

Application: urban choice charter school

Lynn McCarthy - lmcCarthy@urbanchoicecharter.org
2021-2022 Annual Report

Entry 1 School Info and Cover Page

Completed - Jul 31 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 2021-2022 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, 2022**) 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 800000058267

a1. Popular School Name

UCCS

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

Please select the correct authorizer as of June 30, 2022 or you may not be assigned the correct tasks.

BOARD OF REGENTS

d. DISTRICT / CSD OF LOCATION

ROCHESTER CITY SD

e. DATE OF INITIAL CHARTER

1/2005

f. DATE FIRST OPENED FOR INSTRUCTION

9/2005

c. School Unionized

Is your charter school unionized?

No

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	<p>*Supportive Educational Environment: All of the Grade K-6 classrooms have a teacher and a teaching assistant. The teaching assistant remains with the children throughout the day. The Grade 7-8 classrooms share a teaching assistant. That person is strategically utilized in the particular classrooms. UCCS employed four RTI teachers that work across the grade bands to support the Tier 3 students.</p> <p>UCCS employs four Students with Disabilities teachers that are divided by grade level according to the number of SWD students. A social worker provides the mandated counseling as well as parent requested counseling. The social worker pushes into classrooms to provide whole class SEL to students, as well as small group.</p> <p>There are three SEL coaches 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 so students can get back in the classroom.</p> <p>UCCS also has an ATS room to provide students with an alternative to out of school suspension.</p> <p>The ENL teacher provides push in and pull-out instruction to identified students.</p> <p>UCCS has a school nurse on site.</p> <p>The Dean of Student Support Services meets with the SWD teachers weekly and attends all CSE meetings with teachers and SWD teachers. All compliance pieces for students with disabilities and RCSD are overseen by the Dean of Student Support Services</p>
KDE 2	<p>*Rich, Rigorous, Engaging Curriculum: UCCS curriculum is aligned to the New York State learning standards. Wit and Wisdom by Great Minds is utilized for ELA. Eureka by Great Minds is the math curriculum. Both programs are used for K-8 students. Both curricula are aligned horizontally and vertically across the grade bands.</p>

	<p>Materials within each of the curricula provide materials to differentiate for all students to enable mastery of grade-level skills and concepts. This includes opportunities for students with disabilities, English language learners and economically disadvantaged. The Amplify curriculum is used for Science in grades 5-8 and K-4 utilize the BOCES 4 Science Kits.</p>
<p>KDE 3</p>	<p>*Extended Learning: UCCS offered a summer program for five weeks addressing the missed opportunities for learning during the Covid-19 pandemic. It was comprised of a four hour academic component and then a three and half hour activities component. A community partner "Center for Youth" helped us with the programming for the activities component. An SEL component was woven into both components. UCCS also partnered with another community organization "Urban League" for after-school programming for our 6th through 8th grade students. It involved tutoring and modules that addressed finances and other life skills. They met for two and half hours Monday through Thursday.</p>
<p>KDE 4</p>	<p>*Authentic Family Involvement: UCCS held an Open House for families to see the new facility and meet the staff. Due to Covid-19 we held it on three different nights linking to three different grade bands. Two parent/teacher conference nights were held. Parents could choose to come in person or via zoom. One Family Game Night was held in May.</p>
<p>KDE 5</p>	<p>*Data Informed Instruction: Staff utilized data from formative and summative assessment tools to differentiate their instruction. Two coaches met with grade levels to review data every two weeks. Teachers also met with their grade band partner to discuss student data and progress. All staff received training in the iReady platform and the use of that data to identify trends and root causes for issues that were occurring.</p>
<p>KDE 6</p>	<p>*School Culture: The data collection and progress monitoring of the student's social emotional health was collected through SWIS, and Kickboard. PBIS is implemented across the grade levels. Staff and Family surveys were given during the school year, measuring UCCS satisfaction. A Staff Advisory</p>

Team was formed with the staff and CEO meeting once a month to get feedback and ideas from representatives of the different pods in the school. UCCS has a fob entry system. Visitors need to be buzzed into the building after the identification is validated. If anyone exits the building an alarm will sound to alert the office that someone has left the building. Students and staff are protected by these two precautions. Walkies are utilized by key staff.

KDE 7

(No response)

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 Approved Charter Enrollment for 2021-2022 School Year (exclude Pre-K program enrollment)

400

j. Total Enrollment on June 30, 2022 (exclude Pre-K program enrollment)

389

k. Grades Served during the 2021-2022 School Year (exclude Pre-K program students)

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5, 6, 7, 8
---------------	---------------------------

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 2022-2023?

No, just one site.

URBAN CHOICE CHARTER SCHOOL 800000058267

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 Rochester, NY 14611	585-288-5702	Rochester	K-8	

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Amy Rawleigh-Schiavi	Principal	585-288-5702		arawleighschavie@urbanchoicecharter.org
Operational Leader					
Compliance Contact	Lynn M. McCarthy	CEO	585-288-5702		lmccarthy@urbanchoicecharter.org
Complaint Contact	Lynn M. McCarthy	CEO	585-288-5702		lmccarthy@urbanchoicecharter.org
DASA Coordinator	Carl Parris	Assistant Principal	585-288-5702		cparris@urbanchoicecharter.org
Phone Contact for After Hours Emergencies	Lynn M. McCarthy	CEO	585-288-5702		lmccarthy@urbanchoicecharter.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.

- Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2021.
- If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2022.

Site 1 Certificate of Occupancy (COO)

[Certificate of Occupancy.pdf](#)

Filename: Certificate of Occupancy.pdf **Size:** 77.5 kB

Site 1 Fire Inspection Report

[Fire Code Inspection.pdf](#)

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

CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2021-2022 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/Termination of CMO Contract	A material revision to its charter to discontinue the requirement that UCCS contract with an entity that provides "comprehensive management services" as that term is defined by the Charter School Office, so that UCCS has access to a broader pool of more effective partners and appropriate supports.	February 14, 2022	6/14/2022
2	Change in admissions/enrollment policy	Non-material revision to its charter to amend enrollment policy so as to increase the chances of enrolling greater number of students with disability and english language learners. Proposed to double the weights delineated in the Feb. 2021 policy.	April 4, 2022	
3	Change in Bylaws	A non-material revision to its charter to change the bylaws to require a minimum of five (5)	April 4, 2022	

		members of the Board of Trustees		
4				
5				

More revisions to add?

No

o. Has your school's Board of Trustee's approved a budget for the 2021-2022 FY?

Yes

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).

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:

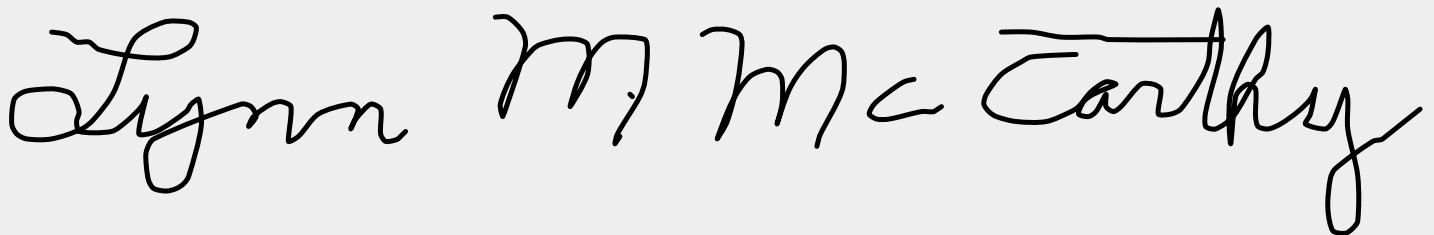
Yes

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

A handwritten signature in black ink on a light gray background. The signature reads "Lynn M. McCarthy" in a cursive script. The first name "Lynn" is written in a large, flowing cursive. The middle initial "M." is smaller and more compact. The last name "McCarthy" is written in a similar cursive style, with a long, sweeping tail on the final "y".

Signature, President of the Board of Trustees



Date

Jul 27 2022

Thank you.



Entry 3 Progress Toward Goals

Completed - Oct 31 2022

Instructions

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

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

Regents, NYCDOE, and Buffalo BOE-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, 2022.

URBAN CHOICE CHARTER SCHOOL 800000058267

1. ACADEMIC STUDENT PERFORMANCE GOALS

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

2021-2022 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 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	Met	Not able to assess NYS average on the assessment. Data not released.
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	Met	Not able to assess NYS average on the assessment. Data not released.
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	Not Met	Not able to assess NYS average on the assessment. Data not released. We have reassessed the teacher that we had at that grade level and made a change. UCCS implemented intense professional development at this grade level. Not able to assess NYS average on the assessment. Data not released.

Academic Goal 4	Grade 6 will exceed district of residence (Rochester City) and approach the New York State average on the NYS ELA Assessment average score	NYS ELA	Met	Not able to assess NYS average on the assessment. Data not released.
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	Not Met	We have reassessed the teacher that we had at that grade level and made a change. UCCS implemented intense professional development at this grade level. Not able to assess NYS average on the assessment. Data not released.
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	Not Met	We have reassessed the teacher that we had at that grade level and made a change. UCCS implemented intense professional development at this grade level. Not able to assess NYS average on the assessment. Data not released.
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	Unable to Assess	RCSD did not have any math data to compare for math. Not able to assess NYS average on the assessment. Data not released.

Academic Goal 8	Grade 4 will exceed district of residence (Rochester City) and approach the New York State average on the NYS ELA Assessment average score	NYS Math	Unable to Assess	RCSD did not have any math data to compare for math. Not able to assess NYS average on the assessment. Data not released.
Academic Goal 9	Grade 5 will exceed district of residence (Rochester City) and approach the New York State average on the NYS ELA Assessment average score	NYS Math	Unable to Assess	RCSD did not have any math data to compare for math. Not able to assess NYS average on the assessment. Data not released.
Academic Goal 10	Grade 6 will exceed district of residence (Rochester City) and approach the New York State average on the NYS ELA Assessment average score	NYS Math	Unable to Assess	RCSD did not have any math data to compare for math. Not able to assess NYS average on the assessment. Data not released.

2. Do have more academic goals to add?

Yes

2021-2022 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
Academic Goal 11	Grade 7 will exceed district of residence (Rochester City) and approach the New York State average on the NYS ELA Assessment average score	NYS Math	Unable to Assess	RCSD did not have any math data to compare for math. Not able to assess NYS average on the assessment. Data not released.
Academic Goal 12	Grade 8 will exceed district of residence (Rochester City) and approach the New York State average on the NYS ELA Assessment average score	NYS Math	Unable to Assess	RCSD did not have any math data to compare for math. Not able to assess NYS average on the assessment. Data not released.
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 2021-2022 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”.

2021-2022 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	Students will be proficient readers and writers of the English Language	iReady data	Not Met	<p>77% of our students met progress to annual typical growth</p> <p>UCCS will hire a full time ELA coach that is trained as a fellowship with Wit and Wisdom to support teachers in the classroom with instructional practices. UCCS will also evaluated the foundational skills needed in K-2 and made adjustments to additional curriculum pieces.</p>
Org Goal 2	Students will be proficient mathematically.	iReady data	Not Met	<p>67% of our students met progress to annual typical growth.</p> <p>UCCS will hire a Math coach with an extensive background in the NYS standards as well as experience with Eureka math. This individual will support teachers in</p>

				the classroom with instructional practices.
Org Goal 3	UCCS will maintain a positive school climate.	Parent Survey	Met	UCCS had an overall 83% satisfaction rating by parents. 2022-2023 UCCS will be implementing a student survey as well.
Org Goal 4	UCCS will maintain a high level of parent engagement.	Events held at the school	Met	Open House: 111 families Parent/Teacher Conference Nov.: 164 parents Parent/Teacher Conference Feb.: 161 parents Family Night: 95 families. In the next school year UCCS will increase the number of opportunities for parent engagement and continue the Parent Advisory Committee.
Org Goal 5	UCCS will engage in community and business partnerships.	Number of partnerships made	Met	The goal was for 3 partnerships for this year and UCCS maintained 4 community partnerships. Next school year a designated position will be assigned to increase outside partnerships in different areas.
Org Goal 6	UCCS will operate in its approved budget.	Comparison of budget vs. Actual	Met	Continue processes in place.

Org Goal 7	UCCS will complete an annual audit with no adverse findings.	Annual audit	Met	Continue internal procedures.
Org Goal 8	UCCS will operate at full enrollment capacity	Enrollment numbers	Partially Met	UCCS enrollment fluctuated between 388 - 391 students. UCCS will monitor enrollment on a daily basis and give less number of days for parents to make a decision to accept an offer so the school can then offer the opening to another family.
Org Goal 9	UCCS will increase the number of students that are English Language Learners and Students with Disabilities	Enrollment numbers	Partially Met	UCCS increased our ELL population from 11 - 17 students. A 2% increase. The number of Students with Disabilities remained the same. UCCS will develop an intense recruitment plan for the next school year.
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

2021-2022 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	UCCS will operate with its approved budget	Budget vs. Actual statements	Met	
Financial Goal 2	UCCS will complete an audit free of any findings	Annual Audit	Met	
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 - Nov 1 2022

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

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, 2022**. 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 protections are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2022 but will be identified as a required task thereafter and due on November 1, 2022. This is a required task, and it is marked optional for administrative purposes only.

[URBAN CHOICE CHARTER SCHOOL - 06](#)

Filename: URBAN_CHOICE_CHARTER_SCHOOL_-_06.3_eBJF5zR.pdf Size: 469.9 kB

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

Completed - Nov 1 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 [2021-2022 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2022**.

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.

[auditedfinancialreporttemplate-nysed \(1\) 21](#)

Filename: auditedfinancialreporttemplate-ny_UVDSwoK.xlsx Size: 74.6 kB

Entry 4c – Additional Financial Documents

Completed - Nov 1 2022

Instructions - Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2022**. 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_-_06.3_SDynk8K.pdf Size: 573.7 kB

[URBAN CHOICE CHARTER SCHOOL - 06](#)

Filename: URBAN_CHOICE_CHARTER_SCHOOL_-_06.3_fbKD2Xw.pdf Size: 580.5 kB

Entry 4d - Financial Services Contact Information

Completed - Nov 1 2022

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2022**.

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	lmccarthy@urbanchoicecharter.org	585-288-5702

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Michelle Cain			4

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	Lisa Williamson	2 State Street, Suite 300, rochester, NY 14614			4

Entry 5 – Fiscal Year 2022-2023 Budget

Completed - Nov 1 2022

SUNY-authorized charter schools should download the [2022-23 Budget and Quarterly Report Template and the 2022-23 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed template into Epicenter. SUNY CSI will forward to NYSED CSO. **Due November 1, 2022.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the [2022-2023 Budget Template](#) in the portal or from the Annual Report website. **Due November 1, 2022.**

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.

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

[5 yr internal Budget 2022-2023 4](#)

Filename: 5_yr_internal__Budget_2022-2023_4.3.2022.xlsx Size: 47.6 kB

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Nov 22 2022

Due on August 1, 2022, 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 2021-2022 school year must complete and sign a [Trustee Disclosure of Financial Interest Form](#). Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for completing the form for trustees who left the board during the reporting year.**

Forms completed from past years will not be accepted. **Only the latest version of the form** (updated in April, 2022) is acceptable.).

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.

[UCCS BoT 2021](#)

Filename: UCCS_BoT_2021.2022.pdf Size: 905.8 kB

[Miriam Miranda-Jurado](#)

Filename: Miriam_Miranda-Jurado.pdf Size: 195.3 kB

Entry 7 BOT Membership Table

Completed - Jul 31 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.

URBAN CHOICE CHARTER SCHOOL 80000058267

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

1. 2021-2022 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 2021-2022
1	Mubarak Bashir		Chair	Executive/All	Yes	2	07/01/2022	06/30/2025	12
2	Miriam Miranda Jurado		Vice Chair	Executive/Governance	Yes	2	07/01/2020	06/30/2023	12
3	Bliss Owen		Treasurer	Executive/Finance	Yes	2	07/01/2020	06/30/2023	11
4	Taj Smith		Secretary	Executive	Yes	1	05/20/2021	06/30/2024	12
5	Nicole Reinhard		Trustee/Member	Board Member	Yes	1	03/10/2022	06/30/2025	5 or less
6					Yes				
7					Yes				
8					Yes				
9									

1a. Are there more than 9 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, 2022	5
b.Total Number of Members Added During 2021-2022	1
c. Total Number of Members who Departed during 2021-2022	3
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5

3. Number of Board meetings held during 2021-2022

15

4. Number of Board meetings scheduled for 2022-2023

12

Total number of Voting Members on June 30, 2022:

5

Total number of Voting Members added during the 2021-2022 school year:

1

Total number of Voting Members who departed during the 2021-2022 school year:

3

Total Maximum Number of Voting members in 2021-2022, as set by the board in bylaws, resolution, or minutes:

15

Total number of Non-Voting Members on June 30, 2022:

0

Total number of Non-Voting Members added during the 2021-2022 school year:

0

Total number of Non-Voting Members who departed during the 2021-2022 school year:

0

Total Maximum Number of Non-Voting members in 2021-2022, as set by the board in bylaws, resolution or minutes:

0

Board members attending 8 or fewer meetings during 2021-2022

3

Thank you.

Entry 8 Board Meeting Minutes

Completed - Jul 31 2022

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

Schools must upload a complete set of monthly board meeting minutes (July 2021-June 2022), which should match the number of meetings held during the 2021-2022 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 1, 2022**.

1

Filename: 1.13.22.pdf Size: 150.6 kB

2

Filename: 2.10.22.pdf Size: 294.2 kB

2

Filename: 2.14.22.pdf Size: 172.9 kB

3

Filename: 3.10.22.pdf Size: 266.0 kB

4

Filename: 4.4.22.pdf Size: 192.8 kB

4

Filename: 4.28.22.pdf Size: 293.8 kB

5

Filename: 5.12.22.pdf Size: 360.6 kB

6

Filename: 6.6.22.pdf Size: 256.3 kB

8

Filename: 8.26.21.pdf Size: 242.3 kB

9

Filename: 9.7.21.pdf Size: 189.3 kB

9

Filename: 9.9.21.pdf Size: 131.3 kB

9

Filename: 9.29.21.pdf Size: 126.7 kB

10

Filename: 10.14.21.pdf Size: 145.0 kB

[11](#)

Filename: 11.20.21.pdf Size: 157.3 kB

[12](#)

Filename: 12.9.21_HxVFig1.pdf Size: 131.6 kB

Entry 9 Enrollment & Retention

Completed - Jul 31 2022

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

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2021-2022 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 2022-2023.

Entry 9 Enrollment and Retention of Special Populations

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
Economically Disadvantaged	<p>UCCS is at 99% economically disadvantaged. We have met and exceeded the RCSD number. As per our lottery preference is given to Rochester residents.</p>	<p>Will remain the same as in previous years.</p>
English Language Learners	<p>Our Director of Community Engagement attended Pre-School Open Houses in Rochester to provide information about UCCS. A pamphlet was also created describing UCCS and our programs. This pamphlet was distributed at local churches and places in Rochester that would allow it.</p>	<p>UCCS made a revision to the charter to double the weights of ELL applicants from the previous weight increase.</p>
Students with Disabilities	<p>Our Director of Community Engagement attended Pre-School Open Houses in Rochester to provide information about UCCS. A pamphlet was also created describing UCCS and our programs. This pamphlet was distributed at local churches and places in Rochester that would allow it. For UCCS, the majority of our new student openings is for kindergarten. Students coming to kindergarten are not identified.</p>	<p>UCCS made a revision to the charter to double the weights of SWD applicants from the previous weight increase.</p>

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
Economically Disadvantaged	UCCS is at 99% economically disadvantaged. We have met and exceeded the RCSD number. As per our lottery preference is given to Rochester residents.	Will remain the same as in previous years.
English Language Learners	Our ELL teacher makes frequent contact with our ELL families. She also is a translator for any events or parent/teacher conferences. UCCS is adopting a new curriculum for our ELL population. Staff receive SIOP training during the school year.	The retention efforts describe for 2021-2022 will continue to happen. This new school year we have hired an additional ELL teacher due to the number of students in many different grade levels. She is also fluent in Punjabi, a language spoken by our families.
Students with Disabilities	UCCS' Dean of Student Support Services makes frequent phone calls to our current SWD parents to engage them in their child's education. Parents are also prepped for the CSE meetings for their children by the Dean and SWD teachers.	UCCS is moving to an ICOT model for this school year in grades K-4. Grades 5/6 will share a SWD teacher and Grades 7/8 will share a SWD teacher. Utilizing the ICOT model with a general education teacher, a SWD teacher and a teaching assistant will open up opportunities for more collaboration of staff.

