

Application: Urban Choice Charter School

Lynn McCarthy - lmccarthy@urbanchoicecharter.org
2020-2021 Annual Report

Entry 1 School Info and Cover Page

Completed Jan 21 2022

Instructions

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2020-2021 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2021)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

URBAN CHOICE CHARTER SCHOOL 261600860877

a1. Popular School Name

UCCS

b. CHARTER AUTHORIZER (As of June 30th, 2021)

Please select the correct authorizer as of June 30, 2021 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. DISTRICT / CSD OF LOCATION

ROCHESTER CITY SD

d. DATE OF INITIAL CHARTER

1/2005

e. DATE FIRST OPENED FOR INSTRUCTION

9/2005

f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)

MISSION STATEMENT

The mission of the Urban Choice Charter School is to provide Rochester students with a safe, supportive, and intellectually challenging educational environment. We believe that strong student-teacher relationships are essential to student motivation, engagement, and achievement. This philosophy, in combination with authentic efforts at family involvement, and the effective teaching of a rich, rigorous, and engaging curriculum, will enable students to build a strong foundation for college and career readiness, exceed state achievement standards and defy the demographic challenges of poverty.

g. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school’s mission and goals, are core to the school’s overall design, and are critical to its success.

KDE 1	Supportive educational environment: All of the Grade K-4 classrooms have a teacher and a teaching assistant. The teaching assistant remains with the students throughout the day. UCCS employs four RTI teachers that work across the grade bands to support Tier 3 students. There are four Special Education teachers that are divided by grade levels. A social worker and counselor provide the mandated counseling as well as parent requested counseling. The social worker and counselor also push into the classrooms to provided whole class SEL to students, as well as small group. There are three behavior interventionist assigned to the "Help Zone". They work with students that are referred to them with a behavior incident form. The students work through a "Think it Through" sheet which allows them the time to process what had happened. This is a quick turnaround time for students to get them back in the classroom. We also have an ATS room to provide support to students instead of an out of
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	<p>school suspension. Our ENL teacher provides a push-in and pull-out instruction to identified students. There is a school nurse on site. UCCS has a Dean of Support Services that meets with the team on a weekly basis and attends all CSE meetings with the appropriate teachers. This Dean oversees all of the SWD paperwork that RCSD needs.</p>
KDE 2	<ul style="list-style-type: none"> • Rich, rigorous, engaging curriculum: UCCS curriculum is aligned with the New York State learning standards. A curriculum audit was completed in June and July 2020 for ELA and Math. Wit and Wisdom by Great Minds was chosen for ELA and Eureka by Great Minds was chosen as the math curriculum for grades K-8. The curriculum is aligned horizontally across grade levels and vertically between grade levels. The curriculum and corresponding materials are differentiated to provide opportunities for all students to master grade-level skills and concepts, including students with disabilities, economically disadvantaged and English Language Learners. <p>This spring a curriculum audit was completed for the science program. Grades 5-8 will be utilizing the Amplify curriculum. BOCES science kits will be used in the K-4 classrooms.</p> <p>An assessment of each principal's instructional leadership capacity was conducted. Each principal was designated for each content area (Math/Science; ELA/Social Studies) and grade bands (K-4 and 5-8).</p>
KDE 3	<p>Extended learning opportunities: UCCS offered an after school Esports program. It is designed to give students a complete overview of Esports and provide critical opportunities communication, collaboration, and problem-solving. These skills are needed to thrive in life. Esports provides college and career readiness by teaching skills such as marketing, event planning, social media and public speaking such as shout-casting.</p> <p>A summer school program was enacted to provide students with a focus on learning loss in ELA and math.</p>

KDE 4	<p>Authentic family involvement: The number of events that were held during this pandemic year was limited. Our families did participate in the "Family Winter Concert". This involved the participation of families video-tapping some type of activity together. The activities were singing, dancing, magic acts, etc. The individual clips were put together in one video. It can be seen on the UCCS website. This unique way of participation allowed for the hybrid and remote students the ability to participate.</p> <p>Instead of a winter store this year, we held a store to honor marvelous men and wonderful women in a child's life. They were able to shop and wrap gifts for these people that they felt contributed to their success and well-being.</p> <p>UCCS held two remote report card meetings with families. Families were able to sign-up for a time that worked for them to review their child's progress. Staff also provided zoom sessions for parents based on the needs of individual classrooms.</p> <p>Leadership also held three zoom meetings that focused on the re-opening plan as well as the changes that occurred throughout the pandemic school year. Information also went out via email list serves, robocalls and Class Dojo.</p>
KDE 5	<p>Data informed instruction: Staff utilized data from the formative and summative assessment tools to zero in on their instruction. The teachers met with the Co-Principals every two weeks to go over their data with them. Teachers also met with grade level teams and grade bands to discuss their student data.</p> <p>The teachers also used a digital lesson plan platform. This allowed for the leadership to look at lesson plans prior to the next week and look to identify any areas of concern. This platform also allowed the leadership the opportunity to give feedback within the system.</p> <p>All staff received training in analyzing data, data trends, small groups, RTI levels, reviewing and analyzing iReady data to write smart goals for students. They also analyzed work samples by</p>

	<p>grade bands and conducted root cause and item analysis.</p>
KDE 6	<p>Focused professional development: Teachers were administered professional development surveys to assess the professional development needs of the teachers, guide the development of the professional development calendar, and inform the support needed for instructional cycles and professional learning communities. Teachers received professional development for the Danielson Framework Evaluation instrument to ensure all teachers are aware of the performance expectations for which they will be evaluated. The teachers received professional development on writing smart goals, and wrote them for themselves as well as students. Teachers and leaders have participated in professional development from Great Minds (Wit and Wisdom, and Eureka math) to ensure authentic professional learning experiences and implementation fidelity for maximal teaching and learning for students. Professional development continued around unpacking curricula and instructional resources, scope and sequence, curricula expectations, support for effective lesson planning and pacing, as well as differentiated instruction for student sub-groups to meet the unique needs of all children.</p> <p>Professional development occurred for school-wide pedagogical professional development for all grade levels. Job embedded coaching occurred at all levels as well.</p>
KDE 7	<p>School culture: The data collection and progress monitoring of the student's social emotional health was collected through the SWIS, Kickboard and Class Dojo. PBIS is implemented across the grade levels. The restorative justice approach is utilized throughout the school for conflict resolution. All staff were trained in restorative justice by a community partner organization.</p> <p>UCCS has a fob-entry security system. Visitors need to be buzzed into the building after their identification is validated. If anyone leaves the</p>

	building, an alarm will sound to alert the office that someone has left. Walkie talkies are utilized for communication when this occurs.
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

<https://www.urbanchoicecharterschool.org/>

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2020-2021 SCHOOL YEAR (**exclude Pre-K program enrollment**)

400

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2021 (**exclude Pre-K program enrollment**)

396

k. GRADES SERVED IN SCHOOL YEAR 2020-2021 (exclude Pre-K program students)

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5, 6, 7, 8
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l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2021-2022?

No, just one site.

School Site 1 (Primary)

m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	1020 Maple Street	585-288-5702	Rochester	K-8	

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Lynn M. McCarthy	585-288-5702		lmccarthy@urbancchoicecharter.org
Operational Leader	Marquez Elem	585-288-5702		melem@urbancchoicecharter.org
Compliance Contact	Marquez Elem	585-288-5702		melem@urbancchoicecharter.org
Complaint Contact	Lynn M. McCarthy	585-288-5702		lmccarthy@urbancchoicecharter.org
DASA Coordinator	Carl Parris	585-288-5702		cparris@urbancchoicecharter.org
Phone Contact for After Hours Emergencies	Lynn M. McCarthy	315-842-0000		lmccarthy@urbancchoicecharter.org

m1b. Is site 1 in public (co-located) space or in private space?

Private Space

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2021.

Site 1 Certificate of Occupancy (COO)

[Certificate of Occupancy.pdf](#)

Filename: Certificate of Occupancy.pdf **Size:** 3.0 MB

Site 1 Fire Inspection Report

[Fire Inspection Report.pdf](#)

Filename: Fire Inspection Report.pdf **Size:** 430.9 kB

CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2020-2021 school year? (Please include approved or pending material and non-material charter revisions).

Yes

n2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in Bylaws		5/26/2020	6/1/2020
2	Other	anon-material revision to its charter to acquire and relocate to the new facility, which is located within the same school district as its current facility (Rochester City)	11/4/2019	9/22/202
3				
4				
5				

More revisions to add?

No

o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?

Yes

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report.

Name	Lynn M. McCarthy
Position	CEO
Phone/Extension	585-288-5702
Email	lmccarthy@urbanchoicecharter.org

p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES to agree.**

Responses Selected:


Yes

q. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Click **YES to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

Aug 2 2021

Thank you.



Entry 3 Progress Toward Goals

Completed Jan 21 2022

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2020-2021 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”. **Deadline is November 1, 2021.**

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-authorized charter schools only.

Complete the tables provided. List each goal and measure as contained in the school’s currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2021.

1. ACADEMIC STUDENT PERFORMANCE GOALS

For the 2020-2021 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2020-2021 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If
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				unable to assess goal, type N/A for Not Applicable
Academic Goal 1	Grade 3 will exceed district of residence (Rochester City) and approach the New York State average on the NYS ELA Assessment Average score.	NYS ELA Exam	Unable to Assess	N/A
Academic Goal 2	Grade 4 will exceed district of residence (Rochester City) and approach the New York State average on the NYS ELA Assessment Average score.	NYS ELA Exam	Unable to Assess	N/A
Academic Goal 3	Grade 5 will exceed district of residence (Rochester City) and approach the New York State average on the NYS ELA Assessment Average score.	NYS ELA Exam	Unable to Assess	N/A
Academic Goal 4	Grade 6 will exceed district of residence (Rochester City) and approach the New York State average on the NYS ELA	NYS ELA Exam	Unable to Assess	N/A

	Assessment Average score.			
Academic Goal 5	Grade 7 will exceed district of residence (Rochester City) and approach the New York State average on the NYS ELA Assessment Average score.	NYS ELA Exam	Unable to Assess	N/A
Academic Goal 6	Grade 8 will exceed district of residence (Rochester City) and approach the New York State average on the NYS ELA Assessment Average score.	NYS ELA Exam	Unable to Assess	N/A
Academic Goal 7	Grade 3 will exceed district of residence (Rochester City) and approach the New York State average on the NYS MATH Assessment Average score.	NYS MATH Exam	Unable to Assess	N/A
Academic Goal 8	Grade 4 will exceed district of residence (Rochester City) and approach the New York State average on the NYS MATH Assessment	NYS MATH Exam	Unable to Assess	N/A

	Average score.			
Academic Goal 9	Grade 5 will exceed district of residence (Rochester City) and approach the New York State average on the NYS MATH Assessment Average score.	NYS MATH Exam	Unable to Assess	N/A
Academic Goal 10	Grade 6 will exceed district of residence (Rochester City) and approach the New York State average on the NYS MATH Assessment Average score.	NYS MATH Exam	Unable to Assess	N/A

2. Do have more academic goals to add?

Yes

2020-2021 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
	Grade 7 will exceed district of			

Academic Goal 11	residence (Rochester City) and approach the New York State average on the NYS MATH Assessment Average score.	NYS MATH Exam	Unable to Assess	N/A
Academic Goal 12	Grade 8 will exceed district of residence (Rochester City) and approach the New York State average on the NYS MATH Assessment Average score.	NYS MATH Exam	Unable to Assess	N/A
Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				
Academic Goal 17				
Academic Goal 18				
Academic Goal 19				
Academic Goal 20				

3. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2020-2021 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2020-2021 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	Coherent Instructional Planning	Wit and Wisdom and Eureka mid-module and end of module assessments	Unable to Assess	N/A
Org Goal 2	Using assessment for and in Learning	Standard aligned assessments Analyzing formative assessments to identify mastery and areas for improvement	Unable to Assess	N/A
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				

Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2020-2021 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Maintain a clean audit status	Yearly audit	Met	
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 4 - Audited Financial Statements

Completed Oct 29 2021

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements in .pdf format into the SUNY Epicenter system no later than **November 1, 2021**. SUNY CSI will forward to NYSED CSO.

ALL Regents, NYCDOE, and Buffalo BOE authorized charter schools must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2021**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a .PDF file, ensuring that security features such as password protection are turned off.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

URBAN CHOICE CHARTER SCHOOL - 06

Filename: URBAN CHOICE CHARTER SCHOOL 06.30 zwa7NAF.pdf **Size:** 541.3 kB

Entry 4b - Audited Financial Report Template (BOR/NYC/BOE)

Completed Jan 21 2022

Instructions - Regents-Authorized Charter Schools ONLY

Regents-authorized schools must download and complete the Excel spreadsheet entitled "Audited Financial Report Template" from the online portal or the website at [2020-2021 Charter School Annual Report webpage](#). Upload the completed file in Excel format. **Due November 1, 2021.**

Education Corporations with more than one school should complete the Excel spreadsheet for the Education Corporation as a whole, not for the individual schools. Please submit the same Excel spreadsheet for each of the schools.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Urban Choice CS BEDS-261600860877_2020-21

Filename: Urban Choice CS BEDS 261600860877 2020 21.xlsx **Size:** 75.4 kB

Entry 4c - Additional Financial Documents

Completed Jan 21 2022

Instructions - Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents in this section **by November 1, 2021**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a "federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold."

1. Advisory and/or Management letter
2. Federal Single Audit
3. CSP Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school^[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

^[1] Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

URBAN CHOICE CHARTER SCHOOL - 06

Filename: URBAN CHOICE CHARTER SCHOOL 06.30 204tbHt.pdf **Size:** 456.4 kB

Entry 4d - Financial Services Contact Information

Completed Jan 21 2022

Instructions: Please enter the contact information for school staff, firms or other entities providing financial services to the education corporation **by November 1, 2021**.

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Lynn McCarthy	[REDACTED]	[REDACTED]

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Mengel Metzger Barr & Co. LLP	[REDACTED]	[REDACTED]	5

3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm
	Insero & Co. CPA's	Trina Lang	2 State Street, Suite 300, Rochester NY, 14614	[REDACTED]	[REDACTED]	18

Entry 5 - Fiscal Year 2021-2022 Budget

Completed Jan 21 2022

Instructions - Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY21 Budget using the 2021-2022 [Projected Annual Budget template](#) in the portal or from the Annual Report website **by November 1, 2021**.

The assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

Instructions - SUNY authorized charter schools should download the [2021-2022 Budget and Quarterly Report Template](#) on the SUNY website or Epicenter and upload the completed template into the portal **by November 1, 2021**.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[UCCS 21](#)

Filename: UCCS 21.22 Budget file.xlsx **Size:** 38.1 kB

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed Jan 21 2022

Required of ALL Charter Schools by August 2

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2020-2021 school year must complete a signed:

- Regents, NYCDOE, and Buffalo BOE Authorized Schools: [Disclosure of Financial Interest Form](#)
- SUNY- Authorized Charter Schools: [SUNY Trustee Financial Disclosure Form](#)

All completed forms must be collected and uploaded in .PDF format for each individual member. **If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee.** (Forms completed from past years will not be accepted).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the **education** corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation. Note: Docusign is accepted.

[Board of Trustees Disclosures](#)

Filename: Board of Trustees Disclosures.pdf **Size:** 2.2 MB

Entry 7 BOT Membership Table

Completed Jan 21 2022

Instructions

Required of All charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

Entry 7 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

1. 2020-2021 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2020-2021
1	Mubarak Bashir		Chair	Governance and Finance	Yes	1	9/12/2019	9/12/2022	12
2	Duwayne Bascoe		Vice Chair	Educational, Governance	Yes	1	11/12/2020	11/12/2023	7
3	Bliss Owen		Treasurer	Finance	Yes	2	7/01/2020	7/1/2023	12
4	Shakeel Armstrong		Secretary	Educational	Yes	1	11/12/2020	11/12/2023	7
5	Felicia Dees		Parent Rep	Educational	Yes	1	10/8/2020	10/8/2023	7

6	Michael Kolhagen		Trustee/Member	Educational	Yes	1	9/9/2020	9/9/2023	10
7	Miriam Miranda-Jurado		Trustee/Member	Educational, Governance	Yes	2	7/01/2020	7/01/2023	12
8	Taj P. Smith		Trustee/Member	Educational	Yes	1	5/20/2021	5/20/2024	5 or less
9	Nelson Blish		Chair	Governance, Finance	Yes	2	7/1/2018	12/31/2020	8

1a. Are there more than 9 members of the Board of Trustees?

Yes

1b. Current Board Member Information

	Trustee Name	Trustee Email Address	Position on the Board	Commit tee Affiliatio ns	Voting Member Per By- Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD /YYYY)	End Date of Current Term (MM/DD /YYYY)	Board Meeting s Attende d During 2020- 2021
10	Kathleen Hurley Wiecorek		Vice Chair	Governance	Yes	2	7/1/2018	10/31/2020	5 or less
11	Julie Boland		Parent Rep		Yes	2	7/1/2018	11/30/2020	5 or less
12	Lee W. Tutt		Trustee/Member		Yes	1	9/13/2018	11/30/2020	7
13	Megan Bosco		Trustee/Member	Governance Committee Chair	Yes	2	9/30/2020		
14									
15									

1c. Are there more than 15 members of the Board of Trustees?

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2021	8
b.Total Number of Members Added During 2020-2021	5
c. Total Number of Members who Departed during 2020-2021	5
d.Total Number of members, as set in Bylaws, Resolution or Minutes	7 - 15

3. Number of Board meetings held during 2020-2021

15

4. Number of Board meetings scheduled for 2021-2022

12

Thank you.

Entry 8 Board Meeting Minutes

Completed Jan 21 2022

Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY

Schools must upload a complete set of monthly board meeting minutes (July 2020-June 2021), which should match the number of meetings held during the 2020-2021 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by August 2, 2021.

Entry 9 Enrollment & Retention

Completed Jan 21 2022

[Instructions for submitting Enrollment and Retention Efforts](#)

ALL charter schools must complete this section. Describe the good faith efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2021-2022.

Entry 9 Enrollment and Retention of Special Populations

[Instructions for Reporting Enrollment and Retention Strategies](#)

Describe the efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2021-2022.

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
Economically Disadvantaged	The population at UCCS is above the RCSD number of economically disadvantaged students. As per our lottery, preference is given to RCSD students.	Would remain the same as previous years.

To identify as many students with disabilities and English language learner applicants as possible, Urban Choice shall include the following on its application:

Optional Application Questions:

Urban Choice is committed to enrolling students with disabilities and English language learners, and answering the following questions helps the school identify eligible students. You are not required to answer these questions but doing so may provide the school with information that may increase your child's chances of being admitted.

1. Does your child currently have an Individualized Education Plan (IEP)? [Y/N]
2. Does your child receive special education services (such as specially designed instruction or special class programs, speech and language, or occupational or physical therapy) through the Committee on Special Education (CSE) process? [Y/N]
3. If your child is currently in pre-k or not yet enrolled in kindergarten, does your child currently receive early intervention services (such as special education, speech and language, occupational or physical therapy) through the Committee on Preschool Special Education (CPSE) process? [Y/N/Not Applicable]
4. Does your child currently

English Language Learners

receive services related to being an English language learner?

[Y/N]

5. Does your child speak a language other than English at home most of the time? [Y/N]

6. Is your child's native language a language other than English?

[Y/N]

2 "Students with disabilities" means students who are classified under the Individuals with Disabilities in Education Act (IDEA).

3 "English language learners" means students identified as such based on a NYSITELL assessment.

3

7. Is your child currently in a Spanish-speaking pre-K program or daycare center? [Y/N]

8. Is your child still learning to speak English? [Y/N]

If you answered "yes" to any of the questions and you are offered a seat through the lottery or waitlist

process, you will be required to provide appropriate

documentation related to your answers prior to your

child's enrollment. If a seat is offered based on insufficient information, the offer will be rescinded, and

the seat will be offered to the next student on the waitlist.

Prior to April 1st each year, the school identifies targets for enrollment of students with disabilities and English language learners, and applies weights based on gaps between the actual

The board is reviewing the current lottery targets and intend to increase the weight for ELL students.

current enrollment and the targets for each of the two subgroups. The targets are established by the enrollment and retention targets set forth in the NYSED Charter Schools Office performance framework (<http://www.p12.nysed.gov/psc/registrationoversightplan/section3/PerformanceFramework2019.pdf>).

If the school is more than 5% below the target for a subgroup, a weight of two will be applied. If the school is more than 15% below the target for a subgroup, a weight of three will be applied. If the school is more than 25% below the target for a subgroup, a weight of four will be applied. Students who meet both subgroup criteria will be awarded no more than a weight of four:

Difference between Actual and Target Enrollment	Weight Applied
Actual subgroup enrollment is between > 5% and 10% below the target	2 x 1 lottery entry
Actual subgroup enrollment is between >10% and 15% below the target	3 x 1 lottery entry
Actual subgroup enrollment is between > 15% below the target	4 x 1 lottery entry

To identify as many students with disabilities and English language learner applicants as possible, Urban Choice shall include the following on its

application:

Optional Application Questions:

Urban Choice is committed to enrolling students with disabilities and English language learners, and answering the following questions helps the school identify eligible students. You are not required to answer these questions but doing so may provide the school with information that may increase your child's chances of being admitted.

1. Does your child currently have an Individualized Education Plan (IEP)? [Y/N]

2. Does your child receive special education services (such as specially designed instruction or special class programs, speech and language, or occupational or physical therapy) through the Committee on Special Education (CSE) process? [Y/N]

3. If your child is currently in pre-k or not yet enrolled in kindergarten, does your child currently receive early intervention services (such as special education, speech and language, occupational or physical therapy) through the Committee on Preschool Special Education (CPSE) process? [Y/N/Not Applicable]

4. Does your child currently receive services related to being an English language learner? [Y/N]

5. Does your child speak a language other than English at

Students with Disabilities

home most of the time? [Y/N]

6. Is your child's native language a language other than English? [Y/N]

2 "Students with disabilities" means students who are classified under the Individuals with Disabilities in Education Act (IDEA).

3 "English language learners" means students identified as such based on a NYSITELL assessment.

3

7. Is your child currently in a Spanish-speaking pre-K program or daycare center? [Y/N]

8. Is your child is still learning to speak English? [Y/N]

If you answered "yes" to any of the questions and you are offered a seat through the lottery or waitlist process, you will be required to provide appropriate documentation related to your answers prior to your child's enrollment. If a seat is offered based on insufficient information, the offer will be rescinded, and the seat will be offered to the next student on the waitlist. Prior to April 1st each year, the school identifies targets for enrollment of students with disabilities and English language learners, and applies weights based on gaps between the actual current enrollment and the targets for each of the two subgroups. The targets are established by the enrollment and retention

The board is reviewing the current lottery targets and intend to increase the weight for SWD students.

targets set forth in the NYSED
 Charter Schools Office
 performance
 framework
[\(http://www.p12.nysed.gov/psc/registrationoversightplan/section3/PerformanceFramework2019.pdf\)](http://www.p12.nysed.gov/psc/registrationoversightplan/section3/PerformanceFramework2019.pdf) .
 If the school is more than 5%
 below the target for a subgroup,
 a weight of two will be applied. If
 the school is more than 15%
 below the target for a subgroup,
 a weight of three will be applied.
 If
 the school is more than 25%
 below the target for a subgroup,
 a weight of four will be applied.
 Students who meet both
 subgroup criteria will be awarded
 no more than a weight of four:
 Difference between Actual and
 Target Enrollment Weight Applied
 Actual subgroup enrollment is
 between > 5% and 10% below
 the
 target
 2 x 1 lottery entry
 Actual subgroup enrollment is
 between >10% and 15% below
 the target
 3 x 1 lottery entry
 Actual subgroup enrollment is
 between > 15% below the target
 4 x 1 lottery entry

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
Economically Disadvantaged	UCCS' Student Success Team involves parents in all aspects of academics and behavioral issues. Stakeholders are involved in meetings to ensure the success of all students.	We will continue to maintain a positive parent relationship with all of the UCCS families.
English Language Learners	UCCS increased parent contact between the school and the parents. Zoom meetings with parents have allowed this to occur much more than previously. All meetings were able to be held both in person and by zoom. Parents have the choice as to the format that works for them. We had an increase in parent participation at the zoom CSE meetings. We translate documents for families that are unable to read English. Staff that speak languages other than English.	UCCS will have continuous contact with parents and have more educational opportunities for the general education teachers. Translation of school materials will continue to be provided to families that need it. Continue efforts to hire staff that speak multiple languages.
Students with Disabilities	UCCS increased parent contact between the school and the parents. Zoom meetings with parents have allowed this to occur much more than previously. CSE meetings were able to be held both in person and by zoom. Parents have the choice. We had an increase in parent participation at the zoom CSE meetings.	We are going to continue the zoom aspect for CSE meetings as well as parent contact.

Entry 10 - Teacher and Administrator Attrition

Completed Jan 21 2022

Form for "Entry 10 - Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation

A. TEACH System - Employee Clearance

Charter schools must ensure that all prospective employees^[1] receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

^[1] Employees that must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must simultaneously request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at

<http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf>.

Attestation

Responses Selected:

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

Entry 11 Percent of Uncertified Teachers

Completed Jan 21 2022

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	2
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	3
Total Category A: 5 or 30% whichever is less	5.0

CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
Total Category B: not to exceed 5	0.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
Total Category C: not to exceed 5	0.0

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	29

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	34



Thank you.

Entry 12 Organization Chart

Completed Jan 21 2022

[Instructions](#)

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

Upload the 2020-2021 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart

[Org Chart 2020-2021 \(2\)](#)

Filename: Org Chart 2020 2021 2.pdf Size: 280.0 kB

Entry 13 School Calendar

Completed Jan 21 2022

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 2, 2021. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 2nd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2021**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools *"... unless the school's charter requires more instructional time than is required under the regulations."*

Board of Regents-authorized charter schools are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[2021-2022 Calendar](#)

Filename: 2021 2022 Calendar.pdf **Size:** 128.5 kB

Entry 14 Links to Critical Documents on School Website

Completed Jan 21 2022

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Most recently filed Annual Report (i.e., 2019-2020 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

Form for Entry 14 Links to Critical Documents on School Website

School Name: Urban Choice Charter School

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

	Link to Documents
1. Most Recent Annual Report (i.e., 2019-20)	https://www.urbanchoicecharterschool.org/academics-2
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	https://www.urbanchoicecharterschool.org/staff-1
2a. Webcast of Board Meetings (per Governor's Executive Order)	https://www.urbanchoicecharterschool.org/staff-1
3. Link to NYS School Report Card	https://www.urbanchoicecharterschool.org/faq-1
4. Lottery Notice announcing date of lottery	https://www.urbanchoicecharterschool.org/admissions
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	https://4ed8477b-4127-4e69-80e7-eaf546f420ee.filesusr.com/ugd/ba7b9b_a1985c1a2f6149979f328602ecc2b1fd.pdf
6. District-wide Safety Plan	https://4ed8477b-4127-4e69-80e7-eaf546f420ee.filesusr.com/ugd/ba7b9b_9cf7977432214b73813294f348bd9f04.pdf
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	https://www.urbanchoicecharterschool.org/activities-1
7. Authorizer-Approved FOIL Policy	https://www.urbanchoicecharterschool.org/academics-2
8. Subject matter list of FOIL records	https://www.urbanchoicecharterschool.org/academics-2

Thank you.



Entry 15 Staff Roster

Completed Jan 21 2022

[INSTRUCTIONS](#)

Required of Regents-Authorized Charter Schools ONLY

Please click on [the MS Excel Staff Roster Template](#) and provide the following information for ANY and ALL instructional and non-instructional employees.

- Full name for any and all employees
- TEACH IDs for any and all employees
- Using the drop down menu, select a role/position (or the best fit) for each employee in the charter school. (Please provide additional information to the Notes Section of the Staff Roster Template as necessary)
- Date of hire and employment start dates
- Number of years each employee has had in their respective professions
- Number of years each employee has had in their current role in the charter school
- Using the drop down menu, select the correct explanation as to why a teacher is teaching outside of their certification area.

[Copy of 2020_21_AnnualReportBoRStaffRoste_nC9AZoU](#)

Filename: Copy of 2020_21_AnnualReportBoRSt 5D6emwT.xlsx **Size:** 21.4 kB

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES – MINUTES
THURSDAY, JULY 9, 2020**

Present: Mubarak Bashir, Nelson Blish, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt, Kathleen Hurley Wiecek

Absent: Julie Boland, Megan Bosco

Guests: Kirsten Barclay, Esq., Michael Kohlhagen

Media Notification: The Democrat and Chronicle was notified of the July 9, 2020 meeting on June 29, 2020. Public notice was also posted in the school newsletter and on the school website.

BOARD MEETING

The Board Meeting was called to order by Nelson Blish at 6:00 p.m. and the Mission Statement was shared.

Motion 200709.1 Upon a motion by Lee Tutt and duly seconded by Miriam Miranda-Jurado, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the June 11, 2020 minutes.

Discussion: Reviewed and clarified referenced names within the minutes

Voting in the affirmative: Mubarak Bashir, Nelson Blish, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt

Voting in the negative: None

Motion 200709.1 passed 5 to 0

Motion 200709.2 Upon a motion by Bliss Owen and duly seconded by Lee Tutt, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the June 18, 2020 minutes.

