

Public Meeting of the Combined Board of Trustees of  
Universal Bluford - Universal Daroff  
*Meeting held Virtually via Zoom*  
*June 16, 2020 at 5:00 PM*

**Meeting Minutes**

**BOARD MEMBERS PRESENT:**

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

**Meeting called to Order at 5:11pm**

**I. Meeting Minutes**

- i. Board members reviewed the June 4, 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 June 4, 2020 Mr. Davis made a motion to accept and approve the Meeting Minutes from June 4, 2020 and Dr. Williams second that motion.
  - b. By a majority vote the meeting minutes from June 4, 2020 were approved unanimously.

**II. Monthly Reports**

**a. Daroff Reports**

**i. Principal Report**

1. Dr. James Ruffin Jr. presented an update on Daroff's Continuity of Education Plan and Virtual UC participation.
2. Daroff's Virtual UC participation average is about 83% for all grade levels.
3. Daroff's goal for Virtual UC is to provide planned instruction and enrichment/review to UDCS students during COVID- 19 school closure.
4. Daroff's virtual instructional platforms are Google Classroom and Zoom.
5. Google Classroom is used as an informational hub for teachers to share resources, upload lessons, and post assignments.
6. Zoom platform is typically used for staff meetings, professional development, live learning, and recording lessons. Frequently, Class Dojo is used for student and parent communication.
7. There was some discussion regarding the Daroff Principal report.
8. Mr. Ahmad asked for a motion to accept the Daroff Principal Report
9. Mr. Seay made a motion to accept Daroff's Principal report and Dr. Williams second that motion
10. By a majority vote the Daroff Principal's report was approved unanimously.

**b. Bluford Reports**

**ii. Principal Report**

1. Principal Gary-Nelson presented an update on Bluford's Continuity of Education Plan and Virtual UC participation.
2. Bluford's Virtual UC participation average is about 85% for all grade levels.
3. Bluford'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. Bluford 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 Bluford principal report.
8. Mr. Ahmad asked for a motion to accept the Bluford Principal Report
9. Mr. Seay made a motion to accept Bluford's Principal report and Dr. Williams second that motion
10. By a majority vote the Bluford Principal's report was approved unanimously.

**c. Central Office**

- i. Dr. Nixon provided the Central Office update for Bluford and Daroff.
  1. 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.
  2. Both Bluford and Daroff have been recommended for non-renewal. The non-renewal hearing is scheduled for July 27, 2020.
  3. The hearing will be held virtually.
  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. Seay made a motion to approve the Central Office Report and Mr. Davis second that motion.
  7. By a majority vote the Central Office Report was approved unanimously.

**d. Legal Update**

1. There was no 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. Mr. Seay made a motion to approve the Bluford Finance Report and Dr. Williams 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 Mr. Davis 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.
- ii. Mr. Lawrence Threadgill presented an oral report.
- iii. Mr. Ahmad asked for a motion to approve the Facilities Committee Report.
- iv. Mr. Davis made a motion to approve the Facilities Committee report and Dr. Williams second that motion.
- v. By a majority vote the Facilities Committee report was approved unanimously.

###### **c. HR Committee**

- i. There was no HR Committee Report.

###### **d. Academic Committee**

- i. There was no Academic Committee Report

##### **ii. Action Items/ Resolutions**

###### **i. Resolution D19-20-003: 2020 -2021 Code of Conduct**

1. Mr. Ahmad asked for a motion to table Resolution D19-20-003.
2. Mrs. Greene made a motion to table Resolution D19-20-003 and Mr. Davis. second that motion.
3. By a majority vote Resolution D19-20-003 was table.

###### **ii. Resolution D19-20-004: 2020-2021 School Policy**

1. Mr. Ahmad asked for a motion to table Resolution D19-20-004.
2. Mr. Seay made a motion to table Resolution D19-20-004 and Mrs. Seay second that motion.
3. By a majority vote Resolution D19-20-004 was tabled.

**iii. Resolution D19-20-005: Financial Management Consultant Contract**

1. Mr. Ahmad asked for a motion to accept Resolution D19-20-005.
2. Mr. Seay made a motion to accept Resolution D19-20-005 and Mrs. Seay second that motion.
3. By a majority vote Resolution D19-20-005 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, a Contract with Charter Choice for the period commencing July 1, 2020 through June 30, 2021.

**iv. Resolution D19-20-006: Daroff Bathrooms Renovations**

1. Mr. Ahmad asked for a motion to accept Resolution D19-20-006.
2. Mr. Davis made a motion to accept Resolution D19-20-006 and Mrs. Greene second that motion.
3. By a majority vote Resolution D19-20-006 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 DTL Mechanical LLC, in an amount not to exceed \$72,500.00 for repairs to Heating and Cooling units at Daroff.

**v. Resolution D19-20-007: Daroff School Cleaning Contract**

1. Mr. Ahmad asked for a motion to accept Resolution D19-20-007.
2. Mr. Davis made a motion to accept Resolution D19-20-007 and Mrs. Greene second that motion.
3. By a majority vote Resolution D19-20-007 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 Company, in an amount not to exceed \$10,550.00 for repairs to Heating and Cooling units at Daroff.

**vi. Resolution B19-20-004: 2020 – 2021 Code of Code**

1. Mr. Ahmad asked for a motion to table Resolution B19-20-004.
2. Mr. Seay made a motion to table Resolution B19-20-004 and Mrs. Greene second that motion.
3. By a majority vote Resolution B19-20-004 was tabled.

**vii. Resolution B19-20-005: 2020-2021 School Policy**

1. Mr. Ahmad asked for a motion to table Resolution B19-20-005.
2. Mr. Seay made a motion to table Resolution B19-20-005 and Mrs. Greene second that motion.
3. By a majority vote Resolution B19-20-005 was tabled.

**viii. Resolution B19-20-006: Financial Management Consultant Contract**

1. Mr. Ahmad asked for a motion to accept Resolution B19-20-006.
2. Mr. Seay made a motion to accept Resolution B19-20-006 and Mrs. Greene second that motion.
3. By a majority vote Resolution B19-20-006 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, a Contract with Charter Choice for the period commencing July 1, 2020 through June 30, 2021.

**ix. Resolution B19-20-007: School Cleaning Contract**

1. Mr. Ahmad asked for a motion to accept Resolution B19-20-007.
2. Mr. Seay made a motion to accept Resolution B19-20-007 and Dr. Williams second that motion.
3. By a majority vote Resolution B19-20-007 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 Davis Specialized Cleaning Service, in an amount not to exceed \$25,328.00 for a deep summer cleaning at Bluford.

**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.