Entry 10 – Teacher and Administrator Attrition

Completed - Jul 31, 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 who 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 who 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.nysed.gov/common/nysed/files/programs/charter-schools/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

Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must 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 [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

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 - Aug 1 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, 2022)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	0
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. Mathematics	1
ii. Science	0
iii. Computer Science	0
iv. Technology	0
v. Career and Technical Education	0
Total Category B: not to exceed 5	1.0

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, 2022)	2
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	0
Total Category C: not to exceed 5	2.0

TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)

(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	8

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	3

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	28

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	39

Thank you.



Entry 12 Organization Chart

Completed - Jul 31, 2022

[Instructions](#)

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

Upload the 2021-2022 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should **not** appear on the chart.

[2021-2022 Organizational Chart Annual Report](#)

Filename: 2021-2022_Organizational_Chart_Ann_2mSohfF.pdf Size: 126.1 kB

Entry 13 School Calendar

Completed - Jul 31 2022

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2022 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2022**.

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 also 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. See an example of a calendar showing the requested information. Schools are encouraged to use a calendar template and ensure there is a monthly tally of instructional days.

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

[2022-2023 Calendar](#)

Filename: 2022-2023_Calendar.pdf Size: 146.3 kB

Entry 14 Links to Critical Documents on School Website

Completed - Jul 31 2022

[Instructions](#)

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

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#));
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

[\[1\]](#) Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Report when financials have been submitted in November.)

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 4: Authorizer-approved DASA policy and NYSED-Approved School Discipline 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. Current Annual Report (i.e., 2021-2022 Annual Report)	https://www.urbanchoicecharterschool.org/_files/ugd/4cc248_0bbd1ccc29bc4e9da60d92c86c8d757f.pdf
2. Board meeting notices, agendas and documents	https://www.urbanchoicecharterschool.org/staff-1
3. New York State School Report Card	https://www.urbanchoicecharterschool.org/_files/ugd/4cc248_0bbd1ccc29bc4e9da60d92c86c8d757f.pdf
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.urbanchoicecharterschool.org/_files/ugd/4cc248_f6dd0de5d5ff47e3b38bec1444a6cded.pdf
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	https://www.urbanchoicecharterschool.org/_files/ugd/4cc248_0bbd1ccc29bc4e9da60d92c86c8d757f.pdf
6. Authorizer-approved FOIL Policy	https://www.urbanchoicecharterschool.org/academics-2
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://www.urbanchoicecharterschool.org/academics-2

Thank you.



URBAN CHOICE CHARTER SCHOOL

ROCHESTER, NEW YORK

AUDITED FINANCIAL STATEMENTS

AND

INDEPENDENT AUDITOR'S REPORT

JUNE 30, 2022

(With Comparative Totals for 2021)

CONTENTS

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Statement of Financial Position	5
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Statement of Cash Flows	8
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INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Urban Choice Charter School

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Urban Choice Charter School, which comprise the statement of financial position as of June 30, 2022, 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.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Urban Choice Charter School as of June 30, 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Urban Choice Charter School and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Urban Choice Charter School's ability to continue as a going concern for one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Urban Choice Charter School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Urban Choice Charter School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Report on Summarized Comparative Financial Information

We have previously audited Urban Choice Charter School's June 30, 2021 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated September 28, 2021. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2021 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 October 27, 2022 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, Baw & Co. LLP

Rochester, New York
October 27, 2022

URBAN CHOICE CHARTER SCHOOL
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2022
(With Comparative totals for 2021)

	June 30,	
<u>ASSETS</u>	2022	2021
<u>CURRENT ASSETS</u>		
Cash	\$ 3,257,934	\$ 2,320,823
Investment in Community Foundation	769,112	899,370
Grants and other receivables	335,881	396,011
Prepaid expenses and other current assets	70,860	59,920
TOTAL CURRENT ASSETS	4,433,787	3,676,124
 <u>PROPERTY AND EQUIPMENT, net</u>	 7,140	 11,485
 <u>OTHER ASSETS</u>		
Deposits	439,951	439,951
Designated cash	75,000	75,000
	514,951	514,951
TOTAL ASSETS	\$ 4,955,878	\$ 4,202,560
 <u>LIABILITIES AND NET ASSETS</u>		
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 390,525	\$ 114,916
Accrued payroll and benefits	232,472	188,754
TOTAL CURRENT LIABILITIES	622,997	303,670
 <u>LONG TERM DEBT</u>	 -	 732,700
TOTAL LIABILITIES	622,997	1,036,370
 <u>NET ASSETS</u>		
Without donor restrictions	4,332,881	3,166,190
TOTAL LIABILITIES AND NET ASSETS	\$ 4,955,878	\$ 4,202,560

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, 2022
(With Comparative totals for 2021)

	<u>Year ended June 30,</u>	
	<u>2022</u>	<u>2021</u>
Operating revenue and support:		
State and local per pupil operating revenue	\$ 5,672,268	\$ 5,625,486
Government grants	1,621,298	586,230
Private grants	4,527	9,480
Fundraising	203	856
Unrealized and realized (loss) gain on investments	(126,269)	235,359
Paycheck Protection Program loan forgiveness	732,700	-
Other expense	-	(4,023)
TOTAL OPERATING REVENUE AND SUPPORT	<u>7,904,727</u>	<u>6,453,388</u>
Expenses:		
Program:		
Regular education	3,960,567	3,265,726
Special education	517,030	437,589
Other expenses	1,006,068	703,393
Management and general	1,254,371	995,044
TOTAL EXPENSES	<u>6,738,036</u>	<u>5,401,752</u>
CHANGE IN NET ASSETS BEFORE LOSS ON DISPOSAL OF LEASEHOLD IMPROVEMENTS AND SECURITY DEPOSIT	1,166,691	1,051,636
LOSS ON DISPOSAL OF LEASEHOLD IMPROVEMENTS AND SECURITY DEPOSIT	<u>-</u>	<u>(174,706)</u>
CHANGE IN NET ASSETS	1,166,691	876,930
Net assets without donor restrictions at beginning of year	<u>3,166,190</u>	<u>2,289,260</u>
NET ASSETS WITHOUT DONOR RESTRICTIONS AT END OF YEAR	<u>\$ 4,332,881</u>	<u>\$ 3,166,190</u>

The accompanying notes are an integral part of the financial statements.

URBAN CHOICE CHARTER SCHOOL

STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDED JUNE 30, 2022
(With Comparative totals for 2021)

	No. of Positions	Program Services				Management and General	Total	
		Regular Education	Special Education	Other Expenses	Sub-total		2022	2021
Personnel services costs:								
Administrative staff personnel	10	\$ -	\$ -	\$ 173,401	\$ 173,401	\$ 508,086	\$ 681,487	\$ 625,122
Instructional personnel	51	2,118,387	352,427	135,996	2,606,810	80,000	2,686,810	2,015,230
Non-instructional personnel	3	6,519	-	85,751	92,270	-	92,270	152,829
Total salaries and wages	64	2,124,906	352,427	395,148	2,872,481	588,086	3,460,567	2,793,181
Fringe benefits and payroll taxes		520,510	86,329	96,794	703,633	144,055	847,688	783,040
Occupancy		389,786	27,842	55,684	473,312	83,526	556,838	136,803
Retirement		55,473	9,200	10,316	74,989	15,353	90,342	90,364
Legal service		-	-	-	-	80,353	80,353	42,561
Accounting/Audit services		-	-	-	-	10,676	10,676	11,168
Other Purchased/Professional/Consulting Services		455,658	32,547	65,094	553,299	251,655	804,954	924,583
Repairs and maintenance		47,543	3,396	6,792	57,731	10,188	67,919	75,861
Insurance		45,096	-	-	45,096	-	45,096	49,160
Supplies/Materials		113,403	-	-	113,403	-	113,403	135,721
Equipment/Furnishings		-	-	6,148	6,148	1,764	7,912	3,208
Staff development		8,271	-	-	8,271	-	8,271	8,806
Technology		88,659	-	-	88,659	-	88,659	49,543
Food service		-	-	359,514	359,514	-	359,514	102,522
Student services		19,034	-	-	19,034	-	19,034	6,648
Office expense		18,177	-	-	18,177	39,550	57,727	41,952
Depreciation		3,041	217	434	3,692	652	4,344	6,172
Utilities		71,010	5,072	10,144	86,226	15,216	101,442	82,718
Other		-	-	-	-	13,297	13,297	57,741
		<u>\$ 3,960,567</u>	<u>\$ 517,030</u>	<u>\$ 1,006,068</u>	<u>\$ 5,483,665</u>	<u>\$ 1,254,371</u>	<u>\$ 6,738,036</u>	<u>\$ 5,401,752</u>

The accompanying notes are an integral part of the financial statements.

URBAN CHOICE CHARTER SCHOOL

STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2022
(With Comparative totals for 2021)

	<u>Year ended June 30,</u>	
	<u>2022</u>	<u>2021</u>
<u>CASH FLOWS - OPERATING ACTIVITIES</u>		
Change in net assets	\$ 1,166,691	\$ 876,930
Adjustments to reconcile change in net assets to net cash provided from operating activities:		
Depreciation	4,345	6,172
Paycheck Protection Program loan forgiveness	(732,700)	-
Unrealized and realized loss (gain) on investments	126,269	(235,359)
Loss on disposal of leasehold improvements and security deposit	-	174,706
Changes in certain assets and liabilities affecting operations:		
Grants and other receivables	60,130	(272,692)
Prepaid expenses and other current assets	(10,940)	(27,381)
Deposits	-	(439,951)
Accounts payable and accrued expenses	275,609	8,526
Accrued payroll and benefits	43,718	77,139
NET CASH PROVIDED FROM OPERATING ACTIVITIES	<u>933,122</u>	<u>168,090</u>
<u>CASH FLOWS - INVESTING ACTIVITIES</u>		
Purchases of property and equipment	-	(4,897)
Investment in Community Foundation	(13,060)	(8,733)
Proceeds from sale of investment in Community Foundation	17,049	16,162
NET CASH PROVIDED FROM INVESTING ACTIVITIES	<u>3,989</u>	<u>2,532</u>
NET INCREASE IN CASH AND RESTRICTED CASH	937,111	170,622
Cash and restricted cash at beginning of year	<u>2,395,823</u>	<u>2,225,201</u>
CASH AND RESTRICTED CASH AT END OF YEAR	<u>\$ 3,332,934</u>	<u>\$ 2,395,823</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	\$ 3,257,934	\$ 2,320,823
Designated cash	<u>75,000</u>	<u>75,000</u>
Total cash and restricted cash shown in the statement of cash flows	<u>\$ 3,332,934</u>	<u>\$ 2,395,823</u>

The accompanying notes are an integral part of the financial statements.

URBAN CHOICE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2022

(With Comparative totals for 2021)

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 2021-22 school year represents the Charter School’s seventeenth 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, 2022 or 2021.

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, 2022

(With Comparative totals for 2021)

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>Year ended June 30,</u>	
	<u>2022</u>	<u>2021</u>
Revenues earned over time	\$ 5,714,128	\$ 5,674,159
Revenues earned at a point in time	<u>203</u>	<u>856</u>
	<u>\$ 5,714,331</u>	<u>\$ 5,675,015</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, 2022

(With Comparative totals for 2021)

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:

	<u>June 30,</u>		
	<u>2022</u>	<u>2021</u>	<u>2020</u>
Grants and other receivables	\$ 41,860	\$ 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, 2022 and June 30, 2021. The Charter School received cost-reimbursement grants of approximately \$1,814,000 and \$113,000 that have not been recognized at June 30, 2022 and 2021, respectively, because qualifying expenditures have not yet been incurred.

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, 2022

(With Comparative totals for 2021)

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, 2022 and 2021.

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.

Major renewals and betterments are capitalized, while repairs and maintenance are charged to operations as incurred. Upon sale or retirement, the related cost and allowances for depreciation are removed from the accounts and the related gain or loss is reflected in operations.

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, 2019 through June 30, 2022 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. There were no marketing and recruiting costs for the years ended June 30, 2022 and 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, 2022

(With Comparative totals for 2021)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

New accounting pronouncement - 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.

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 October 27, 2022, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted.

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, 2022 and 2021:

	<u>June 30,</u>	
	<u>2022</u>	<u>2021</u>
Cash	\$ 3,257,934	\$ 2,320,823
Grants and other receivables	335,881	396,011
Investment in Community Foundation	<u>769,112</u>	<u>899,370</u>
Total financial assets available within one year	4,362,927	3,616,204
Amounts unavailable to management without Board approval		
Board designated for Quasi-Endowment	<u>(769,112)</u>	<u>(899,370)</u>
Total financial assets available to management for general expenditures within one year	<u>\$ 3,593,815</u>	<u>\$ 2,716,834</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, 2022 and 2021 there was no outstanding balance on this line.

URBAN CHOICE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative totals for 2021)

NOTE C: PROPERTY AND EQUIPMENT

Property and equipment consisted of the following:

	<u>June 30,</u>	
	<u>2022</u>	<u>2021</u>
Furniture and fixtures	\$ 4,898	\$ 4,898
Office equipment	36,505	36,505
Computer equipment	<u>89,685</u>	<u>89,685</u>
	131,088	131,088
Less accumulated depreciation	<u>123,948</u>	<u>119,603</u>
	<u>\$ 7,140</u>	<u>\$ 11,485</u>

NOTE D: SCHOOL FACILITY

The Charter School leases its facility from a third party. The original lease agreement was effective for the period of July 1, 2020 – June 30, 2021. This lease was converted to a month-to-month arrangement. In June 2022, the school amended its lease to extend through July 9, 2023. Rent expense totaled \$504,000 and \$104,948 for the years ended June 30, 2022 and 2021, respectively. Future minimum lease payments for year ending June 30, 2023 under this agreement is \$504,000.

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 purchase agreement calls for a purchase price of \$4,000,000 to close by June 30, 2023. The Charter School paid a nonrefundable deposit in a prior year in the amount of \$30,000, which is included in other assets in the accompanying statement of financial position at June 30, 2022 and 2021, to be credited against the total purchase price. 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, 2022 and 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 72% and 87% of the Charter School's total revenue and operating support for the years ended June 30, 2022 and 2021, respectively.

URBAN CHOICE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative totals for 2021)

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 \$90,342 and \$90,364, during the years ended June 30, 2022 and 2021.

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 5.25% at June 30, 2022). There were no borrowings against the line of credit at June 30, 2022 and 2021, 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, 2022</u>			
Funds held by RACF:			
Investment pools	<u>\$ 769,112</u>	<u>\$ 600,000</u>	<u>\$ 169,112</u>
 <u>June 30, 2021</u>			
Funds held by RACF:			
Investment pools	<u>\$ 899,370</u>	<u>\$ 600,000</u>	<u>\$ 299,370</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, 2022

(With Comparative totals for 2021)

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, 2022

(With Comparative totals for 2021)

NOTE J: FAIR VALUE MEASUREMENTS, Cont'd

	<u>Assets at Fair Value</u>		
	<u>Level 1 (est)</u>	<u>Level 2 (est)</u>	<u>Total</u>
<u>June 30, 2022</u>			
Investments:			
Funds held by RACF, at NAV	<u>\$ 499,930</u>	<u>\$ 269,192</u>	<u>\$ 769,122</u>
<u>June 30, 2021</u>			
Investments:			
Funds held by RACF, at NAV	<u>\$ 584,590</u>	<u>\$ 314,780</u>	<u>\$ 899,370</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 \$769,112 and \$899,370 at June 30, 2022 and 2021, 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, 2022

(With Comparative totals for 2021)

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 planned to continue with CEI's services through year ending June 30, 2022. 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. Effective March 2022, the Charter School terminated the educational services agreement with CEI. The School is currently in arbitration with CEI for service fees charged to the Charter School that has yet to be paid. Expenses accrued for these fees are included in accounts payable and accrued expenses in the amount of \$360,930 at June 30, 2022.

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 had a maturity of 2 years and an interest rate of 1%. The loan had the potential for forgiveness provided certain requirements were met by the Charter School. The loan was funded on June 1, 2020 and was included in long term debt in the accompanying statement of financial position at June 30, 2021. On September 9, 2021, the loan was forgiven in full and the income was recognized as Paycheck Protection Program loan forgiveness in the accompanying statement of activities and changes in net assets for the year ended June 30, 2022.

NOTE N: NET ASSETS

Net assets without donor restrictions are as follows:

	June 30,	
	<u>2022</u>	<u>2021</u>
Undesignated	\$ 3,556,629	\$ 2,255,335
Board designated for Quasi-Endowment	769,112	899,370
Invested in property and equipment	<u>7,140</u>	<u>11,485</u>
	<u>\$ 4,332,881</u>	<u>\$ 3,166,190</u>

URBAN CHOICE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative totals for 2021)

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, 2022 and 2021:

	<u>Without Donor Restrictions</u>
<u>June 30, 2022</u>	
Board-designated endowment funds - assets held by RACF	<u>\$ 769,112</u>
<u>June 30, 2021</u>	
Board-designated endowment funds - assets held by RACF	<u>\$ 899,370</u>

For the years ended June 30, 2022 and 2021, the Charter School had the following endowment-related activities:

	<u>Without Donor Restrictions</u>
Endowment net assets, July 1, 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	899,370
Investment loss	(127,069)
Appropriated for expenditure	<u>(3,189)</u>
Total change in endowment funds	<u>(130,258)</u>
Endowment net assets, June 30, 2022	<u>\$ 769,112</u>

URBAN CHOICE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative totals for 2021)

NOTE O: ENDOWMENT, Cont'd

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.

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.

URBAN CHOICE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative totals for 2021)

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 2023.

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 \$873,946 and \$109,576 of revenue relative to ESSER grants during the years ended June 30, 2022 and 2021, respectively.

NOTE Q: RENEWAL PROCESS

The Charter School is currently in the process of renewing its charter as granted by the New York State Board of Regents. The Charter currently expires June 30, 2023. The renewal process includes review by NYSED of various operational and governance aspects, including fiscal health and internal controls, board governance, and academic performance. Upon review of the application for renewal and results, NYSED will determine if the charter should be renewed and if so, for how long. Successful charter renewals can range from one to five years. At this time, management of the Charter School expects the charter to be renewed.

URBAN CHOICE CHARTER SCHOOL

REPORT TO THE BOARD OF TRUSTEES

JUNE 30, 2022

October 27, 2022

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, 2022, and have issued our report thereon dated October 27, 2022. 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 June 28, 2022, 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.

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.

Significant Risks Identified

We have identified the following significant risks:

- Management override
- Improper revenue recognition
- Improper allocation of expenses to grants
- Misappropriation of assets

Professional auditing standards require that we identify and assess risks and design and perform our audit procedures to assess those risks. The identification of a risk does not mean that it has occurred, but rather it has the potential to impact the financial statements.

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 2022. 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, Michelle Cain 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

**SCHEDULES REQUIRED BY GOVERNMENT
AUDITING STANDARDS AND THE UNIFORM
GUIDANCE**

AND

INDEPENDENT AUDITOR'S REPORTS

JUNE 30, 2022

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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, 2022 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 October 27, 2022.

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) as a basis for designing 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 was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control 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 financial statements. 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, Baw & Co. LLP

Rochester, New York
October 27, 2022

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM;
REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON THE SCHEDULE OF
EXPENDITURES OF FEDERAL AWARDS IN ACCORDANCE WITH THE UNIFORM GUIDANCE

Board of Trustees
Urban Choice Charter School

Opinion on Each Major Federal Program

We have audited Urban Choice Charter School's compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each Urban Choice Charter School's major federal programs for the year ended June 30, 2022. Urban Choice Charter School's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Urban Choice Charter School complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Urban Choice Charter School and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Urban Choice Charter School's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to Urban Choice Charter School's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Urban Choice Charter School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Urban Choice Charter School's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Urban Choice Charter School's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Urban Choice Charter School's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Urban Choice Charter School's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements Urban Choice Charter School as of and for the year ended June 30, 2022, and have issued our report thereon dated October 27, 2022, which contained an unmodified opinion on those financial statements. Our audit was performed for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.