Voting in the affirmative: Murbarak Bashir, Nelson Blish, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt

Voting in the negative: None

Motion 200709.2 passed 5 to 0

LEADERSHIP TEAM REPORT:

Lynn McCarthy:

- Lease has been executed with final approval from CSO
- Certificate of Occupancy is in place
- Fire inspection completed
- Establishing limit of occupancy for the gymnasium
- CO detectors
- Vapor subsurface test within the accepted range
- All items in Phase One and Phase Two have cleared
- Charter School leaders met with Dr. Mendoza remotely (organized by ROC the Future)
 - Shared an outline of the development of COVID-19
 - Discussed:
 - ✓ Masks
 - ✓ Washing hands at regular intervals
 - ✓ Temperatures taken for students that appear ill
 - Established that it is a better idea to take temperatures of every child as they enter school
 - ✓ If any positive Covid-19 tests within a family, the entire family will need to be quarantined
 - ✓ Staggered entry into building with certain grade levels always separated and entering through different doors
 - ✓ Trained contact tracer
 - ✓ Disinfection – high contact areas
 - ✓ Encouraged to approach as “Green” as possible
 - Requirement for serving food with all disposables including utensils and trays
 - ✓ Busing
 - ✓ Goggles and face shields for teachers
 - ✓ All staff to be tested before coming back to work
 - ✓ Best defense is mask wearing and washing hands
 - ✓ Upon receipt of information by the Health Department, information will be transmitted to the identified school if a parent/child must be quarantined
 - ✓ Pulling together a group for open, clear and efficient communication

- ✓ Survey of families/parents

Michael Samuel:

- Collection of information across the country – a viable plan will change on a regular basis as new information becomes available
- State and National Task Force – focus on defining high quality virtual education and getting students into the building as safely as possible until a vaccine is available
- Flexible and finding ways to engage students in project-based learning
- Will be focusing on providing as much content mastered by students while we have them in the building

Leadership Team:

- 20% of teachers may have a medical reason for not coming to work
 - Need to explore staffing issues – HR related
- Considering teachers in classrooms teaching remotely as the same time as in person
- Project Boost for the Summer Program
 - List of many students created
 - Majority looking at the tutoring piece
 - Some interest also in coding, E-sports, and early literacy
 - Chris Vernon will lead on other parts of Project Boost while Michael Kohlhausen and the CEI team will oversee the early literacy K-2 three times per week two times per day
 - ✓ Chris will engage with all interested families to confirm participation commitment
- Meeting set for tomorrow related to our Reaching Challenge – MyOn
 - Will be in place until students return to school
 - Celebrations for readings
- Survey for staff
 - Considering a “call survey”
 - ✓ First week of August
 - ✓ Help with the PD that we are putting together
 - ✓ Gain knowledge about our teachers and shared expectations
 - ✓ Teacher instruction
 - ✓ Professional learning
 - ✓ Obtaining a lot of data
- Upbeat is a tool for teacher recruitment and retention for the future (October)
 - ELA, Math and teacher specialists
 - Teacher specific additions based on certifications
- Considering teacher specific classes for Grades 2, 3 & 4
 - Self-contained classrooms

- Best to make the change at this time:
 - ✓ One teacher ELA/Social Studies and the other Math/Science
 - ✓ Grades 3 and 4 will split subjects: Wit and Wisdom and Eureka Math
 - ❖ Will allow teachers to focus on one with rigor and planning
- Co-Principals will split as well: Michael will lead Math/Science while Chris will lead ELA/Social Studies
- Michael shared that staff members are exploring Eureka Math in advance of the start of the school year
- Met with teachers at the end of the school year to determine staff returning
 - Evaluations completed
- Michael shared that all graduating eighth graders received yard signs and gift bags and their new Chromebooks are expected shortly

Marquez Elem:

- Discussed the physical relocation plans from Humboldt Street to Maple Street
 - Move will begin at 8 a.m. on Saturday and conclude on Monday
 - Walk-through planned for Monday with official exit on the 15th
 - Technology partners are up and running at the new facility
 - ✓ Limited timeframe
 - ✓ Expect to be up and running by the end of July

GOVERNANCE COMMITTEE – Kathleen Hurley Wiecek

- Committee is working on the CEO Evaluation
- Finalized with a meeting planned for next week and then will be shared with the BOT
- Nelson shared that along with Michael Kohlhausen, new board members are being considered with plans to approve at the next board meeting

FINANCE COMMITTEE – Bliss Owen

- Not many changes since the April results
- Inero created a proposal for new accounting software that allows for easier access remotely
 - General Ledger
 - Bill paying
 - Monthly fee is similar to our current costs
 - ✓ Signed/approved the contract

- Our next committee meeting is planned for August 4 following the audit
- Preliminary financials and no changes are expected
- Rochester Community Foundation information not expected for a couple of months

BUILDING COMMITTEE

- Contract was signed today
- CEO transferred the funds for the lease
- Two banks that were willing to finance our purchase backed out due to our one year charter renewal

SUMMER PROGRAMMING

Motion 200709.3

Upon a motion by Bliss Owen and duly seconded by Lee Tutt, the following was submitted for adoption:

Whereas, Urban Choice Charter School has engaged The Center for Educational Innovation (“CEI”) as its comprehensive management services provider for the 2020-2021 school year; and

Whereas, CEI has expertise in providing summer intervention and enrichment programming, including remote programming, to K-8 students; and

Whereas, the Urban Choice Board of Trustees approved a resolution for CEI to provide summer programming at its June 18, 2020 board meeting, and subsequently on July 6, 2020 submitted that resolution to NYSED Charter School Office as part of its request for a nonmaterial revision to its charter to include the summer programming; and

Whereas, on July 7, 2020, NYSED Charter School Office requested the Board adopt a resolution signaling the Board’s approval of the revision request, along with assurances that the students would not be charged for the summer program, and assurances that all New York State fingerprinting requirements would be met.

Now therefore be it Resolved:

The Board hereby approves the revision request submitted to NYSED Charter School Office on Monday, July 6, 2020 for this purpose and attached hereto; and

Urban Choice Charter School assures that all summer programming will be provided by CEI at no cost to the student and as part of the program offered by Urban Choice; and

Urban Choice Charter School will ensure that all employees, whether employed by or in consultancies (e.g., volunteers; independent contractors) with CEI or Urban Choice, shall meet New York State fingerprinting requirements.

Voting in the affirmative: Murbarak Bashir, Nelson Blish, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt, Kathleen Hurley Wiecorek

Voting in the negative: None

Motion 200709.3 passed 6 to 0

PUBLIC COMMENTS - None

Motion 200709.4 Upon a motion by Bliss Owen and duly seconded by Kathleen Hurley Wiecorek, the following was submitted for adoption: RESOLVED that the Board of Trustees adjourn the meeting at 7:06 p.m.

Voting in the affirmative: Murbarak Bashir, Nelson Blish, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt, Kathleen Hurley Wiecorek

Voting in the negative: None

Motion 200709.2 passed 6 to 0

NEXT BOARD MEETING: August 13, 2020

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES – MINUTES
THURSDAY, JULY 30, 2020**

Present: Mubarak Bashir, Nelson Blish, Julie Boland, Megan Bosco, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt, Kathleen Hurtley Wiecorek

Absent:

Guests: Kirsten Barclay, Esq.

SPECIAL BOARD MEETING

The Board Meeting was called to order by Nelson Blish at 6:03 p.m.

BYLAWS REVIEW

- Technical amendments were made per the request of the CSO
- Motion to approve the revised bylaws by Miriam seconded by Kathy

Motion 200730.1

Upon a motion by Miriam Miranda-Jurado and duly seconded by Kathleen Hurley Wiecorek, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the revised Bylaws.

Discussion related to the reference of “site” on page 12. It was determined that revising to “physical site” will provide better clarification.

Upon a motion by Lee Tutt and duly seconded by Kathleen Hurley Wiecorek, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the revision to the Bylaws on page 12 with the addition of the word “physical” before the word site.

Voting in the affirmative: Murbarak Bashir, Nelson Blish, Julie Boland, Megan Bosco, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt, Kathleen Hurley Wiecorek

Voting in the negative: None

Motion 200730.1 passed 8 to 0

SCHOOL REOPENING PLAN

- Shared highlights of the plan
 - Guidance was provided by multiple sources
 - 17 key elements need to be included
 - Plans to keep members of the community safe with engaging learning opportunities
 - Putting in place City, State and Federal guidelines
 - Received input from CEI
 - Thorough review to make sure everything is included
 - Updates will be made
 - Communication will be a priority
 - ✓ Translating in different languages
 - Training workshops will be held to help with identification of symptoms
 - Parent and Family Engagement Coordinator will touch base with our families once per week
 - If a student has any signs of COVID, families will not send student(s) to school and will contact UCCS
 - Daily temp checks of student and staff prior to entering
 - ✓ Any concerns will be isolated in a separate room
 - Staff is being asked to complete a health assessment form on Google Doc
 - Wearing masks in the building is compulsory – staff members cannot fulfil their job requirements unless a mask is worn
 - Setting up six foot distancing in all classrooms
 - No sharing of resources
 - No movement between classrooms
 - Wednesday deep cleaning between A group and B group – with extensive cleaning every day
 - Ordering signs and posters highlighting hand washing instructions to be placed strategically around the building
 - Teachers will provide guidance for proper handwashing for their students
 - Masks are required to be worn on the bus
 - Ordering items and hand sanitizer through the State
 - Family members will be allowed to sit together on the bus – all others distanced

- Staff will be focused on identifying any possible signs of illness and students will be sent directly to the nurse's office for assessment

Marquez Elem

- Professional Development and cross training of the entire staff planned
 - Training to be focused on looking for signs of illness in students
 - Proper hand washing and health hygiene
- Classrooms will be provided with touch-free trash receptacles
- Preparing a schedule that limits the spread and cross contamination – staggered bathroom schedules
- Ensure disinfection of student desks, telephones, student tables
- Safety drills will happen on a more frequent basis to ensure that all students are participating in safety drills in spite of different attendance schedules
 - Will maintain social distancing for lock down drills
- Developed a plan using multiple doors for student entry/exit – arrival and departure from buses and bathroom breaks created for specific students to limit contact (students will use doors closest to their classroom doors)
- Food Service
 - Nutrition will be provided through grab and go meals – students to pick up at departure and will last until the return to campus
 - Food Service staff will wear and change disposable gloves, gowns, and goggles when delivering food to classrooms
 - Using all disposable trays and utensils and no touch trash cans
 - Water bottles must be filled up at home – limit the use of water fountains
- Technology component and connectivity
 - 24/7 IT onsite support to assist with software/hardware issues with virus prevention that could damage our network – support for the remote management piece
 - Conducting a survey – calling each family/student to identify any barriers to student access
 - Families will have access to the internet and equipment is able to support remote learning and distance learning
- PD – intense to educators and all staff – best practices for online instruction

Lynn McCarthy:

- Student Success Team will operate on campus as if all students are back – with two Help Zones
- Will be assigning the Help Zone staff through the Counselor, Social Worker, and Dean of Students

- On campus or off campus, each student will have a “go to” staff connection
- Mandated counseling will be in place whether online or in the school building
- The social/emotional piece in place through the Student Success Team by making regular connections with families for updates and trouble-shooting and behavior issues in the home

Chris Vernon and Michael Samuel:

- Hybrid model planned
 - A group and B group
 - ✓ Group A attends Mondays and Tuesdays
 - ✓ Group B attends Thursdays and Fridays
 - ✓ Wednesday is a remote day for all
 - Every student will be offered a minimum of two days per week in the school if the hybrid option is chosen by the family
 - Three days remote learning
- Special Education and ELL students will have the option to come all four days in the school: Mondays, Tuesdays, Thursdays and Fridays
- We will provide a solid education for all students
- Curriculum will be consistent in the classroom as well as taught to all remote learners
- No students will be transported to school on Wednesdays allowing for a thorough cleaning
- Social distancing will be in place in classrooms with no more than 12 students per classroom

Lynn McCarthy:

- Athletics and Extracurricular Plans
 - UCCS is not planning on any fall sports
 - No outside groups will be allowed to use our facility
 - No family nights
 - ✓ Zoom events will be considered
- Considering the possibility of time for remote students to meet their new teachers individually with masks and social distance in place
- If families of Special Education or ELL students do not take the opportunity for in school education for all four days, Special Ed teachers will make the mandated time to meet with those students remotely
- Staffing
 - We are staffed with all qualified and certified teachers while still seeking a 3rd and 5th grade teacher
 - Danielson framework clusters to be continued for our Teacher Evaluations

- Will be splitting curriculums between teachers: ELA/Social Studies and Math/Science
- High level PD schedule planned with the leadership team along with CEI
- Sessions planned related to trauma

Motion 200730.2 Upon a motion by Julie Boland and duly seconded by Lee Tutt, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the School Reopening Plan.

Voting in the affirmative: Murbarak Bashir, Nelson Blish, Julie Boland, Megan Bosco, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt, Kathleen Hurley Wiecorek

Voting in the negative: None

Motion 200730.2 passed 8 to 0

CEO EVALUATION/BONUS

- Kathy went through the CEO's accomplishments this year
- Summary provided to individual board members
- Governance approved of the bonus that was in CEO's contract this year

Motion 200730.3 Upon a motion by Julie Boland and duly seconded by Kathleen Hurley Wiecorek, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the CEO Evaluation and Bonus.

Voting in the affirmative: Murbarak Bashir, Nelson Blish, Julie Boland, Megan Bosco, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt, Kathleen Hurley Wiecorek

Voting in the negative: None

Motion 200730.3 passed 8 to 0

Motion 200730.4

Upon a motion by Julie Boland and duly seconded by Lee Tutt, the following was submitted for adoption: RESOLVED that the Board of Trustees adjourn the meeting at 6:55 p.m.

Voting in the affirmative: Murbarak Bashir, Nelson Blish, Julie Boland, Megan Bosco, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt, Kathleen Hurley Wiecek

Voting in the negative: None

Motion 200730.4 passed 8 to 0

NEXT BOARD MEETING: August 13, 2020

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES – MINUTES
THURSDAY, AUGUST 13, 2020**

Present: Mubarak Bashir, Nelson Blish, Julie Boland, Megan Bosco, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt

Absent: Kathleen Hurley Wiecorek

Guests: Kirsten Barclay, Esq., Michael Kohlhagen

Media Notification: The Democrat and Chronicle was notified of the August 13, 2020 meeting on August 7, 2020. Public notice was also posted in the school newsletter and on the school website.

BOARD MEETING

The Board Meeting was called to order by Nelson Blish at 6:05 p.m.

Motion 200813.1 Upon a motion by Julie Boland and duly seconded by Bliss Owen, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the July 9, 2020 minutes.

Voting in the affirmative: Mubarak Bashir, Nelson Blish, Julie Boland, Megan Bosco, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt

Voting in the negative: None

Motion 200813.1 passed 7 to 0

Motion 200813.2 Upon a motion by Julie Boland and duly seconded by Miriam Miranda-Jurado, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the July 30, 2020 minutes.

Voting in the affirmative: Murbarak Bashir, Nelson Blish, Julie Boland, Megan Bosco, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt

Voting in the negative: None

Motion 200813.2 passed 7 to 0

LEADERSHIP TEAM REPORT:

Lynn McCarthy:

- Ongoing planning for the Professional Learning Institute which will be held for the next two weeks
 - Team building exercises related to core beliefs
 - Personal life as an educator – very powerful related to what you learn about yourself and others
 - Sessions related to trauma
 - Helping students self-regulate
 - Growth mindset
 - Confronting our assumptions
 - Specific work with the curriculum
 - ✓ Wit and Wisdom
 - ✓ Eureka Math
 - ✓ iReady – learning to look at data for review
 - Final agenda will be shared with staff by later tonight or tomorrow morning with plans to share with all BOT members as well
- Teachers will be in the building working on their laptops in their rooms – all training will be held with social distancing in place
 - Small numbers of staff will be in spaces for small gatherings
- Working with CEI on planning for a school improvement template
 - Setting our school improvement goals
 - Plans for gathering student data
 - Further promotion in the right direction for the school
- Anticipating enrollment at approximately 400 students
 - Currently down by ten students at 390 students with some openings confirmed for filling
 - Requesting response time of 48 hours
- Benchmarks are being finished with the Charter Renewal application due tomorrow
 - Some pieces were submitted in the prior renewal and updated
 - Very confident going forward with our application and the changes being made

Chris Vernon and Michael Samuel:

Michael Samuel:

- As plans are changing daily, UCCS is prepared to make wise decisions for our teachers and families

GOVERNANCE COMMITTEE – Julie Boland

- Met to discuss application from prospective board member (UCCS parent Felicia Dees)

Motion 200813.3

Upon a motion by Julie Boland and duly seconded by Megan Bosco, the following was submitted for adoption: 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, has voted to select Felicia Dees as a member to its Board of Trustees, with a term expiring on June 30, 2023, pending approval by NYSED. The resolution approving Felicia Dees is adopted upon NYSED's approval.

Voting in the affirmative: Murbarak Bashir, Nelson Blish, Julie Boland, Megan Bosco, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt

Voting in the negative: None

Motion 200813.3 passed 7 to 0

Motion 200813.4

Upon a motion by Julie Boland and duly seconded by Megan Bosco, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the seating of Miriam Miranda-Jurado as a UCCS BOT member for a second term expiring on June 30, 2023.

Voting in the affirmative: Murbarak Bashir, Nelson Blish, Julie Boland, Megan Bosco, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt

Voting in the negative: None

Motion 200813.4 passed 7 to 0

Motion 200813.5 Upon a motion by Julie Boland and duly seconded by Mubarak Bashir, the following was submitted for adoption: RESOLVED that the Board of Trustees approve the seating of Bliss Owen as a UCCS BOT member for a second term expiring on June 30, 2023.

Voting in the affirmative: Murbarak Bashir, Nelson Blish, Julie Boland, Megan Bosco, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt

Voting in the negative: None

Motion 200813.5 passed 7 to 0

FINANCE COMMITTEE – Bliss Owen

- Second quarter results received from RACF indicating a partial recovery of the first quarter loss in the amount of \$78,000
- A potential adjustment for depreciation - accrued over \$14K
- The Finance Committee will meet with the auditors to review and discuss the final results

BUILDING COMMITTEE

- Miriam shared how happy she is that UCCS has a new home

CHAIR REPORT

- The Charter School Office is allowing for some changes for the UCCS BOT:
 - Recognized the need for continuity and experience of the officers seated
 - ✓ Bliss Owen will continue as an officer as Treasurer

- ✓ Nelson Blish will continue as an officer as Board Chair until December 31, 2020
- Three current BOT members will continue to serve: Mubarak Bashir, Miriam Miranda-Jurado and Bliss Owen
- Chair shared hope that the other board members will stay engaged with UCCS in other ways with plenty of assistance needed – committees, volunteering, etc.
- If any are interested, suggested discussions planned with the CEO to determine needs/placements

Michael Kohlhausen:

- Shared that the CEO and entire Leadership Team have done an exceptional job working with CEI to complete the charter renewal application
- Instructional changes that are in place/planned are very exciting
- All involved are impressed with the team and the future of the school
- Recommendations will be shared in the near future
 - There are some strong/diverse/engaged professional candidates interested in serving on the BOT
 - ✓ Awaiting confirmations and will meet with the Governance Committee and then share with the entire BOT

PUBLIC COMMENTS

- Julie extended her appreciation to UCCS and shared how much she will miss serving on the BOT

Motion 200813.6 Upon a motion by Megan Bosco and duly seconded by Julie Boland, the following was submitted for adoption: **RESOLVED** that the Board of Trustees adjourn the meeting at 6:41 p.m.

Voting in the affirmative: Mubarak Bashir, Nelson Blish, Julie Boland, Megan Bosco, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt

Voting in the negative: None

Motion 200813.6 passed 7 to 0

NEXT BOARD MEETING: September 10, 2020

URBAN CHOICE CHARTER SCHOOL
SPECIAL BOARD OF TRUSTEES MEETING – MINUTES
MONDAY, AUGUST 31, 2020

Present: Mubarak Bashir, Nelson Blish, Julie Boland, Michael Kohlhagen,
Miriam Miranda-Jurado, Bliss Owen, Lee Tutt, Kathleen Hurley
Wiecorek

Absent: Megan Bosco

Guests: Kirsten Barclay, Esq., Michael Kohlhagen

SPECIAL BOARD MEETING

The Special Board Meeting was called to order by Nelson Blish at 6:03 p.m.

- The NYSED Charter School Office is allowing us to seat current board member Mubarak Bashir as an Officer on the Board of Trustees in the position of Vice Chair:

Motion 200831.1 Upon a motion by Nelson Blish and duly seconded by Kathleen Hurley Wiecorek, the following was submitted for approval:
RESOLVED that the Board of Trustees formally accept Mubarak Bashir as Vice Chair for the 2020-2021 school year as identified by the Governance Committee.

Voting in the affirmative: Mubarak Bashir, Nelson Blish, Julie Boland, Michael Kohlhagen,
Miriam Miranda-Jurado, Bliss Owen, Lee Tutt, Kathleen Hurley
Wiecorek

Voting in the negative: None

Motion 200831.1 passed 8 to 0

LEADERSHIP REPORT:

Lynn McCarthy:

- Shared that there was a meeting last week with the Charter School Office related to the upcoming site visit:
 - Collecting meaningful information
 - Meetings will be held remotely
 - Board will participate
 - Dates will be shared
 - ✓ Planning 1 or 1.5 days or 2 half days
- Reviewing the last in-person iReady testing with remote testing from spring – determining best approach to move our students forward
 - Curriculum audit
 - Training in iReady
- In our third week of Professional Learning Institute
- October 9: deep dive into the data
 - Baseline will be completed
 - Creating a data portfolio for each student
 - All will be able to articulate the data, outcomes and challenges
- Attendance records were retained from our spring remote learning – amount of time logged in for ELA and Math
- Tracking of student work
- Carl's team kept excellent records of connections for counseling sessions
- Much better accomplishments needed in the testing environment at home for our students
- Approximately half of our students are selecting remote learning with less than half choosing the hybrid model
- Teachers are holding some Zoom meetings with families along with the Administration
- Practicing specific tests for the New York State tests
 - Conducting timed writing tasks
- Participation at 58 for the NYSED survey – asking questions about how UCCS did during the academic shut-down period

Carl Parris:

- Shared his excitement for the collaboration and partnership with CEI
 - Wonderful training opportunities
 - Extended appreciation to Mr. Kohlhagen
 - Social/emotional work accomplished in a relatively short period of time
 - Ready to serve our students

Marquez Elem:

- Details shared related to the response to the Comptroller's IT Audit
 - UCCS is in agreement with the findings and are supporting the recommendations
 - ✓ Lack of IT policies and procedures
 - ✓ Lack of IT security awareness training
 - ✓ Inadequate monitoring for compliance with acceptable use policy
 - ✓ Network and application user accounts and permissions were not properly managed
 - ✓ Lack of disaster recovery plan
 - ✓ Inadequate hardware and software inventory records
 - ✓ Password settings were not securely configured
 - ✓ Network security settings have not been properly configured
 - Corrective actions developed in a thorough and robust policy with Entre IT Managed Services

Motion 200831.2

Upon a motion by Bliss Owen and duly seconded by Kathleen Hurley Wiecorek, the following was submitted for approval:
RESOLVED that the Board of Trustees approve:

Whereas, the New York Office of the State Comptroller conducted an audit of Urban Choice Charter School's Information Technology systems and policies and issued a final report in June 2020; and

Whereas, Urban Choice Charter School agreed with the OSC findings and recommendations;

Now, Therefore be it Resolved, the Board hereby approves of the shared Corrective Action Plan for submission to OSC and directs the administration to implement the Plan as expeditiously as possible, but no later than the timelines delineated in the Corrective Action Plan.

Voting in the affirmative: Mubarak Bashir, Nelson Blish, Julie Boland, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt, Kathleen Hurley Wiecorek

Voting in the negative: None

Motion 200831.2 passed 8 to 0

- The resumes and backgrounds of three strong board member candidates were shared/reviewed: Shakeel S. Armstrong, Duwaine Bascoe, Ann M. Kennedy
-

Motion 200831.3

Upon a motion by Bliss Owen and duly seconded by Kathleen Hurley Wiecorek, the following was submitted for approval:

Whereas, the Board of Trustees is in the process of being reconstituted as a condition of its charter renewal; and

Whereas, Urban Choice Charter School Board Members vetted and put forth for consideration the following candidate:
Shakeel S. Armstrong

Now Therefore be it Resolved, the Board hereby directs the administration to conduct a thorough criminal history record check via fingerprinting, verify all academic and/or professional credentials and/or qualifications presented by each proposed member; and ensure that the proposed member accurately and thoroughly completes the application paperwork for submission to NYSED; and

Upon completion of the fingerprinting and verification above, the Board shall immediately reconvene to review the application in its entirety and forward the application to the NYSED Charter School Office for review and approval.

Voting in the affirmative: Mubarak Bashir, Nelson Blish, Julie Boland, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt, Kathleen Hurley Wiecorek

Voting in the negative: None

Motion 200831.3 passed 8 to 0

Motion 200831.4

Upon a motion by Lee Tutt and duly seconded by Miriam Miranda-Jurado, the following was submitted for approval:

Whereas, the Board of Trustees is in the process of being reconstituted as a condition of its charter renewal; and

Whereas, Urban Choice Charter School Board Members vetted and put forth for consideration the following candidate:
Duwaine Bascoe

Now Therefore be it Resolved, the Board hereby directs the administration to conduct a thorough criminal history record check via fingerprinting, verify all academic and/or professional credentials and/or qualifications presented by each proposed member; and ensure that the proposed member accurately and thoroughly completes the application paperwork for submission to NYSED; and

Upon completion of the fingerprinting and verification above, the Board shall immediately reconvene to review the application in its entirety and forward the application to the NYSED Charter School Office for review and approval.

Voting in the affirmative: Mubarak Bashir, Nelson Blish, Julie Boland, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt, Kathleen Wiecorek

Voting in the negative: None

Motion 200831.4 passed 8 to 0

Motion 200831.5 Upon a motion by Lee Tutt and duly seconded by Bliss Owen, the following was submitted for approval:

Whereas, the Board of Trustees is in the process of being reconstituted as a condition of its charter renewal; and

Whereas, Urban Choice Charter School Board Members vetted and put forth for consideration the following candidate: Ann M. Kennedy

Now Therefore be it Resolved, the Board hereby directs the administration to conduct a thorough criminal history record check via fingerprinting, verify all academic and/or professional credentials and/or qualifications presented by each proposed member; and ensure that the proposed member accurately and thoroughly completes the application paperwork for submission to NYSED; and

Upon completion of the fingerprinting and verification above, the Board shall immediately reconvene to review the application in its entirety and forward the application to the NYSED Charter School Office for review and approval.

Voting in the affirmative: Mubarak Bashir, Nelson Blish, Julie Boland, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt, Kathleen Wiecorek

Voting in the negative: None

Motion 200831.5 passed 8 to 0

Motion 200831.6 Upon a motion by Bliss Owen and duly seconded by Mubarak Bashir, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the August 13 minutes.

Voting in the affirmative: Mubarak Bashir, Nelson Blish, Julie Boland, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt, Kathleen Hurley Wiecorek

Voting in the negative: None

Motion 200831.6 passed 8 to 0

Motion 200831.7 Upon a motion by Bliss Owen and duly seconded by Mubarak Bashir, the following was submitted for approval: **RESOLVED** that the Board of Trustees adjourn the meeting at 6:57 p.m.

Voting in the affirmative: Mubarak Bashir, Nelson Blish, Julie Boland, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt, Kathleen Hurley Wiecorek

Voting in the negative: None

Motion 200831.7 passed 8 to 0

NEXT BOARD MEETING: September 10, 2020

URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES MEETING – MINUTES
THURSDAY, SEPTEMBER 10, 2020

Present: Mubarak Bashir, Nelson Blish, Julie Boland, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt, Kathleen Hurley Wiecorek

Absent: Megan Bosco

Guests: Kirsten Barclay, Esq., Michael Kohlhagen

BOARD MEETING

The Board Meeting was called to order by Kathleen Hurley Wiecorek at 6:06 p.m. and the mission statement was shared.

Motion 200910.1 Upon a motion by Bliss Owen and duly seconded by Lee Tutt, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the August 31, 2020 minutes.

Voting in the affirmative: Mubarak Bashir, Julie Boland, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt, Kathleen Hurley Wiecorek

Voting in the negative: None

Motion 200910.1 passed 7 to 0

LEADERSHIP REPORT:

Lynn McCarthy:

September Dashboard:

- Enrollment and new staffing
 - Enrollment is at 386
 - Total of 14 offers and four have accepted to date
 - Waiting for paperwork completion at 390
 - 41 students have left with 72 new students enrolling
 - Total staff is at 56
 - ✓ Posted teaching positions for grades 5, 6, 7 and 8
 - Some interviews are pending
 - ✓ New hire Physical Education Teacher
 - ✓ New hire Theater Arts Teacher
 - ✓ Teaching Assistants – ten positions – four new hires
 - ✓ All staff interviewed for positions for this school year
- Continuing with the iReady Diagnostics
 - Baseline testing planned in two weeks
- Continuing with CEI in the building
 - Principals have been working closely with CEI
 - Added a new lesson planning program CHALK

Chris Vernon and Michael Samuel:

- Shared an update related to the last few weeks since staff returned
 - Two weeks of Professional Learning Institute led by CEI
 - Academics
 - ✓ Training for new curriculum Wit and Wisdom and Eureka Math
 - ✓ Other curriculum pieces are being implemented with current circumstances
 - Culturally responsive teaching
 - Growth mindset
 - ✓ Two full weeks of learning delivered via Zoom
 - ✓ Staff appreciated the foundation for professional learning
 - Useful information
 - ✓ Follow-up training to be held in early October to focus on the data
 - CEI was in the building for two weeks working with the leadership team and spending time with teachers – Eureka Math and Wit and Wisdom
 - ✓ Working side-by-side with teachers in early planning stages
 - Making a slight amendment to our reopening for a variety of reasons
 - ✓ Hybrid opening moved to start on September 21 with a phased-in start:
 - ✓ All remote learning began on 9/9
 - ✓ K-4 Hybrid learning to begin on 9/21
 - ✓ 5-8 Hybrid learning to begin on 10/5
 - ✓ Majority of our students will be learning fully remote
 - ✓ School began yesterday with a good response
 - ✓ Morning meeting with students at 9 a.m.

- ✓ Attendance was strong in some grade levels
- ✓ Introductory lessons
- ✓ Setting expectations, welcoming, building relationships
- iReady Diagnostic preparation
 - ✓ Challenges remotely
 - ✓ Plan to start set up for next week and communicating with families to help parents at home with administering the diagnostic
 - ✓ Started today with Zoom meetings with our families – data needs to be accurate
 - ✓ Every Thursday at 10 a.m., the academic leadership team will Zoom with families for updates and to answer questions
 - ✓ Each student will have a data portfolio
- Families are stopping in to the gym to pick up student materials
- Grab and go meals started yesterday – breakfasts and lunches
- Michael shared that there are a couple of tools/diagnostics for social emotional along with corresponding curriculum
- Professional Development sessions and content reviewed – woven into the year-long professional development program – will share data at an upcoming meeting

FINANCE COMMITTEE REPORT – Bliss Owen

- Shared that the audit results have not been received
 - End of September meeting set when auditors will present
 - Will bring the audit to the October 8 meeting for the board to approve
- Adjustments to the bottom line
- Anticipating \$117K profit
- Some accrued expenses are not on the books that are applicable to June
 - Attorney and CEI invoices
- Waiting on the depreciation adjustment
- Will report on the YTD numbers after September meeting with results from Insero
- During the narrative for the charter renewal application, it was determined that we need to adjust the budget for two additional expenses in the amount of \$11,500
 - \$3,000 website design
 - \$8,000 for Wit and Wisdom and additional academic materials
 - Need to approve the adjusted budget

Motion 200910.2

Upon a motion by Bliss Owen and duly seconded by Lee Tutt, the following was submitted for approval: **RESOLVED** that the

Board of Trustees approve the amendment to the 2020-2021 Budget in the amount of \$11,500.

Voting in the affirmative: Mubarak Bashir, Julie Bolland, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt, Kathleen Hurley Wiecorek

Voting in the negative: None

Motion 200910.2 passed 7 to 0

Reviewed the status of the prospective board member applications:

- Shakeel Abraham
- Duwaine Bascoe
- Felicia Dees
- Ann Kennedy

Motion 200910.3 Upon a motion by Bliss Owen and duly seconded by Lee Tutt, the following was submitted for approval: **RESOLVED** that the Board of Trustees adjourn the meeting at 6:58 p.m.

Voting in the affirmative: Mubarak Bashir, Julie Bolland, Michael Kohlhagen, Bliss Owen, Lee Tutt

Voting in the negative: None

Motion 200910.2 passed 5 to 0

NEXT BOARD OF TRUSTEES MEETING: October 8, 2020

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES MEETING – MINUTES
THURSDAY, OCTOBER 8, 2020**

Present: Mubarak Bashir, Nelson Blish, Felicia Dees, Michael Kohlhausen,
Miriam Miranda-Jurado, Bliss Owen, Lee Tutt

Absent: Julie Boland, Kathleen Hurley Wiecorek

Guests: Kirsten Barclay, Esq.

BOARD MEETING

The Board Meeting was called to order by Nelson Blish at 6:01 p.m. All in attendance introduced themselves to new board member Felicia Dees. The mission statement was shared.

Motion 201008.1 Upon a motion by Bliss Owen and duly seconded by Lee Tutt, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the September 10, 2020 minutes.

