



**Regular Board Meeting  
Minutes**

**Board of Trustees, Urban Pathways K-5 College Charter School**

**Wednesday, November 20, 2019**

**5:00 P.M.**

**925 Penn Avenue – Cafeteria**

**Conference Call Directions for UP: Call 877-858-5743; 533 887; press 2 for participant  
Host PIN 1013; (international/Toll +1-858-609-8959)**

Welcome to the Regular Board Meeting of Urban Pathways K-5 College Charter School Board of Trustees.

1. **(01 Min.)** Call to order at 5:04 PM
2. **(02 Min.)** Pledge of allegiance.
3. **(02 Min.)** Members present. Kolicia Davis, Isiah Gwinn, Jerry Cozewith, Ash Kumar, Roger Hartung, Robert Gladden
  - Legal Representation: James Munnelly, Kevin McKenna
  - Guests: Unique Broughton, Tamica Belton, John Chamberlain, Rachael Renneback, Jeff Schultz, Yolanda Hill, Peter Fleming
  - Staff: William Wade, Janine Macklin, Gina Potter, LaTasha Allen, Jennifer Seitzinger, Brandie Johnson, Tyler Roberto, Shaun Cooke, Seth Springer, Stephanie Faith, Kelly Fickley, Linda Williams
4. **(05 Min.)** Approval of October 16, 2019 Board Minutes:
  - Motion to approve the October 16, 2019 Board Minutes made by: Ash Kumar
  - Seconded by: Jerry Cozewith
  - Any discussion: No
  - All in favor: Yes
  - KD X IG X JC X AK X RH X RG X
  -
5. **(05 Min.)** Approval of the November 20, 2019 Board Agenda:
  - Motion to adopt the November 20, 2019 Board Agenda made by: Roger Hartung
  - Seconded by: Robert Gladden
  - Any discussion: No
  - All in favor: Yes
  - KD X IG X JC X AK X RH X RG X

**6. (05 Min.) Swearing-In Ceremony.**

- Officers were sworn in Kolicia Davis, President; Ash Kumar, Vice-President; Robert Gladden, Treasurer; and Isaiah Gwinn, Secretary. The notary Yolanda Hill was present to notarize the proper documentation.

**7. (02 Min. per comment) Public Comments: None Registered**

**8. (10 Min.) Audit Report: Peter Fleming (Audit report summary was provided based on the handout. This motion will be tabled until next month)**

Motion to approve Audit Report made by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

- Any discussion \_\_\_ Yes \_\_\_ No
- All in favor: \_\_\_ Yes \_\_\_ No
- KD \_\_\_ IG \_\_\_ JC \_\_\_ AK \_\_\_ RH \_\_\_ RG \_\_\_

**9. (2 Min.) Motion to amend the Treasurer's Report line item to include approval of September and October Treasurer's Reports.**

Motion to amend the Treasurer's Report line item to include approval of September and October Treasurer's Reports made by: Robert Gladden

Seconded by: Jerry Cozewith

- Any discussion: No
- All in favor: Yes
- KD X IG X JC X AK X RH X RG X

**10. (10 Min.) Treasurer's Reports for September and October: Robert Gladden (Treasurer report summary was provided based on the handout, school is in good standing)**

Motion to approve Treasurer's Reports for September and October made by: Jerry

Cozewith

Seconded by: Isaiah Gwinn

- Any discussion: No
- All in favor: Yes
- KD X IG X JC X AK X RH X RG X

**11. (2 Min.) Board recommends approval of the updated Check Approval Procedure/Debit Card Use Procedure. A handout was provided to Board Members highlighting the check approval procedure and the debit card use procedure.**

Motion to approve the updated Check Approval Procedure/Debit Card Use Procedure made by: Roger Hartung