Mengel, Metzger, Baw & Co. LLP

Rochester, New York
October 27, 2022

URBAN CHOICE CHARTER SCHOOL

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED JUNE 30, 2022

	<u>Federal AL Number</u>	<u>Pass-through Grantor's Number</u>	<u>Total Federal Expenditures</u>
U.S. Department of Education:			
<u>Passed through New York State Education Department:</u>			
Title I - Grants to Local Educational Agencies	84.010	0021	\$ 227,869
Title IIA - Supporting Effective Instruction State Grant	84.367	0147	26,913
Title IIIA - English Language Learners	84.365	0293	2,017
Title IV- Student Support and Academic Enrichment Program	84.424	0204	4,820
<u>Education Stabilization Funds -</u>			
ESSER I - Elementary and Secondary School Emergency Relief Fund	84.425D	5890	108,596
ESSER II - Elementary and Secondary School Emergency Relief Fund	84.425D	5891	264,310
ARP ESSER - American Rescue Plan-Elementary and Secondary School Emergency Relief	84.425U	5880	<u>501,040</u>
<i>Total Education Stabilization Funds</i>			<u>873,946</u>
TOTAL U.S. DEPARTMENT OF EDUCATION			1,135,565
 U.S. Department of Agriculture:			
<u>Passed through NYS Department of Education</u>			
<i>Child Nutrition Cluster</i>			
School Breakfast Program	10.553	261600860877	160,339
National School Lunch Program	10.555	261600860877	<u>273,009</u>
<i>Total Child Nutrition Cluster</i>			<u>433,348</u>
TOTAL U.S. DEPARTMENT OF AGRICULTURE			<u>433,348</u>
 TOTAL ALL PROGRAMS			<u>\$ 1,568,913</u>

URBAN CHOICE CHARTER SCHOOL

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS Cont'd

YEAR ENDED JUNE 30, 2022

NOTE A: BASIS OF PRESENTATION

The above schedule of expenditures of federal awards includes the federal grant activity of Urban Choice Charter School and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

NOTE B: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following, as applicable, the cost principles contained in Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

Urban Choice Charter School has elected not to use the 10 percent de minimis indirect cost rate allowed under the Uniform Guidance.

URBAN CHOICE CHARTER SCHOOL
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2022

SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued:	Unmodified
Internal control over financial reporting:	
• Material weakness (es) identified?	_____ yes <u> x </u> no
• Significant deficiency(ies) identified that are not considered to be material weaknesses?	_____ yes <u> x </u> none reported
Noncompliance material to financial statements noted?	_____ yes <u> x </u> no

Federal Awards

Internal control over major programs:	
• Material weakness (es) identified?	_____ yes <u> x </u> no
• Significant deficiency(ies) identified that are not considered to be material weaknesses?	_____ yes <u> x </u> none reported

Type of auditor's report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	_____ yes <u> x </u> no

Identification of major program:	
<i>AL Number:</i>	<i>Name of Federal Program or Cluster:</i>
84.425D & 84.425U	ESSER I, ESSER II & ARP ESSER

Dollar threshold used to distinguish between type A and type B programs:	_____ <u> \$750,000 </u>
Auditee qualified as low-risk auditee?	_____ yes <u> x </u> no

URBAN CHOICE CHARTER SCHOOL

SCHEDULE OF FINDINGS AND QUESTIONED COSTS, Cont'd

YEAR ENDED JUNE 30, 2022

FINDINGS – FINANCIAL STATEMENT AUDIT

- NONE

FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT

- NONE

SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS

- NONE

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Mubarak Bashir

Name of Charter School Education Corporation:

Urban Choice Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

None

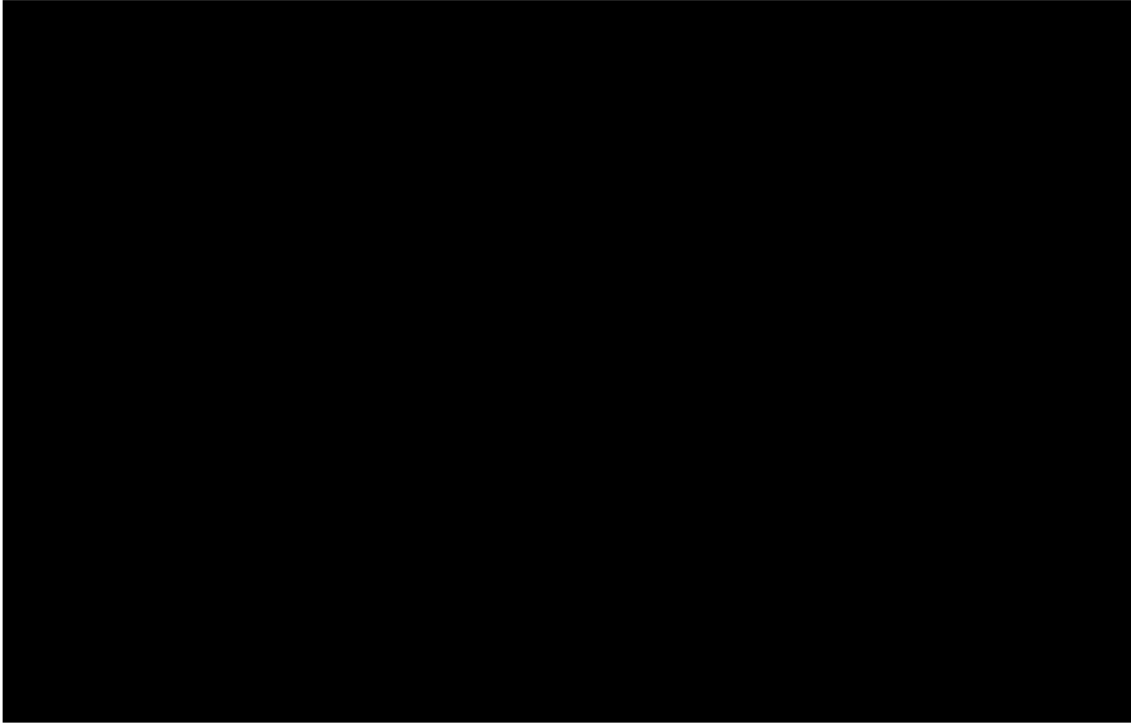
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

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

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. The personal contact information provided below will be redacted.




Signature _____ Date 06/14/22

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Miriam Miranda-Jurado, Ed.D.

Name of Charter School Education Corporation:

Urban Choice Charter Shool

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Vice-Chair

Chair education commitee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

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

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

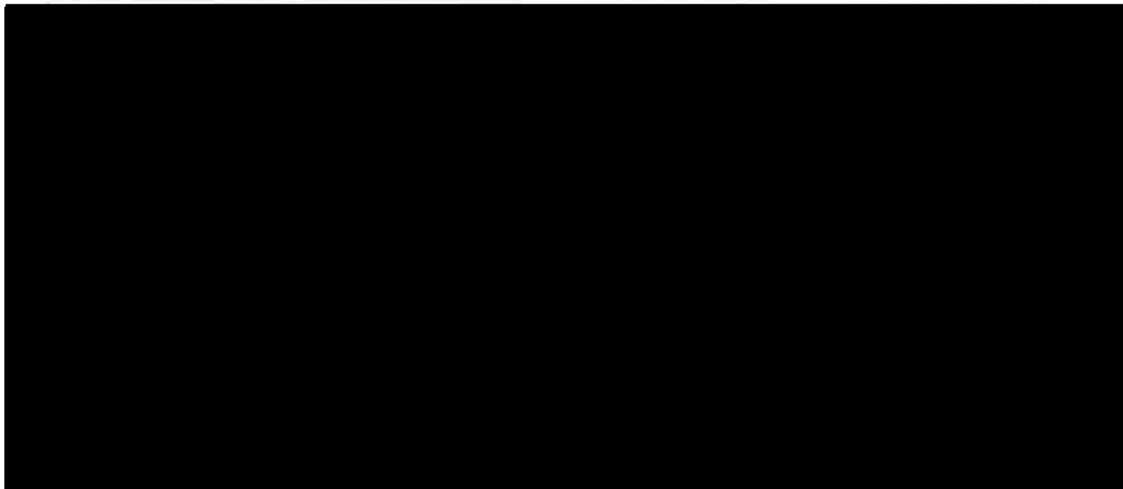
None

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

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. The personal contact information provided below will be redacted.

Business Telephone:

Business Address:



June 14, 2022

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Bliss E. Owen

Name of Charter School Education Corporation:

Urban Choice Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Treasurer and Chair of Finance Committee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

None

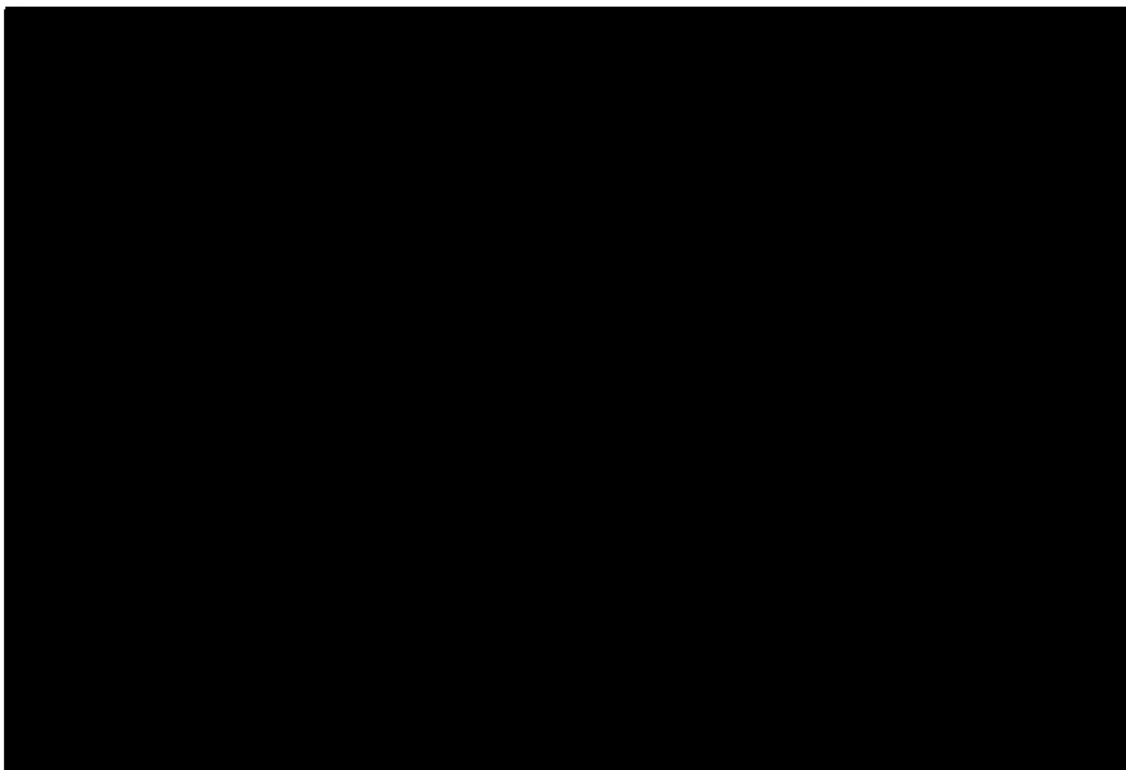
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

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

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. The personal contact information provided below will be redacted.



Bliss E. Owen

Digitally signed by Bliss E. Owen
Date: 2022.05.09 13:07:10
-04'00'

5/9/2022

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

 Nicole Reinhardt

Name of Charter School Education Corporation: Urban Choice Charter

School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Member, Chair of Governance Committee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

No

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

5. 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?

No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

✓ **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
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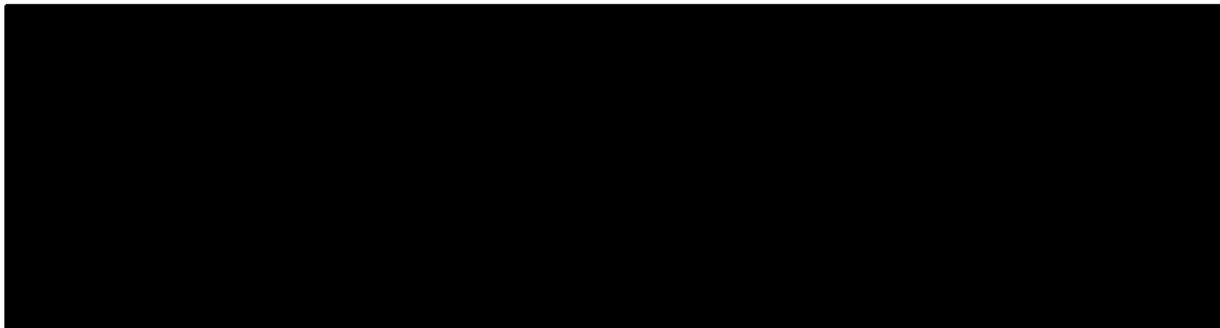
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None

Organizational 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

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Nicole Reinhardt,
Executive Director
Partnerships, RIT,
(517)667-8193,
nmrcto@rit.edu

Digitally signed by Nicole
Reinhardt, Executive Director
Partnerships, RIT,
(517)667-8193, nmrcto@rit.edu
Date: 2022.06.14 16:47:24
-04'00'

Signature Date

Acceptable signature formats include:

- Digitally certified PDF signature
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last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Taj Smith

Name of Charter School Education Corporation:

Urban Choice Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Secretary

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

None

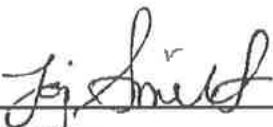
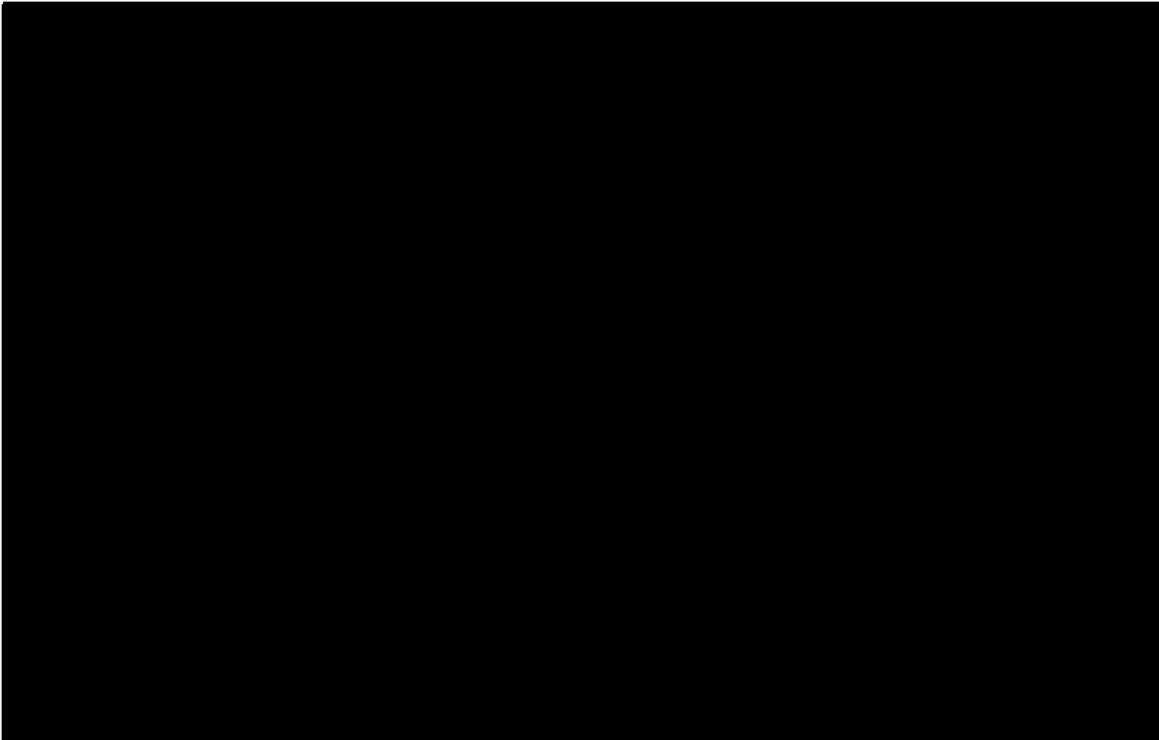
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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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

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A handwritten signature in cursive script, appearing to read "Taj Smith", is written over a horizontal line.

Signature

May 16, 2022

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Miriam Miranda-Jurado, Ed.D.

Name of Charter School Education Corporation:

Urban Choice Charter Shool

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Vice-Chair

Chair education commitee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

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

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Yes No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

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

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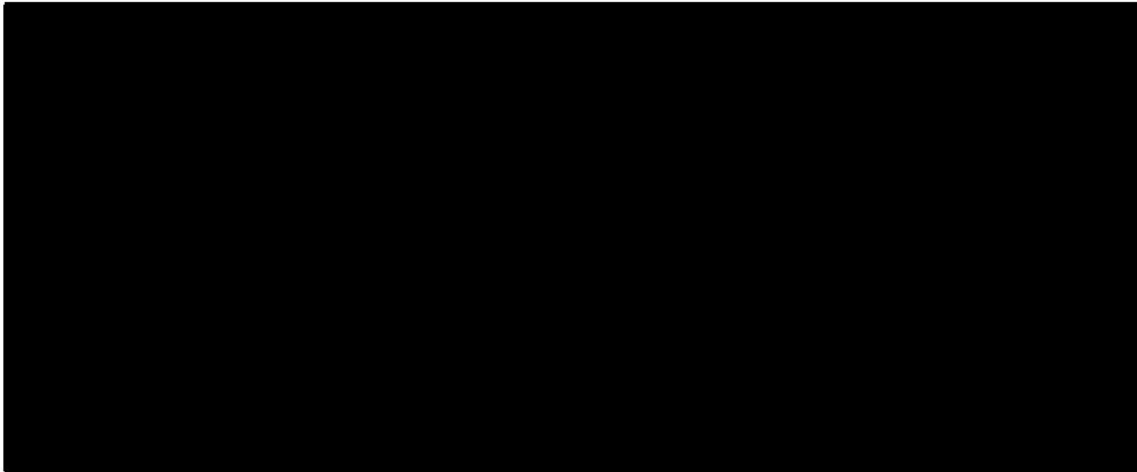
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Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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Business Telephone:

Business Address:



Miriam Miranda-Jurado, Ed.D. June 14, 2022

Signature **Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

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

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

Absent:

Guests: Dr. Alice Barclay and Karen Fahy (CEI)

Media Notification: The Democrat and Chronicle was notified of the January 13, 2022 meeting on January 5, 2022. Zoom link was posted on the UCCS website and shared with staff.

BOARD MEETING

The meeting was called to order at 6:01 p.m. and the Mission Statement was shared.

Motion 220113.1 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 December 9, 2021 BoT Meeting Minutes.

