



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
September 15, 2020 at 6:00 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 6:10pm

I. Meeting Minutes

- a. The Meeting Minutes from June 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 June 18, 2020 Meeting Minutes with additions and corrections.
 - b. Dr. Diaw made a motion to approve the June 18, 2020 Meeting Minutes with additions and Corrections and Mr. Hill second that motion.
 - c. By a majority vote the June 18, 2020 Meeting Minutes were approved.
- b. The Meeting Minutes from July 29, 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 July 29, 2020 Meeting Minutes with additions and corrections.
 - b. Mr. Hill made a motion to approve the July 29, 2020 Meeting Minutes with additions and corrections and Dr. Diaw second that motion.
 - c. By a majority vote the July 29, 2020 Meeting Minutes were approved.

II. Superintendent Remarks

- a. Dr. Nixon presented the Superintendents remarks and school opening welcome statement.
- b. Dr. Nixon welcomed all meeting attendees to the 2020-2021 School Year. Over the past several months, Universal Schools followed the guidance of government and public health officials and medical professionals. School principals have worked closely with school staff, parents, and the community to develop Schools Reopening Health and Safety Plans.
- c. Schools established Pandemic Teams to prepare for the 2020-2021 SY. Pandemic Teams created School Reopening Health and Safety Plans for the 2020-2021 SY.
- d. The Universal Schools Health and Safety Plan serves as our local guidelines for all instructional and non-instructional school reopening activities.
- e. The conditions surrounding the COVID-19 pandemic are dynamic. Universal will continue to closely monitor the situation and adjust the school opening plan as needed.



III. Committee Reports

i. Financial Report

a. Alcorn Charter School

1. **Profit/Loss and Budget Statement:** Mrs. Sherrod introduced Charter Choice Financial Management Consultant. Kevin Corcoran Presented the Finance Report for Alcorn Charter School.
2. Board members were given copies the Alcorn finance report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Alcorn Financial Report.
4. Mr. Ahmad asked for a motion to approve the Alcorn Financial Report.
5. Mr. Savoy made a Motion to accept and approve Alcorn Finance report and Mr. Hill second that Motion
6. By a majority vote the Alcorn Financial Report was accepted and approved unanimously.

b. Vare Charter School

1. **Profit/Loss and Budget Statement:** Mrs. Sherrod introduced Charter Choice Financial Management Consultant. Kevin Corcoran Presented the Finance Report for Vare Charter School.
2. Board members were given copies the Vare finance report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Vare Financial Report.
4. Mr. Ahmad asked for a motion to approve the Vare Financial Report.
5. Mrs. Sherrod made a Motion to accept and approve Vare Finance report and Mr. Hill second that Motion
6. By a majority vote the Vare Financial Report was accepted and approved unanimously.

c. Audenried Charter High School

1. **Profit/Loss and Budget Statement:** Mrs. Sherrod introduced Charter Choice Financial Management Consultant. Kevin Corcoran Presented the Finance Report for Audenried Charter School.
2. Board members were given copies the Audenried finance report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Audenried Financial Report.
4. Mr. Ahmad asked for a motion to approve the Audenried Financial Report.
5. Mr. Savoy made a Motion to accept and approve Audenried Finance report and Mr. Hill second that Motion
6. By a majority vote the Audenried Financial Report was accepted and approved unanimously.

ii. Academic Committee Reports

a. Alcorn Charter School

1. Dr. Williams-Diaw presented the Academic Committee report for Alcorn
2. Board members were given copies the Alcorn academic report which was reviewed by board members prior to the board meeting.



