

Public Meeting of the Combined Board of Trustees
of
Universal Bluford (UBCS) / Daroff Charter Schools (UDCS)
Meeting held at: Universal Bluford Charter School
5720 Media St, Philadelphia, PA 19131
December 21, 2017 @ 6:00PM

Meeting Minutes

BOARD MEMBERS PRESENT:

Mr. Sultan Ahmad
Mr. David Fattah
Mr. Joel Seay
Mrs. Cheryl Seay
Mrs. M. Christine Wiggins

Meeting called to Order at 6:33pm

I. Executive Session

- i. Information. An executive session was held at the close of the meeting in order for the Board to discuss Financial Matters.

II. Old Business (November 16, 2017 Meeting Reports)

i. Bluford Principal Report

1. The Principal's report was presented at the November 16th board meeting. Additionally, board members were given copies of the Bluford's Principal report at the meeting.
 - a. Mr. Ahmad asked for a motion to accept and approve the Bluford's Principal report from November 16, 2017.
 - b. Mr. Seay made a motion to accept and approve the Bluford's Principal report from November 16, 2017 and Mrs. Seay second that motion.
 - c. By a majority vote the Bluford's Principal report from November 16, 2017 was approved unanimously.

ii. Daroff Principal Report

1. The Principal's report was presented at the November 16th board meeting. Additionally, board members were given copies of the Daroff's Principal report at the meeting.
 - a. Mr. Ahmad asked for a motion to accept and approve the Daroff's Principal report from November 16, 2017.
 - b. Mr. Seay made a motion to accept and approve the Daroff's Principal report from November 16, 2017 and Mrs. Seay second that motion.
 - c. By a majority vote the Daroff's Principal report from November 16, 2017 was approved unanimously.

iii. Finance Report: Profit & Loss Budget Statement

1. The Finance report was presented at the November 16th board meeting. Additionally, board members were given copies of the Finance report at the meeting.
 - a. Mr. Ahmad asked for a motion to accept and approve the Finance report from November 16, 2017.
 - b. Mr. Seay made a motion to accept and approve the Finance report from November 16, 2017 and Mrs. Seay second that motion.
 - c. By a majority vote the Finance report from November 16, 2017 was approved unanimously.

III. Meeting Minutes

- i. Board members reviewed the October 19, 2017 meeting minutes and there was some discussion regarding the minutes.
 - a. Mr. Ahmad asked for a motion to accept and approve the minutes from October 19, 2017.
 - b. Mrs. Seay made a motion to accept and approve the Meeting Minutes from October 19, 2017 and Mrs. Seay second that motion.
 - c. By a majority vote the meeting minutes from October 19, 2017 were approved unanimously.
- ii. Board members reviewed the November 16, 2017 meeting minutes and there was some discussion regarding the minutes.
 - d. Mr. Ahmad asked for a motion to accept and approve the minutes from November 16, 2017.
 - e. Ms. Wiggins made a motion to accept and approve the Meeting Minutes from November 16, 2017 and Mr. Seay second that motion.
 - f. By a majority vote the meeting minutes from November 16, 2017 were approved unanimously.

IV. Public Comment

- i. There were no public comments.

V. Monthly Reports

a. Daroff Reports

i. Principal Report

1. Dr. James Ruffin Jr. presented the Principal report for Daroff. Board members were given copies of the report to follow along with Dr. Ruffin as he presented.
2. Daroff's total enrollment is 731 with a goal to reach 750. Daroff administration staff is actively recruiting in the community, informing the community of open enrollment.
3. Daroff had a great start to the 2017-2018 school year under its new administration.
4. Daroff will continue to implement 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.
 - c) Tier 3- referral for evaluation for specialized services.
5. Daroff's MTSS for academic support will continue to be implemented.
 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 and approve the Daroff's Principal report.
 12. Mr. Fattah made a motion to accept and approve the Daroff's Principal report and Mr. Seay second that motion.
 13. By a majority vote the Daroff's Principal 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

b. **Bluford Reports**

ii. **Principal Report**

1. Principal Gary-Nelson presented the Bluford Principal report. Board members were given copies of the report to follow along with Principal Gary-Nelson as she presented.
2. Bluford's total enrollment is 533. Bluford with a goal to reach 541.
3. Bluford will continue to implement 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- scholars are receiving some outside support services from Wordsworth STS services
 - f) Tier 3- individual one-on-one service is rendered.

4. 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.
5. Specialist teachers will continue to be utilized in the MTSS period to assist with small group instruction.
6. Bluford has a goal to achieve a ten (10) percent gain in all subjects.
7. Class Dojo will continue to be implemented school-wide to compliment the SWBIS system.
8. There was some discussion regarding the Bluford principal report.
9. Mr. Ahmad asked for a motion to accept and approve the Bluford's Principal report.
10. Mr. Fattah made a motion to accept and approve the Bluford's Principal report and Mrs. Seay second that motion.
11. By a majority vote the Bluford's Principal report was approved unanimously.

iii. Bluford FSRC Report

1. Board Members discussed reestablishing the FSRC at Bluford.
 - a. Mr. Ahmad asked for a motion to refill the FSRC position in order to have it fully operating
 - b. Mrs. Wiggins made a motion to refill the FSRC position and Mrs. Seay second that motion.
 - c. By a majority vote the motion to refill the FSRC position was approved unanimously.
2. FSRC focus areas include:
 - Student and Family health:
 - Adult and Parent Education
 - Professional Growth and Development
 - Family Support Service

c. The Central Office

- i. Dr. Nixon presented the Central Office report for both Bluford and Daroff. Board members were given copies of the Central Office report to follow along with Dr. Nixon as she presented.
 1. The Central Office team continues its focus on special education to meet the needs of all scholars.
 2. The Central Office team will continue to work hard and diligent to implement common core curriculum to achieve academic achievement.
 3. Central Office staff will continue to provides supports to the Principal and Assistant principals on climate, culture, and safety.
 4. Mr. Ahmad asked for a motion to approve the Central Office report for both Bluford and Daroff.
 5. Mrs. Seay made a motion to accept and approve the Central Office report and Ms. Wiggins second that motion.

6. By a majority vote the Central Office report was approved unanimously.

IV. Board Matters*

i. Committee Reports

a. Finance Committee

i. Profit and Loss Statement, Budget: Universal Daroff Charter School, Universal Bluford Charter School.

1. Board members were given a copy the finance report which was reviewed by board members prior to the board meeting.
2. Mr. Ahmad asked for a motion to accept and approve the Finance report.
3. Mrs. Wiggins made a motion to accept and approve the Finance report from and Mrs. Seay second that motion.
4. By a majority vote the Finance report was approved unanimously.

b. Facilities Committee

- i. There was no written Facilities Committee report.

c. HR Committee

- a. There was no written HR Committee report.

d. Academic Committee

- i. Mrs. Wiggins presented the Academic Committee report.
 - a. Mr. Ahmad asked for a motion to accept and approve the Academic report.
 - b. Mrs. Seay made a motion to accept and approve the Academic report from and Mr. Fattah second that motion.
 - c. By a majority vote the Academic report from was approved unanimously.

V. Public Comments

- i. Members from the “Block by Black” Black Captains made a comment regarding possible volunteer services their organization can provide to support both schools.

VI. Adjournment

- a. Mr. Ahmad asked for a motion to adjourn meeting.
- b. The meeting concluded at 8:41pm.