

Public Meeting of the Combined Board of Trustees
of
Universal Bluford (UBCS) / Daroff Charter Schools (UDCS)
Meeting held at: Universal Bluford Charter School
5720 Media St, Philadelphia, PA 19131
November 14, 2019 @ 6:00PM

Meeting Minutes

BOARD MEMBERS PRESENT:

1. Sultan Ahmad
2. Joel Seay
3. Cheryl Seay
4. Mark Davis
5. Gail Greene
6. Dr. DeShawnda Williams

Meeting called to Order at 6:43pm

I. Meeting Minutes

- i. Board members reviewed the September 19, 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 September 19, 2019.
 - b. Mr. Seay made a motion to accept and approve the Meeting Minutes from September 19, 2019 and Dr. Williams second that motion.
 - c. By a majority vote the meeting minutes from September 19, 2019 were approved unanimously.

II. Monthly Reports

a. Daroff Reports

i. Principal Report

1. Dr. James Ruffin Jr. provided board members with a written Principal for Daroff prior to
2. Daroff's total enrollment is 744 with a goal to reach 750. Daroff administration staff is actively recruiting in the community, informing the community of open enrollment.
3. Daroff will continue to implement Positive Behavioral Intervention and Supports (PBIS) through a Multi-Tiered System of Support (MTSS) for behavior during the 2019-2020 school year. 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- Develop individual positive behavior support plans.
 - c) Tier 3- referral for evaluation for specialized services.

4. Daroff's MTSS for academic support will continue to be implemented during the 2019-2020 school year.
5. Scholars will be identified individually for areas of improvement by grade and subject specifically.
6. These scholars, by grade and subject, will attend Small Group Instruction during RTI
7. Daroff has a goal to achieve a ten (10) percent gain in all subjects
8. Daroff has a goal to promote a system-wide culture of safety, effective engagement, cultural competency, and customer service
9. Daroff is up for Charter Renewal. The Charter School Office is scheduled for a site visit on November 20, 2019
10. There was some discussion regarding the Daroff Principal report.
11. Mr. Ahmad asked for a motion to accept the Daroff Principal Report
12. Mrs. Seay made a motion to accept Daroff's Principal report and Mr. Seay second that motion
13. By a majority vote the Daroff Principal's report was approved unanimously.

ii. **Daroff FSRC Report**

14. FSRC focus areas include:
 - Student and Family health:
 - Adult and Parent Education
 - Professional Growth and Development
 - Family Support Service

b. **Bluford Reports**

ii. **Principal Report**

1. Principal Gary-Nelson provided board members with a written Principal Report for Bluford prior to the board meeting.
2. Board President Sultan Ahmad presented a summary of the Bluford principal report
3. Bluford's total enrollment is 526. Bluford with a goal to reach 541.
4. Bluford will continue to implement Positive Behavioral Intervention and Supports (PBIS) through a Multi-Tiered System of Support (MTSS) for behavior throughout the 2019-2020 school year. The three (3) tiered system is as follows:
 - d) Tier 1- the base level of school behavior that is applied to all scholars as school policy
 - e) Tier 2- scholars are receiving some outside support services from Wordsworth STS services
 - f) Tier 3- individual one-on-one service is rendered.
5. Bluford's MTSS for academics' support is designed so that the literacy teacher instructs scholars in Tiers II and III using Achieve 3000, Coach Books and Writer's Notebook.
6. Specialist teachers will continue to be utilized in the MTSS period to assist with small group instruction.

7. Bluford has a goal to achieve a ten (10) percent gain in all subjects.
8. Class Dojo will continue to be implemented school-wide to compliment the SWBIS system.
9. Bluford is up for Charter Renewal. The Charter School Office is scheduled for a site visit November 19, 2019
10. There was some discussion regarding the Bluford principal report.
11. Mr. Ahmad asked for a motion to accept the Bluford Principal Report
12. Mrs. Seay made a motion to accept Bluford's Principal report and Dr. Williams second that motion
13. By a majority vote the Bluford Principal's report was approved unanimously.

iii. Bluford FSRC Report

1. FSRC focus areas include:
 - Student and Family health:
 - Adult and Parent Education
 - Professional Growth and Development
 - Family Support Service

c. Central Office

- i. Dr. Nixon presented the Central Office report for Bluford and Daroff. Board members were given copies of the Central Office report to follow along with Dr. Nixon as she presented.
 1. Central Office will continue to work hard and diligent to implement common core curriculum to achieve academic achievement.
 2. Dr. Nixon will continue to provide support to both Bluford and Daroff Principals and Assistant principals as the schools are completing the Charter Renewal process. The Charter Renewal for Both Bluford and Daroff is very critical as both schools face challenges in several areas.
 3. There was some discussion about the Central Office Report
 4. Mr. Ahmad asked for a motion to approve the Central Office Report
 5. Mr. Seay made a motion to approve the Central Office Report and Mrs. Seay second that motion.
 6. By a majority vote the Central Office Report was approved unanimously.

