

Public Meeting of the Combined Board of Trustees
of
Universal Bluford (UBCS) / Daroff Charter Schools (UDCS)
Meeting held at: Universal Daroff Charter School
5630 Vine St, Philadelphia, PA 19139
September 19, 2019 @ 6:00PM

Meeting Minutes

BOARD MEMBERS PRESENT:

1. Sultan Ahmad
2. Joel Seay
3. Cheryl Seay (via phone)

Meeting called to Order at 6:10pm

I. Meeting Minutes

- i. Board members reviewed the June 13, 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 June 13, 2019.
 - b. Mr. Seay made a motion to accept and approve the Meeting Minutes from June 13, 2019 and Mrs. Seay second that motion.
 - c. By a majority vote the meeting minutes from June 13, 2019 were approved unanimously.

II. Monthly Reports

a. Bluford Reports

i. 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:
 - a) Tier 1- the base level of school behavior that is applied to all scholars as school policy
 - b) Tier 2- scholars are receiving some outside support services from Wordsworth STS services
 - c) 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. There was some discussion regarding the Bluford principal report.
10. Mr. Ahmad asked for a motion to accept the Bluford Principal Report
11. Mrs. Seay made a motion to accept Bluford's Principal report and Mr. Seay second that motion
12. By a majority vote the Bluford Principal's report was approved unanimously.

ii. Bluford FSRC Report

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

b. Daroff Reports

i. Principal Report

2. Dr. James Ruffin Jr. provided board members with a written Principal for Daroff prior to the board meeting.
3. Board President Sultan Ahmad presented a summary of the Daroff Principal Report.
4. 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.
5. Daroff is gearing up for a great 2019-2020 school year under its new administration.
6. 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:
 - d) Tier 1- the base level of school behavior that is applied to all scholars as school policy
 - e) Tier 2- Develop individual positive behavior support plans.
 - f) Tier 3- referral for evaluation for specialized services.
7. Daroff's MTSS for academic support will continue to be implemented during the 2019-2020 school year.
8. Scholars will be identified individually for areas of improvement by grade and subject specifically.
9. These scholars, by grade and subject, will attend Small Group Instruction during RTI
10. Daroff has a goal to achieve a ten (10) percent gain in all subjects

11. Daroff has a goal to promote a system-wide culture of safety, effective engagement, cultural competency, and customer service
12. There was some discussion regarding the Daroff Principal report.
13. Mr. Ahmad asked for a motion to accept the Daroff Principal Report
14. Mr. Seay made a motion to accept Daroff's Principal report and Mrs. Seay second that motion
15. By a majority vote the Daroff Principal's report was approved unanimously.

ii. **Daroff FSRC Report**

16. FSRC focus areas include:

- Student and Family health:
- Adult and Parent Education
- Professional Growth and Development
- Family Support Service

c. **The 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 the Principal and Assistant principals on climate, culture, and safety.
 3. There was some discussion about the Central Office Report
 4. Mr. Ahmad asked for a motion to approve the Central Office Report
 5. Mrs. Seay made a motion to approve the Central Office Report and Mr. Seay second that motion.
 6. By a majority vote the Central Office Report was approved unanimously.

d. **Legal Update**

- i. Attorney Mu'min Islam presented a legal update for both Bluford and Daroff.
 1. Daroff has one outstanding Special Education Legal matter. Bluford has one outstanding Special education matter.
 2. There was some discussion regarding the legal update.
 3. Mr. Ahmad asked for a Motion to accept the legal update.
 4. Mrs. Seay made a motion to accept the legal update and Mr. Seay second that motion.
 5. By a majority vote the legal update was approved unanimously.

IV. Board Matters

i. **Committee Reports**

a. **Finance Committee**

- i. **Profit and Loss Statement, Budget:** Universal Daroff Charter School, Universal Bluford.

1. Board members were given a copy the finance report which was reviewed by board members prior to the board meeting.
2. The Finance Report was tabled.

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

e. Nomination Committee Report

- i. Nomination of New Board Members
 1. Mr. Ahmad nominated the following individuals to join the Combined Board of Trustees of Bluford – Daroff Charter Schools:
 - a) Dr. Deshawnda Williams
 - b) Mrs. Gail Greene
 - c) Mr. Mark Davis
 2. Each individual presented a brief overview of his/her background and experience and what qualities she could offer the Bluford – Daroff Board of Trustees.
 3. Mrs. Seay made a motion to accept and approve the Nominations of (1) Dr. Deshawnda Williams, (2) Mrs. Gail Greene, and (3) Mr. Mark Davis as new members of the Combined Board of Trustees of Bluford – Daroff Charter Schools. Mr. Seay Second that motion.
 4. By a majority vote the motion to accept and approve the Nominations of (1) Dr. Deshawnda Williams, (2) Mrs. Gail Greene, and (3) Mr. Mark Davis as new members of the Combined Board of Trustees of Bluford – Daroff Charter Schools was accepted unanimously.

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 7:30pm.