Voting in the affirmative: Mubarak Bashir, Nelson Blish, Felicia Dees, Michael Kohlhausen, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt

Voting in the negative: None

Motion 201008.1 passed 7 to 0

LEADERSHIP REPORT:

Lynn McCarthy:

➤ Dashboard:

- Enrollment:
 - ✓ Our target is 400 and currently have 395 enrolled with offers extended, 42 students with disability (target is 50), 8 ELL (low – need to increase our population) and 379 economically disadvantaged. If offers are accepted, we will be completely full.
 - ✓ Healthy wait list by grade level at 404
- Attendance data is lower than our target
 - ✓ Working on bringing up attendance for students especially in the lower grades
- Student discipline
 - ✓ Help Zone visits with discipline referral
 - ✓ Middle school students just returned to in-person classrooms on Monday
- Seeking staff members - POC with diverse backgrounds
 - ✓ Current staff members at 56
 - ✓ In the process of setting up interviews with new applicants
 - ✓ One employment offer extended at this time
- 29 teaching staff members: 22 are certified, 7 non-certified with some pending with expirations and resubmitted documentation to gain certification again
 - ✓ One of our teachers is non-certified, but highly qualified with educational background
- Setting a goal of giving the NYS tests in April/May along with Regents tests
 - ✓ Based on our data – goal of 25% for all students to pass ELA and Math
- iReady test - rolling out information
 - ✓ Some students completed diagnostics
 - ✓ Challenges involved with remote learning students and getting completion
 - ✓ Continuing to discuss with parents/families – more in need of completion

Chris Vernon and Michael Samuel

- Spent a lot of time over the recent months and weeks working as a leadership team and with CEI to solidify our intentions and craft our priorities for the year
 - Progression maps
 - Enabling teachers to see across their grade level
 - Working with vertical teams
 - What is taught in second grade will enable students to do algebra later
 - Gaining a sense of how the entire curriculum maps – when students enter through where we want them to be when they finish
 - Strong progression map – shared responsibility
 - Developing and growing knowledge
 - Coherent instructional planning
 - Using assessments for teaching/learning

- Making sure there is rigor in our assessments
- Too many teacher assigned assessments an issue from the past
- Assessments are now built in for the teachers to use
- Smaller scale minute-by-minute and lesson-by-lesson
- Good checks for understanding
- Engaging productive struggle
- Students need to show us what they can and cannot do
- Meeting with our teachers and getting training
- Eureka Math and Wit and Wisdom
- Data along with the assessments are the pivotal pieces
- Attendance issues are being addressed by the Student Success Team
 - Culture and climate of a community
 - Supplies, phone calls, robo calls, teacher-made phone calls
 - Trouble shoot followed by home visits to deliver supplies
 - Set up times to meet with families at the school
 - K-3 students need assistance of an adult
 - How to engage families
 - Some do not believe in the technology
 - Challenges involved with the impact of not having these students in school
 - Pushing in with the classrooms
 - Building a positive culture
 - Positive Behavior System is being rolled out
 - Continue to reach out to our families
 - Keeping students online - delivery of Chromebooks and Hot Spots
 - Far fewer excuses on the technology side

Kelly Walker:

- Special Education and ELL students are encouraged to attend in-person classes four days per week, but many students are not showing up
 - It is even more important for them to attend as often as possible
 - Kirsten Barclay, Esq. suggested considering reviewing attendance policies
 - Discussed giving parents an opportunity to revisit their preferences
 - Will start getting some numbers from families
 - Working with one of our CEI consultants
 - Use the schedule to maximize the number in attendance
 - Lesson Plan Resource – Chalk

Safety Plan – Lynn McCarthy

- Safety Plan was distributed to all for review in advance of the meeting
 - Highlights shared
 - Protocols similar to our former location with the exception of having only one floor at this time
 - Lock-in/lock out – same aspects that were approved last year
 - If evacuation is required, a Recreation Center is located diagonally across the street

Motion 201008.2 Upon a motion by Lee Tutt and duly seconded by Bliss Owen, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the Safety Plan for the 2020-2021 School Year.

Voting in the affirmative: Mubarak Bashir, Nelson Blish, Felicia Dees, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt

Voting in the negative: None

Motion 201008.2 passed 7 to 0

GOVERNANCE COMMITTEE

- The committee has not met this month
- Discussed the current prospective board member applications

FINANCE COMMITTEE – Bliss Owen

- The audit review received a clean opinion
- No findings and no advisory shared in comment letter
- Audit report and Statement of Financial Position – Balance Sheet
 - Finance Committee went through this in detail
- Comfortable in bringing the audit for approval from the Finance Committee

Motion 201008.3

Upon a motion by Miriam Miranda-Jurado and duly seconded by Felicia Dees, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the 2020 Audit prepared by Menzel, Metzger Barr & Co. and presented by the Finance Committee.

Voting in the affirmative: Mubarak Bashir, Nelson Blish, Felicia Dees, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt

Voting in the negative: None

Motion 201008.3 passed 7 to 0

- UCCS is on budget – a more detailed financial report will be shared for next month

CHAIR REPORT – Nelson Blish

- A board training session is being planned for the BOT – three to four hours
- Review of benchmarks

PUBLIC COMMENTS - None

Motion 201008.4

Upon a motion by Bliss Owen and duly seconded by Lee Tutt, the following was submitted for approval: **RESOLVED** that the Board of Trustees adjourn the meeting at 7:29 p.m.

Voting in the affirmative: Mubarak Bashir, Nelson Blish, Felicia Dees, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt

Voting in the negative: None

Motion 201008.4 passed 7 to 0

NEXT BOARD OF TRUSTEES MEETING: November 12, 2020

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES MEETING – MINUTES
TUESDAY, OCTOBER 27, 2020**

Present: Mubarak Bashir, Nelson Blish, Felicia Dees, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt

Absent: Julie Boland, Kathleen Hurley Wiecek, Michael Kohlhausen

SPECIAL BOARD MEETING

The Board Meeting was called to order by Nelson Blish at 6:02 p.m.

Two prospective board members have completed requirements:

Motion 201027.1 Upon a motion by Miriam Miranda-Jurado and duly seconded by Lee Tutt, 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, has voted to select Shakeel Armstrong as a member to its Board of Trustees, with a term expiring on June 30, 2023, pending approval by NYSED. The resolution approving Shakeel Armstrong is adopted upon NYSED's approval.

Voting in the affirmative: Mubarak Bashir, Nelson Blish, Felicia Dees, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt

Voting in the negative: None

Motion 201027.1 passed 6 to 0

Motion 201027.2 Upon a motion by Felicia Dees and duly seconded by Bliss Owen, 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, has voted to select Duwaine Bascoe as a member to its Board of Trustees, with a term expiring on June 30, 2023, pending approval by NYSED. The resolution approving Duwaine Bascoe is adopted upon NYSED's approval.

Voting in the affirmative: Mubarak Bashir, Nelson Blish, Felicia Dees, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt

Voting in the negative: None

Motion 201027.2 passed 6 to 0

BOARD TRAINING

- Wednesday, November 18 at Irondequoit Country Club from 1:00-7:00 p.m.
 - 1:00-5:00 p.m.
 - Board Training by Amy Shore, CEI
 - Orientation for New Members
 - 5:00-7:00 p.m.
 - Dinner
 - Recognizing members leaving the BOT in 2020

Motion 201027.3 Upon a motion by Lee Tutt and duly seconded by Miriam Miranda-Jurado, the following was submitted for approval: **RESOLVED** that the Urban Choice Charter School Board of Trustees adjourn the meeting at 6:07 p.m.

Voting in the affirmative: Mubarak Bashir, Nelson Blish, Felicia Dees, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt

Voting in the negative: None

Motion 201027.3 passed 6 to 0

NEXT BOARD MEETING: Thursday, November 12, 2020

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES MEETING – MINUTES
THURSDAY, NOVEMBER 12, 2020**

Present: Shakeel Armstrong, Duwaine Bascoe, Nelson Blish, Felicia Dees,
Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt

Absent: Mubarak Bashir

Guests: Kirsten Barclay, Esq.

BOARD MEETING

The Board Meeting was called to order by Nelson Blish at 6:34 p.m. The mission statement was shared.

Motion 201112.1 Upon a motion by Bliss Owen and duly seconded by Lee Tutt, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the October 8, 2020 minutes.

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Nelson Blish, Felicia Dees, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt

Voting in the negative: None

Motion 201112.1 passed 8 to 0

LEADERSHIP REPORT:

Lynn McCarthy:

- Dashboard:
 - Enrollment increased in October: 396

- ✓ Enrollment over time as of 10/31: 86 new students with seven offers out to parents in grade one, two in grade three and one in grade five with three offers accepted to date
- Wait list at 405
 - ✓ Sixth grade - lowest number on our wait list
- Demographics – gained one Special Ed student – at 43 and three new ELL students – percentages did not change
- Attendance has decreased from the month before to 76%
 - ✓ Adjustments are being made to the process for capturing attendance
 - ✓ We are seeing elementary students for most part of the day
 - ✓ Attendance numbers should be higher in November with a new system
 - ✓ Five home visits in October by Dean and team with Co-principals for some visits
- Technology issues
- Discipline – have had targeting where we need to concentrate – Help Zone Visits
 - ✓ Referrals are at 12 – not major types of issues
 - ✓ One ATS (Alternative to Suspension) - disruptive to the class and also defacing of the school wall – two day in-school suspension
- Staffing: Consistent and stable in October with one staff member resigning over the weekend for a position that is totally remote
- Instructional Focus
 - ✓ Assessment allows for clear plans for each student
 - ✓ Diagnostic has changed slightly
 - More students taking the test
 - Connected with parents and students
 - Brought up those numbers since October
 - By December, 100% will have taken the diagnostic
 - Assessments are so important – staff has set goals for each student for the quarter

Chris Vernon:

- Data tracking
 - Simple spreadsheet created for each class for recording from iReady along with goals for each student and information from key assessments
 - Four key assessments
 - 16 assessment points across the year along with the iReady data
 - Reading levels will be tracked
 - NYS standards

- A person in our building tested positive. Close contact with seven of our staff members. Reported to Monroe County Department of Health.

- Staff in close contact need to be tested
- School to be closed/remote learning only for Friday, Monday and Tuesday. Staff to return to building on Monday and Tuesday with students returning on Thursday.
- Cleaners have used a potent deep cleaning mist
- Staff being tested will get their results back before returning
- Parent/Teacher Conferences: Wednesday afternoon, Thursday afternoon and Thursday evening
- Dr. Mendoza held a Zoom meeting – schools testing 20% of their students and staff each week
- Proceeding with permission forms for student testing
- Instructed to not exclude students from school if parents will not participate in testing
- Nurse and Nurse's Aide will conduct the testing for us
 - ✓ Gentle nasal swab
- Ordered and will pick up the tests tomorrow
 - ✓ Disposable
 - ✓ Will treat a positive as a positive
- Students with symptoms – contact made to families and they take the student for testing
- Staff or student positive tests
 - ✓ Report to County – trigger tracing and quarantine
- Meeting held last Friday with Regent Wade Norwood with board members: Nelson Blish, Mubarak Bashir and Michael Kohlhagen
 - ✓ Positive meeting
 - ✓ Encouraging
 - ✓ Met with each member of the leadership team
 - Asked questions that went well
 - ✓ Nelson shared that Regent Norwood felt we were doing everything the Charter School Office is asking of us
 - ✓ Michael added that Regent Norwood referred to his last meeting with us and it was clear that hard work and systems and structure had been put in place
 - Focus on rigor and literacy
 - CEO and Co-Principals did an excellent job highlighting all of the work that has been taking place

GOVERNANCE COMMITTEE

- No report this month

FINANCE COMMITTEE

- Sent out the full financial report to all with opportunities for questions
- Seeking feedback on preferences for a full report every month or condensed with a full report quarterly
- Highlights:
 - Cash position remains strong
 - ✓ Included is the \$732,000 PPP loan part of the cash that is in the bank
 - Fixed assets – will be written off once we abandon from the former Humboldt Street school location – hopefully next month
 - No long outstanding bills
 - Accrued expenses consisted of rent we have not been billed yet
 - CEI billing payable end of September
 - Net assets up \$128K
 - Income statement
 - Other revenue
 - Food is down due to fewer students in the building
 - Total revenue under budget \$43,000 for first quarter
 - Direct expenses over budget \$70,000 – most due to technology: Chromebooks, iReady services, etc.
 - Under budget on salary and wages
 - ✓ Fewer teachers
 - Hired three new teachers first week of November
 - Changes were reviewed and we are satisfied at this time
 - Projections in the future being considered – Per Pupil
 - Discussed costs associated with repairs for Chromebooks – broken screens/old devices: identifying and having a surplus on hand as we are getting those technology concerns
 - ✓ Get the repaired or replaced devices back to students

CHAIR REPORT – Nelson Blish

- Board training scheduled for next Wednesday
- Program will be presented by Amy Shore and Michael Kohlhausen from CEI
- Held at Irondequoit Country Club
- Renewal site visit November 30 and December 1
- Board Focus Group will be scheduled for December 1

PUBLIC COMMENTS

- Agenda will be sent out for Wednesday's session late tomorrow afternoon

Motion 201112.2

Upon a motion by Michael Kohlhausen and duly seconded by Felicia Dees, the following was submitted for approval:
RESOLVED that the Board of Trustees adjourn the meeting at 7:23 p.m.

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Nelson Blish, Felicia Dees, Michael Kohlhausen, Miriam Miranda-Jurado, Bliss Owen, Lee Tutt

Voting in the negative: None

Motion 201112.2 passed 8 to 0

NEXT BOARD MEETING: Thursday, December 10, 2020

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES MEETING – MINUTES
THURSDAY, DECEMBER 10, 2020**

Present: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Nelson Blish,
Michael Kohlhausen, Miriam Miranda-Jurado, Bliss Owen

Absent: Felicia Dees

Guests: Kirsten Barclay, Esq.

BOARD OF TRUSTEES MEETING

The Board Meeting was called to order by Nelson Blish at 6:00 p.m. and the mission statement was shared.

Motion 201210.1 Upon a motion by Bliss Owen and duly seconded by Mubarak Bashir, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the October 27, 2020 minutes.

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Nelson Blish, Michael Kohlhausen, Miriam Miranda-Jurado, Bliss Owen

Voting in the negative: None

Motion 201210.1 passed 7 to 0

Motion 201210.2 Upon a motion by Miriam Miranda-Jurado and duly seconded by Mubarak Bashir, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the November 12, 2020 minutes.

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Nelson Blish, Michael Kohlhausen, Miriam Miranda-Jurado, Bliss Owen

Voting in the negative: None

Motion 201210.2 passed 7 to 0

LEADERSHIP TEAM REPORT

Lynn McCarthy:

➤ Dashboard Review

- Enrollment at 396
 - ✓ Enrollment over time: lost 40 students and gained 89 new students
 - ✓ Offers currently out to parents in grade one, grade three and grade five (two grade three offers accepted to date with paperwork being finalized)
- Currently there are more male than female students
- Students with Disabilities decreased
 - ✓ Recently received approval for three additional students – awaiting paperwork for parental sign offs
- Confirmation that we have significant gains with our SPED students compared to last year
- Wait list at 403
- Student demographics remain consistent
- Attendance has decreased
 - ✓ Student Success Team and Family and Community Engagement Coordinator are working together to increase/improve attendance
 - ✓ Developing incentives to promote/encourage participation – plan to begin in January after the holiday break
 - ✓ Most schools are struggling with the attendance with differences in calculating
 - ✓ In some cases, in-person instruction has decreased and are now joining us remotely
 - ✓ We were seeing approximately 80 students per day through our hybrid learning plan and that has decreased to approximately 60 students per day
 - Some families have expressed concerns about the number of COVID-19 cases in the community
 - ❖ Three staff members have tested positive to date
 - ❖ We have randomly tested 20% of students/staff for December and none of the tests have come back positive – all were negative results
 - ✓ Looking into a more efficient way for teachers to capture attendance – Google Meets can record the number of minutes a student is in attendance

- 43 home visits were made in November
 - Majority were for delivery of math curriculum and technology
- Parent/Teacher Conferences were held on November 18 and 19 with a total of 161 families meeting with teachers
 - Conferences are ongoing with make-up times
 - Progress reports were mailed, but teachers are still expected to make contact with families
- Surveys – still working with parents
- School events – we are making plans to be creative with Zoom events
- Discipline – Help Zone visits increased
 - More visits for de-escalating students and getting them back into the classroom faster with no discipline report needed

Carl Parris:

- Reiterated that a preventative mode has been in place for this school year
- Exploring ways to help our second and fifth grade students
- One ATS incident in November involved a young man with issues around wearing a mask

Lynn McCarthy:

- Staff demographics remain consistent
 - Two teachers left in November – one secured a preferred fully remote teaching position and a SPED teacher retired to concentrate on supporting the needs of her family
 - Two positions are currently open: Math and First Grade
- Certification secured for a staff member
- Assessments
 - 17.3% of grade 3-8 students are at grade level
 - 2019 NY assessment at 18% passed
 - We are focused on keeping the students moving while reviewing students one grade level below
 - We need to improve upon our percentages
 - Math was a bit lower – March to September gap - and our grade 3-8 students dropped in math with some work/improvement needed
 - ✓ Our Rtl Teacher is working with smaller groups
- Teachers took the call survey – looking at the results and when document compiled will share with the board (next week)

- Family and Community Engagement has assembled a holiday basket to be shared with families – prepared on a needs basis
- Holiday Store plans this year will be socially distant with one group of students going out to a couple of tables and then wrapping gifts in their classrooms
 - Only hybrid students will be involved with the Winter Store this year
 - \$1,500 received from the Kennedy Foundation to purchase more gifts as well as wrapping paper
 - \$150 open donation from Mayer's Hardware available for any type of purchase
- Polar Express – Wegmans is donating cookies and Tim Hortons is donating hot chocolate
- Parent teacher engagement – assisting families with math vocabulary
- Teachers shared the iReady data with families during conferences
 - Having more conversations with families

Chris Vernon:

- Small groups are coming together nicely using the iReady data
- Data analysis with teachers took place last month
- Targeting instruction to fill specific gaps
- Next iReady testing scheduled for early February
- Three things iReady accomplishes
 - Diagnostic
 - Program pushes appropriate lessons on personal pathway
 - Teacher assigned lessons

GOVERNANCE COMMITTEE – Miriam Miranda-Jurado

- Met last evening
- Main agenda item was to select officers
- Candidates were identified:
 - Chair: Mubarak Bashir
 - Vice Chair: Miriam Miranda-Jurado
 - Secretary: Duwaine Bascoe

Motion 201210.3 Upon a motion by Miriam Miranda-Jurado and duly seconded by Michael Kohlhausen, the following was submitted for approval: **RESOLVED** that the Board of Trustees formally accept the appointment of Mubarak Bashir as Chair of the BOT identified by the Governance Committee for a term of December 31, 2020 – June 30, 2021.

Discussion: Wording for the motion was clarified and amended by Nelson Blish to reflect a term December 31, 2020-June 30, 2021 with reappointment planned for the Annual Meeting in May 2021.

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Nelson Blish, Michael Kohlhausen, Miriam Miranda-Jurado, Bliss Owen

Voting in the negative: None

Motion 201210.3 passed 7 to 0

Motion 201210.4 Upon a motion by Nelson Blish and duly seconded by Bliss Owen, the following was submitted for approval: **RESOLVED** that the Board of Trustees formally accept the appoint of Miriam Miranda-Jurado as Vice Chair of the BOT identified by the Governance Committee for a term of December 31, 2020 – June 30, 2021.

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Nelson Blish, Michael Kohlhausen, Miriam Miranda-Jurado, Bliss Owen

Voting in the negative: None

Motion 201210.4 passed 7 to 0

Motion 201210.5 Upon a motion by Miriam Miranda-Jurado and duly seconded by Bliss Owen, the following was submitted for approval: **RESOLVED** that the Board of Trustees formally accept the appointment of Duwaine Bascoe as Secretary of the BOT as identified by the Governace Committee for a term of December 31, 2020 – June 30, 2021.

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Nelson Blish, Michael Kohlhausen, Miriam Miranda-Jurado, Bliss Owen

Voting in the negative: None

Motion 201210.5 passed 7 to 0

- Discussed expanding the number of members to the board
- In the process of seeking another UCCS parent as a BOT member
 - Working with the leadership team to identify possible candidates
 - Names and resumes will be shared with the BOT in the near future
- Seeking additional candidates with human resources and education expertise
 - Lynn McCarthy and Mubarak Bashir will be recommending candidates

FINANCE COMMITTEE – Bliss Owen

- Net income for the three months is \$221,000 compared to budget of \$189,000. Included in the net income is \$43,000 of increase in the investment account at RACF. This income was not budgeted.
- There were several variances in income and expenses (mostly due to timing). All were explained to the satisfaction of the Committee.
- No significant items of concern year-to-date.
- Accounts receivable is \$981,430 of which \$934,000 is from RCSD – October billing for November and December. Payment received in November.
- Reviewed over 90 day accounts – do not anticipate any will be uncollectible
- Grants receivable of \$77,000 is all Title
- Other current assets consist of November's health insurance prepaid in October.
- Prior landlord still has not returned our security deposit of \$35,000. CEO stated that it is expected in the future.
- Accounts payable is \$205,000 compared to \$86,000 at the same period last year. The majority of the increases are payables to CEI, NYS Unemployment and rent. All payables are in the 0-30 day aging. Accrued expenses are \$28,000 compared to 0 last year. Accrued expenses consist of estimates for property taxes, property insurance and Insero services that have not yet been received but are owed per contracts.
- PPP loan of \$732,700 remains on the balance sheet as a loan payable. Insero will provide assistance with the forgiveness application. We anticipate that the loan will be forgiven.

- Fixed assets located at the Humboldt Street location received from the auditors and reviewed. CEO identified the assets that were brought to the new school. Inero will create list of other assets for auditor review prior to writing off.
- Potential changes may be made to the original budget previously passed by the BOT
- CEO and School Attorney worked on changes suggested by the CSO and resubmitted
- Once response received, BOT will need to vote on the amended budget and more details will be shared at that time

Kirsten Barkley, Esq.:

- Two pending items are before the Board of Regents
 - Charter revisions allowing partnership with CEI
 - ✓ Requested a one-year budget for the partnership
 - Renewal application is pending
- CSO requested an updated five-year budget
 - Sent draft budgets to CSO
 - Will provide detail to the board when we receive input from the CSO

CHAIR REPORT – Nelson Blish

- Reminder shared that the Governance Committee approved of all officer nominees presented earlier in the meeting
- We might have another BOT member candidate close for a vote
- Board training is scheduled for next week and will be recorded if there are scheduling conflicts

PUBLIC COMMENTS - None

Motion 201210.6

Upon a motion by Bliss Owen and duly seconded by Mubarak Bashir, the following was submitted for approval: **RESOLVED** that the Board of Trustees adjourn the meeting at 7:15 p.m.

Voting in the affirmative:

Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Nelson Blish, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen

Voting in the negative: None

Motion 201210.6 passed 7 to 0

NEXT BOARD MEETING: Thursday, January 14, 2021

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES MEETING – MINUTES
THURSDAY, JANUARY 14, 2021**

Present: Shakeel Armstrong, Mubarak Bashir, Felicia Dees, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen

Absent: Duwaine Bascoe

Guests: Kirsten Barclay, Esq.

BOARD OF TRUSTEES MEETING

The Board Meeting was called to order by Mubarak Bashir at 6:00 p.m. and the mission statement was shared.

Motion 210114.1 Upon a motion by Bliss Owen and duly seconded by Felicia Dees, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the December 10, 2020 minutes.

Voting in the affirmative: Shakeel Armstrong, Mubarak Bashir, Felicia Dees, Miriam Miranda-Jurado, Bliss Owen

Voting in the negative: None

Motion 210114.1 passed 5 to 0

➤ Board member introductions

CEO's REPORT – Lynn McCarthy

➤ Dashboard Review – December 2020

- Demographics for enrollment 396 – stable with little change
 - ✓ Students with Disabilities: 42

- ✓ English Language Learners: 15
 - ✓ Economically disadvantaged: 376
- Waitlist decreased to 392
 - ✓ Three offers extended to families. If not accepted, will be extended to other families.
- Discussed possible ways to increase student population for Students with Disabilities and English Language Learners for a closer match to the Rochester City School District (RCSD)
 - ✓ RCSD counts charter and private school Students with Disabilities in their percentage so our target can be lower
- Attendance is down
 - ✓ COVID-19 concerns and some families are frustrated with online learning – getting their children to logon consistently
 - ✓ ELL students have increased their online attendance
- A total of 29 home visits completed
- Discipline
 - ✓ First grade decreased
 - ✓ The number of students in school has decreased for Mondays/Tuesdays
 - ✓ Out of school suspension that is warranted
- Staff demographics are consistent
- One staff member left in December for a long-term sub position in a public school with the NYS Retirement System
- Hired two new staff members and have one open position
- Total teaching staff at 29 with 25 certified
- School-wide goals have not changed
 - ✓ Instructional Focus, State Assessments and Interim Assessments

➤ Update on Progress towards Achievement of Goals and Objectives

- Benchmark 1: Student Performance
 - ✓ Chris Vernon shared that iReady testing is approaching the half-way point in the year
 - Major data points via iReady captured in the beginning of the school year with second diagnostic planned for next week with kindergarten starting this week
 - Shorter window of time with plan to accomplish all by next week

- Reading levels: K-2 is using a reading leveling program embedded in Reading A-Z online
 - ❖ Will be switching to Fountas and Pinnell upon completion of training
 - Planning for additional small group instruction with guided reading after the assessments are completed
- Benchmark 2: Teaching and Learning
- ✓ Michael Samuel reported on the use of Chalk for lesson plans – an online system for teachers and due every Friday for the upcoming week
 - RtI, SPED and ELL teachers also prepare lesson plans and have access to all teacher plans so adjustments can be made to serve our students through collaboration
 - Each subject has a template
 - Lessons plans can be reviewed daily, weekly, monthly
 - ❖ Graph on percentage basis for the entire school
 - ❖ Allows for immediate feedback for our teachers
 - ✓ Kelly Walker – Response to Intervention – academic support for students
 - Number of different models
 - Collecting the data to confirm
 - Any student referred for Special Education must have the iReady data if services are needed
 - Relationships with RCSD related to Special Education can be inconsistent with charter schools – UCCS’s relationship is positive
- Benchmark 3: Culture, Climate, and Student and Family Engagement
- ✓ Carl Parris reported on the introduction of Kickboard – a school-wide software program that was introduced with a facilitator available for the entire team
 - Reward program providing incentives
 - Rolling out Selfie – a computer-based program where students investigate different careers based on a personality assessment. They earn points and badges toward rewards. As they go through a particular career, they are also building a resume. We have used a similar program for the past two

years, but great improvements have been made to the past program working with our 7th and 8th graders.

- Kickboard is in place every day – students can earn up to 25 points per day and Selfie is offered two days per week
- ✓ Attendance has been positive overall at UCCS – and we know that COVID is playing a role in our recent decline
 - Parents are frustrated by enforcement of the online learning during the day
 - With GoGuardian, we are able to monitor participation
 - A letter is being composed to address attendance concerns when a student misses a certain number of days
 - ❖ Discussed the possibility of having an attendance raffle based on percentage of attendance from students
- ✓ One long-term suspension – serious emergency hygiene situation unable to deescalate: long-term – 30 days out of school suspension
 - Student continues to receive counseling and support
 - Working with only print-outs after damaging three Chromebooks
 - A plan was in place prior to the serious incident: behavioral intervention program and update with CSE
- ✓ Staff members joined together and created 15 baskets filled with donations of turkeys/hams, food to last for a month, gifts, etc.
- ✓ The Arts Team and Family and Community Engagement Coordinator are planning a virtual talent show
 - Video submissions are due by the 22nd of February with viewing Friday the 26th
 - Popcorn parties for those in the school
 - Incentive for families to participate: family video shorts can be submitted
 - Teachers are invited to participate
 - Participants will receive a Wegmans gift card
 - Additional gift cards for students
 - Prizes for family participation
 - Staff prizes
 - Will share more details with the BoT

■ Benchmark 7: Organizational Capacity

- ✓ Marquez Elem shared an update related to the Main Office

- Addition of an Operations Assistant
 - ❖ Student Information Management
 - Secure updated family information
 - Communication practices
 - Student data and transportation
 - Transfer students
- Allocated approximately \$250 per student to assist with technology: hardware/software, due to receive 50 Chromebooks and 50 laptops in early March, textbooks and library books
- ✓ Met with Smart Goals – Marquez will establish a technology policy
 - Chromebook responsibilities – how best to manage the technology that is passed on to families
 - ❖ Accountability for misuse of the hardware
- Benchmark 8: Mission and Key Design Elements
 - ✓ Overview of CEI Partnership shared by Michael Kohlhausen
 - Social studies aligns with Wit and Wisdom
 - Assisting Co-Principal with standards based report card
 - Assisting Co-Principal with guided reading
 - Professional development provided
 - Standards align to the next generation
 - Science standard
 - ✓ Discussed History of Civil Rights in Monroe County recommended for Social Studies curriculum – U of R Center for Urban Studies – teaching students the context of race in our region
- Benchmark 9: Enrollment, Recruitment, and Retention
 - ✓ Good Schools ROC updated the UCCS page
 - Programs and some of the changes in our curriculum, partnership with CEI, and an updated booklet will be out there in the community for prospective students
 - Lottery has opened - 60 new students submitted applications
 - ❖ Applications are going down at this time across the nation
 - ✓ Publicity is starting
 - Radio Ads
 - Sharing what charter schools have to offer
 - ✓ Recruitment – moving forward with a plan for UCCS

➤ Upcoming Events

- Board training is planned and scheduled for the next two Thursdays

TREASURER'S REPORT – Bliss Owen

- Benchmark 4: Financial Condition
- Benchmark 5: Financial Management
 - ✓ Finance Committee met on December 22
 - Cash position remains strong
 - Accounts receivable is \$31,000
 - ❖ Over 90 day account reviewed – Title IV of approximately \$1,100
 - ❖ Anticipate receiving all other receivables
 - Grants receivable of \$103,000 - Title
 - Current assets
 - ❖ Property and equipment section
 - ❖ Wrote off all assets abandoned at the prior school - \$24,000
 - Deposits made on building purchase
 - A/P detail
 - PPP loans will hit the income statement, but expect will be forgiven
 - Net income for the period ended November 30 at \$171,500 – under budget by \$13,000
 - \$43,000 increase in the investment accounting expense
 - Write off of leasehold abandonment of \$138,000

GOVERNANCE REPORT – Miriam Miranda-Jurado

- Benchmark 6: Board Oversight and Governance
 - ✓ Prospective board member candidate completed his application and we are awaiting fingerprint clearance which is delayed at this time
 - ✓ Received resumes from other interested parties that we had to disqualify due to connections to RCSD
 - ✓ Seeking additional board members
 - Additional parent

- Expertise: language, multi-culturalism, fundraising to support our students

PUBLIC COMMENTS - None

Motion 210114.2 Upon a motion by Bliss Owen and duly seconded by Miriam Miranda-Jurado, the following was submitted for approval:
RESOLVED that the Board of Trustees adjourn the meeting at 7:23 p.m.

Voting in the affirmative: Shakeel Armstrong, Mubarak Bashir, Felicia Dees, Michael Kohlhaben, Miriam Miranda-Jurado, Bliss Owen

Voting in the negative: None

Motion 210114.2 passed 6 to 0

NEXT BOARD MEETING: Thursday, February 11, 2021

URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES MEETING – MINUTES
THURSDAY, FEBRUARY 11, 2021

Present: Duwaine Bascoe, Mubarak Bashir, Felicia Dees, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen

Absent: Shakeel Armstrong

Guests: Kirsten Barclay, Esq. and Taj Smith, Prospective Board Member

BOARD OF TRUSTEES MEETING

The Board Meeting was called to order by Mubarak Bashir at 6:01 p.m. and the mission statement was shared.

Board member introductions and prospective board member Taj Smith introduction:

- Taj is looking forward to working with the UCCS BoT
- Third year living in Rochester
- Director of Diversity in Education at Rochester Institute of Technology
- Passionate about education
- Attended urban schools as a young person

Motion 210211.1 Upon a motion by Bliss Owen and duly seconded by Felicia Dees, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the January 14, 2021 minutes.

