

**Public Meeting of the Board of Trustees
of
Universal Institute Charter School
Meeting held at
1415 Catherine Street, Philadelphia, PA 19146
January 30, 2020**

Board Members Present:

1. Mr. Sultan Ahmad
2. Mr. Kenneth Gamble
3. Ms. Salima Rabb
4. Dr. Emma Chappell

Board Members Absent

1. Mr. Kenneth Gamble

Meeting begin at 6:00PM

I. Meeting Minutes

- i. Board members reviewed the December 5, 2019 meeting minutes and there was some discussion regarding the minutes.
 - a. Mr. Ahmad asked for a motion to accept and approve the minutes from December 5, 2019.
 - b. Ms. Rabb made a motion to accept and approve the Meeting Minutes from December 5, 2019 and Dr. Chappell second that motion.
 - c. By a majority vote the meeting minutes from December 5, 2019 were approved unanimously.

II. Monthly Reports

i. Principal Report

1. Principal Jeffery Williams presented the UICS Principal Report. Board members were given copies of the UICS Principal Report to follow along as Mr. Williams Presented.
2. UICS's total enrollment is 655. UICS has a ninety-seven (97) percent average of scholars attending daily.
3. UICS implements Positive Behavioral Intervention and Supports (PBIS) through a Multi-Tiered System of Support (MTSS) for behavior. The three (3) tiered system is as follows:
 - a) Tier 1- the base level of school behavior that is applied to all scholars as school policy
 - b) Tier 2- Supports Dean's List/Dean Dollars. Students are given Student Contract and participate in Community Service.
 - c) Tier 3- Scholars receive support through UICS school-based Philadelphia Community Youth Court
4. UICS's MTSS for academic support will implement small groups through small data driven target.

5. All scholars will be receiving Guided Reading as part of the literacy framework
6. Specialist teachers are utilized in the MTSS period to assist with small group instruction.
7. UICS has a goal to achieve a ten (10) percent gain in all subject of scholars performing proficient or advanced.
8. Instructional Coaches will work along-side with teachers to ensure teachers are self-sufficient. Instructional Coaches will model teachers' lessons.
9. There was some discussion regarding the UICS principal report.
10. Mr. Ahmad asked for a motion to accept the UICS Principal report.
11. Ms. Rabb made a motion to accept the report and Mrs. Gamble second that motion.
12. By a majority vote the UICS Principal report was accepted unanimously.

ii. UICS FSRC Report

1. Mr. Williams presented the UICS FSRC Report.
2. FSRC focus areas include:
 - Student and Family health:
 - Adult and Parent Education
 - Professional Growth and Development
 - Family Support Service

iii. Central Office Education Report

- A. Dr. Nixon Presented the Central Office report for Institute
- B. Board members were given copies of the Central Office report to follow along with Dr. Nixon as she presented.
 1. Dr. Nixon will begin mid-year appraisal's during the first week of February.
 2. Dr. Nixon has a new Early Literacy Action plan, with a goal to reach 100% of students reading by 3rd grade in 2023-2024.
 3. Central Office will continue to work hard and diligent to implement common core curriculum to achieve academic achievement.
 4. Dr. Nixon will continue to provide support to the Principal and Assistant principals on climate, culture, and safety.
 5. There was some discussion about the Central Office Report
 6. Mr. Ahmad asked for a motion to accept the Central Office Report.
 7. Mrs. Gamble made a motion to accept the report and Dr. Chappell second that motion.
 8. By a majority vote the Central Office report was accepted unanimously

iv. Legal Update

1. There was no Legal update

III. Board Matters

i. Financial Report

a. Profit and Loss Statement, Budget:

1. Board members were given copies of the finance report which was reviewed by board members prior to the board meeting.

2. Mr. Ahmad asked for a motion to approve the finance report.
3. Mrs. Gamble made a motion to approve the finance report and Dr. Chappell second that motion.
4. By a majority vote the finance report was approved unanimously.

ii. Committee Reports

a. Facilities Committee

1. There was no written Facilities Committee report.
2. Mr. Lawrence Threadgill presented an oral report.
3. Mr. Ahmad asked for a motion to approve the Facilities Committee Report.
4. Ms. Rabb made a motion to approve the Facilities Committee report and Dr. Chappell second that motion.
5. By a majority vote the Facilities Committee report was approved unanimously.

b. HR Committee

1. Mrs. Gamble presented the HR Committee report.
2. There was some discussion regarding the HR report.
3. Mr. Ahmad asked for a motion to approve the HR Committee report
4. Dr. Chappell made a motion to approve the HR Committee report and Ms. Rabb second that motion.
5. By a majority vote the HR Committee report was approved unanimously.

c. Academic Committee

1. There was no written Academic Committee report.

IV. Public Comment

1. There were no public comments.

V. Adjournment

- i.** Mr. Ahmad asked for the meeting to be adjourned.
- ii.** The board concluded its business and the meeting adjourned at 7:30pm.