

Public Meeting of the Combined Board of Trustees  
for  
Universal Alcorn Charter School  
Universal Vare Charter School  
Universal Audenried Charter High School  
*Meeting held Virtually via Zoom*  
*May 21, 2020 at 5:00 PM*

**Meeting Minutes**

**BOARD MEMBERS PRESENT:**

1. Sultan Ahmad
2. Curtis Savoy
3. Claudia Sherrod
4. Christopher Hill
5. Mrs. Phyllis Randall
6. Dr. Patricia Williams - Diaw

**Meeting called to Order at 5:10pm**

**1. Meeting Minutes**

- i. The Meeting Minutes from February 18, 2020 were reviewed by board members prior to board meeting. Board Members discussed and made corrections to the meeting minutes.
  - a. Mr. Ahmad asked for a motion to accept and approve the February 18, 2020 Meeting Minutes.
  - b. Mrs. Sherrod made a motion to approve the February 18, 2020 Meeting Minutes and Mr. Hill second that motion.
  - c. By a majority vote the February 18, 2020 Meeting Minutes were approved unanimously.

**2. Monthly Reports**

**a. Vare Monthly Reports**

- i. Mrs. Howell-Toomer presented an update on Vare's Continuity of Education Plan and Virtual UC participation.
  1. Vare's Virtual UC participation average is about 85% for all grade levels.
  2. Vare'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.
  3. All lessons and instructional activities are aligned to PA Common Core Standards
  4. Vare have implemented a distance learning model for the purpose of providing continuity of education for all students.
  5. The model provides planned instruction and enrichment in an online setting which began on April 13, 2020
  6. There was some discussion regarding Vare's Principal Report.

7. Mr. Ahmad asked for a motion to approve the Vare Principal Report.
8. Mrs. Sherrod made a motion to approve the Vare Principal Report and Mr. Savoy second that motion.
9. By a majority vote the Vare Principal Report was approved unanimously.

**b. Audenried Monthly Reports**

- i. Mr. Diavua presented an update on Audenried's Continuity of Education Plan and Virtual UC participation.
  1. Audenried's Virtual UC participation average is about 82% for all grade levels.
  2. Audenried'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.
  3. All lessons and instructional activities are aligned to PA Common Core Standards
  4. Audenried have implemented a distance learning model for the purpose of providing continuity of education for all students.
  5. The model provides planned instruction and enrichment in an online setting which began on April 13, 2020.
  6. Audenried Seniors will participate in the City-wide Virtual Commencement ceremony on June 9<sup>th</sup>. In addition, Audenried will have a Drive-up Graduation on June 12<sup>th</sup> as well
  7. There was some discussion about the Audenried Principal Report.
  8. Mr. Ahmad asked for a motion to approve the Audenried Principal Report.
  9. Dr. Williams-Diaw made a motion to approve the Audenried Principal Report and Mrs. Sherrod second that motion.
  10. By a majority vote the Audenried Principal Report was approved unanimously.

**c. Alcorn Monthly Reports**

1. Mr. Starke presented an update on Alcorn's Continuity of Education Plan and Virtual UC participation.
2. Alcorn's Virtual UC participation average is about 87% for all grade levels.
3. Alcorn'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. Alcorn 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 Alcorn Principal report

8. Mr. Ahmad asked for a motion to approve the Alcorn Principal Report
9. Mrs. Sherrod made a motion to approve the Alcorn Principal Report and Mr. Savoy second that motion.
10. By a majority vote the Alcorn Principal Report was approved unanimously.

**d. Central Office Report**

- i. Dr. Nixon presented the Central Office report presented for Alcorn, Vare, and Audenried. Board members were given copies of the Central Office report prior to the board meeting.
  1. Dr. Nixon is working closely with Vare and Audenried Principal's to review the Charter renewal conditions.
  2. Both Schools are up for renewal and will begin the renewal process during the 2020-2021 school year.
  3. Central Office will continue to work hard and diligent with the principals around the school ACE reports and correcting areas that "does not meet standard"
  4. There was some discussion about the Central Office report.
  5. Mr. Ahmad asked for a motion to approve the Central Office Report.
  6. Mr. Hill made a motion to approve the Central Office Report and Mr. Savoy second that motion.
  7. By a majority vote the Central Office Report was approved unanimously.

**e. Legal Department Report**

- i. There was no written legal department report.