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

Voting in the negative: None

Motion 220113.1 passed 6 to 0

- Chair offered an opportunity for Public Comments at the start of the meeting while sharing that time also is reserved for the end of the meeting – no comments

CEO's REPORT

- Dashboard was distributed in advance for review
 - Enrollment will be at 387 by the end of this week
 - Waitlist currently at 218
 - Staff demographics are stable
 - Teaching staff at 33 with 28 certified
- SWIS data shared for review
 - Referrals
 - Problem Behaviors
- Pause in agenda to allow staff members in attendance to introduce themselves

Chris Vernon:

- Shared testing update and the assessment calendar
 - Attempting to test reading three times per year
 - Schedule is slightly off due to a delay – mainly staff absences
- Starting to help students get used to the questions from past assessments
 - Reading passages and short answers
- Getting students used to math assessments
- February is a critical month for collecting and sharing data
 - Looking for growth through our iReady data
 - New Data Coach through CEI is expected to start with UCCS soon

Lynn McCarthy:

- Rochester charter school leaders attended a meeting and proposed school time schedules were shared for the next school year
 - There are two different time schedules currently being considered: 7:30 a.m.–2:30 p.m. and 9:00 a.m.–4:00 p.m.
 - UCCS is currently being considered for 9:00 a.m.–4:00 p.m.
 - It is only a proposal currently and there is an opportunity to request the other time slot
 - K. Barclay, Esq. shared that her client is working on transportation and details related to Transportation Law could be shared in Executive Session

- Discussion took place related to a possible future Teacher Prep Program to allow assistance with earning Master's Degrees
 - Set budget for tuition payments would be based on course work at the SUNY rate
 - There are TEACH grants
 - Budget could be set \$35-40K for tuition

Michael Samuel:

- An interested UCCS parent is attending the BoT meeting this evening
 - Parent of a sixth grader at UCCS
- Board members inquired about the status of the three-fold marketing brochure
 - Completed but with a need for finishing touches
 - Includes all programs and offerings at UCCS
 - Taj suggested that the website should be coordinated with the information on the three-fold brochure
 - Mubarak inquired about a brochure development to be shared with prospective board members
 - Final edits on the general brochure planned and will be finalized by Tuesday, January 18

CEI's REPORT

- Report was distributed in advance for review
 - BoT training sessions – Karen Fahy
 - Delivered by Stephanie Mauterstock: Charter School Basics/Accountability, NYS Performance Framework, BoT Management vs. Governance, Roles of Committees & Compliance
 - Board Retreat on November 20 facilitated by M. Bashir, K. Fahy & L. McCarthy: Decision Rights Matrix, Governance, and management decisions by the school leadership
 - Michael Kohlhagen shared plans for school goals and board goals over the next couple of weeks
- Clarification of CEI roles:
 - M. Kohlhagen shared that a new updated organizational chart for the CEI Rochester Office, which is growing, will be shared at the next meeting
 - ✓ Karen Fahy will continue with Board Training
 - ✓ Executive Director of Charter Schools, Stephanie Mauterstock, will begin officially on February 1, 2022 after working as a consultant –
 - Will assist the board and leadership team to review timeline for renewal
 - ✓ Karen Fahy will lead multiple projects

- Overseeing school improvement and accountability is crucial for the success of any charter school
- Set the stage for board training and setting board goals
- ✓ Mary Doyle, a Rochester resident, will lead school improvement and development as a Partnership Director – local support - grant and foundation funding
- ✓ Dylan Burrows will be an important part of the CEI Rochester Team – first assignment is UCCS and will be introduced next week
 - He met with several members of the team and has tremendous skills
 - Adds value and strengthens the support that A. Bartley is leading at the school – focused on outcomes and Lynn’s goals and the board’s goals and the leadership team’s goals
- ✓ CEI’s goal is to improve communications with additional clarity
 - UCCS is a priority for CEI
- ✓ Plan to review the contract and partnership with the leadership team
- ✓ Met deadline for audits and moving forward
- ✓ First cycle of iReady completed with analysis being completed
- ✓ Professional Development and Teacher Pedology
- ✓ Summer Institute – three-week sessions
- ✓ Audit strategic plan
- ✓ Action plan will be developed and is in progress to be completed collaboratively with the leadership team
- ✓ Framework continuing to use – Danielson
- ✓ Tiered learning for mathematics
- ✓ Extended learning programs
 - Summer program
 - Working to ensure that we can bring some programs back in the building for spring and summer
 - Project Boost
- ✓ UCCS IT support
 - Data Coach has been hired and will start at UCCS on January 18
 - iReady training was planned for January 17 – little interest expressed so it will be rescheduled for a different date/time
- ✓ Business operations: Grant for the 21st Century submitted
- ✓ Brochure will be completed
- ✓ Additional grant writer to understand priorities and search regularly
 - Looking across all funding sources
 - New software available for fundraising

Dr. Alice Bartley, CEI:

- Use of Danielsen framework
- Recruitment
 - Need to post staff vacancies
 - Teacher shortage experienced all over
- CEI's overall support

TREASURER'S REPORT - Bliss Owen

- Detailed financials were shared in advance for review
- The Finance Committee met on December 21, 2021 to review the November 2021 financials:

Five months ended November 30, 2020:

	YTD Actual	YTD Budget	YTD Variance
Revenue	\$3,319,573	\$3,792,308	*(\$472,735)
Expenses	2,612,613	2,785,303	(172,690)
Revenue Over Expenses	706,960	1,007,005	(300,045)
Total Assets	**\$4,811,509		
Total Liabilities	\$938,357		

*Revenue YTD Variance includes PPP Loan forgiveness of \$732,700

**Total Assets includes cash of \$3,912,438

- Building lease and CEI contract in negotiation

GOVERNANCE COMMITTEE – Miriam Miranda-Jurado

- Elect a Vice Chair for the remainder of the 2021-22 School Year – Shakeel Armstrong

Motion 220113.2

Upon a motion by Michael Kohlhagen and duly seconded by Bliss Owen, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the election of Shakeel Armstrong, Vice

Chair as identified by Board Chair and Governance Committee for the remainder of the 2021-2022 school year.

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

Voting in the negative: None

Motion 220113.2 passed 5 to 0

Motion 220113.3 Upon a motion by Shakeel Armstrong and duly seconded by Taj Smith, the following was submitted for approval: **RESOLVED** that the UCCS Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no state or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select Nicole Reinhardt as a member to its Board of Trustees, with a term expiring on June 30, 2025, pending approval by NYSED. The resolution approving Nicole Reinhardt is adopted upon NYSED's approval.

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

Voting in the negative: None

Motion 220113.3 passed 6 to 0

Approval of CEI Contract:

Motion 220113.4 Upon a motion by Bliss Owen and duly seconded by Shakeel Armstrong, **WHEREAS**, Urban Choice Charter School ("School"), led by its Board of Trustees ("Board"), has received a charter from the New York State Board of Regents ("Authorizer") to operate a charter school in the state of New York from July 1, 2021 through July 1, 2023 pursuant to certain terms and conditions set forth in its approved charter application/charter agreement (the "Charter"); and

WHEREAS, as a condition of renewal, Urban Choice Charter School was required to revise its Charter and enter into an agreement with a Comprehensive Management Services Provider (“CMSP”), as defined by the Authorizer, to assist with school improvement; and

WHEREAS, the Center for Educational Innovation (“CEI”) is an educational services provider and was recommended by the Authorizer as a potential CMSP partner; and

WHEREAS, the School is entering into the attached Educational Services Agreement with CEI in order to meet its obligations under the Charter.

RESOLVED, the Board authorizes the Chairperson of the Board to sign the Agreement on behalf of the School pursuant to Article III(A)(4) of the School’s bylaws.

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

Voting in the negative: Taj Smith

Motion 220113.4 passed 4 to 1

CHAIR REPORT – No Report

- Discussed challenges associated with recruiting and retaining staff at this time
 - Not an isolated issue for UCCS – it is a national challenge
 - Discussions will continue seeking ways to make any improvements

PUBLIC COMMENTS

- Staff member shared concerns related to follow through by CEI
- Recommendations suggested for a reset to improve school morale
 - Trust, respect, priorities
 - Competent teachers need reasons to stay
 - Leadership building more connections with staff
 - Improvement in onboarding process of teachers
 - Improvement in communication between CEI, Board, Leadership – the decision makers

- IT needed onsite every day
- Board Chair confirmed that uncomfortable conversations are needed at times
 - Requested specific offer of solutions addressing the issues and concerns that have been shared
 - Suggesting open discussions where all are able to speak respectfully for productive solutions/improvements
- CEI would like to meet with the BoT to collaborate and work on the commitment
 - Plan to work together to put together a response
 - Take this as a turning point
 - Not about blame
 - Best intentions are in place
- Meetings will be set
 - Board will meet with CEI and Leadership and seek input from instructional staff by Wednesday of next week

Motion 220113.5 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 7:52 p.m.

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

Voting in the negative: None

Motion 220113.5 passed 6 to 0

NEXT BOARD MEETING: February 10, 2022

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

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

Absent: Shakeel Armstrong, Bliss Owen

Guests: Karen Fahy and Stephanie Mauterstock, CEI

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

BOARD MEETING

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

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

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

Voting in the negative: None

Motion 220210.1 passed 4 to 0

PUBLIC COMMENTS

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

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

CEO's REPORT - Lynn McCarthy

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

Carl Parris:

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

Lynn McCarthy:

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

Chris Vernon:

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

Lynn McCarthy:

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

Glenda Rudolph:

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

Michael Samuel:

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

CEI's REPORT – Michael Kohlhagen

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

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

TREASURER'S REPORT – Bliss Owen

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

GOVERNANCE COMMITTEE – Miriam Miranda Jurado

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

CHAIR REPORT – Mubarak Bashir

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

PUBLIC COMMENTS

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

Motion 220210.2

Upon a motion by Miriam Miranda-Jurado and duly seconded by Taj Smith, the following was submitted for approval: RESOLVED that the Board of Trustees adjourn the meeting at 7:09 p.m.

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

Voting in the negative: None

Motion 220210.2 passed 4 to 0

NEXT BOARD MEETING: March 10, 2022

Urban Choice Charter School
Treasurer's Report
January 2022

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

For the six months ended December 31, 2021:

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

Building lease and CEI contract are still in negotiation

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

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES SPECIAL MEETING – MINUTES
MONDAY, FEBRUARY 14, 2022**

Present: Mubarak Bashir, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Nicole Reinhardt (Pending Member), Taj Smith

Absent: Shakeel Armstrong

Guests: Kevin Quinn, Attorney for CEI

Media Notification: The Democrat and Chronicle was notified of the February 14, 2022 special board meeting on February 12, 2022. Zoom link was also posted on the UCCS website.

SPECIAL BOARD MEETING

The special board meeting was called to order at 5:01 p.m.

Motion 220214.1 Upon a motion by Miriam Miranda-Jurado and duly seconded by Taj Smith, the following was submitted for approval: RESOLVED that the Board of Trustees enter Executive Session to discuss the employment history of the CEI.

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

Voting in the negative: None

Motion 220214.1 passed 4 to 0

- Michael Kohlhagen, CEI, was granted the opportunity to address the board pursuant to the board's bylaws. He shared:
 - Unfortunate that CEI and UCCS are at this point and that the school and BoT would not engage in a full trusting relationship
 - Unsure about how this developed and where the advice has been coming from to limit the communication with him and his team
 - Saddened that the team and the BoT have not embraced CEI's recommendations
 - Communications have stalled and despite best efforts to implement programming, a lack of urgency has brought us to where we are today
 - This action will stop UCCS from gaining a full-term renewal
 - Requesting a pause and explanation of the issues here that have ceased any possible progress moving forward
 - A detailed letter was sent to UCCS's attorney outlining the concerns at length
 - Major items have gone without response
 - Should the BoT be interested in moving forward, CEI is open to a conversation
 - A lot of time and energy was put into this important project
 - It is concerning that we are at this point
 - CEI would like to address these deficiencies and major communication issues and is happy to listen to a plan to move forward
 - At a crossroads

Motion 220214.2 Upon a motion by Taj Smith and duly seconded by Miriam Miranda-Jurado, the following was submitted for approval: RESOLVED that the Board of Trustees end Executive Session.

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

Voting in the negative: None

Motion 220214.2 passed 4 to 0

Motion 220214.3 Upon a motion by Taj Smith and duly seconded by Bliss Owen, the following was submitted for approval: RESOLVED that the Board of Trustees approve to terminate the Education Services Agreement with CEI without cause.

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

Voting in the negative: None

Motion 220214.3 passed 4 to 0

Motion 220214.4 Upon a motion by Miriam Miranda-Jurado and duly seconded by Taj Smith, the following was submitted for approval: RESOLVED that the Board of Trustees approve to remove Michael Kohlhagen from the Urban Choice Charter School Board of Trustees pursuant to Article III(1)(C)(4)(a) of the bylaws.

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

Voting in the negative: None

Motion 220214.4 passed 4 to 0

Motion 220214.5 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 adjourn the meeting at 6:09 p.m.

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

Voting in the negative: None

Motion 220214.5 passed 4 to 0

NEXT BOARD MEETING: March 10, 2022

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

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

Absent: Shakeel Armstrong

Media Notification: The Democrat and Chronicle was notified of the March 10, 2022 meeting on March 3, 2022. Zoom link was also shared with staff members and posted on the UCCS website.

BOARD MEETING

The meeting was called to order at 6:01 p.m. and the Mission Statement was shared.

Motion 220310.1 Upon a motion by Miriam Miranda-Jurado and duly seconded by Taj Smith, the following was submitted for approval: RESOLVED that the Board of Trustees approve the February 10, 2022 and February 14, 2022 BoT Minutes.

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

Voting in the negative: None

Motion 220310.1 passed 5 to 0

Motion 220310.2 Upon a motion by Taj Smith and duly seconded by Miriam Miranda-Jurado, the following was submitted for approval: RESOLVED that the Board of Trustees approve entering Executive Session to discuss potential litigation and to receive advice from counsel.

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

Voting in the negative: None

Motion 220310.2 passed 5 to 0

Motion 220310.3 Upon a motion by Taj Smith and duly seconded by Bliss Owen, the following was submitted for approval: RESOLVED that the Board of Trustees approve to end Executive Session at 6:39 p.m.

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

Voting in the negative: None

Motion 220310.3 passed 5 to 0

PUBLIC COMMENTS

- No comments

CEO's REPORT - Lynn McCarthy:

- Enrollment is currently at 389
 - Second grade goal met
 - Eighth grade lower
 - Wait list of 135 for this school year
 - Enrolled some students that have siblings on wait list to join
 - Seven openings
 - ✓ Five offers out
 - ✓ Four have been accepted as of 2/28 but have not started yet
 - 31 students left UCCS with 32 new students enrolled
 - 213 students in our lottery for next school year
 - 41 students with Disability
 - 17 students with our ELL
- Attendance is improving

- Second grade class close to 95% goal with 91%
- Made good progress with calls made by the Student Success Team and staff members
- Three home visits and two conferences

Michael Samuel:

- UCCS students visited Pittsford Mendon and Sutherland schools to attend all daily classes with their partner for the school day
- On April 7, Pittsford students visit UCCS and accompany students to classes for the day
- A Family Night is planned for May 26 to make up for the cancellation in the winter
 - Plan to set up a table for board members
 - ✓ Speak to parents related to joining the BoT

Carl Parris:

- ATS and OSS went up in February
- Some physical aggression episodes developed in the month of February
 - Some related to social media challenges and Valentine's Day drama
 - Referrals were decreasing going into January and February

Lynn McCarthy:

- Hired a Grade Six Teacher and Reading Teacher
- Still seeking a School Counselor and Grade Six Teaching Assistant
- Out of 33 teaching staff members, 28 are certified with five teachers meeting the reasoning for the annual report
- ELA interim assessments with our iReady Data
 - Percentages are indicating movement in the right direction
 - A prediction of 23% for our students on the ELA exam
 - This was a computer-based test - paper/pencil
 - Controlled environment when test was taken
- Math
 - Movement not as strong compared to ELA
 - Prediction of 7% of our students passing NYS math test
 - Coaches are working with all grade level teams
 - Keeping a list of students identified to look at their needs and move them into appropriate grade
- Focus of the week – each week is a planned strategy with teachers – broken into two groups
 - Expectation is that the strategy is used
 - Diagnostic growth – typical growth is what the student should achieve for the school year while we want our students to exceed typical growth
 - ✓ 30% meeting the typical growth
 - Stretch growth – below grade level students and their path to reach efficiency
 - ✓ 11% of our students have met their stretch growth

- Typical growth in math is lower at 23% and stretch growth is 4%
- CEO met with Insero to discuss the possibility of a staff incentive program to fit within the budget. The following incentive plan was developed to fit the current budget:
 - Staff that started 8/16/2021-12/31/2022 and stay to the end of the current school year would be compensated with \$1,500
 - Staff that started 1/1/2022 and stay to the end of the current school year would be compensated with \$500

Motion 220310.4 Upon a motion by Mubarak Bashir and duly seconded by Miriam Miranda-Jurado, the following was submitted for approval:
 RESOLVED that the Board of Trustees approve the staff incentive program for the 2021-2022 school year.

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

Voting in the negative: None

Motion 220310.4 passed 5 to 0

TREASURER’S REPORT – Bliss Owen

- Reports were shared – *please refer to Attachment A*

GOVERNANCE COMMITTEE – Miriam Miranda-Jurado

- Elect a Secretary for the remainder of the 2021-2022 School Year: Taj Smith

Motion 220310.5 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 elect Taj Smith as Secretary for the remainder of the 2021-2022 school year as identified by the Board Chair and Governance Committee.

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

Voting in the negative: None

Motion 220310.5 passed 4 to 0

- Elect a Chair of the Governance Committee for the remainder of the 2021-2022 school year: Miriam Miranda-Jurado
- Also seeking additional board members with expertise in Human Resources, Education and Finance

Motion 220310.6 Upon a motion by Bliss Owen and duly seconded by Taj Smith, the following was submitted for approval: RESOLVED that the Board of Trustees elect Miriam Miranda-Jurado as Chair of the Governance Committee for the remainder of the 2021-2022 school year as identified by the Board Chair and Governance Committee.

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

Voting in the negative: None

Motion 220310.6 passed 4 to 0

CHAIR REPORT – Mubarak Bashir

- Follow up and discussion related to the public comments from the prior BoT meeting:
 - 34% of staff departed – surplus in budget allocation giving teachers a reason to stay
 - ✓ Treasurer will speak with staff regarding the budget
 - ✓ Incentive program fits within the budget and was approved
 - Copiers jamming and service needed
 - ✓ Copiers are leased and leadership will be looking into replacements
 - Coach expressed issue with testing plan shared by CEI
 - ✓ UCCS is no longer partnered with CEI
 - More planning time is needed
 - ✓ CEO is looking into this – looking for ways to create more time
- TAs are compensated when subbing as teachers
- Certification – payrate is updated upon securing certification
- Discussions will continue for compensation for obtaining certification

- Incentives will continue to be discussed
- Lunchroom options – figuring out this building
- IT support onsite daily – budgeting to add IT and HR next year

PUBLIC COMMENTS

- Certification inquiry regarding pay steps
- Certification through NYS or a national standard
- Expressed appreciation to the board
- Gratitude expressed for UCCS teachers
 - UCCS has a strong team
- Gratitude expressed for the CEO and the leadership team
 - Resilient leadership
 - Tackling concerns and issues quickly
- Staff social event planned for March 25 at Radio Social
- Suggested posting the open principal job as soon as possible
- BoT expressed appreciation to all of the teachers

Motion 220310.7 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 7:24 p.m.

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

Voting in the negative: None

Motion 220310.7 passed 5 to 0

NEXT BOARD MEETING: April 28, 2022

Urban Choice Charter School
Treasurer's Report
January 2022

The Finance Committee met on February 28, 2022 to review the January, 2021 financials.

For the seven months ended January 31, 2022:

	YTD Actual	YTD Budget	YTD Variance
Revenue	4,671,198	5,052,919	(381,721) includes PPP Loan forgiveness of \$732,700
Expenses	3,744,151	4,004,051	(259,900)
Revenue over Expenses	927,047	1,048,868	(121,821)
Total Assets	5,239,209	(includes cash of \$4,035,498)	
Total Liabilities	1,145,970		

Proposed lease amount from landlord is \$10.51/sq. ft. UCCS has agreed to this.

Proposed purchase price at end of lease has been increased. This has not been agreed to by UCCS.

The grants that were submitted have been approved. The estimated amount is \$600,00.

Lisa will start to prepare the FS-25 forms to request the grant reimbursements.

The budget process for next year begins the week of March 7th.

Our next meeting is March 22, 2022 at noon.

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES EMERGENCY MEETING – MINUTES
MONDAY, APRIL 4, 2022**

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

Excused: Shakeel Armstrong

Absent: Nicole Reinhardt

Media Notification: Zoom link was posted on the UCCS website

EMERGENCY BOARD MEETING

The meeting was called to order at 8:00 a.m.

Motion 220404.1 Upon a motion by Bliss Owen and duly seconded by Miriam Miranda-Jurado, the following was submitted for approval:

WHEREAS, in May 2020, Urban Choice Charter School received a one-year renewal from the Board of Regents conditioned upon entering into a partnership with a Comprehensive Management Services Provider (CMSP) as that term is defined by the NYSED Charter School Office to support the School's improvement efforts; and

WHEREAS, on May 26, 2020, the Urban Choice Charter School (UCCS) Board of Trustees (Board) approved a resolution authorizing the school to enter into an agreement with the Center for Educational Innovation (CEI), a nonprofit entity referred to UCCS by the Charter School Office; and

WHEREAS, throughout the partnership between UCCS and CEI, CEI failed to meet its contractual obligations and was in material breach of the CMSP Agreement; and

WHEREAS, despite some attempts to cure the breaches, CEI was unable to do so; and

WHEREAS, between November 2021 and February 2022, UCCS interviewed several entities and individuals to serve as the CMSP, but was unable to identify any viable alternatives because of the requirement that CMSPs be nonprofit entities; and

WHEREAS, on February 14, 2022 the Board of Trustees voted to terminate the agreement with CEI and the termination was effective March 14, 2022; and

WHEREAS, Urban Choice Charter School has identified and wishes to engage effective turnaround and school improvement support partners and the Board of Trustees will approve any necessary and reasonable reallocation of funds to support these partners for the remainder of the charter term and, upon renewal, until such time as UCCS receives a full, five-year renewal.