Voting in the affirmative: Duwaine Bascoe, Mubarak Bashir, Felicia Dees, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen

Voting in the negative: None

Motion 210211.1 passed 6 to 0

CEO's REPORT – Lynn McCarthy

➤ Dashboard Review – January 2021

- Enrollment
 - ✓ Steady at 376 with the same distribution
 - ✓ Wait list as of 1/31: 383 students with the majority 7th grade students
 - ✓ Students with Disability stable – gained one and lost one
 - ✓ Added two ELL students - upon review of files found two of our students that were reinstated from past services
 - ✓ Enrollment over time: 51 students left with 91 new students
 - ✓ Currently have three offers extended to families
- Attendance
 - ✓ Percentage going down and the team is addressing (Dean will report later in the meeting)
 - ✓ 30 home visits in January - mainly for attendance follow-up
- 5th grade students have the highest number of Help Zone visits
- Two ATS visits – one was a short visit
- Staff
 - ✓ Demographics stable
 - ✓ No staff members left UCCS
 - ✓ Hired a Social Studies Teacher and replaced the SPED teacher that retired in K-2
 - ✓ No open positions, but we are seeking an Rtl Teacher (addition)
 - ✓ Teach Staff: 30 with 26 Certified
- Academics
 - ✓ Set of interim assessments completed

Benchmark 1

Michael Samuel:

- Overall math did not drop and showed slight growth
- Shared the Midyear Diagnostic
 - Decreased to 76 students at three grades below
 - Decreased to 69 students at two grades below
 - One grade below at 154
 - Increased to 24 students mid or above

Chris Vernon:

- Similar picture with reading assessments – showed slight growth

- Tiers: slightly higher percentage of students tier one, tier two and three decreasing slightly – trending in the right direction
- Diagnostic completed for most of our students: 94% for math and 91% reading with a shorter testing window
- Engaging families and students is much better than the autumn experience and after a year of remote learning, engagement is positive
- Continuing to work on the validity of the data – testing done at home and individual cases where tests are re-set
- Growth in 8th grade
- A full day of Professional Development was held with iReady yesterday

Michael Kohlhausen:

- Comprehensive assessment calendar, mock assessments along with iReady, unit tests from the core curriculum all together will provide a profile of the student in place of the NYS Assessment
- Discussed the expectation of CEI staff members onsite for three or four days per month
 - Surprised to learn that one CEI staff member has not been on site since November
- ELA coach search in progress, but is delayed and needs to be a higher priority
 - CEI is committing to identifying some lead teachers to take on some leadership roles and to secure a local ELL Coach

Benchmark 2 Teaching and Learning

- As part of the reopening plan, Kirsten Barkley recommended that clarification be sought from the CSO for clear understanding of expectations for assessment data in addition to iReady – data like what the State Test would highlight: iReady, curriculum-based assessments, Eureka, and Wit and Wisdom
- Mock state assessments
 - Planning for help from CEI to administer assessments
 - Snapshot in time through iReady and other assessments

Lynn McCarthy:

- Revisiting reopening plan
 - Hybrid learning model alongside a remote learning option

- Half of the hybrid learners attend on Mondays and Tuesdays, half attend on Thursdays and Fridays, and some students attend all four days
- Majority of parents declined the hybrid option so we opened only one classroom per grade level with 13-14 students per room and some classes with fewer students
- One teacher for in-person learning and one teacher for remote learning
- Since winter break, number of students attending in-person with requests from families to switch has increased and we are reaching our capacity
 - No positive cases of Covid-19 since reopening after winter break
 - Plan to open two classes per grade level where needed
 - The lead teacher will provide instruction for in-person students and TA will support remote students
 - Offering opportunity for all students to attend school two days per week, expanding students educated in person at school
 - Hybrid will be the main model with the remote model changing slightly
 - Should not see an increase in Covid-19 with maintained social distancing and masks
 - Students attending in-person instruction are showing better academic growth than students attending remotely
 - Will require change in the schedule and teacher for students
- Grade 8 has had low attendance in-person and likely will retain one classroom

Other Accomplishments

- Virtual Talent Show set for February 26
 - Music and Theater Arts Department
 - Participation by students, parents, families, staff
 - Prizes

Kirsten Barclay, Esq. - Enrollment and Admission Policy

- A condition of the charter renewal included a need to adopt weights for enrolling students with disabilities as well as ELL students
 - If percentage of students is lower than the Rochester City School District, students with disabilities and ELL students will be given more weight in the enrollment lottery
 - ✓ Ability to increase those numbers slowly and steadily
 - ✓ Recruitment efforts continue to be reviewed – seeking more applicants

- ✓ Expanded questions will be included on the application – helpful for selection of students not previously identified
- ✓ Screening
- ✓ Good faith attempt to capture more students in those sub groups
- ✓ Give those students additional tickets for the lottery
- ✓ Create balance
- Amendment might be needed in the future

Motion 210211.2 Upon a motion by Miriam Miranda-Jurado and duly seconded by Bliss Owen, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the Amended Enrollment and Admissions Policy.

Voting in the affirmative: Duwaine Bascoe, Mubarak Bashir, Felicia Dees, Michael Kohlhausen, Miriam Miranda-Jurado, Bliss Owen

Voting in the negative: None

Motion 210211.2 passed 6 to 0

CEI's REPORT – Michael Kohlhausen

- Learning Ally - a reading resource for students with reading difficulties
 - Recommending the entire school have access
 - Thousands of books available/recorded for students
- NoRedInk – comprehensive writing program for students
- Leadership team participated to adjust instructional motivation – 7th and 8th grade
- Enrichment programs can be part of the strategy to re-engage students and get them involved in projects this spring in the school building or online
 - Working on plans to implement
 - Planning a Coding Class for students in the Middle School
 - Artists in Residence
 - Delivered some gaming stations
 - ✓ E-Sports
 - ✓ Aligning it with some live basketball tournaments
 - ✓ For every hour of gaming, lessons in leadership development and college to career mini lessons
 - ✓ Align to new industry of E-Sports

- ✓ Helping with attendance
- Data connectivity
- Coaching/Professional Development
 - ✓ Professional Development survey went out to teachers today
- Science piece important to highlight
- Curriculum audit
- Starts to address working with those teachers on those content areas
- STEM
- Putting together a brand new brochure
 - ✓ Student activities and enrichment
 - ✓ Brochures will go out on all the social media platforms
- Increase awareness about UCCS for Hispanic students
 - ✓ Identifying non-profits that will help
- Virtual Fair through Good Schools ROC
 - ✓ Will seek families so we can reach out via regular mail
 - ✓ Booklet from Good Schools ROC and a UCCS booklet to send as well

Marquez Elem:

- Good Schools ROC
 - Applications from families utilizing three choices
 - Enrollment is strong in addition to waiting lists for K-8
- Working with Google to establish an account and change the school location and inaccurate information related to our school permanently closed
- Amy Shore shared that the new website will go live after approval
 - Google translate – not public – private URL – old website points to the new direction
 - Using templates from other charter schools –
 - Website to be reviewed by the leadership team

Status Review – Work with the CSO

- Board Chair and the full BoT compiled a letter with an update and information
 - CEO, Leadership Team and CEI contributed
 - Letter addresses pending/ongoing needs
- Appointment of Vice Chair
- Relationship with CEI
- Provide reports to David Frank and CSO
- COVID funding in progress and extended to March 1

- Record date when the CEI evaluation will be provided
 - Evaluation needs to be completed by May 31
 - Report completed prior to June so adjustments can be made

TREASURER'S REPORT

- Adjustments to the Budget were reviewed

Motion 210211.3 Upon a motion by Bliss Owen and duly seconded by Michael Kohlhausen, the following was submitted for approval:
RESOLVED that the Board of Trustees approve the Amended Budget.

Voting in the affirmative: Duwaine Bascoe, Mubarak Bashir, Felicia Dees, Michael Kohlhausen, Bliss Owen

Voting in the negative: None

Motion 210211.3 passed 5 to 0

- Review of December financials
 - Investment fund increased \$87,000
 - Reports for January will have the current compared to the budget that was just approved
 - Amended budget will be added and we will make comparisons

GOVERNANCE COMMITTEE

- Evaluation Tool for CEI
 - Required to evaluate CEI's performance
 - Ventured into contract with CEI
 - Terms and conditions with the contract
 - Robust evaluation
 - Developed timeline
 - Identify one or two board members to lead the evaluation
 - Meet with CEI and CEO
 - Complete the assessment in Executive Session

- Finalize the evaluation at the end of May
 - June meeting will allow for changes to the terms and conditions for the next services agreement
 - Vote on the new agreement for July 1
 - Dissection of contract
 - Proposed rating scale
 - Tool is broken into the buckets of work for CEI's responsibility
 - Board overseeing the reconstitution
 - Training and development of the board
 - In compliance with all policy requirements
 - Teaching and learning
 - Fine detail of components of the contract
 - Instructional audit piece
 - Extended learning time
 - Project Boost
 - Data and technology integration
 - Developing a data culture in the school
 - Coaching and professional development
 - Some business operations
 - Charter renewal
 - Marketing and grants and fundraising
 - Student recruitment
 - Assist and support requirements vs. lead responsibilities
 - HR – CEI responsible for leading recruitment and developing a pool of teachers
- Suggestion that in addition to the board working with the CEO to understand CEI's work, a larger conversation to include the entire leadership team added
- A survey could be implemented
 - Build in broader input
 - Survey that goes out to the teachers
 - Review/approval at March meeting after input from Leadership and CEI
 - Tool to be shared with the CSO

Motion 210211.4

Upon a motion by Bliss Owen and duly seconded by Felicia Dees, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the Evaluation Tool.

Voting in the affirmative:

Duwayne Bascoe, Mubarak Bashir, Felicia Dees, Michael Kohlhausen, Bliss Owen

Voting in the negative: None

Motion 210211.4 passed 5 to 0

- Factual corrections to be added to the draft report
- Seeking input as soon as possible
- Discussed implications involved with securing a mortgage for the school building

- Miriam Miranda-Jurado resigned as Vice Chair and a new candidate identified:
Duwaine Bascoe, formerly Secretary

Motion 210211.5 Upon a motion by Michael Kohlhausen and duly seconded by Bliss Owen, the following was submitted for approval:
RESOLVED that the Board of Trustees formally accept the appointment of Duwaine Bascoe as Vice Chair of the BoT identified by the Governance Committee for a term to expire on June 30, 2021.

Voting in the affirmative: Duwaine Bascoe, Mubarak Bashir, Felicia Dees, Michael Kohlhausen, Bliss Owen

Voting in the negative: None

Motion 210211.5 passed 5 to 0

Motion 210211.6 Upon a motion by Michael Kohlhausen and duly seconded by Bliss Owen, the following was submitted for approval:
RESOLVED that the Board of Trustees formally accept the appointment of Shakeel Armstrong as Secretary of the BoT identified by the Governance Committee for a term to expire on June 30, 2021.

Voting in the affirmative: Duwaine Bascoe, Mubarak Bashir, Felicia Dees, Michael Kohlhausen, Bliss Owen

Voting in the negative: None

Motion 210211.6 passed 5 to 0

- Appreciation extended to Miriam Miranda-Jurado for her commitment as Vice Chair. She will continue as a board member in addition to Chair of the Governance Committee.

Carl Parris:

- Shared that attendance is a serious concern.
 - Reaching out to families
 - Many families have parents working and they cannot ensure the students are online
 - Some students are not being honest with their families
 - COVID fatigue
 - Behavioral Specialists for the 7th and 8th grade team are dividing up and contacting each family
 - Seeking an increase in attendance for March
 - Positive incentives

PUBLIC COMMENTS – None

Motion 210211.7 Upon a motion by Felicia Dees and duly seconded by Bliss Owen, the following was submitted for approval: **RESOLVED** that the Board of Trustees adjourn the meeting at 8:30 p.m.

Voting in the affirmative: Duwaine Bascoe, Mubarak Bashir, Felicia Dees, Michael Kohlhagen, Bliss Owen

Voting in the negative: None

Motion 210211.7 passed 5 to 0

NEXT BOARD MEETING: March 11, 2021

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES MEETING – MINUTES
THURSDAY, MARCH 11, 2021**

Present: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Felicia Dees, Michael Kohlhausen, Miriam Miranda-Jurado, Bliss Owen

Absent:

Guests: Kirsten Barclay, Esq., Alice Bartley, and Taj Smith, Prospective Board Member

BOARD OF TRUSTEES MEETING

The Board Meeting was called to order by Mubarak Bashir at 6:01 p.m. and the mission statement was shared.

Motion 210311.1 Upon a motion by Felicia Dees and duly seconded by Miriam Miranda-Jurado, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the February 11, 2021 minutes.

Voting in the affirmative: Shakeel Armstrong, Mubarak Bashir, Felicia Dees, Michael Kohlhausen, Miriam Miranda-Jurado, Bliss Owen

Voting in the negative: None

Motion 210311.1 passed 6 to 0

CEO's REPORT – Lynn McCarthy

➤ **Dashboard Review – February 2021**

- Enrollment is consistent and at 395
 - ✓ Decrease in second grade - suburban district transfer
 - This opening has been filled
- Wait list is down to 364 students
- No change in demographics
- Increased in-person instruction by opening up two classrooms for each grade level

- ✓ Reviewing routines and classroom expectations
- ✓ Student Success Team is working with teachers
- ✓ Transportation placement has a two-week wait time so some students are being dropped off and picked up to start
- ✓ Report card conferences highlighted the need for in-person instruction at least two days per week
- Attendance is up for the month of February with some significant increases
- Students with Disabilities increased along with ELL students
- Five home visits
- 97 teacher conferences
 - ✓ Teachers continue to schedule conferences with families
 - ✓ Prioritizing high-need students with the progression of not passing
- Held a school-wide event
 - ✓ Virtual talent show
 - Link was sent and is also on our new website
- Discipline issues have decreased
 - ✓ Two students in Alternative to Suspension and no Out of School Suspensions
 - ✓ Maintaining our discipline plan and following protocols
- Staff demographics consistent
- Certified teachers:
 - ✓ Teachers will be re-certified since testing is opening up and they are fulfilling pieces they need to retain their certifications
- School-wide goals consistent
 - ✓ Small changes in the ELA data
 - ✓ SFA transition and training to Fountas and Pinnell
 - ✓ Capturing all of the students with the math assessment

Benchmark 1 – Student Performance

Michael Samuel:

- Deep dive into math – working with staff on detail
- Extended appreciation to Machael Spencer-Charles, CEI, for the data captured
 - Baseline compared to the diagnostic taken early February
 - On grade level tier one – compared to baseline and iReady - increased by 8%
 - Tier two one grade level below – remained consistent
 - Tier three increased by 7%
- Numbers and Operations, Algebra, Measurement and Data and Geometry
 - Overall first grade results – trend that we want to see

- Tier one, tier two, tier three – students in sixth grade are struggling
- Overall 8th grade results – slight increases
- Efforts to improve
- Classroom visits by principal and math coach
- One-to-one coaching by math coach for teachers
- Teachers meet with principal to discuss growth
- Students grouped based on ability
- Lessons are specifically planned for the needs of the students
- Differentiation is a part of all math lessons and reflected – in progress

Benchmark 10 – Legal Compliance

- Reviewed School Action Plan
 - If we met the benchmark, how were we going to retain
 - Strategy to accomplish
 - Shout out to CEI's Amy Shore and Sara Asmussen - great partnership
- Michael Kohlhagen shared his appreciation for the Leadership Team working with Dr. Alice Bartley, CEI
 - Yearly comprehensive assessment
 - Calendar September – June – no excuses moving forward
 - Data – click on one student and see all of the data past and present to review and understand a complete picture
 - If student stays with us, continue to see progress – not just one piece of data
- Exploring extended learning opportunities
 - Summer School
 - Saturday School
 - After School
 - ✓ Looking at best options
 - ✓ Extended learning at the end of the school day might be best

Benchmark 2 – Teaching and Learning

- Engaging students
 - Including strategies to increase engagement
 - Lesson plans must align
 - Utilize Chalk for lesson planning – will do a better job
 - ✓ Supervisors reviewing and giving feedback to teachers
 - ✓ Should align exactly
 - ELA, Math and RtI handbooks
 - ✓ Expectations clearly shared
 - All teachers are responsible for RtI
 - Classroom focus on Tier 2 students

Benchmark 3 – Culture, Climate, and Student and Family Engagement

- Culture Climate
 - How to continue to meet
 - Dean did an excellent job
 - Two committees will be in place in August and will engage parents and community
 - Incentives
 - ✓ Virtual cash – kickboard program
 - Families addressing public concerns
 - ✓ Will write a policy that will address receiving and addressing concerns
 - Website has been under construction and has been updated
 - ✓ Finance Committee monthly meetings
 - Minutes will be posted to the website

Benchmark 5 – Financial Management

- Will use outside firm – Inero
 - Bookkeeping
 - Payroll
 - Maintaining internal controls
- IT policies
 - Will have a policy written for BoT

Benchmark 6 – Board Oversight and Governance

- Far below
 - Sara and Lynn are working diligently on new board member search and expanding the BoT
 - ✓ Continuing to seek new members
 - ✓ Completed all board reconfigurations requested
 - Public documentation of monthly dashboard
 - ✓ Separate category on the website
 - Strategic Plan – up for review this year – every two years
 - ✓ Provide necessary tools for oversight
 - ✓ Identify benchmarks
 - Provide data and any issues seen moving forward
 - ✓ Asking board to ask questions
 - Board training – in progress
 - ✓ Strengthening the board with new members

Benchmark 7 – Organizational Capacity

- Approaching

- Grade level meetings
- Staff and new curriculum
 - ✓ Teachers training and evaluation – Danielson Rubric
 - ✓ Staff satisfaction survey to be completed in May and presented in June
- CEI external evaluation

Benchmark 8 – Mission and Key Design Elements

- Meet
 - Extended day – After School Program
 - ✓ Center for Youth will work on putting this back in place
 - Virtual Talent Show
 - Surveys for students

Benchmark 9 – Enrollment, Recruitment, and Retention

- Approaches
 - Weighted lottery
 - Recruitment strategy for ELL students and SWD

Benchmark 10 – Legal Compliance

- Approaches
 - Website
 - Fingerprint clearances need to be pulled prior to employment offers
 - Discussed college and career readiness programs for students
 - ✓ Selfie – building an Avatar and assessment for 7th and 8th graders – profile and professional goals
 - Strong academic instruction pieces after school
 - Get younger students on grade level

Accomplishments

- Talent Show
 - Appreciation extended to Anna Luddy, Sam Luddy and Taylor Doty

Dr. Alice Bartley, CEI

- Extended appreciation to the UCCS Leadership Team
- Working extensively with Benchmarks 1, 2 & 3 to move the students

- Coaching/consulting – ELA and Mathematics
 - Support for SPED, Rtl, Culture and Climate
 - Team working on Benchmark 1 – Student Performance
 - ✓ Ensuring that the focus is on student growth
 - ✓ Teachers to be experts in a content area
 - Ensuring that all on the same page
 - ✓ 8th graders prepared for high school and on to college and career readiness
 - ✓ Looking at teams of teachers and individual teachers
 - ✓ Instruction differentiated for teachers
 - ✓ Michael Samuel and Machael Spencer-Edwards are taking a deeper dive around data analysis – planning based on what the data is indicating
 - ✓ Tools to support us from iReady, Wit and Wisdom and Eureka Math
 - ✓ Data analysis using skill set – focus on one direction
 - ✓ Conversations with parents and students
 - Students must invest in themselves – data points where they are now and where they want to go
 - ✓ Coaching cycles that support leadership and the teachers
 - ✓ Attention of the person – content knowledge
 - Accountability
 - Inspect what you expect
 - ✓ Leadership team is investing in themselves – scheduling weekly and bi-weekly meetings
-
- Carl Parris expressed gratitude to CEI
 - Marquez Elem shared his appreciation for CEI's contributions through Carol Jones, Michael Kohlhaben, Marcia Sobers-Charles and Machael Spencer-Edwards
 - Miriam added that she appreciated a comment related to changing the outcome of ability vs. accomplishment – a need to develop and mentor as poverty is not a life sentence
 - Michael Kohlhaben added that he is very proud of the leadership team and the CEI team for all of the work that has been accomplished
 - Digesting the two-year renewal after a year like no other
 - Report includes detail of all of the services provided and all of the benchmarks being met
 - Level of expertise
 - Day-to-day partnership
 - Anticipating the next two years will be spectacular
 - Mubarak shared that while most were hoping for more than a two-year charter, much more can be accomplished over the next two years

Code of Conduct

- Reviewed every year, but has never received such a deep dive

- Red-lined version was distributed to all for review in advance of the meeting
 - ✓ Legal aspects needed were added
 - ✓ Legal language was cleaned up
 - ✓ Structural changes and reorganized
 - ✓ Reflects UCCS's movement of adopting more restorative practices

Motion 210311.2 Upon a motion by Bliss Owen and duly seconded by Miriam Miranda-Jurado, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the amended Code of Conduct as presented.

Voting in the affirmative: Shakeel Armstrong, Mubarak Bashir, Felicia Dees, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen

Voting in the negative: None

Motion 210311.2 passed 6 to 0

TREASURER'S REPORT – Bliss Owen

- Original budget compared to the amended budget
- Finance Committee met with Inero and approved the reports

GOVERNANCE COMMITTEE REPORT – Miriam Miranda-Jurado

- Discussing the evaluation of CEI
- A meeting will be held in the future

CHAIR REPORT – No Report

PUBLIC COMMENTS - None

Motion 210311.3 Upon a motion by Miriam Miranda-Jurado and duly seconded by Bliss Owen, the following was submitted for approval: **RESOLVED** that the

Board of Trustees enter Executive Session to discuss the CEI evaluation.

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Felicia Dees, Miriam Miranda-Jurado, Bliss Owen

Voting in the negative: None

Motion 210311.3 passed 6 to 0

Motion 210311.4 Upon a motion by Miriam Miranda-Jurado and duly seconded by Bliss Owen, the following was submitted for approval: **RESOLVED** that the Board of Trustees exit Executive Session at 7:56 p.m.

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Felicia Dees, Miriam Miranda-Jurado, Bliss Owen

Voting in the negative: None

Motion 210311.4 passed 6 to 0

Motion 210311.5 Upon a motion by Bliss Owen and duly seconded by Miriam Miranda-Jurado, the following was submitted for approval: **RESOLVED** that the Board of Trustees adjourn the meeting at 7:57 p.m.

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Felicia Dees, Miriam Miranda-Jurado, Bliss Owen

Voting in the negative: None

Motion 210311.5 passed 6 to 0

NEXT BOARD MEETING: April 8, 2021

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES MEETING – MINUTES
THURSDAY, APRIL 8, 2021**

Present: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Michael Kohlhaben, Miriam Miranda-Jurado

Absent: Felicia Dees, Bliss Owen

Guests: Kirsten Barclay, Esq., Dr. Alice Bartley and Taj Smith, Prospective Board Member

BOARD OF TRUSTEES MEETING

The Board Meeting was called to order by Mubarak Bashir at 6:02 p.m. and the Mission Statement was shared. All attendees introduced themselves.

Motion 210408.1 Upon a motion by Michael Kohlhaben and duly seconded by Miriam Miranda-Jurado, the following was submitted for approval:
RESOLVED that the Board of Trustees approve the February 11, 2021 minutes.

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Michael Kohlhaben, Miriam Miranda-Jurado

Voting in the negative: None

Motion 210408.1 passed 5 to 0

CEO's REPORT – Lynn McCarthy

➤ Dashboard Review – March 2021:

Benchmark 9: Enrollment, Recruitment

- Enrollment is at 396 students

- ✓ One student added in the month of March
- Wait list for 2020-21 is at 358 students
 - ✓ Grade seven has the largest number on list
- 51 students left UCCS from September to date
- Lottery applications were down
 - ✓ Applications are down for all charter schools this year
 - ✓ 311 applications
 - ✓ 38 kindergarten openings
 - ✓ One third grade opening
 - ✓ Full at 400
 - ✓ Have not been made aware of any students leaving UCCS
 - ✓ Questioned if the weighting change for the lottery had any impact
 - Data will be analyzed and presented at the next BoT meeting
 - ✓ Ten of the kindergarten applicants were siblings
- Attendance increased 73%
 - ✓ Kindergarten increased

Benchmark 3: Culture, Climate, and Student and Family Engagement

- Five home visits
- School activity – delivered Chromebooks promised to graduating students from last year
- Discipline data
 - ✓ Overall 5th grade still higher with Help Zone Visits
 - ✓ ATS
 - ✓ No out of school suspensions
- Hired staff
 - ✓ One position open
- All classrooms opened to two classes per grade level
- Art Teacher added
- 34 teaching staff members with 30 certified
- New staff members hired are all fully certified
- ELA State Assessments
 - ✓ Session One of the ELA timeframe 4/18-4/29
 - ✓ Math 5/3-5/14
 - ✓ Session one is multiple choice
 - ✓ Training with the staff this past Wednesday
 - Kelly presented to the staff
 - ✓ Looking at Book Two options
 - Will meet again to discuss - including Dr. Alice Bartley

Chris Vernon:

- ELA
 - Grade 5 Reading Results, Part 2 – highlight some of the points from our second iReady Test:
 - ✓ Looking for growth and changes in the right direction
 - ✓ Overall placement percentage
 - ✓ Tier One – on grade level
 - ✓ Tier Two – below and up to a grade level
 - ✓ Tier Three – below two or more grade levels
 - ✓ Want to see Tier One go up and Tier Three go down
 - ❖ Results show there is not a significant change, but it is in the right direction
 - ❖ Reading and testing in five different domains
 - ❖ Third grade increased in Tier One while Tier Three is unchanged
 - ❖ Fifth grade is trending in the right direction
 - ✓ Phonics deficiencies are holding our students back
 - ❖ Another iReady test planned in the coming weeks
 - ❖ Breakdown and all of the relevant teachers have now had separate meetings with Macheal Spencer-Edwards
 - ❖ Kelly has worked with first and second grade reading groups using this data and now have a group of teachers trained to Fountas and Pinnell assessments – guided reading groups
 - ❖ Anthony Volforte put together a host of recommendations for what we need to put in place for next year such as purchasing a phonics program
 - Foundations is an established phonics program for K-2
 - Guided reading model and investing in level books to assist guided reading all the way through the school
 - Literacy intervention kits

Benchmark 3 (Addition):

Carl Parris:

- E-Sports – a wonderful opportunity through CEI to engage our students
 - In collaboration with CEI and Project Boost, introduced the E-Sports program
 - ✓ March Madness Theme
 - ✓ Comprehensive Program
 - ✓ Overview of gaming industry
 - ✓ Themed lessons
 - ✓ Introduced major players and what is involved
 - ✓ Built in social/emotional teamwork with day-to-day life skills
 - ✓ Music industry and pop culture coming together
 - ❖ Languages geared specifically for these young people

- ✓ Meet in Media Center
- ✓ Discussions with others via Zoom
 - ❖ Planning additional speakers and players
- ✓ Open to boys and girls in grades 6, 7 & 8
- ✓ Attendance was at 11 today and 10 yesterday – looking to average 12 students per day
- ✓ Engage in innovative approaches
- ✓ One-hour presentations including skill building
- ✓ Portable systems and partner vs. other gamers in healthy and non-violent ways
- ✓ Basketball court and introduction to the real live game of basketball

Other Accomplishments and Highlights:

- \$5K donation received from the Kennedy Foundation for technology:
 - 25 wireless blue tooth headphones for remote students having difficulty locating a quiet spot within their homes for work
 - Portable mice for Chromebooks
 - 30 replacement chargers for Lenova Chromebooks
 - Additional Chromebooks
- Upcoming event planned for mid-May
 - In place of Winter Store which could not be held due to pandemic
 - ✓ Gift items were purchased through the Kennedy Foundation
 - ✓ Will honor Mother's Day/Father's Day
 - ✓ Students will select a gift to honor an important female and male in their lives
 - ✓ Wrapping gifts
 - ✓ Experience of being able to give to someone else

CEI's REPORT – Michael Kohlhausen:

- Meeting with Dr. Alice Bartley every Thursday for 90 minutes
 - Asking questions of the Team
 - Ending the school year strong
 - Review of indicators of progress within the building
 - New ELA and new Math curriculum
 - Progress while doing the units in the modules – teachers have done a good job with the pacing

- There is a need for work to implement growth
- Brand new curriculum – Leadership Team made the decision to allow teachers to concentrate on either ELA or Math
 - Math/Science or ELA/Social Studies
 - Kelly Walker – K-2 ELA teachers sharing practice based on data analysis
 - Working in Professional Learning Communities
 - Analyzing data together
 - Teacher visitations

Carl Parris:

- Team is meeting regularly
 - Supporting and meeting with students weekly
- Focus on reducing behavior issues and altercations that can be disruptive
- Data connectivity
 - Every student enrolled has a working device
 - Devices available for new students that enroll
 - More technology is coming
 - Moving in the right direction
- We have engaged the Math Team extensively – analyzing and taking a deeper look at future developments
 - What are students missing?
 - What areas are students not proficient?
 - What skills are needed to move forward?
 - Fully engaging the teachers in Professional Development

TREASURER'S COMMITTEE REPORT – No Detailed Report

- Financials are consistent and stable

GOVERNANCE COMMITTEE REPORT – Miriam Miranda-Jurado

- Completed face-to-face teacher meetings
- Teacher Survey will be distributed tomorrow
 - A full report will be compiled with results
- We are communicating with the users and consumers of a program
 - Sharing positive suggestions for moving forward
- There is a lot of work to complete

- A comprehensive self-analysis was completed and delivered to Mubarak and Miriam
 - Will deliver and present at a special meeting in approximately a week followed by a presentation to the full board for review

Motion 210408.2

Upon a motion by Miriam Miranda-Jurado and duly seconded by Shakeel Armstrong, the following was submitted for approval:
RESOLVED that the 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, has voted to select Taj Smith as a member to its Board of Trustees, with a term expiring on June 30, 2024, pending approval by NYSED. The resolution approving Taj Smith is adopted upon NYSED's approval.

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Michael Kohlhausen, Miriam Miranda-Jurado

Voting in the negative: None

Motion 210408.2 passed 5 to 0

CHAIR REPORT – Mubarak Bashir

- Acknowledged that UCCS has secured a charter
 - There is a need to get the message out and show the community that UCCS is doing great work and that the school is open
- Discussed the Rochester Beacon - an online publication
- New Regent on the Board of Regents
 - Will work with Lynn M. to set up meeting and build a relationship before the school year ends

PUBLIC COMMENTS

- Discussion related to revising the UCCS Mission Statement
 - Any changes need to align with standards requested by NYSED
- Encouraging board members to contact the CEO to schedule a visit/tour of the school

Motion 210408.3 Upon a motion by Miriam Miranda-Jurado and duly seconded by Michael Kohlhagen, the following was submitted for approval:
RESOLVED that the Board of Trustees adjourn the meeting at 7:11 p.m.

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Michael Kohlhagen, Miriam Miranda-Jurado

Voting in the negative: None

Motion 210408.3 passed 5 to 0

NEXT BOARD MEETING: May 20, 2021

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES MEETING – MINUTES
THURSDAY, MAY 20, 2021**

Present: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Michael Kohlhausen, Miriam Miranda-Jurado, Bliss Owen, Taj Smith

Absent: Felicia Dees

Guests: Kirsten Barclay, Esq. and Dr. Alice Bartley

Media Notification: The Democrat and Chronicle was notified of the May 20, 2021 Annual Meeting and Regular Board Meeting on May 11, 2021.

ANNUAL MEETING

The Annual Meeting was called to order at 6:02 p.m.

Motion 210520.1 Upon a motion by Bliss Owen and duly seconded by Michael Kohlhausen, the following was submitted for approval: **RESOLVED** that the Board of Trustees adjourn the Annual Meeting and postpone until June.