**3. Board Matters**

**a. Committee Reports**

**i. Financial Report**

- 1) **Profit/Loss and Budget Statement:** Mrs. Sherrod Presented the Finance Reports for Alcorn Charter School, Audenried Charter High School and Vare Charter School
  1. Board members were given copies the finance reports which were reviewed by board members prior to the board meeting.
  2. There was discussion amongst board members regarding the Financial Reports.
  3. Mr. Ahmad asked for a motion to approve the Financial Report which was reviewed prior to the board meeting.
    - a. Dr. Williams-Diaw made a Motion to accept and approve Alcorn Finance report and Mr. Hill second that Motion
    - b. Dr. Williams-Diaw made a motion to accept and approve the Audenried Finance report and Mr. Hill second that motion
    - c. Mr. Hill made a motion to accept and approve Vare Finance report and Dr. Williams-Diaw second that motion.

4. By a majority vote the all Financial Reports were accepted and approved unanimously.

**ii. Academic Committee Reports**

1. Dr. Williams-Diaw presented the Academic Committee report.
2. There was some discussion regarding the academic report
3. Mr. Ahmad asked for a motion to approve the academic report.
4. Mrs. Sherrod made a motion to accept and approve the academic report and Mr. Hill second that motion.
5. By a majority vote the Academic Committee report was accepted and approved unanimously.

**iii. HR Committee Reports**

1. There was no written HR Committee report.

**iv. Facilities Committee Reports**

1. Mr. Hill presented the Facilities Committee report.
2. There was some discussion regarding the facilities report
3. Mr. Ahmad asked for a motion to approve the facilities report.
4. Dr. Williams-Diaw made a motion to accept and approve the facilities report and Mr. Savoy second that motion.
5. By a majority vote the Facilities Committee report was accepted and approved unanimously.

**ii. Action Items/ Resolutions**

**i. Resolution AL19-20-003: Alcorn Continuity of Education Plan**

1. Mr. Ahmad asked for a motion to accept Resolution AL19-20-003.
2. Mr. Savoy made a motion to accept Resolution AL19-20-003 and Mrs. Sherrod second that motion.
3. By a majority vote Resolution AL19-20-003 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 AL 19-20-004: 2020-2021 Board Calendar**

1. Mr. Ahmad asked for a motion to accept Resolution AL19-20-004.
2. Mr. Hill made a motion to accept Resolution AL19-20-004 and Mrs. Sherrod second that motion.
3. By a majority vote Resolution A119-20-004 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 AL19-20-005: 2020-2021 Academic Calendar**

1. Mr. Ahmad asked for a motion to accept Resolution AL19-20-005.
2. Dr. Williams-Diaw made a motion to accept Resolution AL19-20-005 and Mrs. Sherrod second that motion.
3. By a majority vote Resolution AL19-20-005 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 AL19-20-006: 2020-2021 Operating Budget**

1. Mr. Ahmad asked for a motion to accept Resolution AL19-20-006.
2. Mr. Hill made a motion to accept Resolution AL19-20-006 and Mr. Savoy second that motion.
3. By a majority vote Resolution AL19-20-006 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 2020-2021 Operating Budget, to which the salary and benefits of seventy-nine (79) employees, other operating expenses and revenue for a total amount not to exceed \$7,964,174.00 for the period commencing August 1, 2020 through June 30, 2021.

**v. Resolution AL19-20-007: Alcorn Continuity of Education Equity Grant**

1. Mr. Ahmad asked for a motion to accept Resolution AL19-20-007.
2. Mrs. Sherrod made a motion to accept Resolution AL19-20-007 and Mr. Hill second that motion.
3. By a majority vote Resolution AL19-20-007 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.

**vi. Resolution AL19-20-008: Alcorn School Cleaning Contract**

1. Mr. Ahmad asked for a motion to accept Resolution AL19-20-008.
2. Mrs. Sherrod made a motion to accept Resolution AL19-20-008 and Dr. Williams-Diaw second that motion.

3. By a majority vote Resolution AL19-20-008 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 Davis Specialized Services, in an amount not to exceed \$31,660.00 for Summer Deep Cleaning at Alcorn.

**vii. Resolution AU19-20-004: Audenried Continuity of Education Plan**

1. Mr. Ahmad asked for a motion to accept Resolution AU19-20-004.
2. Mr. Savoy made a motion to accept Resolution AU19-20-004 and Mrs. Sherrod second that motion.
3. By a majority vote Resolution AU19-20-004 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.