NOW THEREFORE BE IT RESOLVED: The Board of Trustees of Urban Choice Charter School hereby approves the April 4, 2022 submission to request a material revision to its charter to discontinue the requirement that UCCS contract with an entity that provides “comprehensive management services” as that term is defined by the Charter School Office; and

RESOLVED: The Board of Trustees hereby authorizes Urban Choice Charter School CEO Lynn McCarthy to submit this revision request on behalf of the Board of Trustees, to make any technical modifications to the request, and to provide any additional information and make any non-material changes in connection with this request as may be requested by the NYSED Charter School Office

RESOLVED: The Board of Trustees hereby approves the April 4, 2022 amended bylaws, which were revised to reflect the removal of a comprehensive management services provider.

A brief discussion about the substance of the revision request took place.



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

Voting in the negative: None

Motion 220404.1 passed 4 to 0

SIGNED:

/s/ Mubarak Bashir

Mubarak Bashir
Chair, Board of Trustees

Motion 220404.2 Upon a motion by Miriam Miranda-Jurado and duly seconded by Bliss Owen, the following was submitted for approval:

WHEREAS, the Board of Trustees' bylaws currently require a minimum of seven (7) members; and

WHEREAS, New York State Education Law §226(1) requires that charter school board of trustees have a minimum of five (5) members; and

WHEREAS, amending the bylaws to reduce the number of Board members from seven (7) to five (5) will allow the Board greater flexibility as it becomes increasingly actively engaged in the oversight and governance of the School and at the same time continues to grapple with the impacts of Covid-19 on members' availability.

NOW THEREFORE BE IT RESOLVED: The Board of Trustees of Urban Choice Charter School hereby approves the April 4, 2022 request for a non-material revision to its charter to change the bylaws to require a minimum of five (5) members of the Board of Trustees; and

RESOLVED: The Board of Trustees hereby authorizes Urban Choice Charter School CEO Lynn McCarthy to submit this revision request on behalf of the Board of Trustees, to make



any technical modifications to the request, and to provide any additional information and make any non-material changes in connection with this request as may be requested by the NYSED Charter School Office; and

RESOLVED: The Board of Trustees hereby approves the April 4, 2022 amended bylaws, which were revised to reflect the change in the minimum number of required Board members.

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

Voting in the negative: None

Motion 220404.2 passed 4 to 0

SIGNED:

/s/ Mubarak Bashir

Mubarak Bashir
Chair, Board of Trustees

Motion 220404.3 Upon a motion by Bliss Owen and duly seconded by Taj Smith, the following was submitted for approval:

WHEREAS, in February 2021, the Board of Trustees revised its Enrollment Policy to implement a weighted lottery for the purpose of increasing the number of students with disabilities and English language learners enrolled at Urban Choice Charter School; and

WHEREAS, following the completion of the April 2021 lottery and the submission of enrollment data in October 2021, data indicated that the weights applied pursuant to the revised policy were not heavy enough to substantially increase the number of students with disabilities or English language learners enrolled at Urban Choice Charter School; and

WHEREAS, the Board of Trustees continues to be committed to increasing the enrollment of students with disabilities and English language learners at Urban Choice Charter School; and

WHEREAS, on December 9, 2021, the Board of Trustees amended its enrollment policy to double the weights delineated in the February 2021 policy in order to further improve the chances of enrolling students with disabilities and English language learners.

NOW THEREFORE BE IT RESOLVED: The Board of Trustees of Urban Choice Charter School hereby approves the April 4, 2022 submission to request a non-material revision to its charter to amend the Enrollment policy so as to increase the chances of enrolling greater numbers of students with disabilities and English language learners; and

RESOLVED: The Board of Trustees hereby authorizes Urban Choice Charter School CEO Lynn McCarthy to submit this revision request on behalf of the Board of Trustees, to make any technical modifications to the request, and to provide any additional information and make any non-material changes in connection with this request as may be requested by the NYSED Charter School Office.

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

Voting in the negative: None

Motion 220404.3 passed 4 to 0

SIGNED:

/s/ Mubarak Bashir

Mubarak Bashir
Chair, Board of Trustees

The board reviewed these minutes for accuracy and finalized them so that they could be submitted with the revision request:

Motion 220404.4 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 April 4, 2022 minutes.



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

Voting in the negative: None

Motion 220404.4 passed 4 to 0

Motion 220404.5 Upon a motion by Bliss Owen and duly seconded by Taj Smith,
the following was submitted for approval: RESOLVED that the
Board of Trustees adjourn the emergency meeting at 8:11 a.m.

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

Voting in the negative: None

Motion 220404.5 passed 4 to 0

SIGNED:

/s/ Mubarak Bashir

Mubarak Bashir
Chair, Board of Trustees

NEXT BOARD MEETING: April 28, 2022

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES MEETING – MINUTES
THURSDAY, APRIL 28, 2022**

Present: Mubarak Bashir, Miriam Miranda-Jurado, Nicole Reinhardt, Taj Smith

Excused: Bliss Owen (Vacation)

Media Notification: The Democrat and Chronicle was notified of the April 28, 2022 meeting on April 20, 2022. Zoom link was also shared with staff members and posted on the UCCS website.

BOARD MEETING

The meeting was called to order at 6:00 p.m. and the Mission Statement was shared.

Motion 220428.1 Upon a motion by Taj Smith and duly seconded by Nicole Reinhardt, the following was submitted for approval: RESOLVED that the Board of Trustees approve the March 10, 2022 BoT Minutes.

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

Voting in the negative: None

Motion 220428.1 passed 4 to 0

Motion 220428.2 Upon a motion by Miriam Miranda-Jurado and duly seconded by Taj Smith, the following was submitted for approval: RESOLVED that the Board of Trustees enter Executive Session to discuss the 2020-2021 and 2021-2022 CEI Contracts.

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

Voting in the negative: None

Motion 220428.2 passed 4 to 0

Motion 220428.3 Upon a motion by Taj Smith and duly seconded by Nicole Reinhardt, the following was submitted for approval: RESOLVED that the Board of Trustees end Executive Session at 6:33 p.m.

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

Voting in the negative: None

Motion 220428.3 passed 4 to 0

Motion 220428.4 Upon a motion by Taj Smith and duly seconded by Nicole Reinhardt, the following was submitted for approval: RESOLVED that the Board of Trustees hereby authorizes its attorneys, Bon Schoeneck and King, PLLC, to take all necessary actions with respect to the 2020-21 and 2021-22 contracts with the Center for Educational Innovation on behalf of the Board of Trustees, including mediation and/or arbitration pursuant to the dispute settlement clauses in the respective contracts.

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

Voting in the negative: None

Motion 220428.4 passed 4 to 0

CEO's REPORT – Lynn McCarthy:

- Enrollment
 - 391 (close to budget at 395)
 - Five classrooms at capacity with three close to capacity
 - ELL and Students with Disabilities consistent
- Enrollment for the 2022-23 school year
 - At full capacity with 400 students currently registered
 - Kindergarten is full
- Wait List
 - As of March 31 at 130
 - One offer extended for Grade 5

- Difficult to bring in new students this late in the school year
- Lottery
 - 331 applications
 - ELL and SPED being reviewed
- Attendance is increasing but not at goal
 - Students continue to test positive and kept from school while families also have positive tests and keep students home as a precaution

Michael Samuel:

- Our prior exchange with Pittsford schools was very positive
- The last event is being planned with a meeting tomorrow to develop something for outdoors

Lynn McCarthy:

- CSO is conducting staff and family surveys
 - Need 80% participation for accuracy

Carl Parris:

- Shared more detail about specific discipline issues
 - Month of March is most challenging – a long month with no days off
 - The Student Success Team is pushing into morning meetings
 - ✓ The team is working to eliminate students sharing of personal information which created issues
 - Taj suggested developing stress relieving practices for the students – during recess/gym
 - Routines and structure are very important
 - An event engaging student and staff was helpful – student vs staff basketball game

Lynn McCarthy:

- SWIS discipline data was distributed in a packet to all members
- UCCS was informed that school hours for the next school year will be 9 a.m.–4:30 p.m. for students going forward
 - Adds ½ hour on to our instructional time
 - Staff hours would be 8:30 a.m.-4:45 p.m.
 - Dismissal should be more consistent and accurate at 4:30 p.m. compared to this year with buses arriving late
 - Adding this extra half hour takes away from PD, meeting and planning time

- ✓ Approval will be needed by the CSO to allow for the proposed two early release days per month
 - First and third Friday of each month would allow for a 1:30 p.m. dismissal for students
 - ❖ Providing for staff PD and planning time
- The School Calendar will be ready for approval vote at the next meeting
 - Staff Professional Development training planned for 8/22-9/2/22 prior to start of school for students
- Discussed Professional Services Agreement: Elizabeth Mascitti-Miller, Ed.D
 - Miriam expressed a priority for proposed scope of work with deliverables clearly stated in agreement
 - Taj inquired about experience working with staff to build on previous relationships
 - Doing some work with the community
 - Work with Mr. Samuel – clarity
 - Miriam shared from her prior experience that E. Mascitti-Miller, Ed.D is a very capable professional, led a high performing school, and is ethical
 - K. Barclay confirmed that the relationship will be different than in the past – a supporting role and not a management role – help to build the capacity of the existing teams to get better at their jobs
 - ✓ Not a permanent partner
 - ✓ UCCS to continue as a stand-alone community operating independently as a high performing school
 - Taj shared the importance of a meet and greet with staff for clarity and understanding
- 2022-23 Budget was reviewed in detail in anticipation of a vote at the next board meeting
 - Breaking out funds for the Esser 1 and 2 grants
 - Many line items will remain consistent
 - Proposal for purchasing 90 Chromebooks to update those getting older
 - ✓ Older Chromebooks will be retained
 - Increased field trips
 - Professional Development remains consistent – wrapped into Eureka and Wit and Wisdom with contracts with those companies
 - Seeking a Request for Proposal (RFP) for catering companies that work with schools
 - ✓ Satisfaction with our current caterer has changed through the pandemic – staff and families are not happy
 - Administration compensation
 - ✓ Adding a new HR employee – full-time or part-time to be determined
 - Sourcing to Invero to be determined
 - ✓ Teacher salaries based on 3% increase in staff salaries
 - ✓ Employment incentive/staff appreciation
 - One in mid-December and one in June
 - Website management added
 - Contracted services
 - ✓ IT hiring will mean we will not include block hours for two days per week
 - Center for Youth

- CEI expense no longer in place
- Lease currently at \$24K monthly and is under review
 - ✓ Auditor will send National Heritage a letter indicating that we need to confirm
- Building maintenance - Esser 3
- Trash expenses increased
- Added 2% increase for insurance
- E-Rate will decrease internet expenses

TREASURER's REPORT

- Reports were distributed and details will be shared at the next meeting

GOVERNANCE COMMITTEE REPORT – Miriam Miranda-Jurado

- Recruitment of board members a concern in terms of the amount of work that needs to be done

Motion 220428.5

Upon a motion by Taj Smith and duly seconded by Nicole Reinhardt, the following was submitted for approval: WHEREAS, Board of Trustees Member Shakeel Armstrong has failed to attend three Consecutive board meetings without offering any excuse(s) for absences; and WHEREAS, New York State Education Law 226(4) and Article II(D) of Urban Choice Charter School's bylaws require that, under such circumstances, the Board of Trustees deem these absences as constituting Shakeel Armstrong's resignation; and WHEREAS, on multiple occasion the Board Chair has attempted to contact Shakeel Armstrong to identify excuses for absenteeism, to no avail; and NOW, THEREFORE, BE IT RESOLVED, Shakeel Armstrong is deemed to have resigned from the Urban Choice Charter School Board of Trustees, effective April 28, 2022.

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

Voting in the negative: None

Motion 220428.5 passed 4 to 0

Motion 220428.6 Upon a motion by Taj Smith and duly seconded by Nicole Reinhardt, the following was submitted for approval: RESOLVED that the Board of Trustees elect Miriam Miranda-Jurado as Vice Chair for the remainder of the 2021-2022 school year as identified by the Board Chair and Governance Committee.

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

Voting in the negative: None

Motion 220428.6 passed 3 to 0

CHAIR REPORT – No Report

PUBLIC COMMENTS

- Discussion related to concerns with attendance
 - Incentives
 - Plan to return to school sports which should boost attendance for the next school year
- Suggested having uniforms available for students to maintain dress code
- Request for Smartboard upgrades or improvements with technology

Motion 220428.7 Upon a motion by Miriam Miranda-Jurado and duly seconded by Nicole Reinhardt, the following was submitted for approval: RESOLVED that the Board of Trustees adjourn the meeting at 7:30 p.m.

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

Voting in the negative: None

Motion 220428.7 passed 4 to 0

NEXT BOARD MEETING: May 12, 2022

Urban Choice Charter School
Treasurer's Report
April-22

The Finance Committee met on April 26th to review the March, 2022 financials.

For the nine months ended March 31, 2022:

	YTD Actual	YTD Budget	YTD Variance
Revenue	6,038,645	6,345,229	(306,584) includes PPP Loan forgiveness of \$732,700
Expenses	4,812,668	5,228,876	(416,208)
Revenue over Expenses	1,225,977	1,116,353	109,624
Total Assets	5,621,317	(includes cash of \$4,472,231)	
Total Liabilities	1,229,150		

The preliminary budget for next year has been prepared. The Board will vote on it at their May meeting.

The outside audit will begin the 1st week of August. Pre-audit discussion with the audit Partner is scheduled for the first week of May.

Our next meeting is May 31, 2022 at noon.

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES MEETING – MINUTES
THURSDAY, MAY 12, 2022**

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

Absent:

Media Notification: The Democrat and Chronicle was notified of the May 12, 2022 Annual Meeting and Regular Board Meeting on May 3, 2022. Zoom link was also shared with staff members and posted on the UCCS website.

ANNUAL MEETING

The Annual Meeting was called to order at 6:00 p.m. and the Mission Statement was shared.

Motion 220512.1 Upon a motion by Bliss Owen and duly seconded by Nicole Reinhardt, the following was submitted for approval:
RESOLVED that the Board of Trustees approve the appointment of Mubarak Bashir to a second three-year term on the Board of Trustees expiring on June 30, 2025.

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

Voting in the negative: None

Motion 220512.1 passed 4 to 0

Motion 220512.2

Upon a motion by Bliss Owen and duly seconded by Taj Smith, the following was submitted for approval: RESOLVED that the Board of Trustees approve the appointment of the proposed slate of officers identified by the Board Chair and Governance Committee:

Board Chair: Mubarak Bashir
Vice Chair: Miriam Miranda-Jurado
Treasurer: Bliss Owen
Secretary: Taj Smith

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

Voting in the negative: None

Motion 220512.2 passed 5 to 0

Motion 220512.3

Upon a motion by Taj Smith and duly seconded by Bliss Owen, the following was submitted for approval: RESOLVED that the Board of Trustees adjourn the Annual Meeting at 6:03 p.m.

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

Voting in the negative: None

Motion 220512.3 passed 5 to 0

BOARD MEETING

The Regular Board Meeting was called to order at 6:03 p.m.

Motion 220512.4

Upon a motion by Taj Smith and duly seconded by Bliss Owen, the following was submitted for approval: RESOLVED that the Board of Trustees approve the April 28, 2022 board meeting minutes.

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

Voting in the negative: None

Motion 220512.4 passed 5 to 0

CEO REPORT - Lynn McCarthy:

- Enrollment at 391
 - Kindergarten decreased by one student
 - Demographics remain consistent
 - K. Walker reported that five new initial meetings are being set in the next month for Students with Disabilities which should result in an increase
 - Wait list by grade level at 128
- Attendance increased to 84%
 - Must put detailed pieces in place to improve attendance
 - Students are being picked up early on a regular basis due to our dismissal time and busing
 - A parent meeting is planned to share the message that our students are losing instruction time and should attend school for our academic hours from 9 a.m.-4:30 p.m. set for our 2022-2023 school year
 - Some absences have been a result of a few more students and staff testing positive for Covid
 - ✓ BoT requested that absences due to Covid be shared in detail
 - BoT also inquired about the reasons some students are missing school and, if a result of mental health issues, if wellness days may help
 - ✓ C. Parris would like to meet with board member T. Smith to obtain more information related to fatigue/burnout – there is a need to break the patterns
 - Some absences are related to extensions for school vacations and school break days
 - The return of sports and the need to be present to participate should improve attendance for the next school year

Carl Parris:

- One home visit in April
- Discipline improved this month
 - UCCS is more intentional

- Monday morning staff meetings have taken specific things to address each week
- Prevention is a priority
- Administration is pushing in - visibly present in the hallways
- Staffing a desk at the highest peaks of our referral times has prevented issues
 - ✓ See things and intervene immediately

Lynn McCarthy:

- Staffing remains consistent
- iReady will be updated

Introduction of Interim Principal, Amy Rawleigh-Shiavi:

- Team effort, hit the ground running, spent three hours with staff today engaged in professional development dialog
- A PowerPoint presentation was distributed in advance that brought staff together to show the correlation between the NYS charter findings from the 2020 visit
 - Charlotte Danielson Evaluations
 - Focus on the instructional practices that happen within the classroom every day
 - ✓ Classroom environment
 - ✓ Student engagement
 - ✓ Lesson planning
 - ✓ Three buckets for a reason
 - Diving in to what it is that we believe and where do we see our focus as we move forward
 - Improvement plan
 - Work is intentional
 - Staff meetings
 - 18 classroom visits held since last week
 - Data driven
 - Collective work of our building
 - Staff to see us as leaders to carry out the professional development with the key people we bring in to UCCS
 - Plan for and develop the dialog for the NYS charter visit
 - ✓ There should be no surprises
 - ✓ We are the narrators – this is our opportunity to share
 - ✓ We need to be proactive on some pieces of this visit that we have in the turnaround model
 - Productive in proactive parent meetings
 - ✓ Administrative team has met on serious issues in a restorative way
 - ✓ C. Parris and A. Rawleigh-Schiavi met with some families to bring some needs forward

- Co-creating a professional development plan
 - ✓ Working with colleagues that will be helping us
- Looking at our assessment calendar
 - ✓ Meeting with consultants and determining best approaches to complete the work together
- Teachers are working on environment within their own classrooms
 - ✓ Excited to show off some of the work happening in classrooms
 - ✓ Common language and grow professionally together
- Professional and Personal Bio:
 - 26th year in education
 - Passion for urban education
 - Taught math at middle level
 - Moved to middle school principal position
 - Rochester City School District - turnaround work for several years
 - Wanted to continue to do amazing work for a turnaround
 - Worked with a company out of the University of Colorado for the past two years
 - ✓ Restorative work – impact of Covid on children and adults
 - Relations – bedrock of all we do in the world of education
 - Back to doing what I love at the building level
 - Proud mom of three teens
 - Happily married

Upcoming Events

- NYSED Charter School Office visit scheduled for May 31 and June 1
- Meeting with our families on May 19
 - Leadership team coming together with our families
 - Key to our success
 - Strong parent/teacher relationships and healthy student relationships peer-to-peer
 - With an uptick in behavior issues, there are concerns
 - Need to be proactive
 - Plan to sit down with parents and discuss (along with teachers) the social influences that are changing culture
 - Will be held for one hour in our Media Center from 5-6:00 p.m.
 - Need to encourage families that our policy is restorative, and we need to do better going forward

Michael Samuel:

- A Family Night will be held on May 26 from 5:30-7:00 p.m. with pizza and games
 - Five to six different locations within the school will be set up
 - As a result of Covid, this will be our first family event for the year

- Positive interactions with our families
- Meet the staff in a different way
- Looking forward to getting everyone together for the first time in over two years

School Budget for 2022-2023 School Year

- Reviewed at the April meeting and distributed in advance of May meeting

Motion 220512.5 Upon a motion by Mubarak Bashir and duly seconded by Bliss Owen, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the School Budget for the 2022-2023 School Year as presented.

