

**URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES MEETING – MINUTES  
THURSDAY, JANUARY 12, 2023**

Present: Mubarak Bashir, Bliss Owen, Nicole Reinhardt

Attending Remotely: Miriam Miranda-Jurado, Taj Smith

Absent/Excused:

Guests: Jeff Clark and Zahira Jimenez, Prospective Board Members

Media Notification: The Democrat and Chronicle was notified of the January 12, 2023 meeting on January 4, 2023 with notice posted in the school and on the UCCS website.

**BOARD MEETING**

The meeting was called to order at 6:04 p.m. by Mubarak Bashir and the Mission Statement was shared.

**Roll Call:** Mubarak Bashir, Jeff Clark, Zahira Jimenez, Lynn McCarthy, Miriam Miranda-Jurado (Zoom), Bliss Owen, Amy Rawleigh-Schiavi, Nicole Reinhardt, Taj Smith (Zoom), Michael Samuel, Lynn Seaberg

**Motion 230112.1** Upon a motion by Bliss Owen and duly seconded by Nicole Reinhardt, the following was submitted for approval: **RESOLVED** to approve the January 12, 2023 meeting agenda.

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

Voting in the negative: None

**Motion 230112.1 passed 5 to 0**

**Motion 230112.2** Upon a motion by Bliss Owen and duly seconded by Nicole Reinhardt, the following was submitted for approval: **RESOLVED** to approve the December 8, 2022 meeting minutes.

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

Voting in the negative: None

**Motion 230112.2 passed 5 to 0**

**PUBLIC COMMENTS:** None

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

- Balance sheet remains strong
- Assets of \$5.8M
- Liability of \$1.2M
- Receivables and payables are in good standing
- The Sweep account is set up and working well

**GOVERNANCE COMMITTEE – Nicole Reinhardt**

- Presented applications for two prospective board members: Jeffrey R. Clark and Denise Friedman

**Motion 230112.3** 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 Jeffrey R. Clark as a member to its Board of Trustees, with a term expiring on June 30, 2025, pending approval by NYSED. The resolution approving Jeffrey R. Clark is adopted upon NYSED’s approval.

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

Voting in the negative: None

**Motion 230112.3 passed 5 to 0**

**Motion 230112.4** 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 Denise Friedman as a member to its Board of Trustees, with a term expiring on June 30, 2025, pending approval by NYSED. The resolution approving Denise Friedman is adopted upon NYSED's approval.

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

Voting in the negative: None

**Motion 230112.4 passed 5 to 0**

- Board of Trustees will plan to attend Parent Advisory Committee meetings to speak with UCCS parents and continue a search for a needed parent representative for the BoT.

**CHAIR REPORT – Mubarak Bashir - No Report**

**MANAGEMENT REPORTS – Lynn McCarthy, CEO, and Leadership Team Members**

- Dashboard
  - Enrollment is at 388

- ✓ Four more students that were accepted and completed the paperwork increases to 392
- ✓ Wait list is weak in some grade levels
- Attendance
  - Not happy with attendance at 83%
    - ✓ Hovering between 83-84%
    - ✓ 33 of our students are attending school every day
    - ✓ 152 students have missed fewer than five days
    - ✓ 88 students are chronically absent
    - ✓ 20 students have missed more than 20 days
    - ✓ Leadership and teachers are aware of this concern
    - ✓ Reaching out to families continues
      - Personalized phone calls are made for every student without an excused absence
      - Maintain logs
    - ✓ Top three: illness, transportation issues, extended vacations (adding extra days)
    - ✓ Data also indicates: significant illness, custody issues, Child Protective Services
    - ✓ NYSED requires excusing students that have not been vaccinated and the focus has been making sure we exclude as few as possible with only one student currently in need
    - ✓ There are sometimes underlying factors with the individuals
    - ✓ Shared a copy of an example of our attendance letter
      - One batch was distributed and another will go out next week
    - ✓ For students missing ten or more days: daily phone calls and letters sent home
    - ✓ Families are invited in for a conversation or we offer to visit homes when needed to get to the deeper underlying factors
    - ✓ There are some misconceptions with quarantining with Covid
      - UCCS is helping families understand what the current CDC guidance is related to Covid
    - ✓ Celebrating students for grade levels with the highest percentage of the month with an ice cream social
    - ✓ When we have exhausted all other resources, last resource is contacting Child Protective Services
    - ✓ Tutoring should be in place for students missing 10 days due to illness
      - Ten total days anticipated in the next three months are also eligible for tutoring
    - ✓ Recognizing students that have perfect attendance
      - Certificate and celebration with just those students with perfect attendance
- Parent Engagement through Parent/Teacher Conferences
  - Expanding and adding more exact data
  - For home visits, sharing the detail:

- ✓ 7 home visits made in the month of December
  - 228 meetings with parents were in person
  - 131 were parent teacher conferences via telephone
  - 8 Zoom or Google classroom meetings
  - 23 letters were mailed home with report cards after multiple attempts to meet
- School Events, Parent Teacher Conferences and Family Engagement
  - 39 families visited our school for holiday shopping
  - 10 families attended boys modified basketball team meeting
  - Parent conferences held related to student support or behavior
    - ✓ Student re-entry
    - ✓ Attendance concerns
    - ✓ Student violations of Code of Conduct
  - New student enrollment
  - Tour of building
  - Google Doc created to track communication with family/parent
  - How do you measure the impact of your family and engagement efforts
    - ✓ Receiving feedback from families – what is working and what is not
    - ✓ In-person conferences favored by most of our families
    - ✓ We are inviting families and they are showing up
  - Impact – become more strategic in the way we are engaging our families
  - Consistently adding to the website
  - Tracking access to the website
  - Family, staff and student surveys will be released in February
  - Our young men participated in our first UCCS boys' basketball game
    - ✓ Families, staff and students were in attendance
  - Alfred University mens' basketball team visited as Lucy's nephew coaches the team
    - ✓ Team members read to our students
    - ✓ PrimeTime 585 participated and blasted about UCCS and the collaboration with Alfred University
    - ✓ Positive life lessons shared by the players with our students – being persistent, going with your heart
      - Students asked them questions
      - Grade eight discussed balancing basketball/school/free time
        - ❖ Advised to get the assignments completed and do it the right way and then you can enjoy your free time
        - ❖ Discussed Scholarships and loss if not prioritizing academics
- Extended expression of appreciation to two board members (Mubarak and Bliss) for their generosity with UCCS families for Thanksgiving
- Discipline
  - SWIS data
  - Behavior issues
  - Average daily referrals
  - Uptick in December
    - ✓ 47 referrals
  - Working with new staff as students are impacted when staff members leave

- Restorative circles
- Classroom management
- Working with one specific classroom related to classroom management
- Defiant and insubordinate behavior
- Taking hard stance on threatening behavior leading to violent outbursts
- Preventative plans in place with phone calls made to parents
- Numbers are currently lower for out of school suspensions
- Michael Samuel is holding “town hall meetings”
  - ✓ Reviewing expectations
  - ✓ Looking at trends and determining ownership
  - ✓ Behaviors and privileges reviewed
  - ✓ Getting suggestions
- Seeing significant improvements in students with dress code, cell phones, social media issues
- Discussed creating and building a heat map in the event of a serious event where students live
- No update for the ELA and Math for iReady testing
  - Testing timeline will be presented
  - Mapped from the NYS assessments
  - iReady testing to be completed three times per year
- Google Doc accessibility for all staff
- Planning and preparation for filling out a bubble sheet
- Professional learning opportunities for our staff
- Celebrating the victories
- Dr. Elizabeth Mascitti-Miller’s contract ended December 31, 2022
  - Working with the Leadership Team along with the Board of Trustees
  - Deliverables were shared with board members earlier today
  - Turnaround work can take three years to accomplish
  - Reviewed what has been accomplished to date
  - Binder is available with artifacts
  - Proposing continuing her contract with us until June of 2024 (January-June and the next school year)
  - Planned in the budget
  - School Improvement Plan/Charter Renewal
  - School Improvement Plan is continuing and Dr. Mascitti-Miller is a significant part of this plan
  - Our charter renewal revisions decreased with Dr. Mascitti-Miller’s assistance
  - Board requested a 90-day contract extension through March 31, 2023 to allow for evaluation

**Motion 230112.5**

Upon a motion by Bliss Owen and duly seconded by Nicole Reinhardt, the following was submitted for approval: **RESOLVED** to authorize a 90-day contract extension for Dr. Mascitti-Miller’s Professional Services Agreement through March 31, 2023.

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

Voting in the negative: None

**Motion 23011208.5 passed 5 to 0**

#### **DISCUSSION ITEMS**

- Board members inquired about the plans for a Human Resources position
  - Requested review of the job posting
- A Building Sub has been hired
- Tentative new hire planned for the Students with Disabilities position
- A Desk Audit is planned for the grant money from the pandemic

#### **ACTION ITEMS**

- Rescheduling the February BoT meeting tentatively on 2.15.23
- Board evaluation planned for Dr. Mascitti-Miller's future contract

**Motion 230112.6** Upon a motion by Taj Smith and duly seconded by Nicole Reinhardt, the following was submitted for approval: **RESOLVED** that the Board of Trustees enter Executive Session to discuss CEI litigation at 7:27 p.m.

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

Voting in the negative: None

**Motion 230112.6 passed 5 to 0**

**Motion 230112.7** Upon a motion by Bliss Owen and duly seconded by Taj Smith, the following was submitted for approval: **RESOLVED** that the Board of Trustees end Executive Session at 8:18 p.m.

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

Voting in the negative: None

**Motion 230112.7 passed 5 to 0**

**Motion 230112.8** Upon a motion by Bliss Owen and duly seconded by Nicole Reinhardt, the following was submitted for approval: **RESOLVED** that the Board of Trustees adjourn the meeting at 8:18 p.m.

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

Voting in the negative: None

**Motion 230112.8 passed 5 to 0**

**NEXT BOARD MEETING: Special Board Meeting on February 3, 2023 and February Regular BoT Meeting Planned for February 15, 2023**



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

The Finance Committee met on December 19, 2022 to review the November 2022 financials.

Results for the five months ended November 30, 2022:

	YTD Actual	YTD Budget	YTD Variance
Revenue	2,912,388	2,834,481	77,907
Expenses	2,657,147	2,632,242	24,905
Revenue over Expenses	255,241	202,239	53,002
Total Assets	<u>5,808,311</u>	(includes cash of \$4,651,708)	
Total Liabilities	1,220,187		
Net Assets	<u>4,588,124</u>		
	<u>5,808,311</u>		

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

Our next meeting is January 24, 2023 at noon.