

Public Meeting of the Combined Board of Trustees  
for  
Universal Alcorn Charter School  
Universal Vare Charter School  
Universal Audenried Charter High School  
Meeting held at Universal Audenried  
3301 Tasker Street, Philadelphia, PA 19145  
November 28, 2017 at 6:00PM

**Meeting Minutes**

**BOARD MEMBERS PRESENT:**

1. Sultan Ahmad
2. Curtis Savoy
3. Mrs. Claudia Sherrod
4. Mr. Jermaine Millhouse

**Meeting called to Order at 6:15pm**

**1. Meeting Minutes**

- i. The Meeting Minutes from September 26, 2017 were reviewed by all board members prior to the board meeting. Board Members discussed and made corrections to the meeting minutes.
  - a. Mr. Ahmad asked for a motion to approve the September 26, 2017 Meeting Minutes.
  - b. Mr. Savoy made a motion to approve the September 26, 2017 Meeting Minutes and Mr. Millhouse second that motion.
  - c. By a majority vote the September 26, 2017 Meeting Minutes were approved unanimously.

**2. Monthly Reports**

**a. Alcorn Monthly Reports**

- i. Mr. Starke presented the Alcorn Elementary Principal report. Ms. Mallory presented the Alcorn MYA Principal report.
  1. Board Members were given presentation handouts to follow along with Mr. Starke and Ms. Mallory as they presented their report.
  2. Alcorn's total enrollment is 620. Alcorn is at the enrollment cap.
  3. Alcorn has a ninety-three (93) percent average of scholars attending daily.
  4. Alcorn 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- Develop individual positive behavior support plans, including: mentorship, monthly team meetings with STS providers, Group Counseling and individual counseling
  - c) Tier 3- referral for evaluation for specialized services, Bi-weekly agency and school based meetings.
5. Alcorn currently have 12 scholars in Tier 2 receiving support.
  6. Alcorn's MTSS for academic support implement Professional Development for Achieve3000 and Small Group Instruction will be provided to teachers
  7. Scholars have been identified individually for areas of improvement by grade and subject specifically.
  8. These scholars, by grade and subject, will attend Small Group Instruction during RTI
  9. Alcorn has a goal to achieve a ten (10) percent gain in all subject of scholars performing proficient or advanced.
  10. Instructional Coaches will work along-side with teachers to ensure teachers are self-sufficient. Instructional Coaches will model teachers' lessons.
  11. Alcorn will continue to promote a system-wide culture of safety, effective engagement, cultural competency, and customer service
  12. Children's Literacy Initiative is a key partner and Alcorn have two coaches that will come in weekly.
  13. All teachers in grades K-3 will receive 25 hours of coaching.
  14. Alcorn is focused on instruction. Each of the two administrators and two instructional coaches spend at least three hours daily in classrooms completing observations and giving feedback to teachers.
  15. There was some discussion regarding the Alcorn Principal report
  16. Mr. Ahmad asked for a motion to approve the Alcorn Principal report
  17. Mr. Millhouse made a motion to approve the Alcorn Principal report and Mr. Savoy second that motion.
  18. By a majority vote the Alcorn Principal Report was approved unanimously.

**ii. Alcorn FSRC Report**

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

**b. Vare Monthly Reports**

- i. Mr. Metcalfe , presented the Vare report

1. Board Members were given presentation handouts to follow along with Mr. Metcalfe as he presented his report.
2. Vare's total enrollment is 381 which is less than the enrollment cap. Vare has a ninety-three (93) percent average of scholars attending daily.
3. Vare 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:
  - 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, including: mentorship, monthly team meetings with STS providers, Group Counseling and individual counseling
  - f) Tier 3- referral for evaluation for specialized services, Bi-weekly agency and school based meetings.
4. Vare's MTSS for academic support implement Professional Development for Achieve3000 and Small Group Instruction will be provided to teachers
5. Scholars have been identified individually for areas of improvement by grade and subject specifically.
6. These scholars, by grade and subject, will attend Small Group Instruction during RTI
7. Vare has a goal to achieve a ten (10) percent gain in all subject of scholars performing proficient or advanced.
8. Vare will continue to promote a system-wide culture of safety, effective engagement, cultural competency, and customer service
9. Vare's Focus on Instruction involves instructional leadership team to be responsible for informal observations based on the subject areas and disciplines of Math, ELA, Science, Social Studies, ELL and Special Education.
10. Assessments are scheduled during the month of October.
11. There was some discussion regarding Vare's Principal Report.
12. Mr. Ahmad asked for a motion to approve the Vare Principal report
13. Mr. Millhouse made a motion to approve the Vare Principal report and Mr. Savoy second that motion.
14. By a majority vote the Vare Principal report was approved unanimously.

