

Public Meeting of the Board of Trustees of
Universal Institute Charter School
Meeting held Virtually via Zoom
June 2, 2020 at 5:00 PM

Meeting Minutes

BOARD MEMBERS PRESENT:

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

Meeting called to Order at 5:09pm

I. Meeting Minutes

- i. Board members reviewed the March 12, 2020 meeting minutes and there was some discussion regarding the minutes.
 - a. Mr. Ahmad asked for a motion to accept and approve the minutes from March 12, 2020
Dr. Chappell made a motion to accept and approve the Meeting Minutes from March 12, 2020 and Mrs. Gamble second that motion.
 - b. By a majority vote the meeting minutes from March 12, 2020 were approved unanimously.

II. Monthly Reports

a. Institute Reports

i. Principal Report

1. Principal Jeffery Williams presented an update on Institute's Continuity of Education Plan and Virtual UC participation.
2. Institute's Virtual UC participation average is about 82% for all grade levels.
3. Institute's goal for Virtual UC is to continue to meet the instructional needs of all scholars during this prolonged school closure by providing virtual instruction facilitated by teachers.
4. All lessons and instructional activities are aligned to PA Common Core Standards
5. Institute have implemented a distance learning model for the purpose of providing continuity of education for all students.
6. The model provides planned instruction and enrichment in an online setting which began on April 13, 2020
7. There was some discussion regarding the Institute's Principal report.
8. Mr. Ahmad asked for a motion to accept the Institute Principal Report
9. Mrs. Gamble made a motion to accept Institute's Principal report and Mr. Gamble second that motion
10. By a majority vote the Institute Principal's report was approved unanimously.

b. Central Office

- i. Dr. Nixon provided the Central Office update for Institute
 1. Dr. Nixon will continue to provide support to Institute's Principals and Assistant principals as the school is providing virtual learning during the pandemic.
 2. Dr. Nixon discussed Institute's Annual Charter Evaluation and area the school need to improve during the next school year.
 3. There was some discussion about the Central Office Report
 4. Mr. Ahmad asked for a motion to approve the Central Office Report
 5. Dr. Chappell made a motion to approve the Central Office Report and Mr. Gamble second that motion.
 6. By a majority vote the Central Office Report was approved unanimously.

c. Legal Update

1. There was no Legal update.

IV. Board Matters

i. Committee Reports

a. Finance Committee

- i. **Profit and Loss Statement, Budget:** Dr. Chappell presented the Institute Finance report.
- ii. UICS Charter School, 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 UICS Finance Report
 2. Mr. Gamble made a motion to approve the UICS Finance Report and Mrs. Gamble second that motion.
 3. By a majority vote the UICS Finance Report was approved unanimously.

b. Facilities Committee

- i. There was no written Facilities Committee report.
- ii. Mr. Lawrence Threadgill presented an oral report.
- iii. Mr. Ahmad asked for a motion to approve the Facilities Committee Report.
- iv. Ms. Rabb made a motion to approve the Facilities Committee report and Dr. Chappell second that motion.
- v. By a majority vote the Facilities Committee report was approved unanimously.

c. HR Committee

- i. Mrs. Gamble presented the HR Committee report.
- ii. Mr. Ahmad asked for a motion to approve the HR Committee Report.
- iii. Ms. Rabb made a motion to approve the HR Committee report and Dr. Chappell second that motion.
- iv. By a majority vote the HR Committee report was approved unanimously.

d. Academic Committee

- i. There was Academic Committee Report

ii. Action Items/ Resolutions

i. Resolution I19-20-003: Institute Continuity of Education Plan

1. Mr. Ahmad asked for a motion to accept Resolution I19-20-003.
2. Dr. Chappell made a motion to accept Resolution I19-20-003 and Mr. Gamble second that motion.
3. By a majority vote Resolution I19-20-003 was accepted unanimously.

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, During the COVID-19 related closure of 2020, to implement a virtual learning model for the purpose of providing continuity of education to provide planned instruction and enrichment in an online setting that are aligned to PA Common Core Standards for all students.

ii. Resolution I19-20-004: 2020-2021 Board Calendar

1. Mr. Ahmad asked for a motion to accept Resolution I19-20-004.
2. Mrs. Gamble made a motion to accept Resolution I19-20-004 and Dr. Chappell second that motion.
3. By a majority vote Resolution I19-20-004 was accepted unanimously.

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, in the form attached, to produce the 2020 - 2021 Board Meeting Calendar, which reflects Board Meetings will begin September 1, 2020, through June 30, 2021, to reflect meetings to be held monthly throughout the school year.

iii. Resolution I19-20-005: 2020-2021 Academic Calendar

1. Mr. Ahmad asked for a motion to accept Resolution 19-20-005.
2. Mrs. Gamble made a motion to accept Resolution I19-20-005 and Ms. Rabb second that motion.
3. By a majority vote Resolution I19-20-005 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 produce the 2020 - 2021 Academic Calendar, which reflects the School year to begin August 1, 2020, through June 30, 2021, to align the ending of the school year closely to the School District of Philadelphia year ending.

iv. Resolution I19-20-006: Institute Continuity of Education Equity Grant

1. Mr. Ahmad asked for a motion to accept Resolution I19-20-006.
2. Mr. Gamble made a motion to accept Resolution I19-20-006 and Ms. Rabb second that motion.
3. By a majority vote Resolution I19-20-006 was accepted unanimously.

RESOLVED, that the Board of Trustees authorizes Universal Community Homes, through the Chief Financial Officer or his designee, During the COVID-19 related closure of 2020, to execute and submit the application for PDE CEEG and to proceed with purchase of Chromebooks for scholars not to exceed the amount awarded by PDE.

v. Resolution I19-20-007: Institute School Cleaning Contract

1. Mr. Ahmad asked for a motion to accept and approve Resolution I19-20-007.
2. Mrs. Gamble made a motion to accept and approve Resolution I19-20-007 and Ms. Rabb second that motion.
3. By a majority vote Resolution I19-20-007 was accepted unanimously.

RESOLVED, that the Board of Trustees authorizes Universal Community Homes, through the Chief Operating Officer or her designee, in the form attached, to execute, and deliver, a contract TLC Cleaning Services, in an amount not to exceed \$19,700.00 for Summer Deep Cleaning at Institute

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 7:25pm.