Voting in the affirmative: Shakeel Armstrong, Mubarak Bashir, Michael Kohlhausen, Bliss Owen, Taj Smith

Voting in the negative: None

Motion 210520.1 passed 5 to 0

BOARD MEETING

The Regular Board Meeting was called to order at 6:03 p.m. and the Mission Statement was shared.

Motion 210520.2 Upon a motion by Bliss Owen and duly seconded by Shakeel Armstrong, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the April 8, 2021 BoT Meeting Minutes.

Voting in the affirmative: Shakeel Armstrong, Mubarak Bashir, Michael Kohlhagen, Bliss Owen, Taj Smith

Voting in the negative: None

Motion 210520.2 passed 5 to 0

CEO's REPORT – Lynn McCarthy

➤ Dashboard Review – April 2021:

- Enrollment is at 397 as of the end of April
 - ✓ Addition of a female student
 - ✓ One Student with Disabilities transferred out
 - ✓ English Language Learners stable at 11
 - ✓ Current school year wait list is 344
 - ✓ Demographics are consistent
 - ✓ 2021-22 school year wait list
 - 21-22 wait list – K list is exhausted with 212 on the list for other grades
 - Inquiry to be made to Good Schools ROC if any schools are able to share bottom students on waiting lists
 - Applications continue to be received – not worried about exhausting K wait list
 - ✓ 52 students left UCCS with 99 new students enrolled
 - ✓ Lottery was held on 4/6/21
- In person school attendance is strong, but remote learning attendance has gone down
- Three home visits were made in month of April
- Discipline data has increased
 - ✓ ATS in school suspension increases due to an increase in the number of students attending classes in person
 - ✓ Fifth grade class has the majority of issues
- Staff demographics have not changed
- Teaching staff is at 34 with 30 certified (pending Covid emergency certification and re-submission of documentation)
- State Assessments from 2018-2019 highlighted
 - ✓ Finished Book One for ELA and Math – required by the state that we participate
 - ✓ In the process of completing Book 2
 - ✓ Completion of Book 2 and then scoring by Premier

- We should have results from Book 2 before the end of the school year for students that attend classes in person (remote students had the option of coming in for testing and there was no participation)
- UCCS started with the Success for All program for benchmarking and have switched to Fountas and Pinnell
 - Five students are above grade level
 - Kirsten Barclay shared that SED will be focused on local assessments used in place of the State assessments
 - UCCS will use a database system called KEDS which will provide us with a picture of the entire student: behavior, iReady, Fountas and Pinnell, assessments creating a clear concise picture of all of the data
 - ✓ Contract will be signed soon
 - ✓ Training in progress with more to follow
 - Leadership Team will be trained in July
 - Will be rolled out in August when the teachers return
- Summer School Plans
 - Planned for July 6 – August 6 (Monday through Friday)
 - ✓ Offering to K-7 current students
 - ✓ 15 students per grade level participating
 - ✓ A teacher and teaching assistant will be placed in every classroom
 - ✓ Academic piece will be held from 8:30 a.m.-1 p.m.
 - ✓ 8:30 a.m. – 9 a.m. breakfast meeting with character trait books and work on the SEL (Social Emotional Learning)
 - ✓ Focus will be on ELA and Math during the academic time
 - ✓ Will offer an extended day from 1-5 p.m. and provided by The Center for Youth
 - Structured and organized with students rotating between programs such as dance/step/art/reading and academic work help
 - ✓ Teachers will work from 8 a.m.-1:30 with 30 minutes of planning time before and after teaching
 - ✓ Breakfast and lunch provided
 - ✓ District Nurse will be on site from 7:45 a.m. – 1:15 p.m.
 - ✓ Co-coordinators for the program
 - Heather Acosta
 - Dr. Amy Carroll
 - ✓ Looking at targeted small group instruction
 - ✓ Guided reading
 - ✓ Working on those foundational reading skills
 - ✓ Parent pick up at 5 p.m.
 - ✓ Project Boost planned in some of the after school programming
 - Carl Parris shared that E-sports has provided up-to-date content on the gaming industry
 - ✓ Kirsten Barclay shared that a revision request should be submitted to SED for the Summer School program highlighting the reason as learning loss for stimulus funds

- CEO requested approval to release offer letters of appointment to current staff members prior to the Budget approval
 - Will note that all offers are pending final approval by the BoT
- Teacher evaluations – significant work completed with the process
 - Michael Samuel shared that he recently completed formal observations for each teacher
 - Lesson plans were shared and then teacher observed
 - Feedback shared in a post-observation meeting
- End of year evaluation
 - To include overall teaching for the entire school year
 - Lesson planning, attendance, instructional practices, artifacts encouraged such as something implemented this year
 - Student achievement and success must be considered as the highest priority
 - Remote learning and what is considered through Danielson
 - Teachers are setting goals at the beginning of the year and following through
- Weighted lottery
 - Students enrolled with IEPs decreased
 - ELL students increased while students with IEPs decreased
 - ✓ Plan to amend the policy and increase the weights for the lottery next year to improve the odds for enrollments
 - ✓ Continue to increase recruitment efforts
- 2021-2022 School Calendar
 - Seeking Board approval
 - Snow day plan is returning to the original approach
 - 182 school days for students
 - ✓ Left those snow days in place with two extra days of instruction
 - 199 school days for staff
 - Following most of the Rochester City School District calendar
 - Ten-month staff will start on August 16 with two full weeks of PD followed by a return on September 7 with students to begin on September 8

Motion 210520.3 Upon a motion by Michael Kohlhagen and duly seconded by Duwaine Bascoe, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the 2021-2022 School Calendar.

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Taj Smith

Voting in the negative: None

Motion 210520.3 passed 7 to 0

- Acceptable Use of Technology Policy

- Marquez shared a summary of the policy
 - ✓ All devices and technology are the sole property of UCCS
 - ✓ Policy will be shared with all at the beginning of the school year
 - ✓ Outlines the rights and responsibilities for students, families and staff members
 - ✓ Necessary to have accountability and shared responsibilities
 - ✓ Equipment is issued with strong functionality and must be returned in the same way with misuse creating a replacement fee of \$200-\$300
 - Will be understood by families prior to distributing these devices in good working order
- Taj Smith recommended a revision extending the pronoun use of "they or their" - edits will be made

Motion 210520.4 Upon a motion by Miriam Miranda-Jurado and duly seconded by Shakeel Armstrong, the following was submitted for approval:
RESOLVED that the Board of Trustees approve the Acceptable Use of Technology Policy.

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Michael Kohlhausen, Miriam Miranda-Jurado, Bliss Owen, Taj Smith

Voting in the negative: None

Motion 210520.4 passed 7 to 0

CEI's REPORT – Michael Kohlhausen/Dr. Alice Bartley

Michael Kohlhausen:

- Quarterly reports were delivered today to be shared with all board members
 - Going forward, will update our timelines and have Lynn Seaberg include in future board packets
- Excited about the partnership with the educational data warehouse being adopted
- Other collaborations are also being explored
- Analysis and use of data – underway this year and will continue
- Summer school planning
 - Will include as many elements as possible of Project Boost for enrichment for the afternoon of summer school
- Deliver opportunities and possibilities
- Board committee had a really good meeting with CEI for the evaluation – very excited to discuss the goals with respect to our common goals and work with the school next year

- Grant applications have been on hold
 - Will be meeting with Leadership and hope to submit an application for the first state grant available
- In the process of collecting resumes for additional local coaches (ELA to complement the math coaching)

Dr. Alice Bartley:

- Proud of the leadership team and staff at UCCS
 - Strong collaboration over the course of the year in light of all we have faced with the pandemic
 - Have enjoyed spending time in the building and will be back next week
 - As a team, plan is to finish and then start strong
- Summer school
 - Designed for a rich and robust experience
 - Radical Readers – this summer – thinking about what students need
 - Group of students on the bubble – engage those students with reading over the summer – developing critical thinkers
 - Seventh graders supporting the younger readers in the process
- Coaching cycles to see that movement and improvement to instruction core – student achievement and growth
- Summer Institute
- First year is the baseline year with the partnership adding to where the school year is now
 - Teachers/culture/climate/growth
- Eureka Math moving forward along with Wit and Wisdom
- Shared positive opportunity to work with Kelly Walker and Teaching Assistants – understanding roles and positioning for next year
- Connecting teachers with TA's for the next school year
- Instructional audit piece
- Guided readers
 - Take guided readers across the grade bands
 - Every student will be engaged in extended reading time
- Seminars – rich critical thinking
- Free reading when they have opportunities
- Chris Vernon reinforced that the focus is on having all of the pieces in place for next year
- Michael Samuel and Carol Jones are ensuring that each and every platform is being used and supporting RtI
- Social Studies curriculum will be reviewed – how much aligned with Wit and Wisdom
 - Challenge will be content for Social Studies and Science – not adopting a specific curriculum
- Handbooks created for each team
- Culture/Climate – Carl Parris and Kelly Walker - reducing altercations
 - Ensuring that everyone in the building is instructionally focused

- Carl added that they identify and have a weekly agenda – academics/behavior/social emotional pieces
 - Additional support and services, reaching out to the teachers involved and seeking input to share with families – bringing all together to identify how best to support
 - Ensuring that every student can achieve
- Teaching Assistant Evaluations
 - CEO shared that the TA's are being evaluated – Kelly Walker completed
 - ✓ TA's set goals for themselves
 - ✓ There is always room for growth
 - ✓ Danielson framework in place

TREASURER's REPORT – Bliss Owen

- Report as of March 31, 2021 was shared
 - Cash position up \$836K compared to last March
 - \$733K of PPP loan received
 - Inero is working on the forgiveness – to be determined if we have to pay back some of the loan
 - Property depreciation - wrote off assets when we moved from the building
 - Accounts Receivable \$39K
 - Increase in our net assets
 - Detailed profit and loss comparisons
 - Explanations for variances shared in report
 - Just received our increase in the money at the Community Foundation -\$46K increase not included in report – arrived after our Finance Committee meeting – bottom line will go up
 - Payroll under budget \$500K
 - Audit scheduled
 - ✓ Preliminary work for the audit in June
 - ✓ Information needed has been requested
- All financials were reviewed at the Finance Committee meeting – no concerns or issues

GOVERNANCE COMMITTEE – Miriam Miranda-Jurado

- Met with CEI this week to discuss the preliminary findings of the evaluation of the work this year
 - Will be meeting again – updating and reviewing
 - Will share feedback and update on their accomplishments
- Need to expand membership on the board
 - A lot of work to be done
 - Organize our committees – a lot of work to be completed

- Seeking professionals in education, finance, social emotional learning

CHAIR REPORT – Mubarak Bashir

- Extended appreciation to Miriam – a very long process of evaluation
- Seeking input from all of our stakeholders
- A special session will be scheduled to meet with the board to review with CEI

PUBLIC COMMENTS - None

Motion 210520.5 Upon a motion by Bliss Owen and duly seconded by Duwaine Bascoe, the following was submitted for approval: **RESOLVED** that the Board of Trustees adjourn at 7:57 p.m.

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Michael Kohlhausen, Miriam Miranda-Jurado, Bliss Owen, Taj Smith

Voting in the negative: None

Motion 210520.5 passed 7 to 0

NEXT BOARD MEETING: June 10, 2021

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES MEETING – MINUTES
THURSDAY, JUNE 10, 2021
DRAFT**

Present: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Felicia Dees, Michael Kohlhaben, Miriam Miranda-Jurado, Bliss Owen, Taj Smith

Absent:

Guests: Kirsten Barclay, Esq. and Dr. Alice Bartley

Media Notification: The Democrat and Chronicle was notified of the June 10, 2021 Annual Meeting and Regular Board Meeting on June 4, 2021.

ANNUAL MEETING

The Annual Meeting was called to order at 6:01 p.m.

Slate of officers identified by the Board Chair and Governance Committee for the 2021-2022 School Year:

Board Chair: Mubarak Bashir
Vice Chair: Duwaine Bascoe
Treasurer: Bliss Owen
Secretary: Shakeel Armstrong

Motion 210610.1 Upon a motion by Felicia Dees and duly seconded by Taj Smith, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve to elect the slate of officers identified by the Board Chair and Governance Committee for the 2021-2022 School Year.

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Felicia Dees, Michael Kohlhaben, Miriam Miranda-Jurado, Bliss Owen, Taj Smith

Voting in the negative: None

Motion 210610.1 passed 8 to 0

Board Chair shared planned appointments for committees:

Education Committee: Shakeel Armstrong and Miriam Miranda-Jurado
serving as Co-Chairs along with all BoT Members

Governance Committee: Chair Duwaine Bascoe

Audit and Finance Committee: Chair Bliss Owen

Recruitment Committee: Chair Taj Smith along with the Leadership Team

Motion 210610.2 Upon a motion by Bliss Owen and duly seconded by Felicia Dees, the following was submitted for approval: **RESOLVED** that the Board of Trustees adjourn the Annual Meeting at 6:04 p.m.

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Felicia Dees, Michael Kohlhausen, Miriam Miranda-Jurado, Bliss Owen, Taj Smith

Voting in the negative: None

Motion 210610.2 passed 8 to 0

BOARD MEETING

The Regular Board Meeting was called to order at 6:05 p.m. and the Mission Statement was shared.

Motion 210610.3 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 May 20, 2021 BoT Meeting Minutes.

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Felicia Dees, Michael Kohlhausen, Miriam Miranda-Jurado, Bliss Owen, Taj Smith

Voting in the negative: None

Motion 210610.3 passed 8 to 0

CEO's REPORT – Lynn McCarthy

- Dashboard
 - Enrollment at 395
 - ✓ Decreased by one student from April to May - withdrawal due to a move
 - Wait list at 340 students
 - Demographics have remained stable
 - Students with Disabilities and ELL and Economically Disadvantaged remain stable
 - Wait list for 21-22 went up slightly – applications continue to be received – adding to the bottom of the list
 - Seven openings for the next school year
 - ✓ Will send out offers to three kindergarten students tomorrow
 - 53 students withdrew this year with 99 new students and total enrollment at 396
 - Attendance data has fluctuated at around 67%
 - ✓ Remote students have not maintained attendance while students attending in person have been consistent with attendance
 - Four home visits were made this month
- Two school events
 - Penny War Jars – a campaign for Golisano Children's Hospital raised \$1,035
- Marvelous Men and Women of Wonder
 - Winter Store in December but was canceled due to Covid school closure
 - Moved the Winter Store to honor women and men – students chose gifts for the men and women of importance in their lives
 - Students decorated gift bags and added gifts
 - Funded through the Kennedy Foundation Grant
- Discipline data has cut down in half
 - Fifth grade continues to hover around the same number
 - ATS needed mostly in the upper grades
 - Three out-of-school suspensions for short periods of time
- Staff demographics remained the same
- A teacher resigned in May for a traditional public school district
 - Exit form indicated that the main reason was to enter the NYS Retirement System
 - Teacher was with UCCS for two years
- Staff certified – two uncertified and one pending certification
 - Kelly Walker has been working with our teachers in an uncertified category to get the needed items completed
- ELA will be updated and presented in June – very little change in iReady
- Benchmark 10
 - Marquez presenting CRSSA Act Funding proposal
 - American Rescue Plan

- ✓ Document shared that outlines programs that center around recovering all learning loss
- ✓ Elementary and Secondary Relief Act
- ✓ \$58B allocated
- ✓ March 13, 2020-September 30, 2023
- ✓ Allowable uses are specific and we chose to allocate our funds towards 11 learning loss recoveries impacting academics: Data Warehouse Terra and Powerschool
- ✓ Asking the BoT to review and make recommendations
- Summer School
 - Planning for 15 students per grade level
 - Currently at 92 applications with a plan for 120 and will accept up to 150
- Staff Appreciation
 - Kona Shaved Ice Truck and Luigi's Ice Cream Truck visits planned
- Graduation planned at home for specific times in yards
- Book 2 scores have been returned, but have not been reviewed to date. Will allow us to gather info and attach to each student. Will present at July meeting ELA and Math testing that was not required, but we chose to see how our students scored.
- Book 1 – no information received to date or how the scores will be used in the future

CEI's REPORT – Michael Kohlhausen and Dr. Alice Bartley

- Planning a Board Retreat
- Nelson Blish, Former Chair, is interested in sponsoring and planning a dinner for members that rolled off the board in 2020
- Excited about all that is happening at the school – Summer School, etc.
- Expectations are based on the benchmarks
- CEI Reports will be shared at these meetings and the upcoming Education Committee meetings
- Improvement plan - budget
- Dr. Bartley shared:
 - Exciting time to finish the school year
 - Data is being used
 - Thanked the CEO for working through School Improvement Plan
 - ✓ Reviewing what we have accomplished and what we will do in the future
 - ✓ English Language Arts – moving across the school

Chris Vernon:

- Guided reading and coaching
- Literacy intervention
- RtI program throughout the school
- Social Studies – Wit and Wisdom
- Science Curriculum Specialist – Mark VanAuker
- ELA, Math and Science will go a little deeper

Michael Samuel:

- Amplified Science – next generation standards align – hands on investigation allows our students to have a two week internship in the curriculum
 - Study what it entails to be a scientist
 - Literacy and comprehension at the lower grades
- After one school year with Eureka – more familiarity – will make increases in some of the gaps
- Professional Support
- Building of handbooks
- Teachers are able to articulate needs
- Skill-based groups for summer programming
- Excited about new data platform – Terra
- Call survey – will do that again on June 16 – school-wide data will be gathered
- Moving forward with Radical Readers
- Position students to return in the fall on grade level
- Board and leadership retreats
- Retreat followed by Summer Institutes
- Celebration for teachers planned

TREASURER'S REPORT – Bliss Owen

- Full detailed financial report was distributed in advance with little change
- CEO presented the budget for review/vote:
 - It is a working document – future changes will be presented to the board
 - Fundraising – hoping to hold fundraisers planned before COVID
 - Title funding increased slightly
 - Allocations just received
 - Local grant funding to 0 – Daisy Marquis Jones Foundation has reached out regarding a grant for computer hardware

- Lowered our high cost aid
- Food Service analysis – currently exploring vendor options
- Revenue increased slightly from budget last year
- Classroom supplies – had decreased due to pandemic year/receipt of many donations
 - ✓ Allowing our teachers to order supplies – specific for their classrooms
- Technology split up for hardware and software
 - Kennedy Foundation is making a donation for hardware
 - Software is down from the previous year – tied in to the money allocating from the two federal and state grants
- Special Events – graduation/family nights/pizza/drinks/prizes
- Library down \$500 – better use of our library resources – building up classroom libraries
- Field trip and transportation - \$6K and determining how this will look
- Professional Development will be produced by CEI or through packages
- Saturday School Expenses – looking at After School Program instead of Saturday School
- Center for Youth to provide the after school programming as previous years through grants
- Section 5 sports – offering basketball for girls and boys along with track and field – expenses higher in past for uniform purchases and season did not happen due to Covid so we have all of the items available
- Title Four collaborated with a couple of the other charter schools - threshold of ELL
- Food expenses – stable - added to the kitchen supplies
- Salary and wages figured on a 2% increase
- Technology position – partnered with Entre
- Family Engagement back to 0
- Custodial - 2% rate increase
- Food Services – one retired staff member – down
 - In the process of filling the position for a total of two workers
- Counselors, Dean and Intervention Staff
- Grant writer left at 0
- Special Education and Literacy – RtI included
- TA's up – Finance Committee reviewed pay for vacation – recognizing TA's for the work they do – guided reading and training – feedback of appreciation for being paid for entire breaks
- Health insurance - small increase
- All insurance looking at 14% increase across the board
 - Once we have final from the State, will take to the Finance Committee to decide how we will handle
 - Absorbed last year
- Staff appreciation – dropped down to \$5K
 - If holiday events return, might need to increase
- Legal fees increased – still have not secured the building as owners – legal fees will be higher
- Conferences and workshops are stable
- Membership subscription – dropped down to \$1K
- Professional Services stable

- IT Specialist has increased – Entre was committed for one day per week and will be increased to two days per week – working with Terra directly and other platforms - consistently uploading to all systems – with data available to be viewed by teaching staff
- Website will be managed on our own going forward
- Facilities lease decreased – plan to own the building
- Property taxes continue until we purchase the building
- Property insurance down – will increase if we own the building
- Upgrades with HVAC
- Trash removal – returning to regular amount
- Security and safety decreased
- Bus and Cyber insurance increasing
- Postage and shipping dropped
- Fingerprinting increased with new board members and staff members
- Office supplies increased
- Equipment rental \$30K – since all are located in one building, we dropped the number of copiers leased
- Office equipment furniture – previous owners left furniture
- Phones – less expensive
- Internet expenses increased – Spectrum – some reimbursed
- Leasehold improvements and bank fees – no moving expenses

Motion 210610.4 Upon a motion by Felicia Dees and duly seconded by Duwaine Bascoe, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the 2021-2022 School Budget as presented.'

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Felicia Dees, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Taj Smith

Voting in the negative: None

Motion 210610.4 passed 8 to 0

GOVERNANCE COMMITTEE – Miriam Miranda-Jurado

- Committee met and is preparing to meet with CEI to present the Trustee examination – to be shared with the full board in the future
- Seeking additional board members to support the work – there is much work to complete
 - Additional parent board member represented needs to be added
 - ✓ CEO will reach out to the UCCS parent that expressed interest last year

- Purposeful onboarding for potential candidates – expectations to be clearly communicated for acceptance

CHAIR REPORT – Mubarak Bashir

- Reiterated the need for additional board members
- With plans for the new Education Committee – asking all board members to participate on the committee
 - Will be planning additional meetings geared towards benefiting the school and board members

PUBLIC COMMENTS - None

Motion 210610.5 Upon a motion by Duwaine Bascoe and duly seconded by Miriam Miranda-Jurado, the following was submitted for approval: **RESOLVED** that the Board of Trustees enter Executive Session at 7:25 p.m. to discuss a personnel matter.

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Felicia Dees, Michael Kohlhausen, Miriam Miranda-Jurado, Bliss Owen, Taj Smith

Voting in the negative: None

Motion 210610.5 passed 8 to 0

Motion 210610.6 Upon a motion by Duwaine Bascoe and duly seconded by Felicia Dees, the following was submitted for approval: **RESOLVED** that the Board of Trustees exit Executive Session at 7:54 p.m.

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Felicia Dees, Michael Kohlhausen, Miriam Miranda-Jurado, Bliss Owen, Taj Smith

Voting in the negative: None

Motion 210610.6 passed 8 to 0

Motion 210610.7 Upon a motion by Miriam Miranda-Jurado and duly seconded by Felicia Dees, the following was submitted for approval: **RESOLVED** that the Board of Trustees adjourn the meeting at 7:55 p.m.

Voting in the affirmative: Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Felicia Dees, Michael Kohlhaben, Miriam Miranda-Jurado, Bliss Owen, Taj Smith

Voting in the negative: None

Motion 210610.7 passed 8 to 0

NEXT BOARD MEETING: July 15, 2021

**Disclosure of Financial Interest by a Current or Proposed Board of
Trustees Member**

Name:

Shakeel Armstrong

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Urban Choice Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Board

2. Are you an employee of any school operated by the education corporation?
 Yes X No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

NO

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

NO

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

NO

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

___ Yes X No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>Please write "None" if applicable. Do not leave this space blank.</i> None			

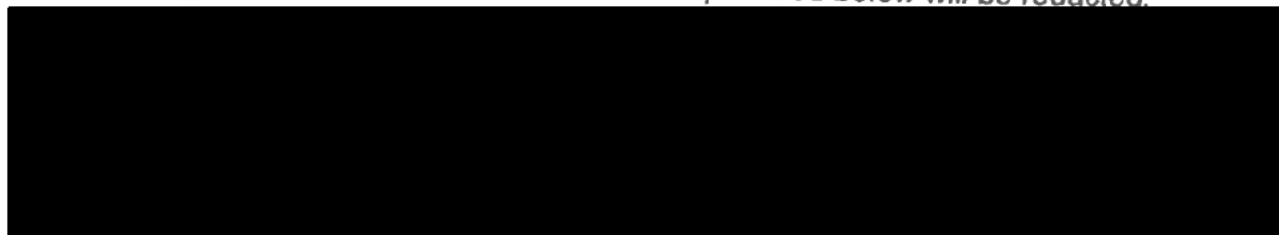
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

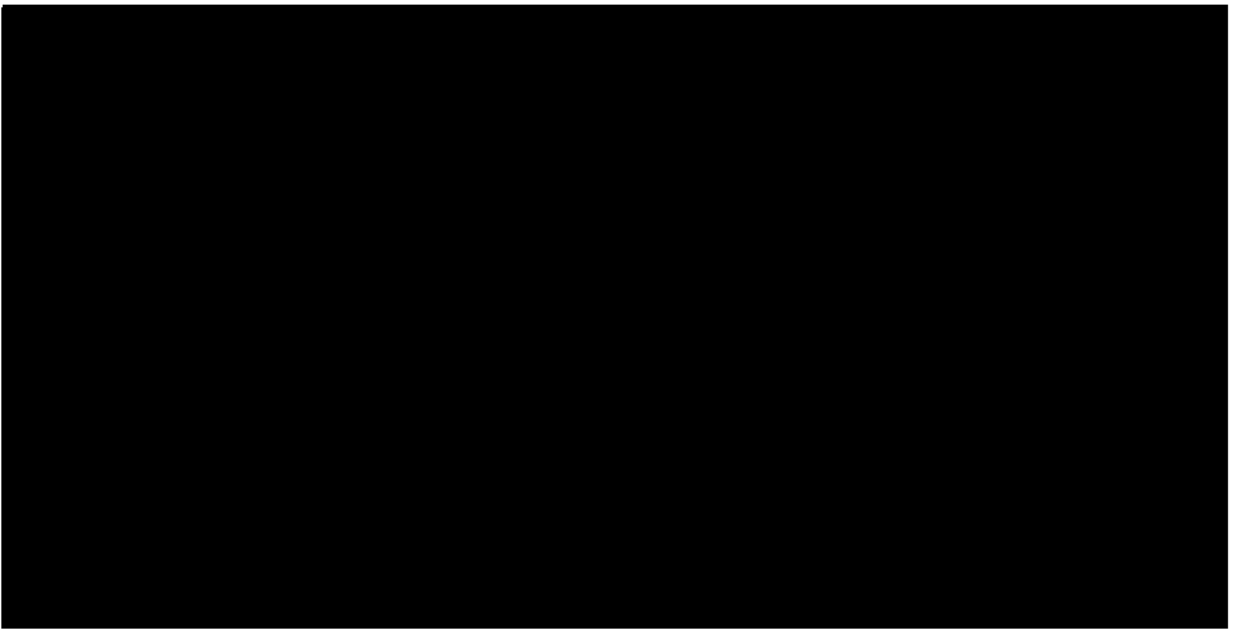
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				


Signature

7/13/21
Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.





Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Duwaine T. Bascoe, Esq.

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Urban Choice Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Vice-Chair

2. Are you an employee of any school operated by the education corporation?
☐ Yes ☒ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?
No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **No**

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
NONE			

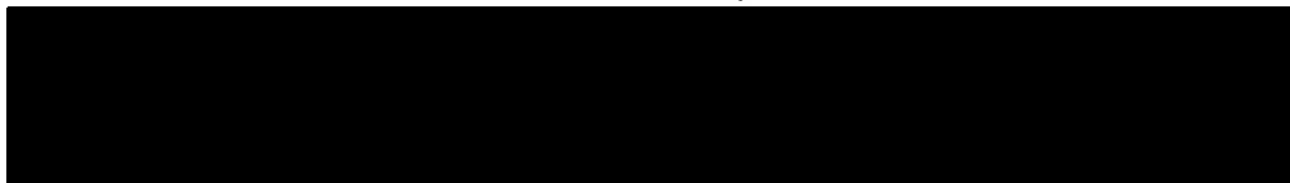
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

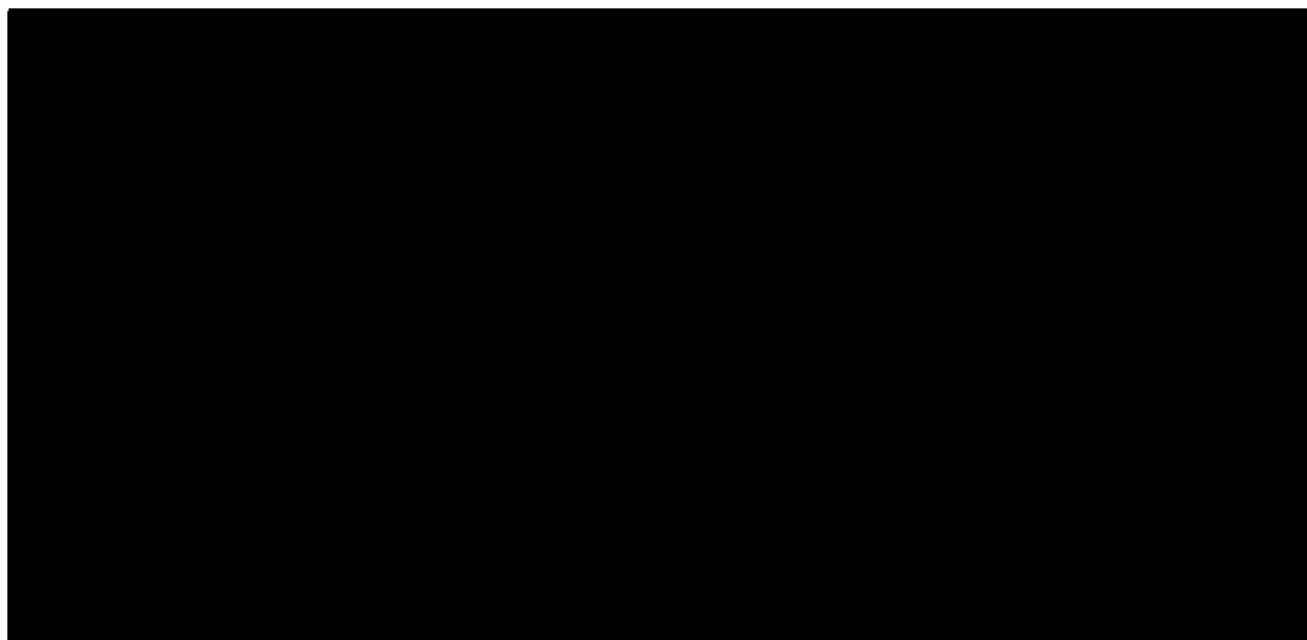
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
NONE.				

Dariusz Rzep
Signature

06.14.2021
Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.





Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Mubarak Bashir

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Urban Choice Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Board of Trustees, Board Chair

2. Are you an employee of any school operated by the education corporation?
 Yes ☒ **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?
No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?
No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
Please write "None" if applicable. Do not leave this space blank. None			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None**."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				
None				

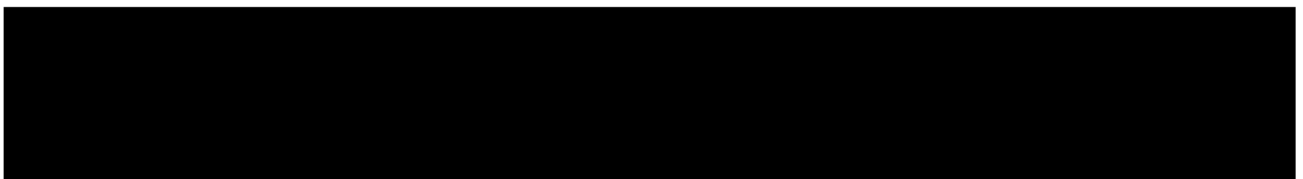
Mubarak Bashir

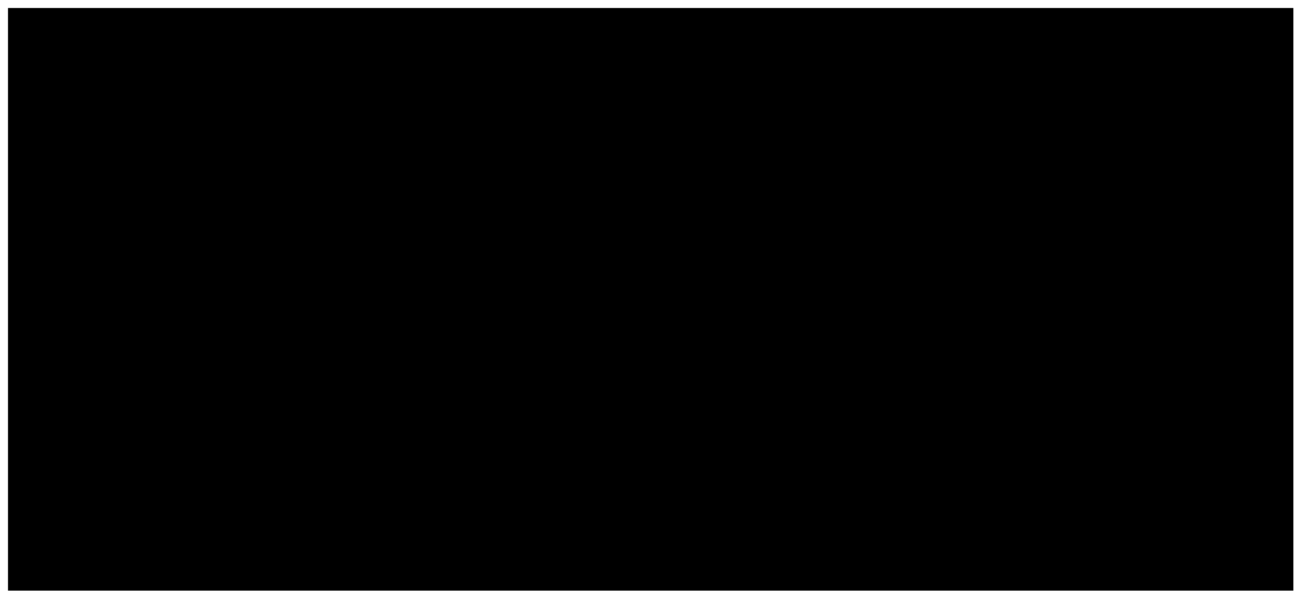
Signature

June 14, 2021

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.





Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Nelson Adrian Blish

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Urban Choice Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Chairman

2. Are you an employee of any school operated by the education corporation?
____ Yes ☒ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school? No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>Please write "None" if applicable. Do not leave this space blank.</i> None	None	None	None

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				
None	None	None	None	None

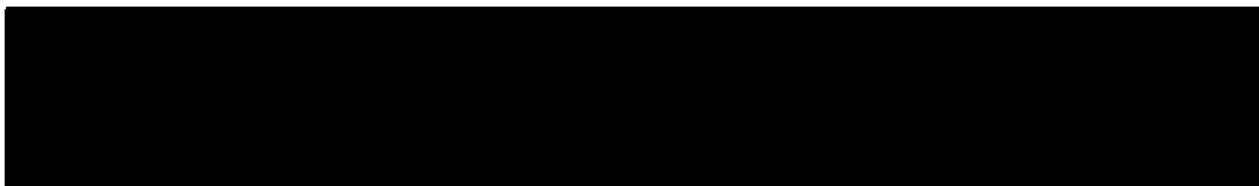
Nelson Blish

20210617

Signature

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.





Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Julia M Boland

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Urban Choice Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Secretary

2. Are you an employee of any school operated by the education corporation?
___ Yes ___x___ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

No

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

___ Yes __x___ No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
None	None	None	None

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>"None"</i>	<i>None</i>	<i>None</i>	<i>None</i>	

Julia M Boland 06/16/2021

Signature

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



(b)

(c)

**Disclosure of Financial Interest by a Current or Proposed Board of
Trustees Member**

Name:

Michael Kohlhaben

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Urban Choice Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Trustee Member

2. Are you an employee of any school operated by the education corporation?
Yes ^x No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?
NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?
No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

NO

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☒ Yes ☐ No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

CEO, Responsible for oversight of implementation of the mission and vision of the organization as set by Board of Trustees. Overall responsibility for strategic planning and growth, oversight of a leadership team and program and service offerings. 2013 to present. CEO since July 2016.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
Please write "None" if applicable. Do not leave this space blank. NONE			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<p><i>Please enter "None" if applicable. Do not leave this space blank.</i></p>				
<p style="text-align: center;">NONE</p>				

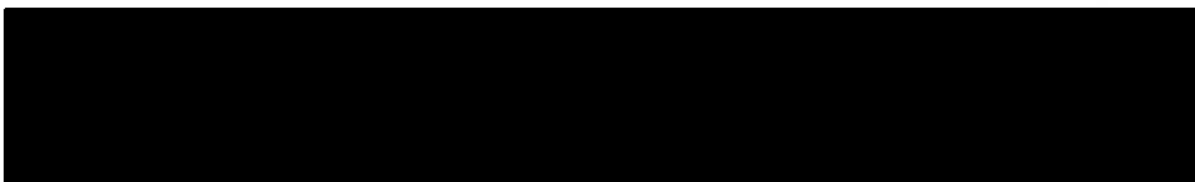
mit Karyo

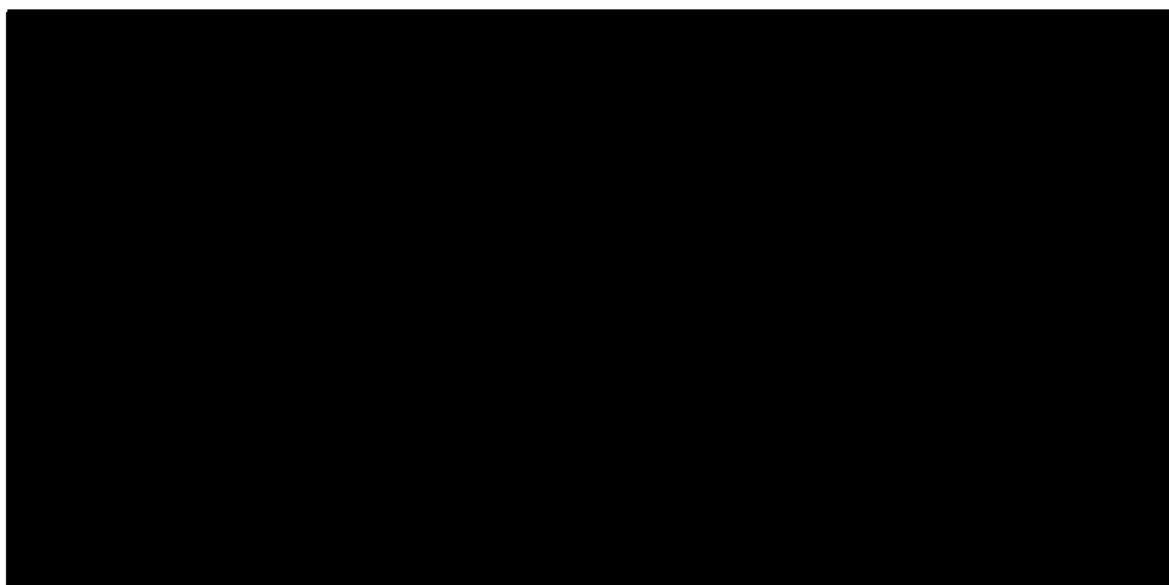
6/22/2021

Signature

Date _____

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.





Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: **BLISS E. OWEN**

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

URBAN CHOICE CHARTER SCHOOL

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

TREASURER AND CHAIR OF FINANCE COMMITTEE

2. Are you an employee of any school operated by the education corporation?
_____ **Yes X No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?
NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **NO**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **NO**

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

___ Yes **X** No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
NONE <i>write "None" if applicable. Do not leave this space blank.</i>			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
NONE				
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

Bliss E. Que
Signature

6/14/2021
Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



**Disclosure of Financial Interest by a Current or Proposed Board of
Trustees Member**

Name:

Delicia Dees

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Urban Choice

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Member

2. Are you an employee of any school operated by the education corporation?
___ Yes 1 No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? yes

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

I am a parent of an 8th grader.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

NO

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

 Yes X No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

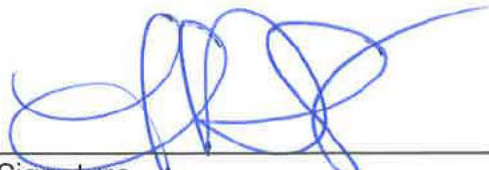
7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

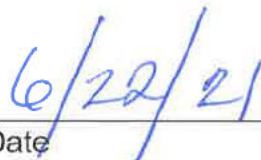
NONE

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None**."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>Please write "None" if applicable. Do not leave this space blank.</i> None				


Signature


Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.





Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Miriam Miranda-Jurado, Ed.D.

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Urban Choice Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Co-chair Education Committee

Member of Governance Committee

2. Are you an employee of any school operated by the education corporation?

 Yes X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

No.

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

No.

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No.

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

 Yes X No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

Please write "None" if applicable. Do not leave this space blank.

	None		
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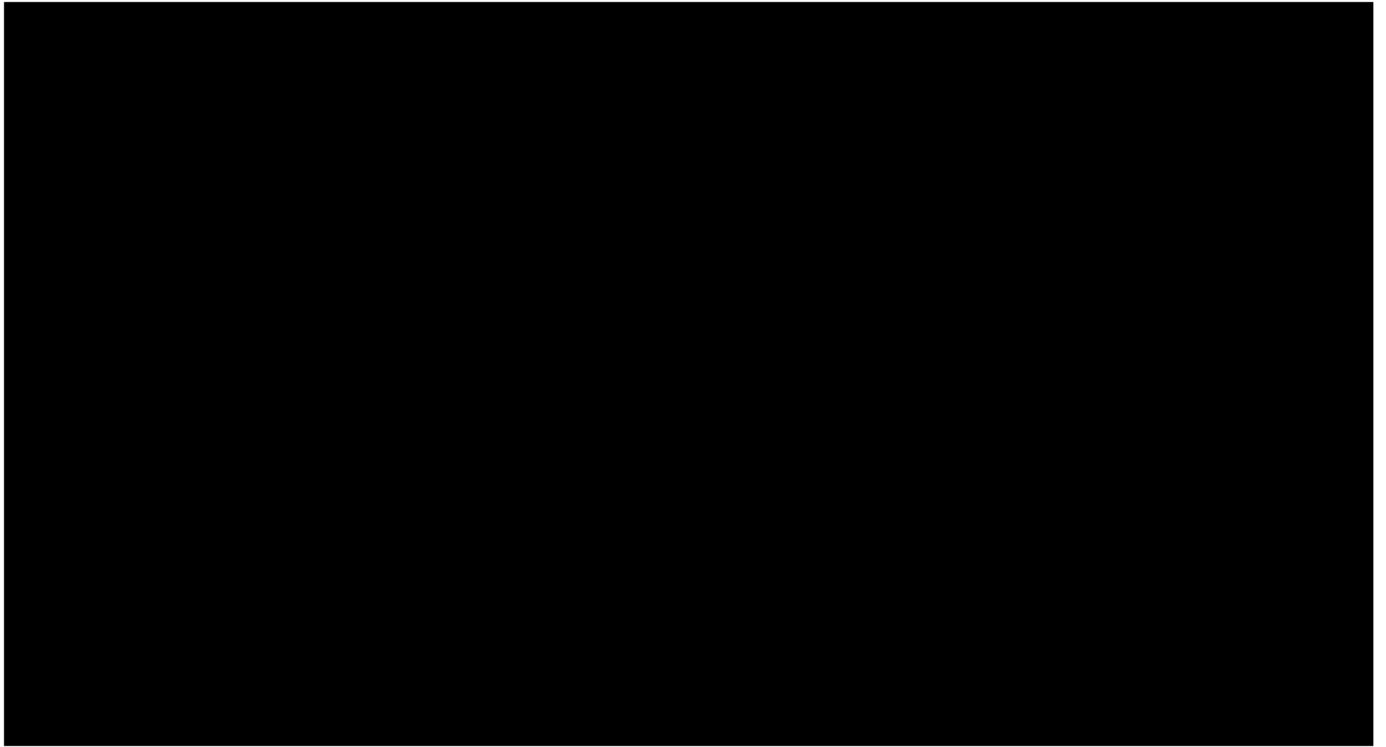
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>Please write "None" if applicable. Do not leave this space</i>				

Miriam Miranda-Jurado, Ed.D. 
Signature

June 14, 2021
Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



**Disclosure of Financial Interest by a Current or Proposed Board of
Trustees Member**

Name:

Taj Smith

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Urban Choice Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Board Member

2. Are you an employee of any school operated by the education corporation?

Yes ☒ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

NO.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

NO.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

No.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

___ Yes ☒ No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
Please write "None" if applicable. Do not leave this space blank.			
NONE			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

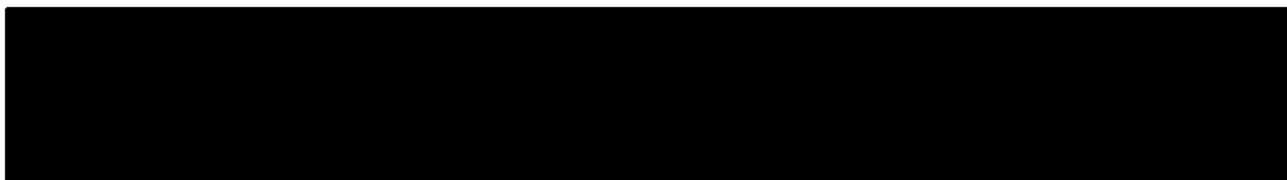
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
Please write "None" if applicable. Do not leave this space blank.				
			NONE	

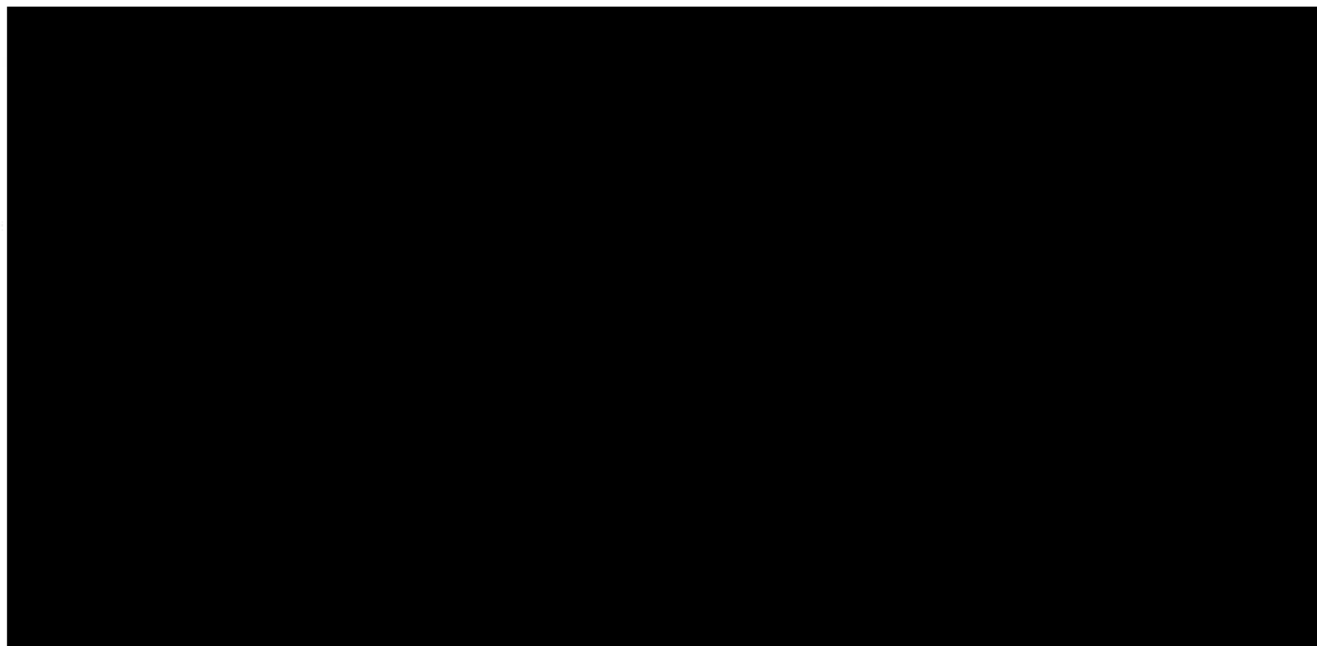
J. Smith
Signature

6-16-21

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.





**Disclosure of Financial Interest by a Current or Proposed Board of Trustees
Member**

Name:

Lee W Tutt

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Urban Choice Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Member

2. Are you an employee of any school operated by the education corporation?

Yes ~~No~~

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school? No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

No

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

 Yes X No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

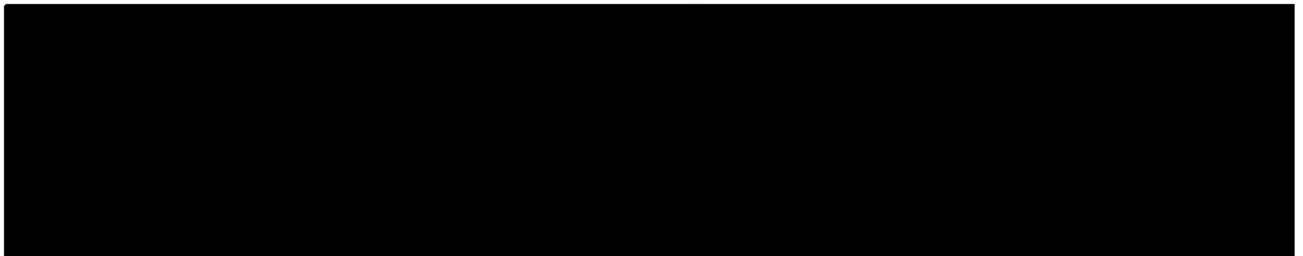
Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
Please write "None" if applicable. Do not leave this space blank.	None		

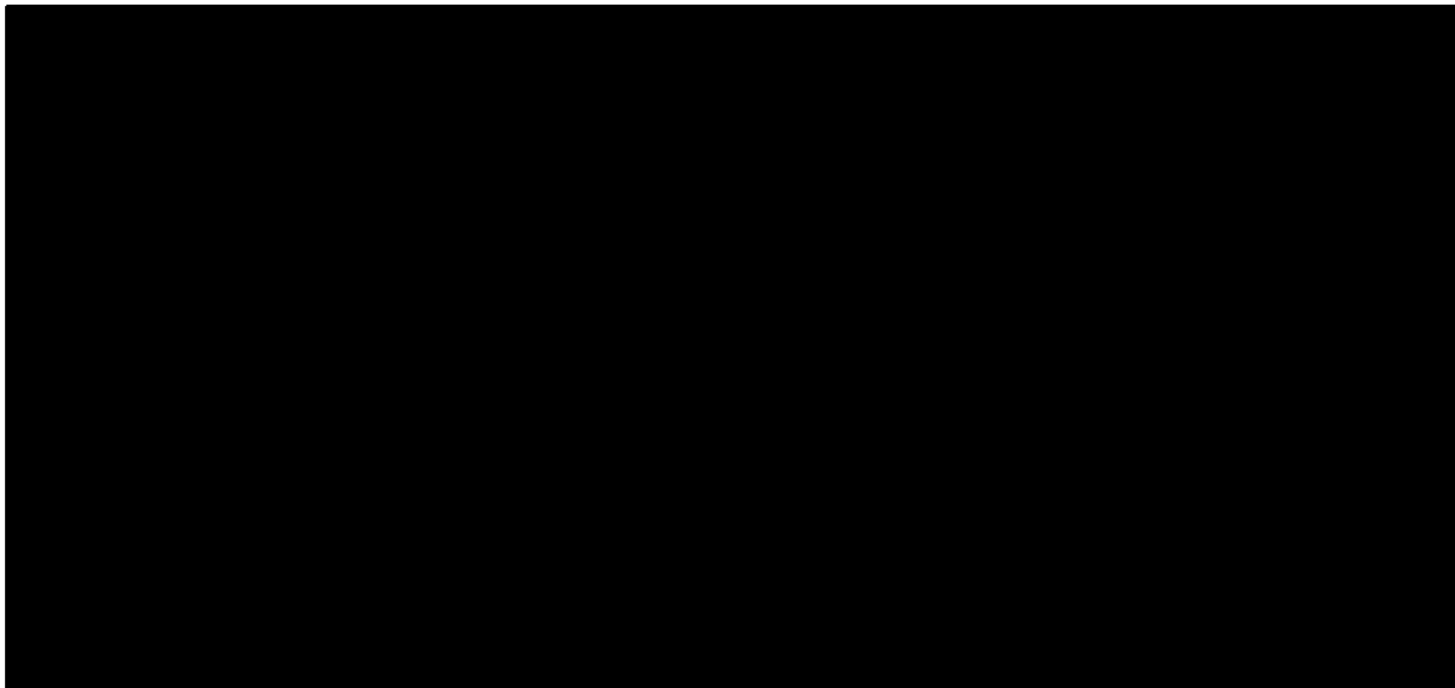
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
	None			

Lee V. Tuttle 6/20/21
Signature Date

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**Disclosure of Financial Interest by a Current or Proposed Board of
Trustees Member**

Name:

Kathleen Hurley Wieceorck

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Urban Choice Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Vice Chair

2. Are you an employee of any school operated by the education corporation?

Yes ☒ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school? No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

 Yes X No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
Please write "None" if applicable. Do not leave this space blank.			

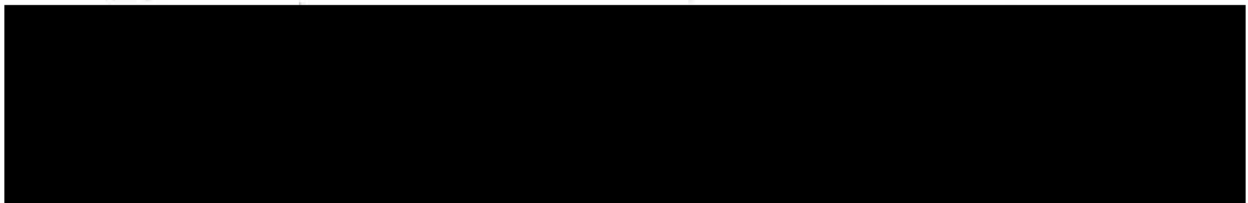
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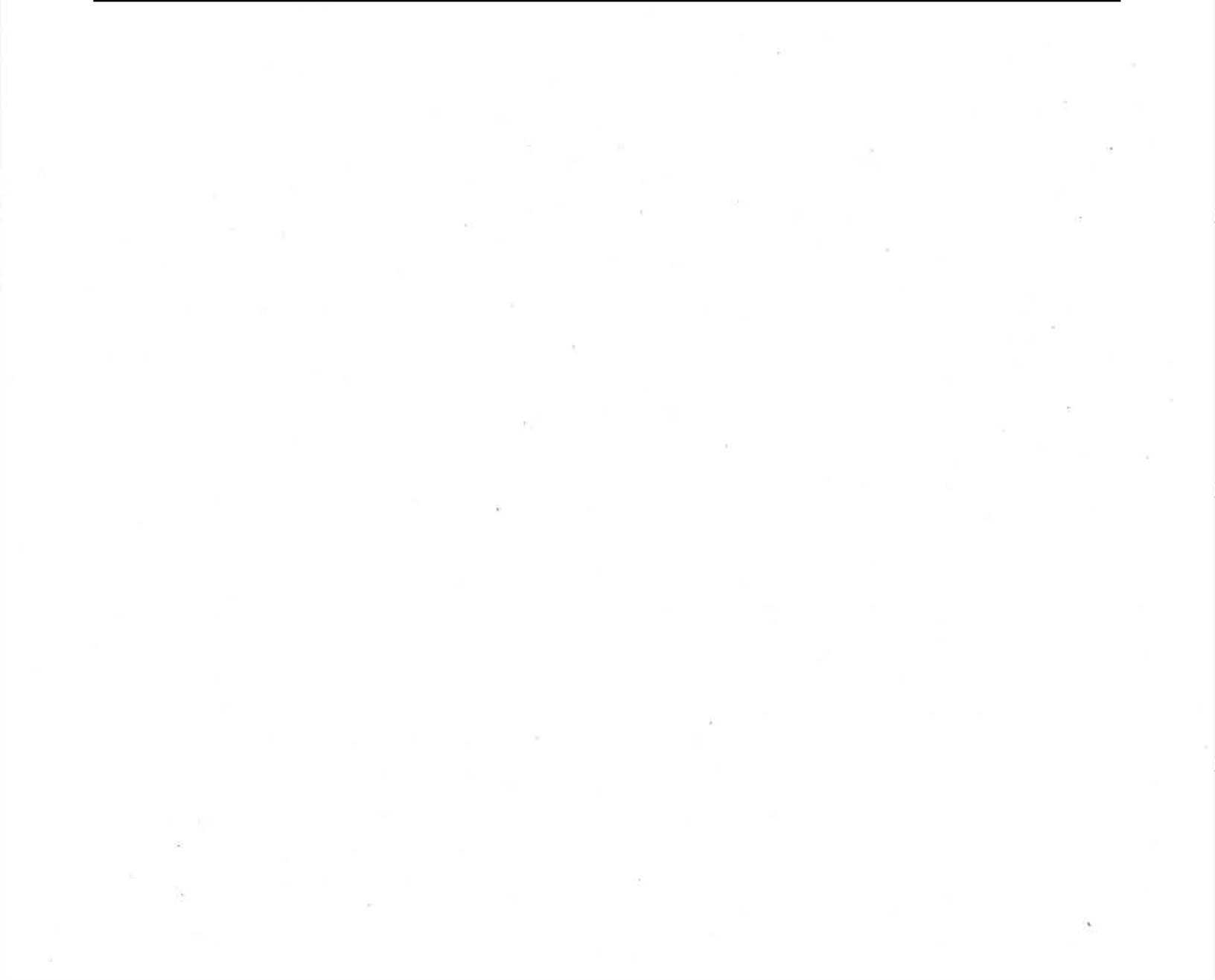
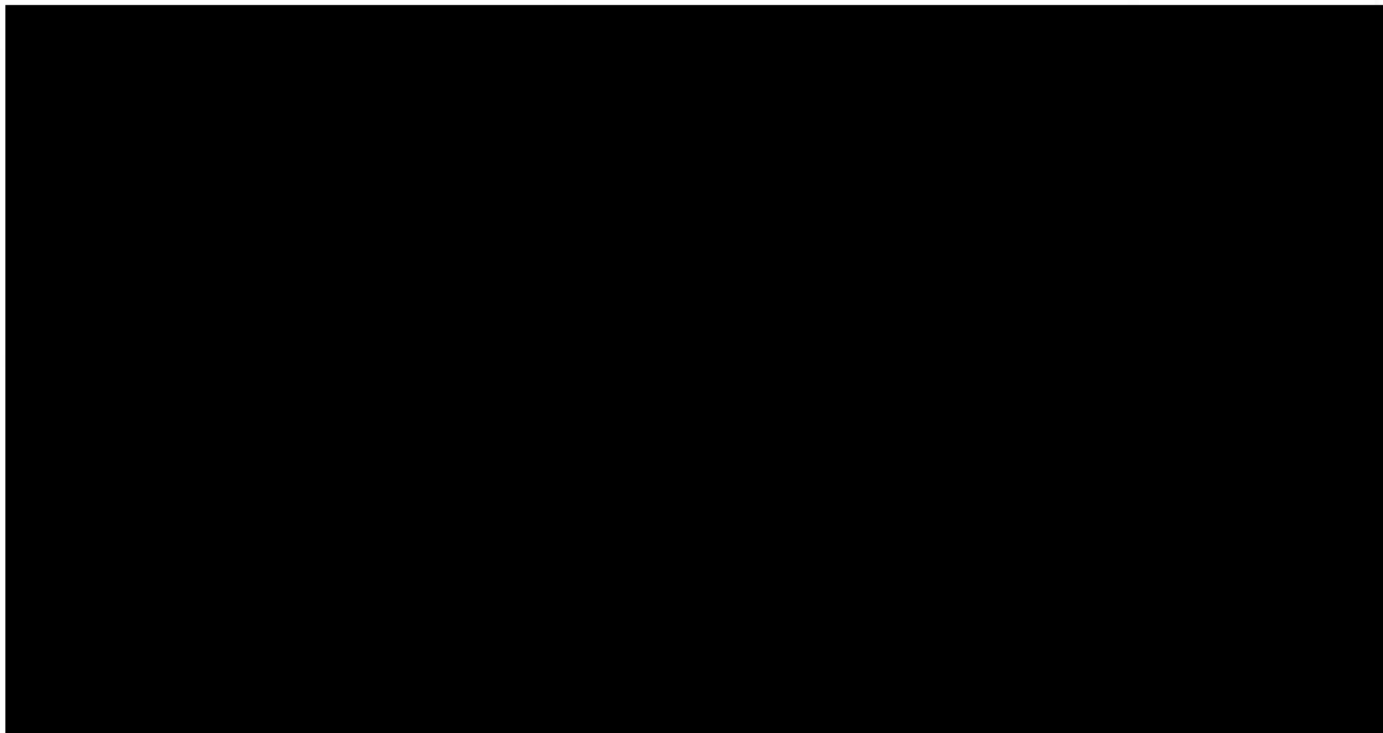
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
Please write "None" if applicable. Do not leave this space blank.				