Discussion:

- Inquiry related to website oversight and if IT consultant would be able to cover responsibilities
 - Confirmed that IT consultant maintains equipment in the building running – platforms vs. website
- Inquiry related to any funds set aside for the parent advisory group to use if they want to plan something – confirmed that \$8K is set aside that could be used
- Government grant money is rolling over to next year’s budget
- Discussed the increase in food service cost

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

Voting in the negative: None

Motion 220512.5 passed 5 to 0

School Calendar for 2022-2023 School Year

- Reviewed
- Must correspond with the Rochester City School District calendar
- 194 days for staff and 183 days for students
- School hours will be 9 a.m.–4:30 p.m.

Motion 220512.6 Upon a motion by Mubarak Bashir and duly seconded by Bliss Owen, the following was submitted for approval: RESOLVED that the Board of Trustees approve the School Calendar for the 2022-2023 School Year.

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

Voting in the negative: None

Motion 220512.6 passed 5 to 0

Professional Services Agreement

Motion 220512.7 Upon a motion by Taj Smith and duly seconded by Nicole Reinhardt, the following was submitted for approval: RESOLVED that the Board of Trustees approve the Professional Services Agreement.

Discussion:

- Updated to clearly confirm deliverables
- Calendar of activities established
- Discussions have started
- Working on the assessment calendar
- Will be working with consultant to put those pieces together
- The level of engagement with staff was very positive today

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

Voting in the negative: None

Motion 220512.7 passed 5 to 0

TREASURER'S REPORT – Bliss Owen (Summary Report Attached)

- The Finance Committee met as of March 31
- Rochester Community Foundation – will show up in April
- Market was down for the month of April

- Grants receivable was up
- \$440K is tied up in the building
- AP is up – \$300K owed to CEI
- Change in net assets as of March 31
- Very strong balance sheet
- Expenses shared with detail in report
- Landlord asking for the lease – significant increase to \$42,000 monthly
 - Lease is still in the hands of attorneys to be confirmed
- Market value assessment
 - They are going with the higher amount
 - UCCS is seeking a meet in the middle
- Once the lease is approved, we will have to submit an amended budget

CHAIR REPORT – Mubarak Bashir

- BoT will need to meet for 1.5 – 2 hours to prepare for our meeting with the CSO
- June 8 is the last date to hold board meetings virtually
- June 9 will allow for a new framework so remote and video conferencing options can continue

PUBLIC COMMENTS

- Discussed offering student incentives to improve attendance
 - School sports returning should help boost attendance for the next school year
 - Leadership team has talked about implementation of monthly award assemblies
 - Classroom competitions for highest attendance – ice cream party/pizza party rewards
 - Would like to involve M. Samuel’s team
 - Looking for input from an attendance team
 - Would like to see a detailed plan in writing
 - Expectations need to be set at this new property
- Dress code needs to be reinforced with the possibility of helping with uniforms
- Smartboard upgrades and improvements with technology
 - Teachers are transitioning back to overhead projectors from screens

Motion 220512.8

Upon a motion by Bliss Owen and duly seconded by Taj Smith, the following was submitted for approval: RESOLVED that the Board of Trustees adjourn the meeting at 7:22 p.m.

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

Voting in the negative: None

Motion 220512.8 passed 5 to 0

NEXT BOARD MEETING: June 6, 2022

Urban Choice Charter School
Treasurer's Report
April-22

The Finance Committee met on April 26th to review the March, 2022 financials.

For the nine months ended March 31, 2022:

	YTD Actual	YTD Budget	YTD Variance
Revenue	6,038,645	6,345,229	(306,584) includes PPP Loan forgiveness of \$732,700
Expenses	4,812,668	5,228,876	(416,208)
Revenue over Expenses	1,225,977	1,116,353	109,624
Total Assets	5,621,317	(includes cash of \$4,472,231)	
Total Liabilities	1,229,150		

The preliminary budget for next year has been prepared. The Board will vote on it at their May meeting.

The outside audit will begin the 1st week of August. Pre-audit discussion with the audit Partner is scheduled for the first week of May.

Our next meeting is May 31, 2022 at noon.

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES MEETING – MINUTES
MONDAY, JUNE 6, 2022**

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

Absent:

Media Notification: The Democrat and Chronicle was notified of the June 6, 2022 meeting on May 31, 2022. Zoom link was also shared with staff members and posted on the UCCS website.

BOARD MEETING

The meeting was called to order at 6:00 p.m. by Miriam Miranda-Jurado and the Mission Statement was shared.

Motion 220606.1 Upon a motion by Bliss Owen and duly seconded by Taj Smith, the following was submitted for approval: RESOLVED that the Board of Trustees approve the May 12, 2022 BoT Minutes.

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

Voting in the negative: None

Motion 220606.1 passed 4 to 0

CEO's REPORT – Lynn McCarthy

- Enrollment: 390 students for the month of May
- **Kelly Walker shared:** Students with Disabilities and ELL
 - A student transferred to a different school with new services
 - ELL remains consistent with one student moving out of state
- Attendance

- 7th grade at 79% partially due to some students staying home after a fight involving girls in that grade level
 - ✓ **Carl Parris shared:** Five-six girls were involved
 - Seriousness of incidents – all involved were out five days and some chose to stay away from school longer
- Staff and parents were asked to complete the CSO survey
 - Most recent information: 20 staff members out of 30 completed the survey
 - Only 6% of our families completed the survey
- Staff demographics
 - Seeking teaching assistants and counselor/social worker – job openings are posted
- BoT inquired about parent/family engagement
 - Conferences of individual teachers/families
 - ✓ Teachers track calls home, conferences, meetings – teacher contacts could be identified
 - ✓ Conferencing with families in detail will be shared going forward

Amy Rawleigh-Schiavi:

- iReady data
 - In the process of administering of iReady data for mathematics this week and ELA next week
 - Looking at end of year growth rates, movement and grade bands for each student
 - Will present end of June/early July where students have shown growth at that time
 - ✓ Similar format to what we presented in the mid-year
 - ✓ K. Walker and M. Samuel have been instrumental in putting together the testing format for us
 - ✓ Will go over our assessment data and comparison detail with the iReady data
 - ✓ We are showing promising growth and hope to see more as students begin their testing
- NYS Science Test was administered today

Lynn McCarthy:

- Number of students and movement shared – looking deeper at the numbers with some students moving two grade levels
 - Shifted focus from percentages to individual students – knowing each student individually
- NYS ELA prediction clarified and will compare when results are received
 - CSO was clear that we need to focus on NYS test scores
- Discipline
 - Referrals have decreased in May
 - Locations are consistent
 - Disruption in classrooms has increased

Carl Parris:

- Correlation with repeat offenders
- From 1-2 p.m. have highest referrals and shifting towards the end of the day
 - Two grade levels involved towards the end of the day primarily 3rd grade and 6th grades
 - With longer day and schedule after lunch recess there is a peak and after 3 p.m. until the later dismissal time
 - Desk and supervision in the hallway at lunch has helped change habits
 - Referrals are often the same students
 - Days of the week – referrals are higher on Mondays and Tuesdays
 - Grade two added with more referrals – some issues with girls – uptick and increase in behavior issues

Amy Rawleigh-Schiavi:

- Planning celebrations for kindergarten and 8th graders
 - Parents and family members are excited
 - Will have more information shortly
- Staffing in place for the summer learning program

Michael Samuel:

- Family Night
 - Recognized board members M. Miranda-Jurado and B. Owen for their attendance
 - 48 families attended
 - 200 students and family members were in attendance
 - Variety of Games: Alphabet Bingo, Simon Says, Paperclip Fetch, etc.
- ROC Kids Connect – working on planning the last event of the year
 - Working with Pittsford schools where students are involved with final exams at this time
- Extended day program with the Urban League
 - Will wrap up on the 16th of June
 - Students participating have received a \$150 stipend
 - Once program concludes, participating students will receive another \$150 stipend – will receive \$300 each and looking to increase next year
 - Will review pilot program and determine what worked and what needs to change

Kelly Walker:

- CSE meetings are going well – wrapping up the school year
- Setting up for our 8th graders
- UCCS has so many parents participating – 98%
- Zoom meetings have helped
- ELL testing went well
- Hope to see Math and ELA results soon

Kirsten Barclay, Esq.:

- Key Design – technology focus is important
- Need to meet the technology rich programs and experience piece
- M. Samuel shared that a podcast program is in place
 - Grade levels will be discussed with 6, 7 & 8
 - May be able to include more grade levels depending on the number of students
 - Urban League is struggling with instructors – hoping to stretch the program out to more grade levels

TREASURER’S REPORT – Bliss Owen – See Attached Report

- The Finance Committee meeting was held later due to the CSO meeting
- Cash remains strong
- Accrued expenses for future rent to be finalized
- Pre-audit meeting held with auditors
- Single audit in addition to financial audit

GOVERNANCE COMMITTEE REPORT – Miriam Miranda-Jurado

- Need for additional board members
- Parent participation is critical
 - Michael Samuel shared that an interested UCCS parent will meet with L. McCarthy and M. Bashir to discuss joining the board (with a couple of children attending UCCS)
- A need to review board handbook for any policy changes
 - Parental complaint policy not included in our documentation
 - ✓ A process with steps is needed
 - ✓ N. Reinhardt will obtain the board policy so it can be reviewed
- Technology for virtual meetings needs to be in place
- Feedback related to board recruitment

- CSO indicated that UCCS does not have restrictions for board members in other charter schools

CHAIR REPORT – Mubarak Bashir

- CSO visit highlights the need for urgency
- Need to ensure that UCCS is rechartered
- Timeline with critical deadlines
- Establish dates
- Rechartering process is beginning – meetings with leadership team to be scheduled
- There should not be significant changes - two years since last application
- Audit completed
- Changed curriculum
- Application will process through the benchmarks
- As we complete each section, will send each section to the BoT for review/revisions
- Final read-through and the board votes on the renewal going forward

PUBLIC COMMENTS

Motion 220606.2 Upon a motion by Bliss Owen and duly seconded by Taj Smith, the following was submitted for approval: RESOLVED that the Board of Trustees enter Executive Session to discuss a staffing matter at 7:08 p.m.

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

Voting in the negative: None

Motion 220606.2 passed 5 to 0

Motion 220606.3 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 end Executive Session at 7:45 p.m.

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

Voting in the negative: None

Motion 220606.3 passed 5 to 0

Motion 220606.4 Upon a motion by Taj Smith and duly seconded by Nicole Reinhardt, the following was submitted for approval: RESOLVED that the Board of Trustees adjourn the meeting at 7:45 p.m.

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

Voting in the negative: None

Motion 220606.4 passed 5 to 0

NEXT BOARD MEETING: July 14, 2022

Urban Choice Charter School
Treasurer's Report
06/06/22

The Finance Committee met on June 3rd to review the April, 2022 financials.

For the ten months ended April 30, 2022:

	YTD Actual	YTD Budget	YTD Variance
Revenue	5,841,944	6,240,084	(398,140)
Expenses	5,616,826	5,837,861	(221,035)
Revenue over Expenses from Operations	225,118	402,223	(177,105)
PPP Loan Forgiveness	732,700	732,000	700
Revenue over Expenses	957,818	1,134,223	(176,405)
Total Assets	6,090,599	(includes cash of \$3,958,373)	
Total Liabilities	1,966,589		

Our next meeting is June 28, 2022 at noon.

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES MEETING – MINUTES
THURSDAY, AUGUST 26, 2021**

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

Absent: Duwaine Bascoe, Felicia Dees

Guests: Dr. Alice Bartley

Media Notification: The Democrat and Chronicle was notified of the August 26, 2021 meeting on August 16, 2021.

BOARD MEETING

The meeting was called to order at 6:07 p.m. and the Mission Statement was shared.

Motion 210826.1 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 June 10, 2021 BoT Meeting Minutes.

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

Voting in the negative: None

Motion 210826.1 passed 6 to 0

CEO's REPORT – Lynn McCarthy

- Enrollment
 - Currently at 391 with a goal of 400
 - Budget plan is 395

- Wait list is strong
- Enrollment offers extended at this time
 - ✓ Four kindergarten students have accepted with need for paperwork completion
- Siblings of accepted kindergarten students move up in the lottery
- Received challenging message from the Rochester City School District just before the start of the meeting
 - Due to transportation issues, our bell hours might be changed at this late date (from 8:30 a.m. - 3:30 p.m. to 9:00 a.m. - 4:00 p.m.)
- Title applications were submitted – due on 8/31/21
- PPP loan forgiveness was submitted and is in the second stage of review with one more stage before finalized – appears that the loan should be forgiven
- TEDS training for the Terra project set for 8/31, 9/1 and 9/2
- CEI sponsored a retreat in Buffalo, NY with the UCCS Leadership Team – was an exceptional experience
 - Worked on a number of initiatives
- Professional Development plan was created with input from UCCS staff
- Our Shared Vision was presented to the board and staff
- Leadership Team organizational chart and duties/responsibilities shared
- Leadership team and staff reporting lines shared
- UCCS + CEI = Partnership
- Overview shared of where UCCS was a year ago and current status
- Overall school performance gains shared
- Actions implemented for future gains shared
- ACT: Accountability Communication Transformation
- Key Design Elements:
 1. Supportive Educational Environment
 2. Rich, Rigorous, Engaging Curriculum
 3. Extended Learning Opportunities
 4. Authentic Family Involvement
 5. Data Informed Instruction
 6. Focused Professional Development
 7. School Culture

Chris Vernon

- Urgency for gains
- Encouraging staff to make the most of every moment
- Responsive to data – teaching based on collection of data
- Important to think about moving forward – cannot go back
- Prioritizing learning
- Creating plans to accelerate
- Building bridges where needed
- Engagement

- Planning for our students: knowledge, articulate, literate, confidence for finding their voices
- High priority – solid foundational skills
 - Too many students cannot read at the level expected
 - Need solid foundational skills for K-2
 - Phonics program training planned for Professional Development next week – Science of Reading
 - Lesson planning and preparation
 - Improving skill level – grade level focus with scaffolding and personalized instruction to fill gaps and provide balance
 - Wit and Wisdom and Eureka curriculum
 - Introducing Spire – a reading intervention program
 - Amplify - science curriculum for grades 5-8

Kelly Walker

- Training with CEI
 - Co-teaching models (three new models)
 - Teachers and TAs working together
 - Rules of engagement with teachers
 - Trauma training reviewed with staff
 - Self-reflection and engagement
 - Spire shared with RtI and SPED teachers

Carl Parris

- Culture and climate – environment and connections
 - Positioned to serve our students
 - Sponsored a trip for staff members to visit the neighborhoods we serve
 - Establishing a healthy mindset vs. a fixed mindset
 - ✓ Well-being
 - ✓ Trauma informed
 - ✓ Balance – do not remain in the pandemic mindset
 - Student Success Team supporting students and staff
 - ✓ Academics, attendance, social emotional, behavior
 - ✓ Support teachers
 - Establishing roles
 - Setting clear expectations
 - Strong classroom culture workshop
 - Setting the conditions for the building
 - How to have healthy conversations with parents
 - Sense of urgency

- Help the students succeed and ensure that we will earn a five year re-charter so we continue with our students

Michael Samuel

- Toured the urban areas of our city with staff
 - Shared current data related to our families: living in poverty, single-parent households, housing insecurity
 - Ended the tour in the northeast quadrant of Rochester
- Parent and Student Engagement – research and data confirms that it is a priority
 - Implemented teams – teachers involved – Family Connection Team
 - Student government
 - Family Nights
 - Celebrations
 - Staff and Student of the Month
 - School newsletter team
 - Parent Advisory Committee
 - Parent workshops
 - iReady anchor for data – engaging parents
 - Exposing our students to more resources
 - Every student in grades 5, 6, 7 & 8 will have a “go-to person” for support
 - Must have smart goals and organizational skills need to be built in our students
 - Our students need to understand their individual data and needs

Covid-19 Vaccination Discussion:

- Planning to partner with a private company to complete our needed weekly testing for staff members not fully vaccinated
- Discussed the possibility of mandating vaccination for staff in the school in the future

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

- Michael Kohlhagen shared that the leadership team is doing an exceptional job preparing the staff for an important school year
- Going forward there is a plan to organize and integrate CEI's report along with the leadership team report – a partnership
- Added important communication systems
- Putting systems and structures in place
- Work Plan - template of the work plan shared for reporting
- Board of Trustees training – outline shared
- Assigning dates and moving forward with the schedule

- Training to begin in September
- Training two times per month – some digital
- Considering Monday and Wednesday afternoon/evening
- To begin after Labor Day
- Seeking feedback on topics or adding
- New data system – separate presentation
- New science program – special – see Amplify

Dr. Alice Bartley:

- Collaborative work being completed - reflecting
 - Agenda for the retreat
 - Summer Institute
 - Coming up with a concise document that shows the new programming, reason brought on, and how we are utilizing
 - Spire – BoT will have an overview of the curriculum and how it is being modified and utilized
 - Extended day services
 - Afternoon part of the summer school day
 - Coding
 - Radical readers program
 - Walls for Change – Arts Program
 - E-Sports
 - Data connectivity
 - Recommend running a cycle of data before reviewing – the end of October might be a realistic timeframe for a review
 - Coaching and professional development
 - Supporting the coaches – coaching cycles side by side
 - Ensuring that the content is being dispensed – supporting teachers – consistency
 - Teachers of teachers
 - Accountability - what gets monitored
 - Customizing
 - Calendar and Schedule
 - Using the Danielson framework – modified piece – walk through each classroom throughout the day and week – reflective conversations – leadership team to make decisions
 - Professional Development calendar
 - Summer Institute
 - Surveys – leadership team is receiving feedback – data – composite shared – loop back to leadership team and move forward – a cycle
 - Discussing some of the concerns with the staff
 - Flow of the day and addressing some of the pieces

Michael Kohlhagen:

- Development team met with Alice and Lynn
 - Putting systems in place moving forward to update the website on a regular basis
 - One day per week to get that work done
 - Brochure to recruit staff and students
 - Dates and expectations established
 - Grants and fundraising – new platform adopted – introduced to team here – their own fundraiser page
 - ✓ Playground as first priority
 - Foundation funding – local and otherwise
 - Sharing priorities and helping with board networks
 - Grant writing to understand the priorities of the school
 - Support and help school
- Web management
 - Enhance understanding of UCCS – spread the word
- Reporting and Accountability
 - Document will be used for modifications
- Education Committee meetings – will be video-taped – all board members invited and viewing will be available remotely
- Special workshops
- Mubarak suggested all board members review all of the documents shared by CEI and provide feedback so adjustments can be made

TREASURER'S REPORT – Bliss Owen

- No report available – final numbers are not available from the auditors to date
- Auditors will present to the Finance Committee on Tuesday
- Will bring to the board for the next meeting

GOVERNANCE COMMITTEE REPORT – Miriam Miranda-Jurado

- Final evaluation of CEI
 - Responses received
 - Input has been taken into consideration
 - Informative
- Contract has not been signed to date
 - Made some adjustments and gaps are being addressed
 - ✓ Solid accountability measures
 - Oversight of the work being done
 - Calendar will be critical – board members have professional commitments

CHAIR REPORT – Mubarak Bashir

- Additional/new board members needed

PUBLIC COMMENTS - None

Motion 210826.2 Upon a motion by Miriam Miranda-Jurado and duly seconded by Taj Smith, the following was submitted for approval: **RESOLVED** that the Board of Trustees adjourn the meeting at 8:17 p.m.

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

Voting in the negative: None

Motion 210826.2 passed 6 to 0

NEXT BOARD MEETING: September 9, 2021

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES SPECIAL MEETING – MINUTES
TUESDAY, SEPTEMBER 7, 2021**

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

Absent: Duwaine Bascoe, Felicia Dees, Bliss Owen

SPECIAL BOARD MEETING

The meeting was called to order at 6:03 p.m.

An updated 2021-2022 School Calendar was shared.

