

**Public Meeting of the Board of Trustees
of
Universal Institute Charter School
Meeting held at
1415 Catherine Street, Philadelphia, PA 19146
December 5, 2019**

Board Members Present:

1. Mr. Sultan Ahmad
2. Mr. Kenneth Gamble
3. Ms. Salima Rabb

Board Members Absent

1. Dr. Emma Chappell
2. Mrs. Faatimah Gamble

Meeting begin at 6:14PM

I. Meeting Minutes

- i. Board members reviewed the September 26, 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 26, 2019.
 - b. Ms. Rabb made a motion to accept and approve the Meeting Minutes from September 26, 2019 and Mr. Gamble second that motion.
 - c. By a majority vote the meeting minutes from September 26, 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. Mr. Gamble made a motion to accept the report and Ms. Rabb 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. There was no Central Office report.

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. Mr. Gamble made a motion to approve the finance report and Ms. Rabb 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.

b. HR Committee

1. There was no written HR Committee report

c. Academic Committee

1. There was no written Academic Committee report.

i. Action Items/ Resolutions

a. Resolution UICS19-20-001: 2019-2020 Academic Calendar (revised)

1. Mr. Ahmad asked for a motion to accept Resolution UICS19-20-001.
2. Ms. Rabb made a motion to accept Resolution UICS19-20-001 and Mr. Gamble second that motion.
3. By a majority vote Resolution UICS19-20-001 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.

b. Resolution UICS19-20-002: 2019-2020 Operating Budget (revised)

1. Mr. Ahmad asked for a motion to accept Resolution UICS19-20-002.
2. Mr. Gamble made a motion to accept Resolution UICS19-20-002 and Ms. Rabb second that motion.
3. By a majority vote Resolution UICS19-20-002 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 revised 2019-2020 Operating Budget, to reflect the increase in the per pupil allotment from the School District of Philadelphia, which the salary and benefits of seventy (73) employees, other operating expenses and revenue for a total amount not to exceed \$9,493,257.00, for the period commencing August 1, 2019 through June 30, 2020.

c. Resolution UICS19-20-003: Employee 403(b) Defined Contributions Plan

1. Mr. Ahmad asked for a motion to accept Resolution UICS19-20-003.
2. Mr. Gamble made a motion to accept Resolution UICS19-20-003 and Ms. Rabb second that motion.
3. By a majority vote Resolution UICS19-20-003 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 Institute employees may opt to participate in the retirement plan.

d. Resolution UICS19-20-004: Purchase Order Request

1. Mr. Ahmad asked for a motion to accept Resolution UICS19-20-004.
2. Ms. Rabb made a motion to accept Resolution UICS19-20-004 and Mr. Gamble second that motion.
3. By a majority vote Resolution UICS19-20-004 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 Wilson Multi-tiered Systems, for Institute for an amount not to exceed \$34,385.26

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, to execute, deliver and perform a contract with Pearson Education, for Institute for an amount not to exceed \$35,083.18

FURTHER RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, to execute, deliver and perform a contract with Lunchtime, for Institute for an amount not to exceed \$25,285.00 to upgrade POS machines.

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 7:05pm.