

BOARD OF TRUSTEES MEETING

UNITED CHARTER HIGH SCHOOL FOR ADVANCED MATH AND SCIENCE III (AMS III)
UNITED CHARTER HIGH SCHOOL FOR ADVANCED MATH AND SCIENCE IV (AMS IV)
UNITED CHARTER HIGH SCHOOL FOR THE HUMANITIES IV (HUM IV)

Minutes of the board of trustees meeting for United Charter Schools (AMS III, AMS IV, and HUM IV) held on Monday, December 16, 2024

Trustees Present: Rose DePinto, Lior Evan, Jeremiah Thomas, , Eldean Wilson, Nicole Best, Sophie Schechter

Trustees Absent: Alice L Bruns

School Staff: Nissi Jonathan, Ali Shama, Claubentz Dieujuste

United Staff: Curtis Palmore, Tracy Kebatta, Leslie DeWitt, Robert Hiller, Stephanie Millian, Toli Begum

Counsel: Cliff Schneider

Mr. Evan called the meeting to order at 5:15 pm.

November Meeting Minutes

The board unanimously approved the minutes of the November 18, 2024 meeting for United Charter Schools with a motion made by Mr. Evan and seconded by Mr. Thomas.

Chief Executive Officer Dr. Palmore Report

United Charter Student Council:

- Dr. Palmore led the first United Charter Student Council meeting of which 17 student representatives from all the schools participated in the meeting. The meeting focused on addressing student concerns, such as uniforms.

Student Recruitment, Marketing and Engagement:

- Professional photography completed at most campuses for improved marketing materials.
- Polished brochures and revamped Vanguard mailings planned to better attract families.
- **Community Engagement:**
 - Working with Reverend Wyatt on strategies to replace traditional open houses with diverse engagement pathways.
 - Community engagement events planned across schools to boost student recruitment and family involvement.
- **Media Outreach:** Director of External Affairs Ms. Millian will be leading the media efforts to expand reach and impact recruitment.
- **Focus on Multi-Channel Approach:** Combining direct marketing and community engagement initiatives to maximize recruitment effectiveness.

- *UCHS Newsletter:*
 - The first newsletter was published November 2024. The goal is to have six publications a year.
 - It was sent to all key stakeholders, including the Board of Trustees, Parents, Students and Staff. The newsletter focuses on UCHS success stories across all UCHS schools.
 - The Newsletter is available in English and Spanish. Ms. Millian will be leading these efforts.

College Partnerships:

- Students will be able to earn college credits during junior and senior years.
- Outreach to universities and colleges to expand partnerships for students and teacher recruitment opportunities. Students can earn college credits from the university or college.
- Exploring options with local institutions like Guttman Community College.
- MIT reached out and invited United Charter to participate in a study about Charter Schools. One of the benefits of participating is that other organizations were able to use the study in their branding for student recruitment, demonstrating their effectiveness compared to DOE peers.
- Partnership with Morgan State University offers full scholarships (including room and board) for students pursuing education degrees. Students must commit to teaching in a Maryland Title I school for two years after graduation. This opportunity has been shared with schools to encourage students to participate.

Budget Reforecasting:

- Ms. Kebatta is leading the budgeting and forecasting process for the schools.
- The first stage of the reforecasting process was completed, focusing on validating each school's budget and operating expenses. The goal was to find ways to reduce expenses rather than reallocate expenses. Close attention will be given to staffing levels, including leadership, instructional, and non-instructional counts, to ensure alignment with school needs and enrollment.

UCHS Grant Proposal: Ms. Kebatta has been in contact with a major education philanthropy, who was set to visit AMS II in the New Year. The goal is to obtain funding for the year, with a focus on increasing student enrollment and tracking student achievement.

Leadership Retreat: Dr. Palmore, Ms. Kebatta and Mr. Hiller held a two-day senior cabinet midyear retreat, with a facilitator guiding their discussions. They reviewed key initiatives,

worked on establishing routines to streamline processes for the following year, and started preliminary budgeting discussions for the next year.

Chief Academic Officer Mr. Hiller Report

- Dr. Rhonda Bondi, an expert in supporting students with learning needs, facilitated a professional learning session for teachers and leaders on December 5, 2024. The session focused on strategies for social and self-regulatory conversations with students.
- *AI Coherence Grant*: Principal Neagley led the effort in obtaining an AI coherence grant. The grant offers \$25,000, professional development in Atlanta, and virtual coaching, focusing on strategic AI use.

Chief Financial and Operations Officer Ms. Kebatta Report

- *Budget Reforecasts*: The schools have completed their 2024-25 budget reforecasts.

Director of External Affairs Ms. Millia Report

- *Newsletter Success*: The newsletter achieved a 63% click rate, significantly above the average of 40%. There were minimal opt-outs, and only a few individuals chose to unsubscribe. The newsletter also generated personalized responses and sparked potential future partnerships.
- *Teacher Recruitment*: The first United Charter High School job fair will be held on March 26, 2025, at the central office. The goal is to invite 200 guests.

Other Board Matters

Mr. Evan proposed that Ms. Gibson be appointed as the Secretary of the Brooklyn Queens Board for United Charter High Schools for AMS III, AMS IV and HUM IV.

- The board unanimously approved Ms. Gibson as the Secretary of the Board for AMS III, AMS IV and HUM IV with a motion made by Mr. Evan and seconded by Mr. Thomas.

Mr. Evan proposed that HUM IV obtain an Intercompany Advance Loan from AMS, AMS II, AMS IV, HUM, and HUM II.

- The board unanimously approved the Intercompany Advance Loan from AMS, AMS II, AMS IV, HUM, and HUM II to HUM IV with a motion made by Mr. Evan and seconded by Mr. Thomas.

Alice Bruns elected not to seek renewal of her board term. The Board thanked her for her service and wished her well.

Public Meeting Adjournment: 7:30 pm.

The Board entered Executive Session to discuss details of the budget reforecast.