ii. **Vare FSRC Report**

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

**c. Audenried Monthly Reports**

i. Mr. Diavua presented the Audenried monthly report

1. Board Members were given presentation handouts to follow along with Mr. Diavua as he presented his report.
2. Audenried's total enrollment is 619 with a goal to reach 705. Audenried is under the enrollment cap. Audenried has an eighty-six (86) percent average of scholars attending daily.
3. Audenried 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:
  - g) Tier 1- the base level of school behavior that is applied to all scholars as school policy
  - h) Tier 2- scholars placed into groups based on the type of infractions. Interventions include: Community service, Group Sessions and daily reports
  - i) Tier 3- Scholars receive behavioral contracts, counseling sessions, positive behavior support plans.
4. Audenried's MTSS for academic support will reorganize to support Keystone testing.
5. Classes will involve direct instruction and Study Island using Keystone eligible content items.
6. Classes will be supplemented by Keystone Coach Books, ALEKS Math, and Achieve 3000
7. Audenried will continue to promote a system-wide culture of safety, effective engagement, cultural competency, and customer service
8. Audenried focus is on scholars being college and career ready. Scholars take pre-PSSAT in grades 9-11 and are allowed to take the pre-test numerous times to determine how prepared scholars are.
9. Audenried has a goal to achieve a ten (10) percent gain in all subjects of scholars performing proficient or advanced.
10. There was some discussion about the Audenried Principal report.
11. Mr. Ahmad asked for a motion to approve the Audenried Principal report.
12. Mr. Millhouse made a motion to approve the Audenried Principal report and Mr. Savoy second that motion.
13. By a majority vote the Audenried Principal report was approved unanimously.

ii. **Audenried FSRC Report**

1. Mr. Diavua presented the Audenried FSRC report.
2. FSRC focus areas include:
  - Student and Family health:
  - Adult and Parent Education

- Professional Growth and Development
- Family Support Service

#### **d. Central Office Report**

- i. Dr. Nixon presented the Central Office report for Universal Alcorn, Vare, and Audenried Charter Schools. Board members were given copies of the Central Office report to follow along with Dr. Nixon as she presented.
  1. The Central Office team completed school visits at all three schools in October and November.
  2. There will be a Principal's Professional Development on December 21, 2017. The Instructional Coach and Teachers Professional Development will be held on December 20, 2017.
  3. Central Office will continue to work hard and diligent to implement common core curriculum to achieve academic achievement.
  4. Dr. Nixon will continue to provide support to the Principal and Assistant principals on climate, culture, and safety.
  5. There was some discussion regarding the Central office report
  6. Mr. Ahmad asked for a motion to approve the Central Office Report
  7. Mr. Savoy made a motion to approve the Central Office Report and Mrs. Sherrod second that motion.
  8. By a majority vote the Central Office Report was approved unanimously.

### **3. Board Matters**

#### **a. Committee Reports**

##### **i. Financial Report**

- 1) **Profit/Loss and Budget Statement:** Mrs. Sherrod Presented the Finance report for Alcorn Charter School, Audenried Charter High School and Vare Charter School
  1. Board members were given copies the finance reports which were reviewed by board members prior to the board meeting.
  2. There was discussion amongst board members regarding the Finance report.
  3. Mr. Ahmad asked for a motion to approve the Finance report which was reviewed prior to the board meeting.
  4. Mr. Savoy made a motion to approve the Finance report and Mr. Millhouse second that motion.
  5. By a majority vote the Finance report was approved unanimously.

##### **ii. Academic Committee Reports**

- 1) Mr. Savoy presented the Academic Committee report for Alcorn Charter School, Audenried Charter High School and Vare Charter School
  1. Board members were given copies the academic reports which were reviewed by board members prior to the board meeting.
  2. There was discussion amongst board members regarding the Academic Committee report.
  3. Mr. Ahmad asked for a motion to approve the Academic Committee report which was reviewed prior to the board meeting.
  4. Mrs. Sherrod made a motion to approve the Academic Committee report and Mr. Millhouse second that motion.
  5. By a majority vote the Academic Committee report was approved unanimously.

### **iii. HR Committee Reports**

- 1) Mr. Savoy presented the HR Committee report for Alcorn Charter School, Audenried Charter High School and Vare Charter School
  1. Board members were given copies the academic reports which were reviewed by board members prior to the board meeting.
  2. There was discussion amongst board members regarding the HR Committee report.
  3. Mr. Ahmad asked for a motion to approve the HR Committee report which was reviewed prior to the board meeting.
  4. Mrs. Sherrod made a motion to approve the HR Committee report and Mr. Millhouse second that motion.
  5. By a majority vote the HR Committee report was approved unanimously.

### **iv. Facilities Committee Reports**

- 1) There was no written Facilities Committee report. Mr. Millhouse presented an oral report.
  1. There was discussion amongst board members regarding the Facilities Committee report.
  2. Mr. Ahmad asked for a motion to approve the Facilities Committee report.
  3. Mr. Savoy made a motion to approve the Facilities Committee report and Mrs. Sherrod second that motion.
  4. By a majority vote the Facilities Committee report was approved unanimously.

## **4. Public Comments**

- a. Mr. Wylie Smith, staff member at Universal Audenried made several announcements.
  1. Audenried is preparing for its upcoming college fair.

2. Seven Audenried scholars have been accepted to Kutztown University.
  3. There are possibly 6 Audenried scholars that will be accepted to Mooretown University.
- b. Charles Reeves, community member, commend Audenried on its academic growth.
  - c. Norman Bess, community member, had a question regarding the SAC and its policy and procedures.
  - d. Andrew Evans, community member, commends all of the schools on the behavior and academic progress within the schools.

**5. Adjournment**

- a. The meeting concluded at 8:20 p.m.