Kathleen A. Kieck
Signature

6/21/2021
Date

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New York State Education Department

Request for Proposals to Establish Charter Schools Authorized by the Board of Regents

2021-2022 Budget & Cash Flow Template

General Instructions and Notes for New Application Budgets and Cash Flows Templates

1	Complete ALL SIX columns in BLUE
2	Enter information into the GRAY cells
3	Cells containing RED triangles in the upper right corner in columns B through G contain guidance on that particular item
4	School district per-pupil tuition information is located on the State Aid website at https://stateaid.nysed.gov/charter/ . Rows may be inserted in the worksheet to accommodate additional districts if necessary.
5	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

URBAN CHOICE CHARTER SCHOOL

PROJECTED BUDGET FOR 2021-2022

PROJECTED BUDGET FOR 2021-2022							Assumptions
July 1, 2021 to June 30, 2022							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	7,395,081	178,000	-	-	-	7,573,081	
Total Expenses	4,277,172	513,504	1,099,167	3,850	1,171,842	7,065,535	
Net Income	3,117,909	(335,504)	(1,099,167)	(3,850)	(1,171,842)	507,546	
Actual Student Enrollment	398	-	-	-	-	-	
Total Paid Student Enrollment	398	-	-	-	-	398	
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
REVENUE							
REVENUES FROM STATE SOURCES							
Per Pupil Revenue							
Rochester City School District	\$13,995.00	5,458,050	130,000	-	-	5,588,050	
Greece Central School District	\$12,256.00	36,768	-	-	-	36,768	
Rush-Henrietta CSC	\$13,787.00	55,148	-	-	-	55,148	
East Irondequoit	\$13,175.00	13,175	-	-	-	13,175	
School District 5 (Enter Name)		-	-	-	-	-	
	5,563,141	130,000				5,693,141	
Special Education Revenue	-	-	-	-	-	-	
Grants							
Stimulus	1,355,204	-	-	-	-	1,355,204	
Other	-	-	-	-	-	-	
Other State Revenue	-	-	-	-	-	-	
TOTAL REVENUE FROM STATE SOURCES	6,918,345	130,000				7,048,345	
REVENUE FROM FEDERAL FUNDING							
IDEA Special Needs	-	48,000	-	-	-	48,000	
Title I	229,469	-	-	-	-	229,469	
Title Funding - Other	47,267	-	-	-	-	47,267	
School Food Service (Free Lunch)	190,000	-	-	-	-	190,000	
Grants							
Charter School Program (CSP) Planning & Implementation	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
Other Federal Revenue	-	-	-	-	-	-	
TOTAL REVENUE FROM FEDERAL SOURCES	466,736	48,000				514,736	
LOCAL and OTHER REVENUE							
Contributions and Donations, Fundraising	5,000	-	-	-	-	5,000	
Erate Reimbursement	-	-	-	-	-	-	
Interest Income, Earnings on Investments,	-	-	-	-	-	-	
NYC-DYCD (Department of Youth and Community Developmt.)	-	-	-	-	-	-	
Food Service (Income from meals)	-	-	-	-	-	-	
Text Book	-	-	-	-	-	-	
Other Local Revenue	5,000	-	-	-	-	5,000	
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	10,000					10,000	
TOTAL REVENUE	7,395,081	178,000				7,573,081	
EXPENSES							List exact titles and staff FTE's (Full time equivalent)
ADMINISTRATIVE STAFF PERSONNEL COSTS	No. of Positions						
CEO	1.00	-	-	-	105,060	105,060	CEO 1 FTE
Principals / Dean of student Academics & Outreach	2.00	-	-	-	171,360	171,360	1 PRINCIPAL 1 FTE / 1 DEAN OF STUDENT ACADEMICS & OUTREACH 1 FTE
Deans, Directors & Coordinators	2.00	-	152,640	-	-	152,640	1 Dean of Culture & Climate 1 FTE / 1 Dean of Child Support Services (SPED) 1 FTE
CFO / Director of Finance	-	-	-	-	-	-	
Operation / Business Manager	1.00	-	-	-	81,600	81,600	Director of Operations 1 FTE
Administrative Staff	2.25	-	-	-	107,060	107,060	Office Staff 2 FTE, 1 Executive Assistant .25 FTE
TOTAL ADMINISTRATIVE STAFF	8		152,640		465,080	617,720	
INSTRUCTIONAL PERSONNEL COSTS							
Teachers - Regular	26.00	1,676,948	-	-	-	1,676,948	
Teachers - SPED	5.00	-	349,065	-	-	349,065	
Substitute Teachers		-	-	-	-	-	
Teaching Assistants	12.00	373,875	-	-	-	373,875	
Specialty Teachers	5.00	269,462	-	-	-	269,462	5 FTE, Art (1) Music (1), PE (2) Performing Arts (1)
Behavioral Specialists	2.00	-	186,280	-	-	186,280	
Therapists & Counselors	2.00	57,100	-	55,000	-	112,100	Counselor (1 FTE), Social Worker (1) FTE

URBAN CHOICE CHARTER SCHOOL

PROJECTED BUDGET FOR 2021-2022

PROJECTED BUDGET FOR 2021-2022							Assumptions
July 1, 2021 to June 30, 2022							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	7,395,081	178,000	-	-	-	7,573,081	
Total Expenses	4,277,172	513,504	1,099,167	3,850	1,171,842	7,065,535	
Net Income	3,117,909	(335,504)	(1,099,167)	(3,850)	(1,171,842)	507,546	
Actual Student Enrollment	398	-	-	-	-	-	
Total Paid Student Enrollment	398	-	-	-	-	398	
PROGRAM SERVICES							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Other	-	-	-	-	-	-	
TOTAL INSTRUCTIONAL	52	2,377,385	349,065	241,280		2,967,730	
NON-INSTRUCTIONAL PERSONNEL COSTS							
Nurse	-	-	-	-	-	-	
Librarian	-	-	-	-	-	-	
Custodian	2.00	-	103,040	-	-	103,040	Custodian (2 FTE)
Security	-	-	-	-	-	-	
Food Service Workers	2.10	-	99,195	-	-	99,195	Food Service Workers (2.10)
TOTAL NON-INSTRUCTIONAL	4		202,235			202,235	
SUBTOTAL PERSONNEL SERVICE COSTS	64	2,377,385	349,065	596,155	465,080	3,787,685	
PAYROLL TAXES AND BENEFITS							478,772
Payroll Taxes		182,360	26,630	44,928	-	35,542	289,460
Fringe / Employee Benefits		478,772	69,916	117,945	-	93,323	759,956
Retirement / Pension		73,376	10,715	18,076	-	14,303	116,470
TOTAL PAYROLL TAXES AND BENEFITS		734,508	107,262	180,949		143,167	1,165,886
TOTAL PERSONNEL SERVICE COSTS		3,111,893	456,327	777,104	608,247	4,953,571	
CONTRACTED SERVICES							
Accounting / Audit		-	-	-	15,000	15,000	
Legal		-	-	-	40,000	40,000	
Management Company Fee		439,640	31,403	62,806	-	94,209	628,057
Nurse Services		-	-	-	-	-	-
Food Service / School Lunch		-	-	201,709	-	-	201,709
Payroll Services		-	-	-	17,687	17,687	
Special Ed Services		-	-	-	-	-	-
Titlement Services (i.e. Title I)		-	-	-	-	-	-
Other Purchased / Professional / Consulting		-	-	-	181,500	181,500	
TOTAL CONTRACTED SERVICES		439,640	31,403	264,515	348,396	1,083,953	
SCHOOL OPERATIONS							
Board Expenses		-	-	-	1,500	1,500	
Classroom / Teaching Supplies & Materials		16,500	-	-	-	16,500	
Special Ed Supplies & Materials		-	-	-	-	-	
Textbooks / Workbooks		57,000	-	-	-	57,000	
Supplies & Materials other		85,000	-	4,000	-	89,000	Additional Curriculum materials / Otus, Powerschool Group / Curriculum Assoc., Nurse's supplies 1,500; Library & Reference \$500; Kitchen Supplies \$2,000.
Equipment / Furniture		-	-	-	-	-	
Telephone		26,040	1,860	3,720	5,580	37,200	Telephone / Internet / Cable TV
Technology		48,500	-	-	-	48,500	Purchase of 20 teacher laptops with extended Warrantee's
Student Testing & Assessment		19,000	-	-	-	19,000	
Field Trips		6,000	-	-	-	6,000	Field trip transportation
Transportation (student)		-	-	2,000	-	2,000	Bus Maintenance
Student Services - other		33,600	-	-	-	33,600	Student Incentives \$15k, Special Events \$18600
Office Expense		10,000	-	-	45,500	55,500	Postage / fingerprinting / Offic Equipment / Office Supplies / Printing
Staff Development		4,500	-	-	-	4,500	Curriculum Associate
Staff Recruitment		-	-	-	1,000	1,000	
Student Recruitment / Marketing		-	-	-	26,051	26,051	Student Recruitment / Parent Community Events
Section V Sports		18,000	-	-	-	18,000	
Travel (Staff)		-	-	-	-	-	
Fundraising		-	-	-	3,850	3,850	
Other		-	-	-	6,500	6,500	Bank fees
TOTAL SCHOOL OPERATIONS		324,140	1,860	9,720	3,850	86,131	425,701
FACILITY OPERATION & MAINTENANCE							
Insurance		66,700	-	-	926	67,626	
Janitorial		-	-	-	56,400	56,400	Cleaning

URBAN CHOICE CHARTER SCHOOL

PROJECTED BUDGET FOR 2021-2022

July 1, 2021 to June 30, 2022

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

PROJECTED BUDGET FOR 2021-2022							Assumptions
July 1, 2021 to June 30, 2022							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
<div> <div> <div>REGULAR EDUCATION</div> <div>SPECIAL EDUCATION</div> <div>OTHER</div> <div>FUNDRAISING</div> <div>MANAGEMENT & GENERAL</div> <div>TOTAL</div> </div> <div> <div>Total Revenue</div> <div>Total Expenses</div> <div>Net Income</div> <div>Actual Student Enrollment</div> <div>Total Paid Student Enrollment</div> </div> </div>							
	7,395,081	178,000	-	-	-	7,573,081	
	4,277,172	513,504	1,099,167	3,850	1,171,842	7,065,535	
	3,117,909	(335,504)	(1,099,167)	(3,850)	(1,171,842)	507,546	
	398	-				-	
	398	-				398	
PROGRAM SERVICES							
SUPPORT SERVICES							
REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL		
Building and Land Rent / Lease	233,800	16,700	33,400	-	50,100	334,000	Lease and Property Tax
Repairs & Maintenance	23,733	1,695	3,390	-	5,086	33,904	Pest control / landscaping/ snow removal / trash / repairs
Equipment / Furniture	35,000	2,500	5,000	-	7,500	50,000	Misc expense / R & M Leasehold Improvements
Security	6,916	494	988	-	1,482	9,880	
Utilities	31,500	2,250	4,500	-	6,750	45,000	
TOTAL FACILITY OPERATION & MAINTENANCE	397,649	23,639	47,278		128,244	596,810	
DEPRECIATION & AMORTIZATION	3,850	275	550	-	825	5,500	
DISSOLUTION ESCROW & RESERVES / CONTINGENCY	-	-	-	-	-	-	placed under Cash Flow Adjustment in the renewal application.
TOTAL EXPENSES	4,277,172	513,504	1,099,167	3,850	1,171,842	7,065,535	
NET INCOME	3,117,909	(335,504)	(1,099,167)	(3,850)	(1,171,842)	507,546	
ENROLLMENT - *School Districts Are Linked To Above Entries*	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED				
Rochester City School District	390		390				
Greece Central School District	3		3				
Rush-Henrietta CSC	4		4				
East Irondequoit	1		1				
School District 5 (Enter Name)			-				
TOTAL ENROLLMENT	398		398				
REVENUE PER PUPIL	18,581	-	-				
EXPENSES PER PUPIL	10,747	-	2,762				

URBAN CHOICE CHARTER SCHOOL

REPORT TO THE BOARD OF TRUSTEES

JUNE 30, 2021

September 28, 2021

Board of Trustees
Urban Choice Charter School

We have audited the financial statements of Urban Choice Charter School as of and for the year ended June 30, 2021, and have issued our report thereon dated September 28, 2021. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated May 1, 2021, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of Urban Choice Charter School solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We did not identify any deficiencies in internal control that we consider to be material weaknesses.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by Urban Choice Charter School is included in Note A to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during 2021. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are the allocations of operating expenses to program expenses, management and other expenses, and the collectability of grants receivable. We evaluated the key factors and assumptions used to develop the estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting Urban Choice Charter School's financial statements relate to revenue and support recognition, which is referred to in the notes of the financial statements.

Significant Difficulties Encountered During the Audit

We are pleased to report we encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to Urban Choice Charter School's financial statements or the auditor's report. We are pleased to report no such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the management representation letter.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings or Issues

In the normal course of our professional association with Urban Choice Charter School, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the entity, and business plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as Urban Choice Charter School's auditors.

* * * * *

Should you desire further information concerning these matters, Michell Cain or Caitlin Langmead will be happy to meet with you at your convenience.

This report is intended solely for the information and use of the Board of Trustees, Finance Committee and management of Urban Choice Charter School and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Mengel, Metzger, Barr & Co. LLP

MENGEL, METZGER, BARR & CO. LLP

URBAN CHOICE CHARTER SCHOOL

ROCHESTER, NEW YORK

AUDITED FINANCIAL STATEMENTS

REPORT REQUIRED BY
GOVERNMENT AUDITING STANDARDS

AND

INDEPENDENT AUDITOR'S REPORTS

JUNE 30, 2021

(With Comparative Totals for 2020)

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INDEPENDENT AUDITOR’S REPORT

Board of Trustees
Urban Choice Charter School

Report on the Financial Statements

We have audited the accompanying financial statements of Urban Choice Charter School, which comprise the statement of financial position as of June 30, 2021, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended and the related notes to the financial statements.

Management’s Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor’s Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor’s judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity’s preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Urban Choice Charter School as of June 30, 2021, and the changes in its net assets, its functional expenses, and its cash flows for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited Urban Choice Charter School's June 30, 2020 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated September 29, 2020. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2020 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 28, 2021 on our consideration of Urban Choice Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Urban Choice Charter School's internal control over financial reporting and compliance.

Mengel, Metzger, Barw & Co. LLP

Rochester, New York
September 28, 2021

URBAN CHOICE CHARTER SCHOOL
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2021
(With Comparative totals for 2020)

	<u>June 30,</u>	
<u>ASSETS</u>	<u>2021</u>	<u>2020</u>
<u>CURRENT ASSETS</u>		
Cash	\$ 2,320,823	\$ 2,150,201
Investment in Community Foundation	899,370	671,440
Grants and other receivables	396,011	123,319
Prepaid expenses and other current assets	59,920	32,539
Security deposit	<u>-</u>	<u>35,000</u>
TOTAL CURRENT ASSETS	3,676,124	3,012,499
<u>PROPERTY AND EQUIPMENT, net</u>	11,485	152,466
<u>OTHER ASSETS</u>		
Deposits	439,951	-
Designated cash	<u>75,000</u>	<u>75,000</u>
	514,951	75,000
TOTAL ASSETS	<u>\$ 4,202,560</u>	<u>\$ 3,239,965</u>
<u>LIABILITIES AND NET ASSETS</u>		
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 114,916	\$ 106,390
Accrued payroll and benefits	<u>188,754</u>	<u>111,615</u>
TOTAL CURRENT LIABILITIES	303,670	218,005
<u>LONG TERM DEBT</u>	<u>732,700</u>	<u>732,700</u>
TOTAL LIABILITIES	1,036,370	950,705
<u>NET ASSETS</u>		
Without donor restrictions	<u>3,166,190</u>	<u>2,289,260</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 4,202,560</u>	<u>\$ 3,239,965</u>

The accompanying notes are an integral part of the financial statements.

URBAN CHOICE CHARTER SCHOOL

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

YEAR ENDED JUNE 30, 2021
(With Comparative totals for 2020)

	<u>Year ended June 30,</u>	
	<u>2021</u>	<u>2020</u>
Operating revenue and support:		
State and local per pupil operating revenue	\$ 5,625,486	\$ 5,643,760
Government grants	586,230	527,240
Private grants	9,480	10,200
Fundraising	856	7,616
Unrealized and realized gain (loss) on investments	235,359	(17,759)
Other (expense) income	<u>(4,023)</u>	<u>2,112</u>
TOTAL OPERATING REVENUE AND SUPPORT	6,453,388	6,173,169
Expenses:		
Program:		
Regular education	3,265,726	3,633,149
Special education	437,589	310,014
Other expenses	703,393	773,997
Management and general	<u>995,044</u>	<u>1,375,206</u>
TOTAL EXPENSES	<u>5,401,752</u>	<u>6,092,366</u>
CHANGE IN NET ASSETS BEFORE LOSS ON DISPOSAL OF LEASEHOLD IMPROVEMENTS AND SECURITY DEPOSIT	1,051,636	80,803
LOSS ON DISPOSAL OF LEASEHOLD IMPROVEMENTS AND SECURITY DEPOSIT	<u>(174,706)</u>	<u>-</u>
CHANGE IN NET ASSETS	876,930	80,803
Net assets without donor restrictions at beginning of year	<u>2,289,260</u>	<u>2,208,457</u>
NET ASSETS WITHOUT DONOR RESTRICTIONS AT END OF YEAR	<u>\$ 3,166,190</u>	<u>\$ 2,289,260</u>

The accompanying notes are an integral part of the financial statements.

URBAN CHOICE CHARTER SCHOOL
STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED JUNE 30, 2021
(With Comparative totals for 2020)

	No. of Positions	Program Services				Management and General	Total	
		Regular Education	Special Education	Other Expenses	Sub-total		2021	2020
Personnel services costs:								
Administrative staff personnel	7	\$ 184,114	\$ -	\$ -	\$ 184,114	\$ 441,008	\$ 625,122	\$ 534,509
Instructional personnel	48	1,471,148	290,912	302,172	2,064,232	-	2,064,232	2,541,943
Non-instructional personnel	3	34,846	-	68,981	103,827	-	103,827	198,553
Total salaries and wages	58	1,690,108	290,912	371,153	2,352,173	441,008	2,793,181	3,275,005
Fringe benefits and payroll taxes		473,805	81,554	104,049	659,408	123,632	783,040	960,372
Occupancy		95,763	6,840	13,680	116,283	20,520	136,803	336,040
Retirement		54,678	9,412	12,007	76,097	14,267	90,364	118,921
Legal service		-	-	-	-	42,561	42,561	66,144
Accounting/Audit services		-	-	-	-	11,168	11,168	9,750
Other Purchased/Professional/Consulting Services		568,858	40,633	81,265	690,756	233,827	924,583	625,387
Repairs and maintenance		53,103	3,793	7,586	64,482	11,379	75,861	27,657
Insurance		48,275	-	-	48,275	885	49,160	56,636
Supplies/Materials		135,721	-	-	135,721	-	135,721	32,941
Equipment/Furnishings		-	-	2,242	2,242	966	3,208	4,174
Staff development		8,806	-	-	8,806	-	8,806	5,909
Marketing/Recruitment		-	-	-	-	-	-	12,223
Technology		49,543	-	-	49,543	-	49,543	48,767
Food service		-	-	102,522	102,522	-	102,522	187,641
Student services		6,648	-	-	6,648	-	6,648	63,535
Office expense		18,196	-	-	18,196	23,756	41,952	47,075
Depreciation		4,320	309	617	5,246	926	6,172	117,370
Utilities		57,902	4,136	8,272	70,310	12,408	82,718	56,816
Other		-	-	-	-	57,741	57,741	40,003
		<u>\$ 3,265,726</u>	<u>\$ 437,589</u>	<u>\$ 703,393</u>	<u>\$ 4,406,708</u>	<u>\$ 995,044</u>	<u>\$ 5,401,752</u>	<u>\$ 6,092,366</u>

The accompanying notes are an integral part of the financial statements.

URBAN CHOICE CHARTER SCHOOL

STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2021
(With Comparative totals for 2020)

	Year ended June 30,	
	2021	2020
<u>CASH FLOWS - OPERATING ACTIVITIES</u>		
Change in net assets	\$ 876,930	\$ 80,803
Adjustments to reconcile change in net assets to net cash provided from operating activities:		
Depreciation	6,172	117,370
Unrealized and realized (gain) loss on investments	(235,359)	17,759
Loss on disposal of leasehold improvements and security deposit	174,706	-
Changes in certain assets and liabilities affecting operations:		
Grants and other receivables	(272,692)	58,630
Prepaid expenses and other current assets	(27,381)	(32,539)
Deposits	(439,951)	-
Accounts payable and accrued expenses	8,526	39,616
Accrued payroll and benefits	77,139	(210,820)
NET CASH PROVIDED FROM OPERATING ACTIVITIES	168,090	70,819
<u>CASH FLOWS - INVESTING ACTIVITIES</u>		
Purchases of property and equipment	(4,897)	-
Investment in Community Foundation	(8,733)	(6,547)
Proceeds from sale of investment in Community Foundation	16,162	13,596
NET CASH PROVIDED FROM INVESTING ACTIVITIES	2,532	7,049
<u>CASH FLOWS - FINANCING ACTIVITIES</u>		
Borrowings on long term debt	-	732,700
NET CASH PROVIDED FROM FINANCING ACTIVITIES	-	732,700
NET INCREASE IN CASH AND RESTRICTED CASH	170,622	810,568
Cash and restricted cash at beginning of year	2,225,201	1,414,633
CASH AND RESTRICTED CASH AT END OF YEAR	<u>\$ 2,395,823</u>	<u>\$ 2,225,201</u>
<u>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION</u>		
Reconciliation of cash reported within the statement of financial position that sum to the total amounts shown in the statement of cash flows:		
Cash	\$ 2,320,823	\$ 2,150,201
Designated cash	75,000	75,000
Total cash and restricted cash shown in the statement of cash flows	<u>\$ 2,395,823</u>	<u>\$ 2,225,201</u>

The accompanying notes are an integral part of the financial statements.

URBAN CHOICE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2021

(With Comparative totals for 2020)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Charter School

Urban Choice Charter School (the “Charter School”) is an independent public school established under the provisions of the New York State Charter School Act of 1998, enacted as Article 56 of the Education Law. The Charter School was chartered by the Board of Regents of the New York State Education Department (NYSED) in 2005 and its current charter has been renewed through June 2023.

It is the school’s mission to provide students in Rochester, New York with a safe, supportive, and intellectually engaging educational environment. The central philosophy of the Charter School is that strong student-teacher relationships are essential to student motivation and achievement. The Charter School is designed to strengthen these bonds and assist students in overcoming the demographic challenges of poverty and exceed state achievement standards. The 2020-21 school year represents the Charter School’s sixteenth year of operation. During this academic year, the Charter School provided educational instruction to students in kindergarten through eighth grade.

Financial Statement presentation

The financial statements of the Charter School have been prepared on the accrual basis of accounting in conformity with accounting principles generally accepted in the United States of America (GAAP). The Charter School reports information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions.

These classes of net assets are defined as follows:

Net Assets Without Donor Restrictions – The net assets over which the Governing Board has discretionary control to use in carrying on the Charter School’s operations in accordance with the guidelines established by the Charter School. The Board may designate portions of the current net assets without donor restrictions for specific purposes, projects or investment.

Net Assets With Donor Restrictions – Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. The Charter School had no net assets with donor restrictions at June 30, 2021 or 2020.

Revenue recognition

Revenue from Exchange Transactions: The Charter School recognizes revenue in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2014-09, Revenue from Contracts with Customers, as amended. ASU 2014-09 applies to exchange transactions with customers that are bound by contracts or similar arrangements and establishes a performance obligation approach to revenue recognition.

URBAN CHOICE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative totals for 2020)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

The Charter School records revenues both over time and at a point in time as follows:

	<u>June 30,</u>	
	<u>2021</u>	<u>2020</u>
Revenues earned over time	\$ 5,674,159	\$ 5,686,021
Revenues earned at a point in time	<u>856</u>	<u>7,616</u>
	<u>\$ 5,675,015</u>	<u>\$ 5,693,637</u>

State and local per pupil operating revenue

The Charter School recognizes revenue as educational programming is provided to students throughout the year. The Charter School earns state and local per pupil revenue based on the approved per pupil tuition rate of the public school district in which the pupil resides. The amount received each year from the resident district is the product of the approved per pupil tuition rate and the full-time equivalent student enrollment of the School. Each NYS school district has a fixed per pupil tuition rate which is calculated annually by NYSED in accordance with NYS Education Law. Amounts are billed in advance every other month and payments are typically received in six installments during the year. At the end of each school year, a reconciliation of actual enrollment to billed enrollment is performed and any additional amounts due or excess funds received are agreed upon between the Charter School and the district(s) and are paid or recouped. Additional funding is available for students requiring special education services. The amount of additional funding is dependent upon the length of time and types of services provided by the Charter School to each student, subject to a maximum amount based upon a set rate for each district as calculated by NYSED.

Fundraising

The Charter School conducts special events in which a portion of the gross proceeds paid by the participant represents payment for the direct cost of the benefits received by the participant at the event— the exchange component, and a portion represents a contribution to the Charter School. Unless a verifiable objective means exists to demonstrate otherwise, the fair value of meals and entertainment provided at special events is measured at the actual cost to the Charter School. The contribution component is the excess of the gross proceeds over the fair value of the direct donor benefit. The direct costs of the special events, which ultimately benefit the donor rather than the Charter School, are recorded as fundraising expense in the statement of functional expenses. The performance obligation is delivery of the event. The event fee is set by the Charter School. Special event fees collected by the Charter School in advance of its delivery are initially recognized as liabilities (deferred revenue) and recognized as special event revenue after delivery of the event. For special event fees received before year-end for an event to occur after year-end, the Charter School follows AICPA guidance where the inherent contribution is conditioned on the event taking place and is therefore treated as a refundable advance along with the exchange component.

URBAN CHOICE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative totals for 2020)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

The following table summarizes contract balances at their respective statement of financial position dates:

		June 30,	
	2021	2020	2019
Grants and other receivables	\$ -	\$ 47,960	\$ 82,003

Contributions

The Charter School recognizes contributions when cash, securities or other assets, an unconditional promise to give, or a notification of a beneficial interest is received. Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met.

Contributions and unconditional promises to give are recorded as revenue in the appropriate class of net assets depending on the existence of any donor restrictions. A contribution that is received and expended in the same period for a specific purpose is classified as revenue without donor restrictions.

Contributions are recorded as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities and changes in net assets as net assets released from restrictions.

Grant revenue

Some of the Charter School's revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Charter School has incurred expenditures in compliance with specific contract or grant provisions. Certain grants are subject to audit and retroactive adjustments by its funders. Any changes resulting from these audits are recognized in the year they become known. Qualifying expenditures that have been incurred but are yet to be reimbursed are reported as grants receivable in the accompanying statement of financial position. Amounts received prior to incurring qualifying expenditures are reported as deferred revenue in the accompanying statement of financial position. There was no revenue deferred at June 30, 2021 and June 30, 2020.

Cash

Cash balances are maintained at financial institutions located in New York and are insured by the Federal Deposit Insurance Corporation up to \$250,000 at each institution. In the normal course of business, the cash account balances at any given time may exceed insured limits. However, the Charter School has not experienced any losses in such accounts and does not believe it is exposed to significant risk in cash.

Designated cash

The Charter School maintains designated cash in accordance with the terms of its charter agreement for potential school close-out expenses.

URBAN CHOICE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative totals for 2020)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Grants and other receivables

Grants and other receivables are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts based on its assessment of the current status of individual receivables from grants, agencies and others. Balances that are still outstanding after management has used reasonable collection efforts are written off against the allowance for doubtful accounts. There was no allowance for doubtful accounts at June 30, 2021 and 2020.

Property and equipment

Property and equipment are recorded at cost. Depreciation is computed using the straight-line method on a basis considered adequate to depreciate the assets over their estimated useful lives, which range from three to twelve years.

Contributed services

Volunteers have donated significant amounts of time in support of the Charter School's activities. However, the value of these services is not reflected in the accompanying statements, as they do not meet the criteria for recognition as set forth under generally accepted accounting principles.

Tax exempt status

The Charter School is a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code and applicable state regulations and, accordingly, is exempt from federal and state taxes on income.

The Charter School files Form 990 tax returns in the U.S. federal jurisdiction. The tax returns for the years ended June 30, 2018 through June 30, 2021 are still subject to potential audit by the IRS. Management of the Charter School believes it has no material uncertain tax positions and, accordingly it will not recognize any liability for unrecognized tax benefits.

Marketing costs

The Charter School expenses marketing costs as they are incurred. Total marketing and recruiting costs totaled \$12,223 for the year ended June 30, 2020. There were no marketing and recruiting costs for the year ended June 30, 2021.

Deferred revenue

The Charter School records grant revenue as deferred revenue until it is expended for the purpose of the grant, at which time it is recognized as revenue.

Use of estimates in the preparation of financial statements

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

URBAN CHOICE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative totals for 2020)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

New accounting pronouncements:

Leases

In February 2016, the FASB issued a new standard related to leases to increase transparency and comparability among entities by requiring the recognition of right-of-use (“ROU”) assets and lease liabilities on the statement of financial position. Most prominent among the changes in the standard is the recognition of ROU assets and lease liabilities by lessees for those leases classified as operating leases under current U.S. GAAP. For nonpublic entities, the FASB voted on May 20, 2020, to extend the guidance in this new standard to be effective for fiscal years beginning after December 15, 2021, and interim periods within fiscal years beginning after December 15, 2022. The Charter School is currently evaluating the provisions of this standard to determine the impact the new standard will have on the Charter School’s financial position or results of operations.

Gifts-in-kind

In September 2020, the FASB issued a new accounting update to improve transparency in the reporting of contributed nonfinancial assets, also known as gifts-in-kind. The update requires not-for-profit entities to present contributed nonfinancial assets separately on the statement of activities, apart from contributions of cash and other financial assets. In addition, the update requires not-for-profit entities to disclose in the notes to the financial statements a breakout of the different types of gifts-in-kind recognized, any donor restrictions associated with the gift, the valuation technique(s) used to arrive at the fair value measure, whether or not the gift-in-kind was monetized, and any policies on monetization. The update is effective for fiscal years beginning after June 15, 2021 and will be applied on a retrospective basis. The Charter School is currently evaluating the provisions of this update to determine the impact it will have on the Charter School’s financial statements.

Reclassifications

Certain prior year amounts have been reclassified to conform with the current year presentation.

Subsequent events

The Charter School has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through September 28, 2021, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted, except as disclosed in Note M.

URBAN CHOICE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative totals for 2020)

NOTE B: LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditure, that is, without donor restrictions limiting their use, within one year of the statement of financial position date, comprise the following at June 30, 2021 and 2020:

	<u>June 30,</u>	
	<u>2021</u>	<u>2020</u>
Cash	\$ 2,320,823	\$ 2,150,201
Grants and other receivables	396,011	123,319
Investment in Community Foundation	<u>899,370</u>	<u>671,440</u>
Total financial assets available within one year	3,616,204	2,944,960
Amounts unavailable to management without Board approval		
Board designated for Quasi-Endowment	<u>(899,370)</u>	<u>(671,440)</u>
Total financial assets available to management for general expenditures within one year	<u>\$ 2,716,834</u>	<u>\$ 2,273,520</u>

The Charter School has a \$200,000 line of credit that they could draw upon in the event of unanticipated liquidity needs. At June 30, 2021 and 2020 there was no outstanding balance on this line.

NOTE C: PROPERTY AND EQUIPMENT

Property and equipment consisted of the following:

	<u>June 30,</u>	
	<u>2021</u>	<u>2020</u>
Leasehold improvements	\$ -	\$ 1,563,507
Furniture and fixtures	4,898	40,738
Office equipment	36,505	167,251
Computer equipment	<u>89,685</u>	<u>370,013</u>
	131,088	2,141,509
Less accumulated depreciation	<u>119,603</u>	<u>1,989,043</u>
	<u>\$ 11,485</u>	<u>\$ 152,466</u>

URBAN CHOICE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative totals for 2020)

NOTE D: SCHOOL FACILITY

The Charter School leased its facility from a third party from July 16, 2008 through July 15, 2020. The security deposit of \$35,000 related to this lease was used entirely for repairs and was not refunded to the school. The value of the security deposit and the loss on the disposal of leasehold improvements at this facility of \$139,706 is included in loss on disposal of leasehold improvements and security deposit in the accompanying statement of activities.

The Charter School has since entered into a new agreement with a third party for a different facility. The original lease agreement was effective for the period of July 1, 2020 – June 30, 2021. This lease has converted to a month-to-month arrangement and a two-year extension to this lease agreement is still under negotiation. Rent expense totaled \$104,948 and \$289,335 for the years ended June 30, 2021 and 2020, respectively.

Under the conditions defined in the Agreement, the Charter School will lease the building for the duration of the term and plans to move to purchase the building contingent upon the renewal of the Charter School's charter. The Charter School paid a nonrefundable deposit in the prior year in the amount of \$30,000, which is included other current assets in the accompanying statement of financial position at June 30, 2020, to be credited against the total purchase price of \$3,000,000 in the event that the parties move to closing. In July 2020, the Charter School paid an additional \$400,000 toward the future purchase of the building, to be held in escrow in the meantime which is included in deposits in addition to the amount above in the accompanying statement of financial position at June 30, 2021.

NOTE E: CONTINGENCY

Certain grants and contracts may be subject to audit by funding sources. Such audits might result in disallowance of costs submitted for reimbursement by the Charter School. Management is of the opinion that such disallowances, if any, will not have a material effect on the accompanying financial statements. Accordingly, no amounts have been provided in the accompanying financial statements for such potential claims.

NOTE F: CONCENTRATIONS

The Charter School's primary source of funding is obtained from the Rochester City School District and is reported as state and local per pupil operating revenue in the accompanying statement of activities and changes in net assets. This funding is received on a per pupil basis and was approximately 87% and 91% of the Charter School's total revenue and operating support for the years ended June 30, 2021 and 2020, respectively.

