

**Public Meeting of the Board of Trustees  
of  
Universal Institute Charter School  
Meeting held at  
1427 Catherine Street, Philadelphia, PA 19146  
October 11, 2018**

**Board Members Present:**

1. Mr. Sultan Ahmad
2. Dr. Emma Chappell
3. Ms. Salima Rabb
4. Mr. Kenneth Gamble
5. Mrs. Faatimah Gamble

**Meeting begin at 6:15PM**

**I. Meeting Minutes**

- i. Board members reviewed the May 10, 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 May 10, 2018.
  - b. Mrs. Gamble made a motion to accept and approve the Meeting Minutes from May 10, 2018 and Ms. Rabb second that motion.
  - c. By a majority vote the meeting minutes from May 10, 2018 were approved unanimously.

**II. Public Comments**

- i. No Public Comments

**III. Monthly Reports**

**i. Principal Report**

1. Principal Jeffery Williams presented the UICS Principal Report. Board members were given copies of the UICS Principal Report to follow along as Mr. Williams Presented.
2. UICS's total enrollment is 650. UICS has a eighty-five (85) percent average of scholars attending daily.
3. UICS implements Positive Behavioral Intervention and Supports (PBIS) through a Multi-Tiered System of Support (MTSS) for behavior. 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- Supports Dean's List/Dean Dollars. Students are given Student Contract and participate in Community Service.
  - c) Tier 3- Scholars receive support through Youth Court, Pears of Wisdom, Boys to Men and Alpha Leadership Academy.

4. UICS's MTSS for academics support will implement smalls through small data driven target.
5. All scholars will be receiving Guided Reading as part of the literacy framework
6. Specialist teachers are utilized in the MTSS period to assist with small group instruction.
7. UICS has a goal to achieve a ten (10) percent gain in all subject of scholars performing proficient or advanced.
8. Instructional Coaches will work along-side with teachers to ensure teachers are self-sufficient. Instructional Coaches will model teachers' lessons.
9. Mr. Williams along with AP Waters and UICS Leadership team are preparing to a great start for the 2018-2019 SY.
10. There was some discussion regarding the UICS principal report.
11. Mr. Ahmad asked for a motion to accept the UICS Principal report.
12. Ms. Rabb made a motion to accept the report and Dr. Chappell second that motion.
13. By a majority vote the UICS Principal report was accepted unanimously.

**ii. UICS FSRC Report**

1. Mr. Williams presented the UICS FSRC Report.
2. FSRC focus areas include:
  - Student and Family health:
  - Adult and Parent Education
  - Professional Growth and Development
  - Family Support Service

**iii. Central Office Education Report**

1. There was no Central Education Office report.

**iv. Legal Update**

1. There was no Legal update

**IV. Board Matters**

**i. Financial Report**

- a. Profit and Loss Statement, Budget:** Dr. Chappell presented the Finance report.
1. Board members were given copies the finance report which was reviewed by board members prior to the board meeting.
  2. Mr. Ahmad asked for a motion to approve the finance report.
  3. Mrs. Gamble made a motion to approve the finance report and Ms. Rabb second that motion.
  4. By a majority vote the finance report was approved unanimously.

**ii. Committee Reports**

**a. Facilities Committee**

- i. There was no Facility Committee Report

**b. HR Committee**

- i. Mrs. Gamble presented the HR Committee report
- ii. Board members were given a copy the HR Committee report which was reviewed by board members prior to the board meeting.
  1. Mr. Ahmad asked for a motion to approve the HR report.
  2. Ms. Rabb made a motion to approve the HR report and Mr. Gamble second that motion.
  3. By a majority vote the HR report was approved unanimously.

**c. Academic Committee**

- i. There was no Academic Committee Report presented.

**iii. Action Items/ Resolutions**

**a. Resolution I18-19-001: 2018-2019 Academic Calendar (revised)**

1. Mr. Ahmad asked for a motion to accept Resolution I18-19-001.
2. Ms. Rabb made a motion to accept Resolution I18-19-001 and Mrs. Gamble second that motion.
3. By a majority vote Resolution I18-19-001 was accepted unanimously.

**RESOLVED**, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, in the form attached, to amend the 2018 - 2019 Academic Calendar, originally approved by the Board of Trustees on April 5, 2018, which reflects an earlier end of year dismissal date for scholars, which is June 7, 2019, to align the ending of the school year closely to the School District of Philadelphia year ending. The revisions were made by changing the professional development schedule and adjusting spring break.

**b. Resolution I18-19-002: 2018-2019 Code of Conduct (revised)**

1. Mr. Ahmad asked for a motion to accept Resolution I18-19-002.
2. Mrs. Gamble made a motion to accept Resolution I18-19-002 and Ms. Rabb second that motion.
3. By a majority vote Resolution I18-19-002 was accepted unanimously.

**RESOLVED**, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, in the form attached, to amend the 2018 - 2019 Student Code of Conduct, originally approved by the Board of Trustees on May 10, 2018, Which reflects necessary revisions to ensure alignment of our Code to the recently approved School District of Philadelphia Code of Conduct.

**c. Resolution I18-19-003: APS Tuition Contract**

1. Mr. Ahmad asked for a motion to accept Resolution I18-19-003
2. Ms. Rabb made a motion to accept Resolution I18-19-003 and Mr. Gamble second that motion.

3. By a majority vote Resolution I18-19-003 was accepted unanimously.

**RESOLVED**, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, in the form attached, to Execute deliver and perform a contract with Davidson School at Elwyn to Provide Special educational services and supports for student enrolling in Davidson School at Elwyn, for the period commencing 2018 – 2019 SY.

**d. Resolution I18-19-004: Addendum Consulting Agreement**

1. Mr. Ahmad asked for a motion to accept Resolution I18-19-004
2. Ms. Rabb made a motion to accept Resolution I18-19-004 and Mrs. Gamble second that motion.
3. By a majority vote Resolution I18-19-004 was accepted unanimously.

**RESOLVED**, that the Board of Trustees authorizes Universal Community Homes, through the Chief Financial Officer or his designee, to amend the Operations Management Agreement to attach the Addendum Consulting Agreement, this reflects payment for the additional work to manage the operations of Custodial Services.

**V. Public Comment**

1. Sister Lori Harris, FSRC Liaison, Commented regarding services provided by FSRC and announced dates for upcoming workshops.

**VI. Adjournment**

- i. Mr. Ahmad asked for the meeting to be adjourned.
- ii. The board concluded its business and the meeting adjourned at 07:30pm.