3. There was discussion amongst board members regarding the Alcorn academic report.
4. Mr. Ahmad asked for a motion to approve the Alcorn academic report.
5. Mr. Savoy made a Motion to accept and approve Alcorn academic report and Mr. Hill second that Motion
6. By a majority vote the Alcorn academic report was accepted and approved unanimously.

b. Vare Charter School

1. Dr. Williams-Diaw presented the Academic Committee report for Vare.
2. Board members were given copies the Vare academic report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Vare academic report.
4. Mr. Ahmad asked for a motion to approve the Vare academic report.
5. Mr. Savoy made a Motion to accept and approve Vare academic report and Mr. Hill second that Motion
6. By a majority vote the Vareacademic report was accepted and approved unanimously.

c. Audenried Charter High School

1. Dr. Williams-Diaw presented the Academic Committee report for Audenrid
2. Board members were given copies the Audenried academic report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Audenried academic report.
4. Mr. Ahmad asked for a motion to approve the Audenried academic report.
5. Mr. Savoy made a Motion to accept and approve Audenried academic report and Mr. Hill second that Motion
6. By a majority vote the Audenried academic report was accepted and approved unanimously.

iii. HR Committee Reports

a. Alcorn Charter School

1. Mr. Savoy introduced Jermaine Young, HR Director of Universal Community Homes. Mr. Young Presented the HR Report for Alcorn Charter School.
2. Board members were given copies the Alcorn HR report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Alcorn HR Report.
4. Mr. Ahmad asked for a motion to approve the Alcorn HR Report.
5. Mr. Savoy made a Motion to accept and approve Alcorn HR report and Mr. Hill second that Motion
6. By a majority vote the Alcorn HR Report were accepted and approved unanimously.

b. Vare Charter School

1. Mr. Savoy introduced Jermaine Young, HR Director of Universal Community Homes. Mr. Young Presented the HR Report for Vare Charter School.



2. Board members were given copies the Vare HR report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Vare HR Report.
4. Mr. Ahmad asked for a motion to approve the Vare HR Report.
5. Mr. Savoy made a Motion to accept and approve Vare HR report and Mr. Hill second that Motion
6. By a majority vote the Vare HR Report were accepted and approved unanimously.

c. Audenried Charter High School

1. Mr. Savoy introduced Jermaine Young, HR Director of Universal Community Homes. Mr. Young Presented the HR Report for Audenried Charter School.
2. Board members were given copies the Audenried HR report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Audenried HR Report.
4. Mr. Ahmad asked for a motion to approve the Audenried HR Report.
5. Mr. Savoy made a Motion to accept and approve Audenried HR report and Mr. Hill second that Motion
6. By a majority vote the Audenried HR Report were accepted and approved unanimously.

iv. Facilities Committee Reports

7. Mr. Hill Presented the Facilities Report for Alcorn Charter School.
8. Board members were given copies the Alcorn facilities report which was reviewed by board members prior to the board meeting.
9. There was discussion amongst board members regarding the Alcorn facilities report.
10. Mr. Ahmad asked for a motion to approve the Alcorn facilities report.
11. Mr. Savoy made a Motion to accept and approve Alcorn facilities report and Mr. Hill second that Motion
12. By a majority vote the Alcorn Facilities Report were accepted and approved unanimously.

d. Vare Charter School

13. Mr. Hill Presented the Facilities Report for Vare Charter School.
14. Board members were given copies the Vare facilities report which was reviewed by board members prior to the board meeting.
15. There was discussion amongst board members regarding the Vare facilities report.
16. Mr. Ahmad asked for a motion to approve the Vare facilities report.
17. Mr. Savoy made a Motion to accept and approve Vare facilities report and Mr. Hill second that Motion
18. By a majority vote the Vare Facilities Report were accepted and approved unanimously.

e. Audenried Charter High School

19. Mr. Hill Presented the Facilities Report for Audenried Charter School.



20. Board members were given copies the Audenried facilities report which was reviewed by board members prior to the board meeting.
21. There was discussion amongst board members regarding the Audenried facilities report.
22. Mr. Ahmad asked for a motion to approve the Audenried facilities report.
23. Mr. Savoy made a Motion to accept and approve Audenried facilities report and Mr. Hill second that Motion
24. By a majority vote the Audenried Facilities Report were accepted and approved unanimously.

