

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
January 17, 2019 @ 6:00PM

Meeting Minutes

BOARD MEMBERS PRESENT:

Sultan Ahmad
Mrs. M. Christine Wiggins
Mrs. Cheryl Seay (via Phone)

BOARD MEMBERS ABSENT:

Joel Seay

Meeting called to Order at 6:10pm

I. Meeting Minutes

- i. Board members reviewed the September 20, 2018 meeting minutes and there was some discussion regarding the minutes.
 - a. Mr. Ahmad asked for a motion to accept and approve the minutes from September 20, 2018.
 - b. Mrs. Wiggins made a motion to accept and approve the Meeting Minutes from September 20, 2018 and Mrs. Seay second that motion.
 - c. By a majority vote the meeting minutes from September 20, 2018 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 2018-2019 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 Mrs. Wiggins 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

1. Dr. James Ruffin Jr. provided board members with a written Principal for Daroff prior to the board meeting.
2. Board President Sultan Ahmad presented a summary of the Daroff Principal Report.
3. 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.
4. Daroff will continue to implements Positive Behavioral Intervention and Supports (PBIS) through a Multi-Tiered System of Support (MTSS) for behavior during the 2018-2019 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.
5. Daroff's MTSS for academic support will continue to be implemented during the 2018-2019 school year.
6. Scholars will be identified individually for areas of improvement by grade and subject specifically.
7. These scholars, by grade and subject, will attend Small Group Instruction during RTI

8. Daroff has a goal to achieve a ten (10) percent gain in all subjects
9. Daroff has a goal to promote a system-wide culture of safety, effective engagement, cultural competency, and customer service
10. There was some discussion regarding the Daroff Principal report.
11. Mr. Ahmad asked for a motion to accept the Daroff Principal Report
12. Mrs. Wiggins made a motion to accept Daroff's Principal report and Mrs. Seay second that motion
13. By a majority vote the Daroff Principal's report was approved unanimously.

ii. **Daroff FSRC Report**

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

c. **Central Office Report**

- i. Dr. Nixon presented the Central Office report for Bluford and Daroff. Dr. Nixon provided copies of the Central Office report so board members can follow along as she presents.
 1. Central office team conducted mid-year appraisals for all principals. The results of the appraisals will be submitted to the board for review.
 2. There was a Principal's Professional development on December 20, 2018. The following topics were covered: (1) Instructional Rounds, (2) Curriculum, (3) PSSA/Keystone Preparation, and (4) Special Education.
 3. The Central Office team continues to provide on-site academic support for all schools to improve curriculum, instruction and assessment.
 4. The Central Office leadership team continues its focus on special education to meet the needs of all scholars.
 5. Central Office will continue to work hard and diligent to implement common core curriculum to achieve academic achievement.
 6. Dr. Nixon will continue to provide support to the Principal and Assistant principals on climate, culture, and safety.
 7. There was some discussion about the Central Office Report
 8. Mr. Ahmad asked for a motion to approve the Central Office Report
 9. Mrs. Seay made a motion to approve the Central Office Report and Mrs. Wiggins second that motion.
 10. By a majority vote the Central Office Report was approved unanimously.

d. **Legal Update**

- i. There was no legal update presented.

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. Mrs. Wiggins made a motion to approve the Bluford Finance Report and Mrs. Seay 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. Mrs. Seay made a motion to approve the Daroff Finance Report and Mrs. Wiggins 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.

c. **HR Committee**

- i. Board members were given a copy the HR Reports which was reviewed by board members prior to the board meeting.

7. Mr. Ahmad asked for a motion to approve the Bluford HR Report
8. Mrs. Wiggins made a motion to approve the Bluford HR Report and Mrs. Seay second that motion.
9. By a majority vote the Bluford HR Report was approved unanimously.
10. Mr. Ahmad asked for a motion to approve the Daroff HR Report
11. Mrs. Seay made a motion to approve the Daroff HR Report and Mrs. Wiggins second that motion.
12. By a majority vote the Daroff HR Report was approved unanimously.

d. **Academic Committee**

- i. There was no written Academic Committee Report

V.

Public Comments

- i. Francis Echevarria, 2 grade teacher at Daroff, commented regarding Special Olympics students brought home 3 metals at Daroff.

VI.

Adjournment

- a. Mr. Ahmad asked for a motion to adjourn meeting.
- b. The meeting concluded at 6:30pm.