

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
February 15, 2018 @ 6:00PM

Meeting Minutes

BOARD MEMBERS PRESENT:

M. Christine Wiggins
Mr. Joel Seay
Mrs. Cheryl Seay

BOARD MEMBERS PRESENT:

Sultan Ahmad
David Fattah

**In the absence of Board President this meeting was chaired by Ms. M. Christine Wiggins.*

Meeting called to Order at 6:10pm

I. Meeting Minutes

- i. Board members reviewed the January 18, 2018 meeting minutes and there was some discussion regarding the minutes.
 - a. Mr. Fattah asked for a motion to accept and approve the minutes from January 18, 2018.
 - b. Mr. Seay made a motion to accept and approve the Meeting Minutes from January 18, 2018 and Mrs. Seay second that motion.
 - c. By a majority vote the meeting minutes from January 18, 2018 were approved unanimously.

II. Public Comment

- i. There were no public comments.

III. 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.
3. Daroff 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.

- c) Tier 3- referral for evaluation for specialized services.
- 4. Daroff's MTSS for academic support continues to be implemented.
- 5. Scholars are identified individually for areas of improvement by grade and subject specifically.
- 6. These scholars, by grade and subject, attends Small Group Instruction during RTI
- 7. Daroff has a goal to achieve a ten (10) percent gain in all subjects
- 8. Daroff has a goal to promote a system-wide culture of safety, effective engagement, cultural competency, and customer service
- 9. There was some discussion regarding the Daroff Principal report.
- 10. Ms. Wiggins asked for a motion to accept and approve the Daroff's Principal report.
- 11. Mr. Seay made a motion to accept and approve the Daroff's Principal report and Mrs. Seay second that motion.
- 12. 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 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- 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 are 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 is implemented school-wide to compliment the SWBIS system.

8. There was some discussion regarding the Bluford principal report.
9. Ms. Wiggins asked for a motion to accept and approve the Bluford's Principal report.
10. Mr. Seay 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. FSRC focus areas include:
 - Student and Family health:
 - Adult and Parent Education
 - Professional Growth and Development
 - Family Support Service

c. The Central Office

1. There was no Central Office Report

IV. Board Matters*

i. Committee Reports

a. Finance Committee

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

1. There was no finance report.

b. Facilities Committee

- i. There was no Facilities committee report.

c. HR Committee

- i. Mrs. Seay presented the HR committee report.
- ii. There was some discussion regarding the HR report.
- iii. Ms. Wiggings asked for a motion to accept the HR committee report.
- iv. Mr. Seay made a motion to accept the HR report, and Ms. Wiggins second that Motion.
- v. By a majority vote the HR committee report was approved unanimously.

d. Academic Committee

- i. There was no written Academic Committee report.

V. Adjournment

- a. Mr. Fattah asked for a motion to adjourn meeting.
- b. The meeting concluded at 6:40pm.