jurado**

- Elect a secretary for the remainder of the 2021-2022 School Year – Taj Smith
- Motion will be presented at the next meeting when additional board members are in attendance

## **CHAIR REPORT – Mubarak Bashir**

- Need to recruit additional board members
- Need to set board goals
- During a board training on Monday evenings – bi-weekly

## **PUBLIC COMMENTS**

- Inquiry related to the number of staff members that responded to the survey
- Copiers have been jamming on a regular basis with many service calls needed
  - Difficult for teachers to be prepared without available copiers
- Coach concerned about a testing plan shared by CEI this evening for next week as it was the first time it was communicated to staff members
  - It was understood that iReady testing was being used with data
- More incentives are needed to retain teachers
  - Added that the team is great, but it is difficult with little incentive to stay except for knowing that leaving would mean leaving the students
- More planning time is needed for teachers
- Teaching Assistants should receive pay equivalent to a substitute teacher when stepping in to cover a classroom
- Leadership is looking at the pay steps and any pay raises for staff that can obtain their certification
- Suggestion that pay raises for current employees and experienced employees should be considered
  - Making sure that committed staff members are recognized
- Would like to see the lunchroom opened for students to free up the classrooms
- Request for IT support onsite daily instead of two days per week – would benefit with daily support to assist with IT issues
  - There are issues with Chromebooks shutting down and then restarting

Motion 220210.2

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 adjourn the meeting at 7:09 p.m.

Voting in the affirmative: Mubarak Bashir, Michael Kohlhagen, Miriam Miranda-Jurado, Taj Smith

Voting in the negative: None

Motion 220210.2 passed 4 to 0

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

Urban Choice Charter School  
Treasurer's Report  
January 2022

The Finance Committee met on January 25, 2022 to review the December, 2021 financials.

For the six months ended December 31, 2021:

	YTD Actual	YTD Budget	YTD Variance
Revenue	3,853,369	4,426,263	(572,894) includes PPP Loan forgiveness of \$732,700
Expenses	3,202,905	3,396,247	(193,342)
Revenue over Expenses	650,464	1,030,016	(379,552)
Total Assets	5,417,310	(includes cash of \$4,428,280)	
Total Liabilities	1,600,655		

Building lease and CEI contract are still in negotiation

The budget process for next year will begin the week of March 7, 2022