

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
March 15, 2018 @ 6:00PM

Meeting Minutes

BOARD MEMBERS PRESENT:

Mr. Sultan Ahmad
Mr. Joel Seay
Mrs. Cheryl Seay
M. Christine Wiggins (via telephone)

BOARD MEMBERS ABSENT:

Mr. David Fattah

Meeting called to Order at 6:10pm

I. Meeting Minutes

- i. Board members reviewed the February 15, 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 February 15, 2018.
 - b. Mr. Seay made a motion to accept and approve the Meeting Minutes from February 15, 2018 and Mrs. Seay second that motion.
 - c. By a majority vote the meeting minutes from February 15, 2018 were approved unanimously.

II. Monthly Reports

a. Bluford Reports

i. 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:
 - 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.

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. 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.

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

2. 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.
3. 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. .
4. Daroff will continue to 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.
 - f) 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. Mrs. Seay 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

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

b. **Facilities Committee**

- i. There was no Facilities Committee report.

c. **HR Committee**

- i. There was no HR Committee report.

d. **Academic Committee**

- i. There was no Academic Committee report.

ii. Action Items

a. 2018-2019 Academic Calendar

1. Board members were given a copy the 2018-2019 Academic Calendar for both Bluford and Daroff, which was reviewed by board members prior to the board meeting.
2. There was some discussion about the 2018-2019 academic calendar.
3. Mr. Ahmad asked for a motion to accept and approve the 2018-2019 Academic Calendars for both Bluford and Daroff.
4. Mr. Seay made a motion to accept and approve the 2018-2019 Academic Calendars for both Bluford and Daroff and Ms. Wiggins second that motion.
5. By a majority vote the 2018-2019 Academic Calendar for both Bluford and Daroff was approved unanimously.

b. 2018-2019 Board Meeting Calendar

1. Board members were given a copy the 2018-2019 Board Meeting Calendar for both Bluford and Daroff, which was reviewed by board members prior to the board meeting.
2. There was some discussion about the 2018-2019 board calendar.
3. Mr. Ahmad asked for a motion to accept and approve the 2018-2019 Board Meeting Calendars for both Bluford and Daroff.
4. Mr. Seay made a motion to accept and approve the 2018-2019 Board Meeting Calendars for both Bluford and Daroff and Mrs. Seay second that motion.
5. By a majority vote the 2018-2019 Board Meeting Calendar for both Bluford and Daroff was approved unanimously.

c. Forgiving Debt Resolutions Daroff (2 resolutions)

1. Board members were given a copy of 2different Forgiving Debt Resolution for Daroff which was reviewed by board members prior to the board meeting.
2. There was some discussion about the resolutions
3. Mr. Ahmad asked for a motion to accept and approve the both Forgiving Debt Resolutions for Daroff.
4. Mr. Seay made a motion to accept and approve the both Forgiving Debt Resolution for Daroff and Ms. Wiggins second that motion.
5. By a majority vote the both Forgiving Debt Resolutions for Daroff was approved unanimously.

d. Forgiving Debt resolution Bluford

1. Board members were given a copy the Forgiving Debt Resolution for Bluford which was reviewed by board members prior to the board meeting.
2. There was some discussion about the resolution.
3. Mr. Ahmad asked for a motion to accept and approve the Forgiving Debt Resolution for Bluford.

4. Ms. Wiggins made a motion to accept and approve the Forgiving Debt Resolution for Bluford and Mr. Seay second that motion.
5. By a majority vote the Forgiving Debt Resolution for Bluford was approved unanimously.

V. Public Comments

- i. **NONE**: There were NO Public Comments made during the meeting.

VI. Adjournment

- a. Mr. Ahmad asked for a motion to adjourn meeting.
- b. The meeting concluded at 6:50pm.