- As a result of school bus driver shortages, our busing has been moved from First Student to Ontario Bus Inc. with a need for a change in our bell times:
 - UCCS students will be attending school from 9:30 a.m.-4:30 p.m. daily
 - ✓ Robocalls have been made to families informing them of changes
 - ❖ Families have been accepting/supportive of the need for the last-minute adjustments
 - Staff hours have been adjusted to 8:30 a.m. – 4:45 p.m.
 - ✓ Maintaining start time to allow for grade level team meetings, curriculum staff meetings and general staff meetings between 8:30-9:30 a.m. daily
 - ✓ Staff work schedule increased by only 15 minutes

- The Rochester City School District adjusted their first day of school with very late notice. After inquiring about purchasing our own busing to maintain our first day of school plan, we were informed that we must align with the RCSD so our first and last days of instruction for students must be adjusted:
 - The first date of school must be moved from September 8, 2021 to September 9, 2021 and our last date of instruction must be moved from June 23, 2022 to June 24, 2022 to align with the RCSD schedule

Motion 210907.1 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 changes in the 2021-2022 School Calendar: first date of instruction for students on September 9, 2021 and last date of instruction for students on June 24, 2022 as a result of changes made by the Rochester City School District.

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

Voting in the negative: None

Motion 210007.1 passed 5 to 0

Motion 210907.2 Upon a motion by Taj Smith and duly seconded by Miriam Miranda-Jurado, the following was submitted for approval: **RESOLVED** that the Board of Trustees adjourn the meeting at 6:10 p.m.

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

Voting in the negative: None

Motion 210907.2 passed 5 to 0

NEXT BOARD MEETING: September 9, 2021

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES MEETING – MINUTES
THURSDAY, SEPTEMBER 9, 2021**

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

Absent: Duwaine Bascoe, Felicia Dees

Guests: Dr. Alice Bartley

Media Notification: The Democrat and Chronicle was notified of the September 9, 2021 meeting on September 3, 2021. Update and Zoom link to join the meeting was shared on the UCCS website.

BOARD MEETING

The meeting was called to order at 6:10 p.m. and the Mission Statement was shared.

Motion 210909.1 Upon a motion by Bliss Owen and duly seconded by Taj Smith, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the August 26, 2021 BoT Meeting Minutes.

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

Voting in the negative: None

Motion 210909.1 passed 6 to 0

Motion 210909.2 Upon a motion by Miriam Miranda-Jurado and duly seconded by Taj Smith, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the September 7, 2021 Special BoT Meeting Minutes.

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

Voting in the negative: None

Motion 210909.2 passed 6 to 0

CEO's REPORT – Lynn McCarthy

- Current enrollment is 392
 - Offers extended for some openings and expect acceptance this week
- First day of school
 - Student arrivals - 88 of our students are not currently routed – family members were able to provide transportation
 - We used sign-out sheets for pick up after school
 - As expected, there were many transportation delays and issues
 - ✓ Hopeful that there will be improvement tomorrow and going forward
 - ✓ Transportation will not establish a route for any student that submitted their form after June 25
 - We are looking at routing some students ourselves and will alert the new transportation company if students are able to be added to established bus stops already set near their homes
 - Board member inquired about using the UCCS bus to transport students to and from school. CEO would need to check availability of driver that has only transported for after school basketball or field trips in the past.

Michael Samuel

- Parent Advisory Council
 - Eleven parents attended
 - Looking for a minimum of 20 parents to get involved and partner with us
 - ✓ Need their voices, input, skills, talent and sharing of needs
 - Next meeting planned for the 23rd of September
 - ✓ Planning to meet the third Thursday of each month from 5-6 p.m.
 - ✓ Three staff members participating
 - Parents have asked for better communication
- Open House is planned for September 30 at 5 p.m.

- Student Celebrations Team
 - Ten staff members are a part of this team
- Quarterly Newsletter planned
 - Folders are established on Google for photos of our students
- Student Government Team
- Student Attendance Team
 - Will meet at least once per month with flexibility to meet additional times
- Every team has a Chair, Assistant Chair and Secretary for recording minutes
- Discussed having a table at Open House to assist with seeking a parent with a child attending UCCS to serve on the BoT
- Name tags to be ordered for board members
- New York Charter School Association is also seeking parent(s) to participate
 - Lynn McCarthy is forwarding the information to Michael Samuel

Carl Parris:

- Observed significant energy for the first day of school – many students were very excited to start the new school year
- After a lot of hard work, UCCS is ready to go

Kelly Walker:

- Met many parents/family members today – they were accepting and positive about busing issues and school timing change
- Students were glad to be back

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

Dr. Alice Bartley:

- Instructional Audit
 - Have been drafting documents for Kelly Walker's review – to support the building
 - Spire
 - Amplify
 - ✓ Training by the publishers of the products
 - Looking at the seven design elements
 - New dates recommended were shared today

- Infusing the extended learning programs throughout the year
- Data connectivity – first training for Terra completed (three days) – familiarized staff
- Rolling out and collecting needed data to make recommendations
- Effectiveness going forward
- Coaching – Dr. Carroll and Ms. Acosta – ready to go
- Establishing schedules
- Proficiency around Danielson
- Cluster rubric shared
 - ✓ Will be looking at the full cluster and opportunity for teachers to grow in all areas
 - ✓ Coaches supporting in these areas

Michael Kohlhagen:

- Planning to meet with Board Chair tomorrow morning to discuss plans for scheduling the board retreat and formalizing dates for board training
- CEO is reviewing her evaluation piece to finish that process as well

TREASURER'S REPORT – Bliss Owen

- Awaiting the audit results
- Finance Committee will be meeting on September 28 to review the audit and then will be presented to the BoT for approval at the October meeting
- Finance Committee met last week and reviewed the July numbers – will hold to combine with August reports for more meaning
- Amended budget – Finance Committee reviewing some final changes and will meet one more time and will bring the budget for a vote at the next BoT meeting

GOVERNANCE COMMITTEE REPORT – Miriam Miranda-Jurado

- CEO Evaluation
 - CEO shared her documentation
 - Will review and finalize compensation package for the 2021-22 school year
- Date for our board retreat is needed ASAP
- Training is a priority

- Additional board members needed in addition to a parent representative
 - Need to increase the members to accomplish the work needed
 - CEI offered in the past to support this growth as well

CHAIR REPORT – Mubarak Bashir

- Reiterated that additional board members are vital
- Board members need to commit to be at meetings

PUBLIC COMMENTS

- Discussed the Recruiting Committee as an advisory function
 - Report at board meetings (not on a scheduled monthly basis)
- Discussed the need for the board retreat as an urgent priority

- Prior to entering Executive Session to discuss negotiations with CEI, Michael Kohlhagen shared some comments:
 - Meeting was held earlier in the day to fine tune the scope and work plan
 - CEI is all in 100%
 - Looking forward to the work and continuing to build a strong team, adding local members to the team, and continuing to define the partnership to support the entire leadership team
 - Agreement is vitally important to support all in whatever needs arise

Motion 210909.3 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 enter Executive Session at 6:59 p.m. to discuss the agreement with CEI.

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

Voting in the negative: None

Motion 210909.3 passed 6 to 0

Motion 210909.4 Upon a motion by Bliss Owen and duly seconded by Taj Smith, the following was submitted for approval: **RESOLVED** that the Board of Trustees end Executive Session at 7:40 p.m.

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

Voting in the negative: None

Motion 210909.4 passed 6 to 0

Motion 210909.5 Upon a motion by Bliss Owen and duly seconded by Shakeel Armstrong, the following was submitted for approval: **RESOLVED** that the Board of Trustees adjourn the meeting at 7:41 p.m.

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

Voting in the negative: None

Motion 210909.5 passed 6 to 0

NEXT BOARD MEETING: September 29, 2021

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES MEETING – MINUTES
WEDNESDAY, SEPTEMBER 29, 2021**

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

Absent: Shakeel Armstrong, Duwaine Bascoe, Felicia Dees

Guests:

Media Notification: The Democrat and Chronicle was notified of the September 29, 2021 meeting on September 22, 2021. Update and Zoom link to join the meeting was posted on the UCCS website.

BOARD MEETING

The meeting was called to order at 5:59 p.m. and the Mission Statement was shared.

Motion 210929.1 Upon a motion by Taj Smith and duly seconded by Bliss Owen, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the September 9, 2021 BoT Meeting Minutes.

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

Voting in the negative: None

Motion 210929.1 passed 5 to 0

CEO's REPORT – Lynn McCarthy

- Met with the Rochester leaders of the New York Charter Schools Association
 - Working on a transportation plan with the Rochester City School District to develop an agreement
 - ✓ Charter school routes would be separate from the RCSD routes

- ✓ Would allow charter schools to work directly with First Student
- ✓ Only small change in cost to charter schools – transportation funding would continue – only low cost involved with a contract with First Student
 - This might not be put in place until the next school year, but it might allow us to return to our normal instructional hours of 8:30 a.m. – 3:30 p.m.
- Focus on getting UCCS students back into a routine after the pandemic and time out of the classroom
- Teachers have settled in with the instructional time change
 - No meetings are being held on Friday mornings allowing staff to report at 9 a.m.
 - Monday-Thursday 8:30 a.m. start with one or two meetings and extra planning time
- Teaching Assistants are continuing to report at 8:45 a.m. – 4:45 p.m.
- Open House plans changed to an outside tent in our green space – limiting numbers for one hour
 - Grades 6-7 on October 12
 - Grades K-2 on October 13
 - Grades 3, 4 & 5 on October 14

TREASURER'S REPORT – Bliss Owen

- Bliss shared that the amended budget was shared with members in advance and another amendment will be shared once the lease is settled along with the CEI Agreement.
- Financials for July and August compared to the amended budget will be presented at the next BoT meeting in October in addition to the audit.
- The CEO reviewed and presented the amended budget:
- Approved balance remaining at \$226,104
- Pending approval of government grants – budgeting half at \$396,204 and \$896,000
- Budget increased due to five reading specialists and purchase of phonics materials
- Budgeting for 390 students for Rochester City School District with 8 students out of district and now have 10 suburban students
- Twenty teacher laptops with increased technology and updating capabilities for \$16,000 and 90 Chromebooks for \$32,500 (replaced due to loss/damage during the pandemic)
- Additional curriculum materials purchased: Otus, PowerSchool Group, Curriculum Associates for iReady
 - Parents and teachers can message
- Professional training for iReady through Curriculum Associates for \$4,500
- Increase for breakfast and lunch for Summer School
- Paid teachers and teaching assistants for additional two weeks in August for training outside of their contracts – usually a one-week plan for training and expanded to three weeks of training
- Workman's Comp increase
 - Extra increase for food service worker out includes claim for surgery

- Disability insurance increased after having four staff members out on short-term disability last school year
 - Discussed possibility of making adjustments when new insurance pricing is shared in October
 - UCCS currently pays all for short-term and long-term with a significant increase in staff going out on disability - two employees pending for this school year already
- Attorney fees – discussed determining frequency of our school attorney attending monthly board meetings – could consider on an as needed basis going forward
- Added Level Field Charter Partners assisting with our attorney for an updated lease agreement
 - Market value analysis – market value is higher than we paid recently
 - Working with National Heritage to come to middle ground
- Taxes estimated with Monroe County and the City of Rochester
- CEI contract - considering reduction to cover cost of UCCS hiring coaches
- Building maintenance increased due to Covid – increased cleaning for \$4,700 per month to include landscaping, pest control, snow removal
- Increasing trash removal agreement - cost increase since doubling size of the school
- Phones and internet increased after switching to fiber optics - more costly but more reliable
- Discussed hardware and software policy change
 - Will be shared with families at Open House

Motion 210929.2 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 Budget for the 2021-2022 School Year as presented.

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

Voting in the negative: None

Motion 210929.2 passed 5 to 0

CHAIR REPORT – Mubarak Bashir

- Shared plans for board training with CEI to begin in October
- CEO Evaluation will be first for completion as soon as possible

PUBLIC COMMENTS

- Michael Samuel's advisory group includes 15 parents to date
- Prior to entering Executive Session and recusing Michael Kohlhagen to discuss the status of the CEI contract, Michael shared:
 - Current staffing updates
 - Education Committee agenda
 - Finalizing board training agenda
 - Adjusting topics for the board training
 - CEI continues to build a local team with boots on the ground every day
 - Not replacing those already in place just fewer traveling
 - Building capacity with intent
 - Remain committed to helping the CEO accomplish things

Motion 210929.3 Upon a motion by Taj Smith and duly seconded by Bliss Owen, the following was submitted for approval: **RESOLVED** that the Board of Trustees enter Executive Session to discuss the agreement with CEI.

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

Voting in the negative: None

Motion 210929.3 passed 5 to 0

Motion 210929.4 Upon a motion by Bliss Owen and duly seconded by Taj Smith, the following was submitted for approval: **RESOLVED** that the Board of Trustees end Executive Session at 7:08 p.m.

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

Voting in the negative: None

Motion 210929.4 passed 5 to 0

Motion 210929.5 Upon a motion by Bliss Owen and duly seconded by Taj Smith, the following was submitted for approval: **RESOLVED** that the Board of Trustees adjourn the meeting at 7:08 p.m.

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

Voting in the negative: None

Motion 210929.5 passed 5 to 0

NEXT BOARD MEETING: October 14, 2021

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

- Present:** Shakeel Armstrong, Mubarak Bashir, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Taj Smith
- Absent:** Duwaine Bascoe, Felicia Dees
- Guests:** Former Board Members for Recognition Dinner to Follow (Nelson Blish, Megan Bosco, Lee Tutt)
- Media Notification:** The Democrat and Chronicle was notified of the October 14, 2021 meeting on October 7, 2021. Updated location details were also posted on the UCCS website and posted in the school building.

BOARD MEETING

The meeting was called to order at 6:11 p.m. and the Mission Statement was shared.

Motion 211014.1 Upon a motion by Bliss Owen and duly seconded by Taj Smith, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the September 29, 2021 BoT Meeting Minutes.

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

Voting in the negative: None

Motion 211014.1 passed 6 to 0

CEO's REPORT – Lynn McCarthy

- Dashboard Review
 - Current enrollment is 388

- ✓ Some students moved to the suburbs or other states and others have returned to the RCSD for home schooling options
 - ✓ 395 is our budget and there are offers extended
 - ✓ Our priority is to fill openings in K, 1 and 2 immediately
- Students with Disabilities: 14
- English Language Learners: 5
- 372 currently on the wait list
- Part of the audit completed through the district has been clean and we are doing great
 - ✓ There are changes across the board that we will need to adhere to
 - ✓ Rolling out the corrections from the audit
- Attendance: 83%
 - ✓ Grades 8 and 6 at lower attendance percentages
 - ✓ Some students are quarantining when not testing positive
- Two home visits
- Discipline data reviewed
 - ✓ With students returning to the classroom after being out of school for the pandemic, we are focused on discipline and structured routines which is challenging at this time
- Review of SWIS data for clarification:
 - ✓ Average Referrals Per Day Per Month
 - ✓ Referrals by Problem Behavior
 - ✓ Referrals by Location
 - ✓ Referrals by Student
 - ✓ Referrals by Time
 - ✓ Referrals by Day of the Week
 - ✓ Referrals by Grade
 - Average of .34 referrals per day
 - Referrals can be minor or major
 - Top three referrals: disrespect, physical aggression (pushing/shoving), and disruption
 - ❖ Helping through intervention - working with students
 - ❖ The Dean and his team are randomly visiting classrooms during the school day – checking in with students
 - ❖ The Student Support Team is leading morning circles
 - ❖ Identifying repeat offenders
 - ❖ Meeting in small groups and talking about resiliency
 - ❖ Disruptions – focus is on classroom management
 - ✚ Professional Development was held on Friday with role playing for management techniques
 - ✚ A key element is being consistent and setting expectations
 - ✚ Kickboard is a K-8 reward system
 - Each grade level is setting up expectations

- Students use their “paychecks” to purchase off the cart
- Lower grades need more immediate reinforcement – adjusting to a daily basis for our younger students – a “Treasure Chest” each day
- Verbal warning and then a private conversation – following steps and making teachers accountable
- Grade 6 class is giving students a variety of responsibilities tied to their paychecks
- Staff demographics – many of our new hires are black and from the Rochester area which brings meaningful experience for an urban school
 - ✓ 59 staff members
 - ✓ Nine staff members hired July to date
 - ✓ Total Teaching Staff: 38
 - ✓ Certified Teachers: 29
 - ✓ Three UCCS teachers in need of one more test for certification and are working to complete
 - ✓ Hired a teacher with a master’s degree in literacy – has not formally submitted paperwork since being out of state – certification originated in NYS and will be submitting soon
 - ✓ One teacher is enrolling in a teacher prep program – has significant experience after many years of teaching assistant experience
 - ✓ Qualified staff members moved to new positions within UCCS
 - ✓ Our math teacher coaches football in the community and is known to families
 - ✓ Instructional focus – looking at Benchmark 2 using assessment for learning
 - ✓ Overall goal – working with the leadership team on action plans
 - Each of their key design elements
- Tuesday, Wednesday Thursday this week – held Open House and spread out for three evenings – with an outdoor tent
 - ✓ Families were able to meet teachers and receive expectations
 - ✓ Small groups of six toured the school
 - ✓ Apple cider and donuts provided
- Parent Teacher conferences will be offered both ways: Zoom and In-person

CEI’s REPORT – Michael Kohlhagen

- Introduced Karen Fahy, Consultant for CEI (Director of School Improvement CEI Rochester)
 - A long-term public-school educator
 - As a consultant for CEI, she will help out where possible
 - She lives locally and has visited UCCS
 - Will be working with Dr. Alice Bartley on oversight and mandates

Dr. Alice Bartley:

- Special Education and ELL Audit
 - The last piece was completed yesterday
 - Completed 12-14 classroom visits and interviews with parents and students
 - Looking at the curriculum
 - Met the deadline
 - Report and recommendations are being written
 - ✓ Will be ready for review in November
 - Seven elements
 - Instructional rounds in every class
 - Professional growth plan – always room for growth

Michael Kohlhagen:

- Discussion related to the charter document, strategic plan, school improvement plan, and the great work in place based on the MOU and the request of the board and the initial MOU and subsequent plan
 - Karen Fahy will take over much of the work Michael was managing
 - Will support Dr. Alice Bartley and align all documents and planning so we are prepared for any state visits and reporting
 - Create coherence
 - Alignment of UCCS's reporting and the work of CEI being asked of by the Board
 - Will better support the project and create some adherence
 - Meeting and exceeding the state's expectations
 - How do we look at that data and forecast for the next two years
 - Will allow Karen and Alice to work closely with CEO Lynn McCarthy to strengthen an already strong partnership
 - CEI's accountability and the school's accountability – able to answer any questions and create documentation
 - Plan to meet every single benchmark

TREASURER'S REPORT – Bliss Owen

- Review and discussion: Audit conducted by Mengel Metzger Barr & Co
 - Total Current Assets are up \$664K
 - Investment at RACF is up
 - Grants and receivables up \$273K
 - Property and equipment – wrote off the assets left at former school location
 - Deposits \$439K - new building

- Total net assets at \$4.2M
- \$75K - designated cash that we must have on hand
- Liabilities stable and like last year
- End of June PPP loan still on the balance sheet – was forgiven in September
 - ✓ Expenses that loan was used for was in the audit
- Net Assets are up \$887K for the year
- Summary of revenue and expenses
- Main increase in our revenue and support is about \$280K
 - ✓ Most is the unrealized and realized gain on investments at \$235K
- Security deposit at other school was not returned
- Increase in net assets \$870K
- Finance Committee met with the auditors
 - Reviewed every page
 - Finance Committee accepted the audit results

Motion 211014.2 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 year end June 30, 2021 audit as prepared by Mengel Metzger Barr & Co.

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

Voting in the negative: None

Motion 211014.2 passed 6 to 0

- Bliss added that the auditors found a clean opinion – no significant deficiencies
- Grant Revenue is \$99K – mainly due to a timing difference
- RCSD per pupil differs slightly compared to the budget – a reconciliation is expected
- No major differences in expenditures
- Another budget amendment will be needed once the facilities lease is finalized
 - Attorney is working with National Heritage on the lease
 - Market value is disputed as low – attorneys are working through things

GOVERNANCE COMMITTEE REPORT – Miriam Miranda-Jurado

- Committee met to discuss dates for board training and confirmed all will be recorded for board members unable to attend. Topics for training were also reviewed and prioritized to meet most immediate needs.