Seconded by: Ash Kumar

- Any discussion: No
- All in favor: Yes
- KD X IG X JC X AK X RH X RG X

**12. (05 Min.) Legal Update – Kevin McKenna (given in Executive Session)**

**13. (60 Min.) William C. Wade – CEO Update:**

- Supplemental Marketing/Media Support - YJ Media provided a summary on what they are able to provide for the school, a handout was provided to Board Members.
- Leader In Me Presentation (Linda Williams & Brandie Johnson) we are the only LIM school in the Pittsburgh area and they want us to become a model school for other schools looking to initiate LIM; provided take home materials for board members so that they can familiarize themselves with LIM.
- Cultural Awareness Committee - Linda Williams provided an update of the first committee meeting, please see handout.
- Teacher Induction Presentation (Brandie Johnson) 14 new staff members are in the mentoring program. Regional trainings are available to staff for free.
- Seth: Suspensions we will not be one of those schools that suspends the students for minor infractions and the reflection room has been helpful in this regard; PBIS has been successful. Emergency go bags are now in classrooms for teachers to take with them in emergency situations.
- K-2 Data Presentation (Dr. Tyler Roberto)
  1. Please see handouts for the K-5 Data Presentation
  2. Enrollment K-2 94% 3 openings
  3. K-2 Attendance 99% of students come to school regularly
  4. Suspension data is down.
  5. Successes- Roberto met privately with staff she oversees; new teacher observation process was initiated; lunch dismissal 2 hour delay protocol building communication to staff
  6. Challenges: behaviors; Mr. Cooks is providing services to families and will start to do home visits; lack of progress monitoring data; opening K and 1<sup>st</sup> for TA's and school counselor position;
  7. Good things A1 Schools handout: growth and achievement data compared to PPS; all of our students have grown in ELA and Math in some fashion from previous year;
  8. PPS School Audit: 2017-18 attendance rate 78% now we are at 96%; PPS audit was yesterday and they also toured our classrooms.
- Cooke, Student Services Support Specialist; spoke about how the school uses restorative practices; the Blessings in a Backpack program; the Angel Tree for disadvantaged students sponsored by Frazetta Chiropractic; and BNY Mellon provided food donations for the Blessings in a Backpack program.
- 3-5 Data Presentation (Stephanie Faith)
  1. Merit Pay Recap
  2. A handout was provided to the Board Members
  3. 4<sup>th</sup> grade is a challenge, however the staff members have put some things in place to help the students become successful.
  4. UPCS K-5 Successes: committed and knowledgeable teachers; Educational Epiphany provides strategies to help teachers become successful
  5. Trainings are being provided for administration and teachers and Ms. Johnson is coordinating mentoring for new teachers
  6. Challenges: time and space
- Saturday Tutoring Program Gina Potter provided insight on the program and partnership with Shady Side Academy high school students who volunteer their time on Saturdays to

tutor our students in 2<sup>nd</sup> through 5<sup>th</sup> grades; Ms. Allen spoke about the LEGO Club that takes place during the last half hour of Saturday tutoring.

- External Engagement & Federal Programs update by Janine Macklin, the Board Secretary Back up will be discussed in Executive Session
  1. PPS Audit was very favorable and the process itself was very pleasant which speaks to the relationships we've been able to cultivate with PPS; their special education auditor was unable to attend so they will reschedule within the next two weeks.
  2. Mr. Wade's initiative, Literacy Leaders, will take place on December 17<sup>th</sup>, County Executive Rich Fitzgerald will be a guest reader; also had Direct Energy representative.
  3. Career Speaker Series NSBE representatives spoke to our students and NCAA men's soccer team will be here on December 11th
  4. November 21<sup>st</sup> – National Parent Involvement Day, School Spirit Tour at noon; 2 new PAC officers are present at this board meeting
  5. November 25<sup>th</sup> – Friendsgiving Dinner for Families from 5:00 pm until 6:30 pm
  6. December 18<sup>th</sup> – ROAR Event at Sarah Heinz House a few female students will participate STEM activities all day and they will provide breakfast and lunch.
  7. Mr. Wade and Mrs. Macklin have been very diligent about getting out in the community. Mrs. Macklin as well as board members have been introducing Mr. Wade to key stakeholders in the greater Pittsburgh area.

**14. (02 Min.)** Administration recommends approval of the Calendar update item: January 2, 2020 will be an additional day off for students as part of Winter Break so that all staff can receive CPI training. This date will be a teacher Professional Development day. School will resume as normal on Friday, January 3, 2020.

