

**URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES MEETING – MINUTES  
THURSDAY, DECEMBER 8, 2022**

**Present:** Mubarak Bashir, Miriam Miranda-Jurado, Bliss Owen, Taj Smith

**Absent/Excused:** Nicole Reinhardt

**Guests:** Zahira Jimenez, Prospective Board Member

**Media Notification:** The Democrat and Chronicle was notified of the December 8, 2022 meeting on December 1, 2022 with notice posted in the school and on the UCCS website.

**BOARD MEETING**

The meeting was called to order at 6:41 p.m. by Mubarak Bashir and the Mission Statement was shared.

**Roll Call:** Mubarak Bashir, Zahira Jimenez, Miriam Miranda-Jurado, Bliss Owen, Amy Rawleigh-Schiavi, Taj Smith, Michael Samuel, Lynn Seaberg, Kelly Walker

**Motion 221208.1** Upon a motion by Taj Smith and duly seconded by Miriam Miranda-Jurado, the following was submitted for approval: **RESOLVED** to approve the meeting agenda.

**Voting in the affirmative:** Mubarak Bashir, Miriam Miranda-Jurado, Bliss Owen, Taj Smith

**Voting in the negative:** None

**Motion 221208.1 passed 4 to 0**

**Motion 221208.2** Upon a motion by Bliss Owen and duly seconded by Taj Smith, the following was submitted for approval: **RESOLVED** to approve the November 10, 2022 meeting minutes.

Voting in the affirmative: Mubarak Bashir, Miriam Miranda-Juardo, Bliss Owen, Taj Smith

Voting in the negative: None

**Motion 221208.2 passed 4 to 0**

**PUBLIC COMMENTS:** None

**TREASURER'S REPORT - Bliss Owen (Refer to Attached Report)**

- Shared the revised budget that was presented at the last Finance Committee meeting
  - The revisions are immaterial and a vote is not needed
- Sweep account paperwork was signed and approved
  - Transferring \$10,000 over so we do not have to replenish
- No issues with A/R or Grants Receivables
- A/P is comparable
- \$46K of investment losses

**GOVERNANCE COMMITTEE**

**Motion 221208.3** Upon a motion by Bliss Owen and duly seconded by Taj Smith, the following was submitted for approval: **RESOLVED** that the Urban Choice Charter School Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or Federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select Zahira Jimenez as a member to its Board of Trustees, with a term expiring on June 30, 2025, pending approval by NYSED. The resolution approving Zahira Jimenez is adopted upon NYSED's approval.

Voting in the affirmative: Mubarak Bashir, Miriam Miranda-Juardo, Bliss Owen, Taj Smith

Voting in the negative: None

**Motion 221208.3 passed 4 to 0**

### **LEADERSHIP TEAM REPORT – Amy Rawleigh-Schiavi**

- Discussed methods for communication with families
  - Parent/Teacher Conferences held in person when possible
  - Staff has been persistent with follow up
  - Teachers holding some via zoom and following up with phone calls
  - 95% of our families have connected in person, via zoom or via conference call
  - Discussed considering an option of extending the number of days offered for conferences
    - ✓ Confirmed that teachers have been flexible with time for meeting with families
- BoT requested that tracking of communication be captured on the Dashboard going forward
- Attendance concerns
  - Discussed the possibility of incentives that could be offered to parents
  - Services for families to be offered
  - Educating parents that anything below 95% attendance is a concern
    - ✓ Leadership shared that a report from the Attendance Team will be shared at the next board meeting
- Home visits are scheduled based on essential needs
- Resource utilized when other resources have failed

### **DISCUSSION – Mubarak Bashir**

- Authority for Enrollment Changes
  - Informing the BoT that a request was received from the Charter School Office to amend the Charter Agreement which will allow us to make enrollment changes within limits that are already approved by the Regents

**Motion 221208.4**      Upon a motion by Taj Smith and duly seconded by Bliss Owen, the following was submitted for approval: **RESOLVED** to approve the BoT enter Executive Session to discuss a personnel matter.

Voting in the affirmative: Mubarak Bashir, Miriam Miranda-Juardo, Bliss Owen, Taj Smith

Voting in the negative: None

**Motion 221208.4 passed 4 to 0**

**Motion 221208.5** Upon a motion by Miriam Miranda-Jurado and duly seconded by Taj Smith, the following was submitted for approval: **RESOLVED** to end Executive Session.

Voting in the affirmative: Mubarak Bashir, Miriam Miranda-Juardo, Bliss Owen, Taj Smith

Voting in the negative: None

**Motion 221208.5 passed 4 to 0**

**Motion 221208.6** Upon a motion by Miriam Miranda-Jurado and duly seconded by Taj Smith, the following was submitted for approval: **RESOLVED** to adjourn the board meeting.

Voting in the affirmative: Mubarak Bashir, Miriam Miranda-Juardo, Bliss Owen, Taj Smith

Voting in the negative: None

**Motion 221208.6 passed 4 to 0**

**NEXT BOARD MEETING: January 12, 2023**

Urban Choice Charter School  
Treasurer's Report for **Website and Dashboard**

The Finance Committee met on November 28, 2022 to review the October 2022 financials.

Results for the four months ended October 31, 2022:

	YTD Actual	YTD Budget	YTD Variance
Revenue	2,252,155	2,185,884	66,271
Expenses	2,104,138	2,041,452	62,686
Revenue over Expenses	148,017	144,432	3,585
Total Assets	<u>6,104,245</u>	(includes cash of \$5,031,286)	
Total Liabilities	1,623,344		
Net Assets	<u>4,480,901</u>		
	<u>6,104,245</u>		

Expenses includes losses on our investments at RACF in the amount of \$46,000.

Our next meeting is December 20, 2022 at noon.