

Public Meeting of the Board of Trustees of  
Universal Institute Charter School  
*Meeting held Virtually via Zoom*  
*June 25, 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 5:09 PM**

**I. Meeting Minutes**

- i. Board members reviewed the June 3, 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 3, 2020 Dr. Chappell made a motion to accept and approve the Meeting Minutes from June 3, 2020 and Mrs. Gamble second that motion.
  - b. By a majority vote the meeting minutes from June 3, 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: 2020 -2021 Code of Conduct**

1. Mr. Ahmad asked for a motion to table Resolution I19-20-003.
2. Mrs. Gamble made a motion to table Resolution I19-20-003 and Mr. Gamble. second that motion.

3. By a majority vote Resolution C19-20-003 was table.

**ii. Resolution I19-20-004: 2020-2021 School Policy**

1. Mr. Ahmad asked for a motion to table Resolution I19-20-004.
2. Mrs. Gamble made a motion to table Resolution I19-20-004 and Ms. Rabb second that motion.
3. By a majority vote Resolution I19-20-004 was tabled.

**iii. Resolution I19-20-005: Financial Management Consultant Contract**

1. Mr. Ahmad asked for a motion to accept Resolution I19-20-005.
2. Mrs. Gamble made a motion to accept Resolution I19-20-005 and Dr. Chappelle second that motion.
3. By a majority vote Resolution I19-20-005 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.

**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.