- This month the topic will be the performance evaluation of the school leader which is still due
 - ✓ All board members have received a copy
 - ✓ Charter School Basics and working with our authorizer
 - ✓ We will be meeting with the State soon
 - ✓ Performance framework
 - ✓ Role of an educational performer
 - ✓ Roles and responsibilities
 - ✓ Performance goals
 - ✓ Subcommittees
 - ✓ Charter compliance
- Condensed training schedule – all are important
 - ✓ Links and reminders will be sent for the weekly training
- Education Committee – led by Miriam and Shakeel – monthly topics
 - ✓ All board members are a part of this committee

CHAIR REPORT – Mubarak Bashir

- Seeking interested members to join the BoT as members are often absent

PUBLIC COMMENTS

- Discussed the need for new board members and a UCCS parent

Motion 211014.3 Upon a motion by Shakeel Armstrong and duly seconded by Bliss Owen, 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, Mubarak Bashir, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Taj Smith

Voting in the negative: None

Motion 211014.3 passed 6 to 0

NEXT BOARD MEETING: November 20, 2021

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES MEETING – MINUTES
SATURDAY, NOVEMBER 20, 2021**

- Present:** Shakeel Armstrong, Mubarak Bashir, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Taj Smith
- Absent:** Duwaine Bascoe, Felicia Dees
- Guests:** Karen Fahy, CEI, Prospective Board Member, Nicole M. Reinhardt
- Media Notification:** The Democrat and Chronicle was notified of the November 20, 2021 meeting on November 11, 2021. Updated location details were also posted on the UCCS website and posted in the school building.

BOARD MEETING

The meeting was called to order at 8:05 a.m. and the Mission Statement was shared.

Motion 211120.1 Upon a motion by Bliss Owen and duly seconded by Taj Smith, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the October 14, 2021 BoT Meeting Minutes.

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

Voting in the negative: None

Motion 211120.1 passed 5 to 0

All in attendance were introduced to guests and a staff member.

LEADERSHIP TEAM REPORT

Lynn McCarthy:

- A number of students left UCCS due to the busing schedule change (late start and late dismissal)
 - Some parents have been regularly picking up their students early resulting in loss of teaching time
 - ✓ Leadership is requesting that parents do not pick up their students until dismissal
 - Our late school day interferes with afterschool activities and some students do not arrive home until 6 p.m. or later
- Enrollment is at 376
 - K-1 is almost full and we are now at 381 enrolled with offers out
 - Difficult to enroll students in grade eight – often difficult situations and acclimating for less than one school year is challenging
 - Adjusting our response time for offers – lowering to a 24-hour deadline vs. 72 hours so we can enroll students as soon as possible
 - Receiving students later in the school year creates challenges for acclimating and assimilating
 - ✓ We are assigning new students a “chaperone”
- Adjustment in busing schedule will not likely take place for this school year, but charter school groups are hoping to have their own busing district for the next school year
- Kelly Walker reported that two SPED students are being reviewed at this time which will increase to 41
- Wait list by grade level with a total of 330
 - Seventh grade is the largest group
 - Kindergarten is the lowest group
 - We are currently only one student below in Kindergarten with an offer extended
 - We continue to receive calls and are adding to our wait list
 - 6th grade openings at 5
- 22 students have left UCCS since July 1
- Attendance data is not where we want to be – mid-high 80’s
 - Students are quarantining
 - Adjustments are in process that will allow students that have been exposed to a positive case to be tested daily for seven days while remaining in school
- Parent Engagement: Open House with 111 students represented
 - Hosted a shortened version held outside with a tent and split between three evenings
 - Six-person maximum tours of the building were conducted
 - Received positive feedback

Michael Samuel:

- Parent Advisory Committee meets every third Thursday of the month

- Families have been feeling disconnected from the school
- Family Night is scheduled for December 2 from 5:30-7:00 p.m.
 - Parents will set up a table
 - Discussed having the BoT set up a table
- Discipline Data was discussed
 - Alternative to Suspension and Out of School Suspensions
 - ✓ Fourth grade concerns: two Alternative to Suspension referrals and one out-of-school suspension
 - Average referrals per day per month – higher in September
 - ✓ Different interventions have been put in place to get referrals down
 - ✓ We are being consistent with reporting and are holding families accountable
 - ✓ Day of the week – Wednesday is the highest day
 - ✓ Disrespect and contact (pushing/shoving)
 - ✓ Mr. Parris is monitoring
 - ✓ Time of day – highest point is towards the end of the day when middle school students have their specials
 - ✓ Higher from 1-2 p.m. which is recess time
 - ✓ By student: down to one student for three referrals or more
 - ✓ Interventions have helped to decrease
- Staffing is at 65
 - 7 staff members resigned
 - Hired 3 with 4 positions open
 - Most left for suburban schools and for New York State Retirement
 - Student behavior in September and October contributed
 - Some staff have second jobs and childcare issues due to the late start and late dismissal
- The School Calendar was discussed since November 24 is no longer a school day. Determined that with the longer extra hours for each school day, there is no need to adjust
- Reviewed new data which cannot be compared with previous tests
 - Only multiple-choice part of the test
 - We chose to have our students take the written test, but it does not reflect the data we receive from the State
 - 59% of our eligible students were tested
 - ✓ Majority were our four day per week students – SPED and ELL students
 - Interim Assessment
 - Overall review of our students
 - Instructional focus is remaining the same
 - Key design elements

Chris Vernon:

- iReady has been taking a while to complete
 - First grade and K started later
 - Wrapped up this week

- No surprises
- Very difficult to make comparisons to last year – many assessments were taken at home and we could not control the environment
- Overall clear – data is not good
- Very large numbers of students are two or three grade levels below
- Many students have had interrupted instruction for the last 18 months
- Reading at lower levels
- Addressing through targeted instruction
- Looking for growth
- Accelerated learning
- Targeted instruction
- Using time in the day to focus on the basics
- It is only one test and we are collecting other data as well
- Discussion followed related to community partners
 - College students could tutor
 - Service-learning students could help
 - Literacy Rochester volunteers
 - Michael Kohlhagen will seek virtual tutors
 - Brockport College might be able to offer social work mentors

Dr. Alice Bartley, CEI:

- Supporting teachers and staff
- Platform for collecting data
- Instructional clinics
- Culture and climate
- Family and community involvement
- Full day of Professional Development
- Continue to revisit
- CEI staff is on-site regularly throughout the month
- Marketing team developing a three-fold brochure – will share soon
- Revisiting and updating the website
- Social media
- Parent Advisory shared interest in social media
- CEI is completing a new account with passwords archived in our warehouse: Facebook, Twitter, Instagram
- Robocalls – email addresses
- Met with the Education Committee

TREASURER'S REPORT – Bliss Owen

- Cash continues to be in a strong position
- RACF investments came in after financial statement was prepared
- Accounts Receivables at \$903K and Accounts Payable at \$190K due within 30 days – all current
- A check in the amount of \$842K from the Rochester City School District was lost and has been replaced/received
- Wrote off all assets that we left at the former building
- Rent paid consistent with last year – new lease not signed to date
- PPP is income completely forgiven
- Change in net assets \$805K - of that, \$732K is the PPP income
- Inero prepares monthly financials
- Shares description of what could cause some of the changes – timing differences
- Expenses will go up when the final lease agreement is signed
- Real estate taxes have not been received
- Will need an amended budget once lease is signed and CEI's contract is finalized

GOVERNANCE COMMITTEE – Miriam Miranda-Jurado

- Board Training has been held weekly
- Informative
- Moving forward
- Contract with CEI is pending

CHAIR REPORT – No Report

PUBLIC COMMENTS

- Teacher with UCCS for four years expressed concerns about staff turnover
 - Confirmed Leadership Team has been very supportive of staff
 - Leadership assisted him with his certification
 - Made some suggestions to retain staff:
 - ✓ ½ day Wednesdays
 - ✓ Approaching spring tests
 - Saturday School
 - In the past, 0% passing except for 5% that attended Saturday School
 - ✓ Recess proctoring training
- Discussion followed related to onboarding and communication with staff
 - Personal face-to-face meetings/communication
- Must do what is best for the students and securing a five-year renewal

Motion 211120.2

Upon a motion by Bliss Owen and duly seconded by Taj Smith, the following was submitted for approval: **RESOLVED** that the Board of Trustees adjourn the meeting at 9:56 a.m.

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

Voting in the negative: None

Motion 211120.2 passed 6 to 0

NEXT MEETING: December 9, 2021

**URBAN CHOICE CHARTER SCHOOL
BOARD OF TRUSTEES MEETING – MINUTES
THURSDAY, DECEMBER 9, 2021**

- Present:** Shakeel Armstrong, Mubarak Bashir, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Taj Smith
- Absent:** Duwaine Bascoe, Felicia Dees
- Guests:** Dr. Alice Barclay and Karen Fahy (CEI)
- Media Notification:** The Democrat and Chronicle was notified of the December 9, 2021 meeting on December 5, 2021. Zoom link was posted on the UCCS website and shared with staff.

BOARD MEETING

The meeting was called to order at 5:59 p.m. and the Mission Statement was shared.

Motion 211209.1 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 November 20, 2021 BoT Meeting Minutes.

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

Voting in the negative: None

Motion 211209.1 passed 6 to 0

- Introductions of board members, teachers, and staff members as well as Dr. Lucia Buttarro, Dr. Karen Valbrun (CEI Consultants for Special Ed and ELL Audits), Dr. Alice Bartley, Karen Fahy and Marcia Sobers-Charles (CEI) in attendance.

CEO's REPORT

- Enrollment at the end of November: 380 and currently at 385 with a goal of 400 (budgeted at 395)
 - 257 on the wait list
 - 16 openings
 - 16 offers extended
 - 23 students left
 - New students at 62
- Attendance has increased by a point
 - Getting closer to our goal of 95%
 - Many absences are related to quarantine due to Covid
- Dean has been out sick for over a week – no home visit updates to report
- Discipline data
 - Improvement in ATS (Alternative to Suspension) with an increase in OSS (Out of School Suspensions) in grade four
 - Overall students are improving their behavior
 - Discipline referrals by time – increase at recess and at the end of the day
 - Days of the week for referrals has remained consistent
 - Physical aggression and disruptive behaviors have decreased
 - Dean has a new plan in place to address at recess
 - Michael Samuel is assisting in place of the Dean – maintaining the Help Zone and getting students back in the classroom
 - ✓ Helping students interact appropriately with each other
- Staff demographics have not changed
- New staff is being hired
- Currently at 68 staff members
- Current teaching staff at 36 with 28 certified
- NYS assessment data discussed along with predictions and plans
- A second gym teacher has been hired and will begin working next week
- 21st Century Community Learning Center Grant Application - - extended appreciation to Paolo Alberghini and Jen Curry (CEI) for their hard work for an extended day piece and this would begin next September
 - Plan to partner with REACH to provide after school programs offering STEM, life skills and academic enrichment
 - Other local providers would work with REACH to provide additional services
 - UCCS would provide dinner for students that stay
- Submitted our preferred school schedule and submitted to the Rochester City School District
 - RCSD to honor return to students attending from 8:30 a.m.-3:30 p.m. or there will be a separate charter school plan for transportation

CEI's REPORT

Karen Fahy:

- Completed the last board training and finalized the matrix and calendar for board topics
- Important pieces finalized for the charter renewal
- Danielson documents for use by the coaches
- Providing professional growth as needed by the coaches
- The audit team to share findings and recommendations
 - As per the BOT's request, CEI contracted with Dr. Karen Valbrun and Dr. Lucia Buttarò
 - Next step for the school is to develop the action plan based on the recommendations and CEI will be supporting the development of that action plan

Dr. Valbrun: Special Education Audit

- Shared a summary of the audit process, findings, and recommendations
 - Interviewed teachers and visited classrooms for an overall picture (RtI and Special Education)
 - Leadership is supportive and aware of the existing challenges
 - Ms. Kelly Walker is extremely knowledgeable and able to support the teachers
 - Systems instructionally show promising practices
 - Professional development has been offered to support teachers in models and the RtI processes
 - Climate for teachers: teaching and learning is valued
 - Staff is extremely caring, honest, and transparent
- Finding and recommendations
 - Not everyone shares the same understanding of the RtI process
 - More training and more professional development recommended
 - Co-teaching model is relatively new – more training would be helpful
 - Increase academic rigor based on IEPs
 - iReady – recommended it is used across the board to support teachers and defined areas of intervention
 - Referral process improvements for students and teachers and parents
 - Using data to make decisions for staffing as well as instructional practices
 - Rochester City School District establishes the goals

Dr. Lucia Buttarò: ENL Audit

- Shared a summary of the audit process, findings, and recommendations
 - Met with ENL Teacher
 - Appropriate number of minutes of instruction were provided to ELLs

- Lesson plans provided in advance would allow better preparation
- Observed action with co-teaching with kindergarten class
- ELLs are literal learners
- Lessons and pull-out component
- Visual and auditory connection
- Recommending break down packets – quality vs. quantity
- Good idea to have sentence starters
- Create cultural bridge
- Manipulatives are important
- Students speaking with each other is helpful
- Avoid yes or no questions
- Collaborative planning time
- ENL teacher working with the mainstream classroom teacher
- Recommend workshops for the entire staff to understand the processes
- A workshop will be provided tomorrow

TREASURER'S REPORT – Bliss Owen

- Abbreviated financials were distributed in advance
- Cash continues to be in a strong position
- Overall balance sheet remains strong
- Net revenue to budget is under \$208K
- Personnel is under budget by \$151K due to a decrease in personnel
- Finance Committee reviews all and most variables are related to timing
- Has been suggested that a financial summary could be included on the Dashboard

GOVERNANCE COMMITTEE – Miriam Miranda-Jurado

- Continuing search for additional board members with necessary skills to be more effective as a board
 - Needs: Human Resources, Education, Fundraising

CHAIR REPORT – Mubarak Bashir

- Thanked and acknowledged all UCCS staff members that attended

Lynn McCarthy:

- Since UCCS is off target for SPED and ELL students, a revision to the enrollment policy is recommended
- The prior adjustment did not provide a significant enough difference
- Doubling the weighting

Motion 211209.2 Upon a motion by Taj Smith and duly seconded by Shakeel Armstrong, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the amended enrollment policy as presented.

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

Voting in the negative: None

Motion 211209.2 passed 6 to 0

PUBLIC COMMENTS

- Taj shared a brief update related to a discussion at the retreat – securing support and tutoring for UCCS students
 - Meeting on Monday with RIT’s K-12 division – two different grant funded programs
 - Will discuss possibilities
- A group is looking at piloting a program with parents – seeking the needs of parents for education, job opportunities, linkage to additional opportunities and livable wages

Michael Samuel

- Shared details related to a partnership with Pittsford High School
 - Student exchange program
 - Second meeting was held this past Tuesday
 - Each participating UCCS student is partnered with a Pittsford Mendon or Pittsford Sutherland student
 - Assortment of activities are planned together
 - Held a candlelight night walk through the Village of Pittsford from 3:30 -7:30 p.m.
 - Next month a student exchange is planned – a high school experience for UCCS students with partners
 - In March, the Pittsford HS students will spend the entire day at UCCS
 - Highlighting equity and diversity

- 12 of our families received Thanksgiving baskets from the Kennedy Foundation
- Discussion regarding ROC Kids Connect
- A possible field trip to Foodlink – could be a community service project
- Teachers in attendance inquired about staff turnover

- Prior to entering Executive Session, Michael Kohlhagen shared the following related to the CEI contract:
 - Committed to continuing to work with Leadership and the team to provide support
 - CEI staff members are committed to UCCS and getting all over the finish line

Motion 211209.3 Upon a motion by Bliss Owen and duly seconded by Taj Smith, the following was submitted for approval: **RESOLVED** that the Board of Trustees enter Executive Session at 7:40 p.m.

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

Voting in the negative: None

Motion 211209.3 passed 6 to 0

Motion 211209.4 Upon a motion by Taj Smith and duly seconded by Shakeel Armstrong, the following was submitted for approval: **RESOLVED** that the Board of Trustees end Executive Session at 8:11 p.m.

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

Voting in the negative: None

Motion 211209.4 passed 6 to 0

Motion 211209.5 Upon a motion by Miriam Miranda-Jurado and duly seconded by Taj Smith, the following was submitted for approval: **RESOLVED** that the Board of Trustees adjourn the meeting at 8:11 p.m.

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

Voting in the negative: None

Motion 211209.5 passed 6 to 0

NEXT MEETING: January 13, 2021

Board of Trustees

Executive Assistant

CEI Terminated 2/14/2022

CEO

Director of Operations

Food Service Staff

Maintenance

Office Staff

Dean of Culture and Climate

Counselor

Social Worker

SEL Coaches

David Clark

Center for Youth

Principal

Teachers

Coaches
Gr K-4
Gr 5-8

Director of Student Academics and Community Partnerships

Special Area Teachers

Dean of Student Support Services

SWD Teachers *RTI Teachers*

Reading Teachers *Teaching Assistants*

**** Red Denotes Leadership Team**

URBAN CHOICE CHARTER SCHOOL 2022-2023 SCHOOL CALENDAR

Blue	First/Last Day of School
Orange	Half Day of School for Students/PD for Staff
Yellow	No School for Students PD for Staff
Red	Holiday/Recess
Green	New York State Testing
Purple	Early Release Day @ 2:15 pm

JULY 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						

JANUARY 2023						
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)
 1/2 Winter Recess No School
 1/6 Early Release 2:15 pm
 1/12 Board of Trustees Meeting
 1/16 Holiday—No School
 1/20 Early Release 2:15 pm

(T=8)/S=0

7/14 Board of Trustees Meeting
 8/11 Board of Trustees Meeting
 8/22-8/26 All Staff PD
 8/29-9/1 All Staff Prep Days

AUGUST 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			

FEBRUARY 2023						
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)
 2/3 Early Release 2:15 pm
 2/9 Board of Trustees Meeting
 2/17 Early Release 2:15 pm
 2/20 – 2/24 Mid-Winter Recess – No School

(T=20/S=18)

9/2 No School for Staff
 9/5 No School Holiday
 9/6 Teacher Prep Day
 9/7 First Day of School
 9/8 Board of Trustees Meeting
 9/16 Early Release 2:15 pm
 9/29 Open House

SEPTEMBER 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	

MARCH 2023						
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=22)
 3/3 Early Release 2:15 pm
 Parent-Teacher Conferences
 3/9 Board of Trustees Meeting
 3/17 Early Release 2:15 pm
 Parent-Teacher Conferences

(T=20/S=19)

10/7 No school for students/
 All Staff PD
 10/10 Holiday—No School
 10/13 Board of Trustees Meeting
 10/21 Early Release 2:15 pm

OCTOBER 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					

APRIL 2023						
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=14)
 4/3– 4/7 Spring Recess- No School
 4/13 Board of Trustees Meeting
 4/19 – 4/21 NYS Testing
 (3-8 ELA Assessments)

(T=18/S=17)

11/4 Early Release 2:15 pm
 Parent/Teacher Conferences
 11/8 No school for students/
 All Staff PD
 11/10 Board of Trustees Meeting
 11/11 Holiday—No School
 11/18 Early Release 2:15 pm
 Parent/Teacher Conferences
 11/23-11/25 Thanksgiving Recess – No School

NOVEMBER 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			

MAY 2023						
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=22/S=20)
 5/1 No school for students/
 All Staff PD
 5/2 – 5/4 NYS Testing
 (3-8 Math Assessments)
 5/5 Early Release 2:15 pm
 5/11 Board of Trustees Meeting
 5/16 No school for students/
 All Staff PD
 5/24-25 Grade 8 Science Performance Test
 5/29 Holiday – No School

(T=17/S=17)

12/2 Early Release 2:15 pm
 12/8 Board of Trustees Meeting
 12/16 Early Release 2:15 pm
 12/26-12/30 Winter Recess – No School

DECEMBER 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

JUNE 2023						
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=16/S=15)
 6/2 Early Release 2:15 pm
 6/5 Grade 8 Written Science Test
 6/8 Board of Trustees Meeting
 6/19 Holiday—No School
 6/22 Last Day of School for Students
 6/23 Last Day of School for Staff

Yearly Totals: T= 194 S=183

School Hours: 9:00 am – 4:30 pm
 *Approved by Board of Education:
 5/12/2022

URBAN CHOICE CHARTER SCHOOL 2022-2023 SCHOOL CALENDAR



Fire Department
185 Exchange Blvd., Ste 665
Rochester, New York 14614-2124
www.cityofrochester.go

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



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