- Motion to adopt the January 2, 2020 additional day off for students was made by: Roger Hartung
- Seconded by: Ash Kumar
- Any discussion: No
- All in favor: Yes
- KD X IG X JC X AK X RH X RG X

**15. (05 Min.)** Strategy Planning: Kolicia Davis (Update was tabled)

**16. (05 Min.)** Committee Planning: Kolicia Davis (Update was tabled)

**17. (05 Min.)** Succession Planning: Ash Kumar (Update was tabled)

**18. (15 Min.)** Facilities and Capital Planning: Roger Hartung/Robert Gladden (given in Executive Session)

19. Motion to go into Executive Session at 7:37 pm to discuss legal and personnel issues made by Ash Kumar:

- Seconded by: Roger Hartung
- Any discussion : No
- All in favor: Yes
- KD X IG X JC X AK X RH X RG X

20. Motion to end Executive Session at 8:30 pm made by: Ash Kumar

- Seconded by: Roger Hartung
- Any discussion: No
- All in favor: Yes
- KD X IG X JC X AK X RH X RG X

21. (02 Min.) A motion to amend the November agenda.

A motion to amend the November agenda was made by: Robert Gladden

Seconded by: Roger Hartung

- Any discussion: No
- All in favor: Yes
- KD X IG X JC X AK X RH X RG X

22. (02 Min.) Board recommends approval for Buchannon & Ingersol for miscellaneous legal matters.

A motion to accept Buchannon & Ingersol for miscellaneous legal matters was made by: Roger Hartung

Seconded by: Ash Kumar

- Any discussion: No
- All in favor: Yes
- KD X IG X JC X AK X RH X RG X

23. (05 Min.) Personnel Report (October)

A motion to accept the October Personnel Report was made by: Roger Hartung

Seconded by: Ash Kumar

- Any discussion: No
- All in favor: Yes
- KD X IG X JC X AK X RH X RG X

24. (05 Min.) Personnel Report (November)

A motion to accept the November Personnel Report was made by: Roger Hartung

Seconded by: Ash Kumar

- Any discussion No
- All in favor: Yes
- KD X IG X JC X AK X RH X RG X

25. Motion to Recess until 11/21 at 5:00 pm happened at 8:47 pm and was made by: Roger Hartung  
Seconded by: Ash Kumar  
Any discussion: No  
All in favor: Yes
- KD X IG X JC X AK X RH X RG X

**Continuation - Board of Trustees, Urban Pathways K-5 College Charter School**

- Thursday, November 21, 2019 @ 5:00 pm – NO Quorum
- Friday, November 22, 2019 @ 1:00 pm

26. (01 Min.) Call to order at 1:06 PM

27. (02 Min.) Pledge of allegiance.

28. (02 Min.) Members present. Kolicia Davis, Isiah Gwinn, Jerry Cozewith, Ash Kumar, Roger Hartung

- Legal Representation: Bridgette Daley
- Guests:
- Staff: William Wade, Janine Macklin

29. Motion to go into Executive Session at approximately 1:08 pm to discuss legal and personnel issues made by Ash Kumar:

- Seconded by: Roger Hartung
- Any discussion : No
- All in favor: Yes
- KD X IG X JC X AK X RH X RG

30. Motion to end Executive Session at approximately 1:20 pm made by: Ash Kumar

- Seconded by: Isaiah Gwinn
- Any discussion: No
- All in favor: Yes
- KD X IG X JC X AK X RH X RG

31. (02 Min.) A motion to amend the November agenda.

A motion to amend the November agenda was made by: Ash Kumar

- Seconded by: Isaiah Gwinn
- Any discussion: No
  - All in favor: Yes
  - KD X IG X JC X AK X RH X RG

32. (02 Min.) Per formal disciplinary hearing on November 21, 2019, Administration recommends approval of adding 5 additional days onto the in home suspension along with having student participate in all restorative practices.

- Motion to approve adding 5 additional days onto the in home suspension along with having student participate in all restorative practices was made by: Ash Kumar
- Seconded by: Isaiah Gwinn
- Any discussion: No
- All in favor: Yes
- KD X IG X JC X AK X RH X RG

33. Motion to adjourn made by: Jerry Cozewith

Seconded by: Roger Hartung

Any discussion: No

All in favor: Yes

- KD X IG X JC X AK X RH X RG

This meeting is adjourned at approximately 1:36 pm.

Respectfully submitted by Janine Macklin, UPCS K-5 Staff Board Secretary.