IV. Presentations

i. Alcorn Monthly Reports

1. Mr. Starke presented an update on Alcorn's School Opening 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 September 1, 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.

ii. Vare Monthly Reports

- a. Mrs. Howell-Toomer presented an update on Vare's School Opening 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 September 1, 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.



iii. Audenried Monthly Reports

- a. Mr. Anderson presented an update on Audenried’s School Opening 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 September 1, 2020
 6. There was some discussion about the Audenried Principal Report.
 7. Mr. Ahmad asked for a motion to approve the Audenried Principal Report.
 8. Dr. Williams-Diaw made a motion to approve the Audenried Principal Report and Mrs. Sherrod second that motion.
 9. By a majority vote the Audenried Principal Report was approved unanimously.

iv. 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 facilitated ten (10) virtual school opening meetings to ensure that schools opened successfully.
 2. The meetings focused on the virtual school opening process, Board approved Health and Safety Plans, discussions and updates on academics, nurse, facilities, technology, human resources, food services, and enrollment.
 3. Chromebooks, Core Program Materials and Internet Essentials available for all families.
 4. Dr. Nixon is working closely with Vare and Audenried Principal’s for the Charter renewal process.
 5. Dr. Nixon introduced new members of the Central Office Team:
 - Leslie Marant, Chief of Staff
 - Dana King, Interim Chief Academic Officer
 - Kimberly Reymer, Director of Specialized Services
 6. Dr. Nixon Provided a summary of the 2020-2025 School Academic Plan
 7. 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”
 8. There was some discussion about the Central Office report.
 9. Mr. Ahmad asked for a motion to approve the Central Office Report.
 10. Mr. Hill made a motion to approve the Central Office Report and Mr. Savoy second that motion.
 11. By a majority vote the Central Office Report was approved unanimously.



v. **Corporate Office Report**

- i. Mrs. Hinson-Threadgill presented the Corporate Office report for Alocorn, Vare and Audenried. Board members were given copies of the Corporate Office report to review prior to the board meeting.
 1. Corporate Office food Service department distributed food to several families during the first two weeks of school
 2. Each school is currently staffed with one person to oversee the distribution of the food.
 3. Food is distributed between the hours of 8 am and 12 pm every Monday. Each family will receive a bag of food, which includes breakfast, lunch and snack for 5 days for each of their children.
 4. The Universal Community Homes Board terminated the entire Finance Department on June 8, 2020 to allow Charter Choices to overseeing each of the schools Finances.
 5. Additional staff was recently hired in the Human Resources department to assist with compliance and benefits.
 6. Mr. Ahmad asked for a motion to approve the Corporate Office Report.
 7. Mr. Hill made a motion to approve the Corporate Office Report and Mr. Savoy second that motion.
 8. By a majority vote the Corporate Office Report was approved unanimously.

V. **Board Action Items**

i. **Universal Alcorn Charter School**

a. **Resolution AL20-21-001: 2020-2021 Code of Conduct (Updated)**

1. Mr. Ahmad asked for a motion to accept and approve Resolution AL20-21-001.
2. Mr. Savoy made a motion to accept Resolution AL20-21-001 and Mrs. Sherrod second that motion.
3. By a majority vote Resolution AL20-21-001 was accepted and approved unanimously.

