

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 Alcorn MYA
1319 South 26th St, Philadelphia, PA 19146
April 12, 2018 at 6:00PM

Meeting Minutes

BOARD MEMBERS PRESENT:

1. Sultan Ahmad
2. Curtis Savoy
3. Jermaine Millhouse

BOARD MEMBERS ABSENT:

1. Claudia Sherrod

Meeting called to Order at 6:14pm

1. Executive Session

- i. Information. An executive session was held on April 12, 2018 at 5:30PM. The Board discussed the board meeting schedule for the 2018-2019 school year. Also, the Board discussed the nomination of New Board member, Patricia Williams Diaw. Minutes from this meeting is available upon request.

2. Meeting Minutes

- i. The Meeting Minutes from January 16, 2018 were reviewed by board members prior to board meeting. Board Members discussed and made corrections to the meeting minutes.
 - a. Mr. Ahmad asked for a motion to accept and approve the January 16, 2018 Meeting Minutes and January 17, 2018 Conference Call minutes.
 - b. Mr. Savoy made a motion to approve the January 16, 2018 Meeting Minutes and January 17, 2018 Conference Call minutes and Mr. Millhouse second that motion.
 - c. By a majority vote the January 16, 2018 and January 17, 2018 Conference Call minutes Meeting Minutes were approved unanimously.

3. Monthly Reports

1. Vare Monthly Reports

- i. Assistant Principal Gonzalez, presented the Vare report
 1. Board Members were given presentation handouts to follow along with Mr. Gonzalez as she presented her report.

2. Vare's total enrollment is 386 which is less than the enrollment cap. Vare has a ninety (90) 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:
 - 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.
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. There was some discussion regarding Vare's Principal Report.
11. Mr. Ahmad asked for a motion to approve the Vare Principal Report
12. Mr. Savoy made a motion to approve the Vare Principal Report and Mr. Millhouse second that motion.
13. By a majority vote the Vare Principal Report was approved unanimously.

ii. Vare FSRC Report

1. Mr. Gonzalez 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

2. 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 623 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:
 - d) Tier 1- the base level of school behavior that is applied to all scholars as school policy
 - e) Tier 2- scholars placed into groups based on the type of infractions. Interventions include: Community service, Group Sessions and daily reports
 - f) 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 subject 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. Savoy made a motion to approve the Audenried Principal Report and Mr. Millhouse 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

3. 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 626. Alcorn is at the enrollment cap. There is currently 33 students on the waitlist.
 3. 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:
 - g) Tier 1- the base level of school behavior that is applied to all scholars as school policy
 - h) Tier 2- Develop individual positive behavior support plans, including: mentorship, monthly team meetings with STS providers, Group Counseling and individual counseling
 - i) Tier 3- referral for evaluation for specialized services, Bi-weekly agency and school based meetings.
 4. Alcorn currently have 12 scholars in Tier 2 receiving support.
 5. Alcorn's MTSS for academic support implement Professional Development for Achieve3000 and Small Group Instruction will be provided to teachers
 6. Scholars have been 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. Alcorn has a goal to achieve a ten (10) percent gain in all subject of scholars performing proficient or advanced.
 9. Instructional Coaches will work along-side with teachers to ensure teachers are self-sufficient. Instructional Coaches will model teachers' lessons.
 10. Alcorn will continue to promote a system-wide culture of safety, effective engagement, cultural competency, and customer service
 11. Children's Literacy Initiative is a key partner and Alcorn have two coaches that will come in weekly.
 12. All teachers in grades K-3 will receive 25 hours of coaching.
 13. 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.
 14. There was some discussion regarding the Alcorn Principal report
 15. Mr. Ahmad asked for a motion to approve the Alcorn Principal Report
 16. Mr. Savoy made a motion to approve the Alcorn Principal Report and Mr. Millhouse second that motion.
 17. 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

4. **Central Office Report**

- i. Dr. Nixon presented the Central Office report for Alcorn, Vare, and Audenried.
 1. Board members were given copies of the Central Office report to follow along with Dr. Nixon as she presented.
 2. Central Office conducted a Mid-Year Appraisal. Principals received the official appraisal document from Dr. Nixon.
 3. The Winter Professional Institute was held on February 16th, during the event several staff members were recognized for outstanding service and teaching.
 4. The Central Office team is working with Alcorn Leadership team through its Charter Renewal Process.
 5. Central Office will continue to work hard and diligent to implement common core curriculum to achieve academic achievement.
 6. Dr. Nixon will continue to provide support to the Principals and Assistant principals on climate, culture, and safety.
 7. There was some discussion amongst the board regarding the Central Education Office report.
 8. There was some discussion about the Central Office Report
 9. Mr. Ahmad asked for a motion to approve the Central Office Report
 10. Mr. Savoy made a motion to approve the Central Office Report and Mr. Millhouse second that motion.
 11. By a majority vote the Central Office Report was approved unanimously.

4. **Board Matters**

1. **Committee Reports**

i. **Financial Report**

- 1) **Profit/Loss and Budget Statement:** the Finance Report for Alcorn Charter School, Audenried Charter High School and Vare Charter School was reviewed by the board prior to the board meeting.
 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 Financial Report.
 3. Mr. Ahmad asked for a motion to approve the Financial Report which was reviewed prior to the board meeting.

4. Mr. Savoy made a motion to approve the Financial Report and Mr. Millhouse second that motion.
5. By a majority vote the Financial Report was approved unanimously.

ii. Academic Committee Reports

- a. There was no Academic Committee Report

iii. HR Committee Reports

- b. There was no Academic Committee Report

iv. Facilities Committee Reports

- c. 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 all three schools; Alcorn, Vare and Audenried, 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 all three schools; Alcorn, Vare and Audenried.
4. Mr. Millhouse made a motion to accept and approve the 2018-2019 Academic Calendars for all three schools; Alcorn, Vare and Audenried and Mr. Savoy second that motion.
5. By a majority vote the 2018-2019 Academic Calendar for all three schools; Alcorn, Vare and Audenried was approved unanimously.

b. 2018-2019 Board Meeting Calendar

1. Board members were given a copy the 2018-2019 Board Meeting Calendar for all three schools; Alcorn, Vare and Audenried, 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 all three schools; Alcorn, Vare and Audenried.
4. Mr. Millhouse made a motion to accept and approve the 2018-2019 Board Meeting Calendars for all three schools; Alcorn, Vare and Audenried and Mr. Savoy second that motion.
5. By a majority vote the 2018-2019 Board Meeting Calendar for all three schools; Alcorn, Vare and Audenried was approved unanimously.

c. Nomination of New Board Member Patricia Williams Diaw

1. Dr. Patricia Williams Diaw was introduced to all the Principals and Central Office leadership team. She gave a brief presentation on her background and experience and what qualities she could offer the Alcorn, Vare and Audenried Board of Trustees.
2. Mr. Ahmad asked for a motion to accept and approve Dr. Diaw as a board member to the Board of Trustees.
3. Mr. Savoy made for a motion to accept and approve Dr. Diaw as a board member to the Board of Trustees and Mr. Millhouse second that motion.
4. By a majority vote the motion to accept and approve Dr. Diaw as a board member to the Board of Trustees was approved unanimously.

5. Public Comments

1. Vernard Johnson, community member: made an announcement that he has teamed up with Vare hosting education days at Wilson Park in the catchment area of Vare assisting students with any school work.

6. Adjournment

1. The meeting concluded at 7:40 p.m.