d. Legal Update

1. There was no written Legal update.

IV. Board Matters

i. Committee Reports

a. Finance Committee

- i. **Profit and Loss Statement, Budget:** Universal Daroff Charter School, Universal Bluford. Board members were given a copy the finance reports which was reviewed by board members prior to the board meeting.

1. Mr. Ahmad asked for a motion to approve the Bluford Finance Report
2. Mrs. Seay made a motion to approve the Bluford Finance Report and Mr. Seay second that motion.
3. By a majority vote the Bluford Finance Report was approved unanimously.
4. Mr. Ahmad asked for a motion to approve the Daroff Finance Report
5. Mr. Seay made a motion to approve the Daroff Finance Report and Mrs. Seay second that motion.
6. By a majority vote the Daroff Finance Report was approved unanimously.

b. Facilities Committee

- i. There was no written Facilities Committee Report.

c. HR Committee

- i. There was no written HR Committee Report.

d. Academic Committee

- i. There was no written Academic Committee Report

ii. Action Items/ Resolutions

i. Resolution B19-20-001: Employee 403(b) Defined Contributions Plan

1. Mr. Ahmad asked for a motion to accept Resolution B19-20-001.
2. Mrs. Greene made a motion to accept Resolution B19-20-001 and Mr. Davis. second that motion.
3. By a majority vote Resolution B19-20-001 was accepted unanimously.

RESOLVED, that the Board of Trustees authorizes Universal Community Homes, through the Chief Financial Officer or his designee, in the form attached, to execute, and deliver, the Employee 403(b) Defined Contributions Plan Agreement with NFP Retirement Services, to which eligible Bluford employees may opt to participate in the retirement plan.

ii. Resolution B19-20-002: Purchase Order Request

1. Mr. Ahmad asked for a motion to accept Resolution B19-20-002.
2. Mrs. Seay made a motion to accept Resolution B19-20-002 and Mr. Davis second that motion.
3. By a majority vote Resolution B19-20-002 was accepted unanimously.

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, to execute, deliver and perform a contract with Curriculum Associates, iReady Software, for Bluford for an amount not to exceed \$33,300.

iii. Resolution B19-20-003: 2019-2020 Academic Calendar (revised)

1. Mr. Ahmad asked for a motion to accept Resolution B19-20-003.
2. Mr. Seay made a motion to accept Resolution B19-20-003 and Mrs. Seay second that motion.
3. By a majority vote Resolution B19-20-003 was accepted unanimously.

RESOLVED, RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, in the form attached, to revise the 2019 - 2020 Academic Calendar, to reflect the adjustment to the Winter Recess to Begin on December 23, 2019, and the Last day of School for scholars June 15, 2020.

iv. Resolution D19-20-001: Employee 403(b) Defined Contributions Plan

1. Mr. Ahmad asked for a motion to accept Resolution D19-20-001.
2. Mrs. Greene made a motion to accept Resolution D19-20-001 and Mr. Davis. second that motion.
3. By a majority vote Resolution D19-20-001 was accepted unanimously.

RESOLVED, that the Board of Trustees authorizes Universal Community Homes, through the Chief Financial Officer or his designee, in the form attached, to execute, and deliver, the Employee 403(b) Defined Contributions Plan Agreement with NFP Retirement Services, to which eligible Daroff employees may opt to participate in the retirement plan.

v. Resolution D19-20-002: 2019-2020 Academic Calendar (revised)

1. Mr. Ahmad asked for a motion to accept Resolution D19-20-002.
2. Mr. Seay made a motion to accept Resolution D19-20-002 and Mrs. Seay second that motion.
3. By a majority vote Resolution D19-20-002 was accepted unanimously.

RESOLVED, RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, in the form attached, to revise the 2019 - 2020 Academic Calendar, to reflect the adjustment to the Winter Recess to Begin on December 23, 2019, and the Last day of School for scholars June 15, 2020.

V. Public Comments

- i. There were no public comments.

VI. Adjournment

- a. Mr. Ahmad asked for a motion to adjourn meeting.
- b. The meeting concluded at 8:30pm.