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, after the School received a Notice of Deficiency from the School District of Philadelphia Charter School Office on the 2019 -2020 ACE Report. The Code of Conduct was updated to satisfy the Notice of Deficiency and bring the Code of Conduct in Compliance.

b. **Resolution AL 20-21-002: 2020-2021 School Policies (Updated)**

- i. *Enrollment Policy and Waitlist Procedure*
- ii. *Health Services Policy*
- iii. *Attendance and Truancy Policy and Guidelines*
- iv. *Limited English Proficiency Program Policy*
- v. *Bullying Policy*

1. Mr. Ahmad asked for a motion to accept Resolution AL20-21-002.
2. Mr. Hill made a motion to table Resolution AL20-21-002 and Mrs. Sherrod second that motion.
3. By a majority vote Resolution AL20-21-002 was tabled



RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, after the School received a Notice of Deficiency from the School District of Philadelphia Charter School Office on the 2019 -2020 ACE Report. The Policies were updated to satisfy the Notice of Deficiency and bring the Policies in Compliance.

c. Resolution AL20-21-003: Financial Management Consultant Authorized Signer

1. Mr. Ahmad asked for a motion to accept Resolution AL20-21-003.
2. Mr. Hill made a motion to accept Resolution AL20-21-003 and Mr. Savoy second that motion.
3. By a majority vote Resolution AL20-21-003 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 Resolution with Citizens Bank to add Michael Whisman of Charter Choice and Claudia Sherrod, Board Treasure as authorized signers to the school's Citizens Bank account.

d. Resolution AL20-21-004: Approved Personnel Hires

1. Mr. Ahmad asked for a motion to accept Resolution AL20-21-004.
2. Mr. Hill made a motion to accept Resolution AL20-21-004 and Mr. Savoy second that motion.
3. By a majority vote Resolution AL20-21-004 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, employment contracts with the specified salaries for newly hired employees.

e. Resolution AL20-21-005: Approved Personnel Terminations

1. Mr. Ahmad asked for a motion to accept Resolution AL20-21-005.
2. Mr. Hill made a motion to accept Resolution AL20-21-005 and Mr. Savoy second that motion.
3. By a majority vote Resolution AL20-21-005 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, termination of employment letters for terminated employees.

ii. Universal VARE Charter School

a. Resolution V20-21-001: 2020-2021 Code of Conduct (Updated)

1. Mr. Ahmad asked for a motion to accept and approve Resolution V20-21-001.
2. Mr. Savoy made a motion to accept Resolution V20-21-001 and Mrs. Sherrod second that motion.
3. By a majority vote Resolution V20-21-001 was accepted and approved unanimously.

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, after the School received a Notice of Deficiency from the School District of Philadelphia Charter School Office on the 2019



-2020 ACE Report. The Code of Conduct was updated to satisfy the Notice of Deficiency and bring the Code of Conduct in Compliance.

b. Resolution V20-21-002: 2020-2021 School Policies (Updated)

- vi. *Enrollment Policy and Waitlist Procedure*
- vii. *Health Services Policy*
- viii. *Attendance and Truancy Policy and Guidelines*
- ix. *Limited English Proficiency Program Policy*
- x. *Bullying Policy*

1. Mr. Ahmad asked for a motion to accept Resolution V20-21-002.
2. Mr. Hill made a motion to table Resolution V20-21-002 and Mrs. Sherrod second that motion.
3. By a majority vote Resolution V20-21-002 was tabled

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, after the School received a Notice of Deficiency from the School District of Philadelphia Charter School Office on the 2019 -2020 ACE Report. The Policies were updated to satisfy the Notice of Deficiency and bring the Policies in Compliance.

c. Resolution V20-21-003: Financial Management Consultant Authorized Signer

1. Mr. Ahmad asked for a motion to accept Resolution V20-21-003.
2. Mr. Hill made a motion to accept Resolution V20-21-003 and Mr. Savoy second that motion.
3. By a majority vote Resolution V20-21-003 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 Resolution with Citizens Bank to add Michael Whisman of Charter Choice and Claudia Sherrod, Board Treasure as authorized signers to the school's Citizens Bank account.

d. Resolution V20-21-004: Approved Personnel Hires

1. Mr. Ahmad asked for a motion to accept Resolution V20-21-004.
2. Mr. Hill made a motion to accept Resolution V20-21-004 and Mr. Savoy second that motion.
3. By a majority vote Resolution V20-21-004 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, employment contracts with the specified salaries for newly hired employees.