NOTE G: RETIREMENT PLAN

The Charter School sponsors a tax-sheltered annuity 403(b) retirement savings plan (the Plan) for all employees. Employees are eligible to participate if they are at least 21 years of age and have to be scheduled to work at least 500 hours of service annually. The Charter School will automatically contribute an amount equal to 1% of an employee's annual base salary to the 403(b) plan, regardless of the employee's contribution. The School will also match, dollar for dollar, up to an additional 3% of an employee's annual base salary and for every five (5) years of consecutive service. The Charter School recognized retirement plan expense related to its contributions to the Plan totaling \$90,364 and \$118,921, during the years ended June 30, 2021 and 2020, respectively.

URBAN CHOICE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative totals for 2020)

NOTE H: LINE OF CREDIT

The Charter School has an available line of credit of \$200,000 with a bank that is renewable on an annual basis, requiring monthly payments of interest at prime plus .50% (an effective rate of 3.75% at June 30, 2021). There were no borrowings against the line of credit at June 30, 2021 and 2020, respectively.

NOTE I: INVESTMENTS

The Charter School utilizes information received from Rochester Area Community Foundation (RACF) regarding the composition of the investment funds and the value of securities held in the funds. RACF values the securities in the funds based on quoted market prices, when available. RACF also holds partnership interests which are valued based on securities held by each partnership. RACF estimates fair value of these investments based on information received from the investment custodian, including inputs used by the custodian's pricing service (benchmark yields, reported trades, broker/dealer quotes, issuer spreads, benchmark securities, bids, offers, and reference data including market research publications). The appraisals that result from these inputs do not necessarily reflect net results obtainable in the event of actual liquidation.

Fair value, cost and unrealized appreciation of the Charter School's investments are as follows:

	<u>Fair Value</u>	<u>Cost</u>	<u>Unrealized appreciation</u>
<u>June 30, 2021</u>			
Funds held by RACF:			
Investment pools	<u>\$ 899,370</u>	<u>\$ 600,000</u>	<u>\$ 299,370</u>
<u>June 30, 2020</u>			
Funds held by RACF:			
Investment pools	<u>\$ 671,440</u>	<u>\$ 600,000</u>	<u>\$ 71,440</u>

Investment securities are exposed to various risks, such as interest rate, market and credit risk. Due to the risks associated with the investment securities and the uncertainty related to changes in the fair value of investment securities, it is at least reasonably possible that changes in risk could materially affect the Charter School's financial statements.

URBAN CHOICE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative totals for 2020)

NOTE J: FAIR VALUE MEASUREMENTS

Accounting principles generally accepted in the United States of America (“GAAP”) establishes a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy are described below:

Level 1 - Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets.

Level 2 - Inputs to the valuation methodology include:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities in inactive markets;
- Inputs other than quoted prices that are observable for the asset or liability;
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3 - Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset’s or liability’s fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

Certain investments that are measured at fair value using the net asset value per share (or its equivalent) practical expedient have not been categorized in the fair value hierarchy. The fair value amounts presented in this table are intended to permit reconciliation of the fair value hierarchy to the amounts presented in the statement of financial position.

The investments by the Charter School at year end are managed by The Rochester Area Community Foundation. This Fund typically maintains approximately 65% of its investments in Level 1 and 35% in Level 2. The allocation of funds between Level 1 and 2 are based upon these percentages. The actual breakdown by Level 1 and 2 is not currently available from the Foundation.

URBAN CHOICE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative totals for 2020)

NOTE J: FAIR VALUE MEASUREMENTS, Cont'd

	Assets at Fair Value		
	Level 1 (est)	Level 2 (est)	Total
<u>June 30, 2021</u>			
Investments:			
Funds held by RACF, at NAV	<u>\$ 584,590</u>	<u>\$ 314,780</u>	<u>\$ 899,370</u>
<u>June 30, 2020</u>			
Investments:			
Funds held by RACF, at NAV	<u>\$ 436,436</u>	<u>\$ 235,004</u>	<u>\$ 671,440</u>

The Charter School uses the Net Asset Value (NAV) to determine fair value of all the underlying investments which: (a) do not have a readily determinable fair value and (b) prepare their investees' financial statements consistent with the measurement principles of an investment company or have the attributes of an investment company. The NAV of these funds was \$899,370 and \$671,440 at June 30, 2021 and 2020, respectively, and there were no unfunded commitments. Any redemptions from the fund require a two-thirds vote of the Organization's Board of Trustees.

The preceding methods described may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while the Charter School believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

NOTE K: FUNCTIONAL EXPENSES

The costs of program and supporting services activities have been summarized on a functional basis in the statement of activities. The statement of functional expenses represents the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Included in regular and special education are the salaries, occupancy and other services allocated to these programs based on the student population served. Other program expenses include salaries, occupancy and other services to run the food service program at the Charter School and student support staff salaries. All other expenses are management and general expense. Depreciation expenses have been allocated based upon the use of the related assets.

URBAN CHOICE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative totals for 2020)

NOTE L: EDUCATIONAL SERVICES AGREEMENT

In July 2020, the Charter School entered into an educational services agreement with the Center for Educational Innovation (CEI) effective through June 30, 2021. The Charter School plans to continue with CEI's services through year ending June 30, 2022. This agreement is currently still under negotiation. CEI is a not-for-profit educational services organization and provides educational and operational support services to the Charter School. In consideration for these services provided to the Charter School, CEI is paid a fee of 10% of state and local per pupil operating revenue and government grants received by the Charter School during the fiscal year. This excludes gross funds from private sources raised through grants or general fundraising, funds from the federal Paycheck Protection Program, federal funds received through the School Lunch Program and any funds provided to the Charter School from the federal CARES Act with certain exceptions.

NOTE M: LONG TERM DEBT

In response to the COVID-19 outbreak, in May 2020 the Organization applied for and was approved by a bank for a loan of \$732,700 through the Paycheck Protection Program established by the Small Business Administration. The loan has a maturity of 2 years and an interest rate of 1%. The loan has the potential for forgiveness provided certain requirements are met by the Charter School. The loan was funded on June 1, 2020. Due to the potential of forgiveness, repayment terms have not been finalized as of June 30, 2021; therefore, the entire balance has been classified as long-term at June 30, 2021 and 2020. On September 9, 2021, the loan was forgiven in full.

NOTE N: NET ASSETS

Net assets without donor restrictions are as follows:

	June 30,	
	2021	2020
Undesignated	\$ 2,255,335	\$ 1,465,354
Board designated for Quasi-Endowment	899,370	671,440
Invested in property and equipment	11,485	152,466
	<u>\$ 3,166,190</u>	<u>\$ 2,289,260</u>

URBAN CHOICE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative totals for 2020)

NOTE O: ENDOWMENT

During fiscal year ended June 30, 2016, the Board of Trustees invested in the Community Foundation which serves as a quasi-endowment fund. The Charter School's endowment consists of funds designated by the Board of Trustees to function as endowments. As required by accounting principles generally accepted in the United States of America, net assets associated with endowment funds are classified and reported based on the existence or absence of donor-imposed restrictions

Interpretation of relevant law

The Board of Trustees of the Charter School has determined the requirements of the New York Prudent Management of Institutional Funds Act (NYPMIFA), which was enacted to replace and update the New York State Uniform Management of Institutional Funds Act (UMIFA) do not apply to the Charter School as the Charter School's endowment does not include any donor-restricted gifts.

Endowment net asset composition by type of fund as of June 30, 2021 and 2020:

	<u>Without Donor Restrictions</u>
<u>June 30, 2021</u>	
Board-designated endowment funds:	
Assets held by RACF	<u>\$ 899,370</u>
<u>June 30, 2020</u>	
Board-designated endowment funds:	
Assets held by RACF	<u>\$ 671,440</u>

URBAN CHOICE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative totals for 2020)

NOTE O: ENDOWMENT, Cont'd

For the years ended June 30, 2021 and 2020, the Charter School had the following endowment-related activities:

	<u>Without Donor Restrictions</u>
Endowment net assets, July 1, 2019	\$ 696,248
Investment loss	(11,212)
Appropriated for expenditure	<u>(13,596)</u>
Total change in endowment funds	<u>(24,808)</u>
Endowment net assets, June 30, 2020	671,440
Investment return	235,359
Appropriated for expenditure	<u>(7,429)</u>
Total change in endowment funds	<u>227,930</u>
Endowment net assets, June 30, 2021	<u>\$ 899,370</u>

Return objectives and risk parameters

It is the policy of the Board of Trustees to ensure assets of the Charter School are invested so as to be able to meet the needs for cash, maintain the principal, earn returns and minimize investment expenses consistent with the Charter School's Strategic Plan.

The Charter School's investments are expected to generate returns that are comparable to the returns in the capital markets, weighted for the investment allocation employed by the Charter School. Investment theory and historical capital market returns data suggest that, over long periods of time, there is a relationship between the level of risk associated and the level of return that can be expected in an investment program. In general, higher risk (i.e. volatility of return) is associated with higher returns.

Given this relationship between risk and returns, a fundamental step is determining the investment policy for the portfolio is the determination of an appropriate risk tolerance. The three primary factors that affect this determination are the financial ability to accept risk (specifically, dramatic negative short-term performance), the psychological ability to accept risk and the long-term investment return requirements.

URBAN CHOICE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative totals for 2020)

NOTE O: ENDOWMENT, Cont'd

Strategies employed for achieving objectives

To satisfy the long-term rate-of-return objectives, the Charter School relies on a total return strategy which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). The Charter School recognizes that asset allocation is key to investment growth and that diversification across and within asset classes moderates risk. The endowment is pooled and invested with other funds at the Rochester Area Community Foundation and is invested in the standard allocation, which is 70% equities, 20% fixed income and 10% alternative investments.

The Charter School also recognizes that the strength of counterparties significantly impacts risk inherent within the portfolio, as well as overall return.

Spending policy and how the investment objectives relate to spending policy

The Board of Trustees has not established a minimum or maximum annual spending level from the Charter School's endowment fund, as the Board of Trustees' efforts continue to focus on building the overall value of the endowment fund. Any distributions from the Board designated endowment must be approved by the Board of Trustees.

NOTE P: ACCOUNTING IMPACT OF COVID-19 OUTBREAK

On January 30, 2020, the World Health Organization ("WHO") announced a global health emergency because of a new strain of coronavirus (the "COVID-19 outbreak") and the risks to the international community as the virus spreads globally beyond its point of origin. In March 2020, the WHO classified the COVID-19 outbreak as a pandemic, based on the rapid increase in exposure globally. The full impact of the COVID-19 outbreak continues to evolve as of the date of this report. As such, it is uncertain as to the full magnitude that the pandemic will have on the Charter School's financial condition, liquidity, and future results of operations. Management is actively monitoring the global situation on its financial condition, liquidity, operations, suppliers, industry, and workforce. Given the daily evolution of the COVID-19 outbreak and the global responses to curb its spread, the Charter School is not able to estimate the effects of the COVID-19 outbreak on its results of operations, financial condition, or liquidity for fiscal year 2022.

In response to the COVID-19 outbreak, the Federal Government passed several COVID relief acts which include funding for elementary and secondary education. The Elementary and Secondary School Emergency Relief Fund (ESSER Fund) was established to award grants to state and local educational agencies. The Charter School has recognized \$109,576 of revenue relative to ESSER grants during the year ended June 30, 2021.

URBAN CHOICE CHARTER SCHOOL

REPORT REQUIRED BY GOVERNMENT AUDITING STANDARDS

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Trustees
Urban Choice Charter School

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Urban Choice Charter School, which comprise the statement of financial position as of June 30, 2021 and the related statements of activities and changes in net assets, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated September 28, 2021.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Urban Choice Charter School's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Urban Choice Charter School's internal control. Accordingly, we do not express an opinion on the effectiveness of Urban Choice Charter School's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Urban Choice Charter School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Mengel, Metzger, Barw & Co. LLP

Rochester, New York
September 28, 2021



Annual Financial Statement Audit Report

for Board of Regents Authorized Charter Schools

School Name:	Urban Choice Charter School
Date (Report is due Nov. 1):	November 1, 2021
Primary District of Location (If NYC select NYC DOE):	Rochester City School District
If located in NYC DOE select CSD:	-
School Fiscal Contact Name:	Lynn McCarthy
School Fiscal Contact Email:	[REDACTED]
School Fiscal Contact Phone:	[REDACTED]
School Audit Firm Name:	Mengel Metzger Barr & Co. LLP
School Audit Contact Name:	Michelle Cain
School Audit Contact Email:	[REDACTED]
School Audit Contact Phone:	[REDACTED]
Audit Period:	2020-21
Prior Year:	2019-20

The following items are required to be included:

- 1.) The independent auditor's report on financial statements and notes.
- 2.) Excel template file containing the Financial Position, Statement of Activities, Cash Flow and Functional Expenses worksheets.
- 3.) Reports on internal controls over financial reporting and on compliance.

The additional items listed below should be included if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the management letter response will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

Item	If not included, state the reason(s) below (if not applicable fill in N/A):
Management Letter	A written management letter was not issued. Will included the RCS (Report to Board of Regents)
Management Letter Response	N/A
Form 990	Form 990 not complete as of 11/1/2021 will submit by 11/20/2021
Federal Single Audit (A-133)	The school did not expend federal funds in excess of the Single Audit threshold
Corrective Action Plan	N/A

Urban Choice Charter School
Statement of Financial Position
as of June 30

	<u>2021</u>	<u>2020</u>
<u>CURRENT ASSETS</u>		
Cash and cash equivalents	\$ 2,320,823	\$ 2,150,201
Grants and contracts receivable	341,997	74,269
Accounts receivables	52,924	47,960
Prepaid Expenses	59,920	588
Contributions and other receivables	-	-
Other current assets	<u>1,090</u>	<u>68,041</u>
TOTAL CURRENT ASSETS	<u>2,776,754</u>	<u>2,341,059</u>
<u>NON-CURRENT ASSETS</u>		
Property, Building and Equipment, net	\$ 11,485	\$ 152,466
Restricted Cash	75,000	75,000
Security Deposits	-	-
Other Non-Current Assets	<u>1,339,321</u>	<u>671,440</u>
TOTAL NON-CURRENT ASSETS	<u>1,425,806</u>	<u>898,906</u>
TOTAL ASSETS	<u><u>4,202,560</u></u>	<u><u>3,239,965</u></u>
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 195,199	\$ 106,390
Accrued payroll, payroll taxes and benefits	108,471	111,615
Current Portion of Loan Payable	-	283,518
Due to Related Parties	-	-
Refundable Advances	-	-
Deferred Revenue	-	-
Other Current Liabilities	<u>-</u>	<u>-</u>
TOTAL CURRENT LIABILITIES	<u>303,670</u>	<u>501,523</u>
<u>LONG-TERM LIABILITIES</u>		
Loan Payable; Due in More than One Year	\$ 732,700	\$ 449,182
Deferred Rent	-	-
Due to Related Party	-	-
Other Long-Term Liabilities	<u>-</u>	<u>-</u>
TOTAL LONG-TERM LIABILITIES	<u>732,700</u>	<u>449,182</u>
TOTAL LIABILITIES	<u>1,036,370</u>	<u>950,705</u>
<u>NET ASSETS</u>		
Unrestricted	\$ 3,166,190	\$ 2,289,260
Temporarily restricted	-	-
Permanently restricted	<u>-</u>	<u>-</u>
TOTAL NET ASSETS	<u>3,166,190</u>	<u>2,289,260</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>4,202,560</u></u>	<u><u>3,239,965</u></u>

Urban Choice Charter School
Statement of Activities
as of June 30

	2021			2020
	Unrestricted	Temporarily Restricted	Total	Total
OPERATING REVENUE				
State and Local Per Pupil Revenue - Reg. Ed	\$ 5,394,874	\$ -	\$ 5,394,874	\$ 5,415,495
State and Local Per Pupil Revenue - SPED	230,612	-	230,612	228,265
State and Local Per Pupil Facilities Revenue	-	-	-	-
Federal Grants	-	-	-	-
State and City Grants	493,511	-	493,511	333,281
Other Operating Income	-	-	-	-
Food Service/Child Nutrition Program	92,719	-	92,719	193,959
TOTAL OPERATING REVENUE	6,211,716	-	6,211,716	6,171,000
EXPENSES				
Program Services				
Regular Education	\$ 3,265,726	\$ -	\$ 3,265,726	\$ 3,633,149
Special Education	437,589	-	437,589	310,014
Other Programs	703,393	-	703,393	773,997
Total Program Services	4,406,708	-	4,406,708	4,717,160
Management and general	995,044	-	995,044	1,375,206
Fundraising	-	-	-	-
TOTAL EXPENSES	5,401,752	-	5,401,752	6,092,366
SURPLUS / (DEFICIT) FROM OPERATIONS	809,964	-	809,964	78,634
SUPPORT AND OTHER REVENUE				
Interest and Other Income	\$ -	\$ -	\$ -	\$ -
Contributions and Grants	9,480	-	9,480	10,200
Fundraising Support	856	-	856	7,616
Investments	235,359	-	235,359	(17,759)
Donated Services	-	-	-	-
Other Support and Revenue	(4,023)	-	(4,023)	2,112
TOTAL SUPPORT AND OTHER REVENUE	241,672	-	241,672	2,169
Net Assets Released from Restrictions / Loss on Disposal of Assets	\$ (174,706)	\$ -	\$ (174,706)	\$ -
CHANGE IN NET ASSETS	876,930	-	876,930	80,803
NET ASSETS - BEGINNING OF YEAR	\$ 2,289,260	\$ -	\$ 2,289,260	\$ 2,208,457
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
NET ASSETS - END OF YEAR	\$ 3,166,190	\$ -	\$ 3,166,190	\$ 2,289,260

Urban Choice Charter School
Statement of Cash Flows

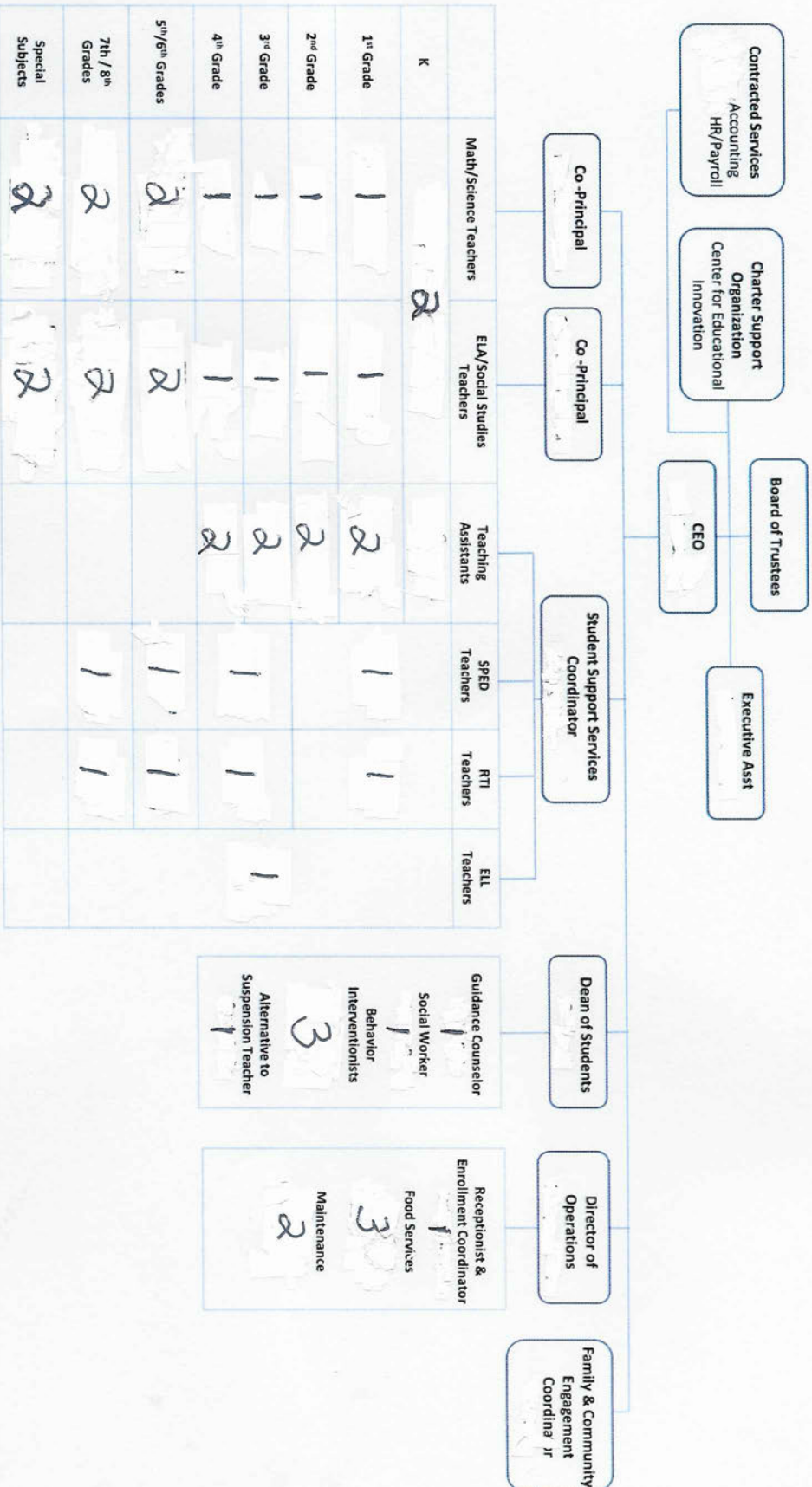
as of June 30

	<u>2021</u>	<u>2020</u>
CASH FLOWS - OPERATING ACTIVITIES		
Increase (decrease) in net assets	\$ 876,930	\$ 80,803
Revenues from School Districts	-	-
Accounts Receivable	-	-
Due from School Districts	-	-
Depreciation	6,172	117,370
Grants Receivable	(272,692)	58,630
Due from NYS	-	-
Grant revenues	-	-
Prepaid Expenses	(27,381)	(32,539)
Accounts Payable	8,526	39,616
Accrued Expenses	-	-
Accrued Liabilities	77,139	(210,820)
Contributions and fund-raising activities	-	-
Miscellaneous sources	-	-
Deferred Revenue	-	-
Interest payments	-	-
Unrealized and realized (gain) loss on investments / Loss on disposal of leasehc	(60,653)	17,759
Building Deposits	(439,951)	-
NET CASH PROVIDED FROM OPERATING ACTIVITIES	<u>\$ 168,090</u>	<u>\$ 70,819</u>
CASH FLOWS - INVESTING ACTIVITIES	\$	\$
Purchase of equipment	-	-
Other	2,532	7,049
NET CASH PROVIDED FROM INVESTING ACTIVITIES	<u>\$ 2,532</u>	<u>\$ 7,049</u>
CASH FLOWS - FINANCING ACTIVITIES	\$	\$
Principal payments on long-term debt	-	732,700
Other	-	-
NET CASH PROVIDED FROM FINANCING ACTIVITIES	<u>\$ -</u>	<u>\$ 732,700</u>
NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS	\$ 170,622	\$ 810,568
Cash at beginning of year	2,225,201	1,414,633
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u><u>\$ 2,395,823</u></u>	<u><u>\$ 2,225,201</u></u>

Urban Choice Charter School
Statement of Functional Expenses
as of June 30

		2021							2020	
No. of Positions		Program Services				Supporting Services			Total	
		Regular Education	Special Education	Other Education	Total	Fundraising	Management and General	Total		
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Personnel Services Costs										
Administrative Staff Personnel	7.00	184,114	-	-	184,114	-	441,008	441,008	625,122	575,977
Instructional Personnel	48.00	1,471,148	290,912	302,172	2,064,232	-	-	-	2,064,232	2,541,943
Non-Instructional Personnel	3.00	34,846	-	68,981	103,827	-	-	-	103,827	198,553
Total Salaries and Staff	58.00	1,690,108	290,912	371,153	2,352,173	-	441,008	441,008	2,793,181	3,316,473
Fringe Benefits & Payroll Taxes		473,805	81,554	104,049	659,408	-	123,632	123,632	783,040	960,372
Retirement		54,678	9,412	12,007	76,097	-	14,267	14,267	90,364	118,921
Management Company Fees		416,807	29,772	59,544	506,123	-	89,316	89,316	595,439	-
Legal Service		-	-	-	-	-	42,561	42,561	42,561	66,144
Accounting / Audit Services		-	-	-	-	-	11,168	11,168	11,168	9,750
Other Purchased / Professional / Consulting Services		152,051	10,861	21,722	184,634	-	144,511	144,511	329,145	625,387
Building and Land Rent / Lease		95,762	6,840	13,680	116,282	-	20,520	20,520	136,802	336,040
Repairs & Maintenance		53,103	3,793	7,586	64,482	-	11,379	11,379	75,861	27,657
Insurance		48,275	-	-	48,275	-	885	885	49,160	56,636
Utilities		57,902	4,136	8,272	70,310	-	12,408	12,408	82,718	56,816
Supplies / Materials		135,721	-	-	135,721	-	-	-	135,721	32,941
Equipment / Furnishings		-	-	2,242	2,242	-	966	966	3,208	4,174
Staff Development		8,806	-	-	8,806	-	-	-	8,806	5,909
Marketing / Recruitment		-	-	-	-	-	-	-	-	12,223
Technology		49,543	-	-	49,543	-	-	-	49,543	48,767
Food Service		-	-	102,522	102,522	-	-	-	102,522	187,641
Student Services		6,648	-	-	6,648	-	-	-	6,648	63,535
Office Expense		18,196	-	-	18,196	-	23,756	23,756	41,952	47,075
Depreciation		4,320	309	617	5,246	-	926	926	6,172	117,370
OTHER		-	-	-	-	-	57,741	57,741	57,741	40,003
Total Expenses		\$ 3,265,725	\$ 437,589	\$ 703,394	\$ 4,406,708	\$ -	\$ 995,044	\$ 995,044	\$ 5,401,752	\$ 6,133,834

Urban Choice Charter School Organizational Chart As of August 12, 2020



URBAN CHOICE CHARTER SCHOOL 2021-2022 SCHOOL CALENDAR

First/Last Day of School
Half Day of School for Students/PD for Staff
No School for Students PD for Staff
Holiday/Recess
New York State Testing

JULY 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

(T=20 /S=20)

1/13 Board of Trustees Meeting
1/17 Holiday – No School

(T=12)

8/16-8/20 All Staff PD
8/23-8/27 All Staff PD
8/30-9/2 All Staff Prep Days

AUGUST 2021						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

(T=15 /S=15)

2/10 Board of Trustees Meeting
2/21 – 2/25 Mid-Winter Recess – No School

(T=20 / S=17)

9/3 No School
9/6 Holiday – No School
9/7 All Staff Prep Day
9/8 First Day of School
9/9 Board of Trustees Meeting
9/30 Open House

SEPTEMBER 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

(T=23 /S=23)

3/3 Half Day for Students/
Parent-Teacher Conferences
3/10 Board of Trustees Meeting
3/29-3/31 NYS Testing
(3-8 ELA Assessments)

(T=20/S=20)

10/7 Board of Trustees Meeting
10/8 No school for students/
All Staff PD
10/11 Holiday—No School

OCTOBER 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

(T=15 /S=15)

4/12 No school for students/
All Staff PD
4/14 Board of Trustees Meeting
4/15-4/22 Spring Recess- No School
4/26-4/28 NYS Testing
(3-8 Math Assessments)

(T=19 /S=19)

11/2 No school for students/
All Staff PD
11/11 Holiday—No School
11/11 Board of Trustees Meeting
11/18 Half Day for Students/
Parent-Teacher Conferences
11/25-11/26 Thanksgiving Recess – No School

NOVEMBER 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2022						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

(T=21 /S=20)

5/12 No school for students/
All Staff PD
5/12 Board of Trustees Meeting
5/30 Holiday – No School

(T=17 /S=17)

12/9 Board of Trustees Meeting
12/10 No school for students/
All Staff PD
12/24 – 12/31 Winter Recess – No School

DECEMBER 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

(T=17/S=16)

6/9 Board of Trustees Meeting
6/10 Holiday—No School
6/10 Last Day of School for Students
6/24 Last Day of School for Staff

Yearly Totals: T=199 S=182



CITY OF ROCHESTER

CERTIFICATE NO.: 55540
DATE ISSUED: JUNE 19, 2020
EXPIRATION: NOT APPLICABLE
LEGAL USE: SCHOOL

CASE NO.: 694005
PERMIT:
SBL NO: 12023000020530010000

CERTIFICATE OF OCCUPANCY

PROPERTY LOCATION: 1020 MAPLE ST

This is to certify that the above property may be legally occupied in the following manner:

MASONRY 1 STORY
CERTIFICATE FOR CHARTER SCHOOL

This Certificate is issued and based on the application made by:

MICHAEL CONROY, {OWNER'S AGENT}, ON APRIL 8, 2020

The Certificate of Occupancy remains in effect from the date of issuance until the expiration date noted above, unless terminated by the occurrence of any of the events enumerated in Section 90-16A(2) of the City Code, or the Non-Conforming Use limitations in Section 120-199 of the Zoning Code. This Certificate must be renewed, if applicable, no later than the expiration date.

This is to certify that the above property conforms to issued building permits and substantially conforms with the requirements of the following codes of the City of Rochester: Zoning Ordinance, Building Code, Property Code, and, where applicable, the N.Y.S Multiple Residency Law.

SENIOR CODE ENFORCEMENT OFFICER

NOTICE AND DISCLAIMER

PROPERTY INSPECTIONS ARE VISUAL AND NON-DESTRUCTIVE ONLY AND ARE NOT INTENDED TO PROVIDE INFORMATION CONCERNING POSSIBLE HIDDEN DEFECTS WITHIN OR BEHIND WALLS, CEILINGS, PARTITIONS OR FLOORS. IN ADDITION, THE CITY MAKES NO REPRESENTATION, CERTIFICATION OR GUARANTEE TO ANY PERSON OR ENTITY, AND ASSUMES NO LIABILITY FOR REAL OR CLAIMED FAILURE TO OBSERVE OR CITE ANY DEFECTS. WHETHER HIDDEN OR OBVIOUS, IN CONJUNCTION WITH ANY INSPECTION REQUISITE FOR ISSUANCE OF A CERTIFICATE OF OCCUPANCY. PROPERTY INSPECTIONS MAY RESULT IN CERTAIN DEFICIENCIES BEING NOTED BUT NOT CITED AS VIOLATIONS BASED ON THEIR CATEGORIZATION AS MINOR IN NATURE. CITY INSPECTIONS ARE DONE TO PROMOTE THE HEALTH, SAFETY AND WELFARE OF THE PUBLIC AS A WHOLE. BY ENHANCING THE CITY'S HOUSING STOCK AND RESIDENTIAL NEIGHBORHOODS.

LENDERS AND PURCHASERS ARE STRONGLY ENCOURAGED TO CONSULT INDEPENDENT INSPECTORS.

EEO Employer/Handicapped



January 21, 2022

Charter School Urban Choice
1020 Maple Street
Rochester, NY 14611

Reference: **Charter School Urban Choice – 1020 Maple St**

A Fire Code inspection was conducted by the Rochester Fire Department on 10/12/21.

The occupied space and/or building have been deemed to be in substantial compliance. At the time of the inspection no fire code violations were observed.

If you have any questions regarding this inspection or any other fire safety issue, please contact us at 585-428-7037 OR visit the website www.cityofrochester.gov to learn more about fire safety codes and safety practices for the home and work environments.

If you have any questions regarding this inspection or any other Fire Safety issue, please contact Fire Marshal Office at 585-428-7037.

Regards,

A handwritten signature in black ink, appearing to read "Christine Schryver".

Deputy Chief Christine Schryver
Fire Marshal