**viii. Resolution AU19-20-005: 2020-2021 Board Calendar**

1. Mr. Ahmad asked for a motion to accept Resolution AU19-20-005.
2. Mr. Hill made a motion to accept Resolution AU19-20-005 and Mrs. Sherrod second that motion.
3. By a majority vote Resolution AU19-20-005 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.

**ix. Resolution AU19-20-006: 2020-2021 Academic Calendar**

1. Mr. Ahmad asked for a motion to accept Resolution AU19-20-006.
2. Dr. Williams-Diaw made a motion to accept Resolution AU19-20-006 and Mrs. Sherrod second that motion.
3. By a majority vote Resolution AU19-20-006 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.

**x. Resolution AU19-20-007: 2020-2021 Operating Budget**

1. Mr. Ahmad asked for a motion to accept Resolution AU19-20-007.
2. Dr. Williams-Diaw made a motion to accept Resolution AU19-20-007 and Mr. Hill second that motion.
3. By a majority vote Resolution AU19-20-007 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 2019-2020 Operating Budget, to which the salary and benefits of eighty-seven (87) employees, other operating expenses and revenue for a total amount not to exceed \$10,476,819.00, for the period commencing August 1, 2020 through June 30, 2021.

**xi. Resolution AU19-20-008: Audenried Continuity of Education Equity Grant**

1. Mr. Ahmad asked for a motion to accept Resolution AU19-20-008.
2. Mrs. Sherrod made a motion to accept Resolution AU19-20-008 and Mr. Hill second that motion.
3. By a majority vote Resolution AU19-20-008 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.

**xii. Resolution AU19-20-009: Audenried School Cleaning Contract**

1. Mr. Ahmad asked for a motion to table Resolution AU19-20-009.
2. Dr. Williams-Diaw made a motion to table Resolution AU19-20-009 and Mrs. Sherrod second that motion.
3. By a majority vote Resolution AU19-20-009 was tabled.

**xiii. Resolution V19-20-003: Vare Continuity of Education Plan**

1. Mr. Ahmad asked for a motion to accept Resolution V19-20-003.
2. Mr. Savoy made a motion to accept Resolution V19-20-003 and Mrs. Sherrod second that motion.
3. By a majority vote Resolution V19-20-003 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.

**xiv. Resolution V19-20-004: 2020-2021 Board Calendar**

1. Mr. Ahmad asked for a motion to accept Resolution V19-20-004.
2. Mr. Hill made a motion to accept Resolution V19-20-004 and Mrs. Sherrod second that motion.

3. By a majority vote Resolution V19-20-004 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.

**xv. Resolution V19-20-005: 2020-2021 Academic Calendar**

1. Mr. Ahmad asked for a motion to accept Resolution V19-20-005.
2. Dr. Williams-Diaw made a motion to accept Resolution V19-20-005 and Mrs. Sherrod second that motion.
3. By a majority vote Resolution V19-20-005 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.

**xvi. Resolution V19-20-006: 2020-2021 Operating Budget**

1. Mr. Ahmad asked for a motion to accept Resolution V19-20-006.
2. Dr. Williams-Diaw made a motion to accept Resolution V19-20-006 and Mr. Savoy second that motion.
3. By a majority vote Resolution V19-20-006 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 2020-2021 Operating Budget, to which the salary and benefits of forty-two (42) employees, other operating expenses and revenue for a total amount not to exceed \$4,668,100.00 for the period commencing August 1, 2020 through June 30, 2021.

**xvii. Resolution V19-20-007: VARE Continuity of Education Equity Grant**

1. Mr. Ahmad asked for a motion to accept Resolution V19-20-007.
2. Mrs. Sherrod made a motion to accept Resolution V19-20-007 and Mr. Hill second that motion.
3. By a majority vote Resolution V19-20-007 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.

**xviii. Resolution V19-20-008: Vare School Cleaning Contract**

1. Mr. Ahmad asked for a motion to accept Resolution V19-20-008.
2. Dr. Williams-Diaw made a motion to accept Resolution V19-20-008 and Mrs. Sherrod second that motion.
3. By a majority vote Resolution V19-20-008 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 Davis Specialized Services, in an amount not to exceed \$27,436.00 for Summer Deep cleaning at Vare.

**2. Public Comments**

- a. There were no public comments.

**3. Adjournment**

- a. The meeting concluded at 8:40 p.m.