e. Resolution V20-21-005: Approved Personnel Terminations

1. Mr. Ahmad asked for a motion to accept Resolution V20-21-005.
2. Mr. Hill made a motion to accept Resolution V20-21-005 and Mr. Savoy second that motion.
3. By a majority vote Resolution V20-21-005 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, termination of employment letters for terminated employees.

iii. **Universal Audenried Charter High School**

a. Resolution AU20-21-001: 2020-2021 Code of Conduct (Updated)

1. Mr. Ahmad asked for a motion to accept and approve Resolution AU20-21-001.
2. Mr. Savoy made a motion to accept Resolution AU20-21-001 and Mrs. Sherrod second that motion.
3. By a majority vote Resolution AU20-21-001 was accepted and approved unanimously.

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, after the School received a Notice of Deficiency from the School District of Philadelphia Charter School Office on the 2019 -2020 ACE Report. The Code of Conduct was updated to satisfy the Notice of Deficiency and bring the Code of Conduct in Compliance.

b. Resolution AU 20-21-002: 2020-2021 School Policies (Updated)

- xi. Enrollment Policy and Waitlist Procedure*
- xii. Health Services Policy*
- xiii. Attendance and Truancy Policy and Guidelines*
- xiv. Limited English Proficiency Program Policy*
- xv. Bullying Policy*

1. Mr. Ahmad asked for a motion to accept Resolution AU20-21-002.
2. Mr. Hill made a motion to table Resolution AU20-21-002 and Mrs. Sherrod second that motion.
3. By a majority vote Resolution AU20-21-002 was tabled

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, after the School received a Notice of Deficiency from the School District of Philadelphia Charter School Office on the 2019 -2020 ACE Report. The Policies were updated to satisfy the Notice of Deficiency and bring the Policies in Compliance.

c. Resolution AU20-21-003: Financial Management Consultant Authorized Signer

1. Mr. Ahmad asked for a motion to accept Resolution AU20-21-003.
2. Mr. Hill made a motion to accept Resolution AU20-21-003 and Mr. Savoy second that motion.
3. By a majority vote Resolution AU20-21-003 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 Resolution with Citizens Bank to add Michael Whisman of Charter Choice and Claudia Sherrod, Board Treasure as authorized signers to the school's Citizens Bank account.

d. Resolution AU20-21-004: Approved Personnel Hires

1. Mr. Ahmad asked for a motion to accept Resolution AU20-21-004.
2. Mr. Hill made a motion to accept Resolution AU20-21-004 and Mr. Savoy second that motion.
3. By a majority vote Resolution AU20-21-004 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, employment contracts with the specified salaries for newly hired employees.

e. Resolution AU20-21-005: Approved Personnel Terminations

1. Mr. Ahmad asked for a motion to accept Resolution AU20-21-005.
2. Mr. Hill made a motion to accept Resolution AU20-21-005 and Mr. Savoy second that motion.
3. By a majority vote Resolution AU20-21-005 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, termination of employment letters for terminated employees.

f. Resolution AU20-21-006: 2020-2021 Code of Conduct (Updated)

1. Mr. Ahmad asked for a motion to accept and approve Resolution AU20-21-006.
2. Mr. Savoy made a motion to accept Resolution AU20-21-006 and Mrs. Sherrod second that motion.
3. By a majority vote Resolution AU20-21-006 was accepted and approved unanimously.

RESOLVED, that the Board of Trustees hereby ratifies the authorization of Universal Education Management, through the Superintendent or her designee, Board Approved Expulsions from Audenried for the violations below for a period of one (1) school year.

- November 1, 2019 – Group Assault and Reckless Endangerment (2 Students)
- January 16, 2020– Reckless Endangerment

1. Public Comments

- a. There were no public comments.

2. Adjournment

- a. The meeting concluded at 9:25 p.m.

