

**Public Meeting of the Board of Trustees
of
Universal Institute Charter School
Meeting held at
1415 Catherine Street, Philadelphia, PA 19146
April 5, 2018**

Board Members Present:

1. Mr. Sultan Ahmad
2. Mr. Kenneth Gamble
3. Mrs. Faatimah Gamble
4. Ms. Salima Rabb
5. Dr. Emma Chappell

Meeting begin at 6:30PM

I. Meeting Minutes

- i. Board members reviewed the December 14, 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 December 14, 2017.
 - b. Mrs. Gamble made a motion to accept and approve the Meeting Minutes from December 14, 2017 and Ms. Rabb second that motion.
 - c. By a majority vote the meeting minutes from December 14, 2017 were approved unanimously.

II. Monthly Reports

i. Principal Report

1. Principal Jeffery Williams presented the UICS Principal Report. Board members were given copies of the UICS Principal Report to follow along as Mr. Williams Presented.
2. UICS's total enrollment is 640. UICS has a ninety-five (95) percent average of scholars attending daily.
3. UICS 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- Supports Dean's List/Dean Dollars. Students are given Student Contract and participate in Community Service.
 - c) Tier 3- Scholars receive support through Youth Court, Pears of Wisdom, Boys to Men and Alpha Leadership Academy.
4. UICS's MTSS for academics support continues to implement smalls through small data driven target.
5. All scholars will be receiving Guided Reading as part of the literacy framework

6. Specialist teachers are utilized in the MTSS period to assist with small group instruction.
7. UICS has a goal to achieve a ten (10) percent gain in all subject of scholars performing proficient or advanced.
8. Instructional Coaches will work along-side with teachers to ensure teachers are self-sufficient. Instructional Coaches will model teachers' lessons.
9. UICS is going through its charter renewal process.
10. UICS had it official walk through from the Charter School Office. The school did very well.
11. After school coaches provide tutoring and guided reading support for scholars not reading on grade level.
12. There was some discussion regarding the UICS principal report.
13. Mr. Ahmad asked for a motion to accept the UICS Principal report.
14. Ms. Rabb made a motion to accept the report and Mrs. Gamble second that motion.
15. By a majority vote the UICS Principal report was accepted unanimously.

ii. UICS FSRC Report

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

iii. Central Office Education Report

1. Dr. Nixon presented the Central Education Office report.
2. Board members were given copies of the Central Office report to follow along with Dr. Nixon as she presented.
3. Central Office conducted a Mid-Year Appraisal on March 14th. Principal Williams received the official appraisal document on March 20th.
4. The Winter Professional Institute was held on February 16th, during the event several UICS staff members were recognized for outstanding service and teaching.
5. The Central Office team is working with UICS Leadership team through its Charter Renewal Process.
6. Central Office will continue to work hard and diligent to implement common core curriculum to achieve academic achievement.
7. Dr. Nixon will continue to provide support to the Principal and Assistant principals on climate, culture, and safety.
8. There was some discussion amongst the board regarding the Central Education Office report.
9. Mr. Ahmad asked for a motion to accept the Central Education Office report.
10. Mrs. Gamble made a motion to accept the Central Education Office report and Mr. Gamble second that motion.

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

III. Board Matters

i. Financial Report

1. **Profit and Loss Statement, Budget:**
2. Dr. Chappell presented the finance report. Board members were given a copy of the finance report which was reviewed by board members prior to the board meeting.
3. There was some discussion regarding the finance report.
4. Mr. Ahmad asked for a motion to accept and approve the Finance report.
5. Mrs. Gamble made a motion to accept the Finance report and Dr. Chappell second that motion.
6. By a majority vote the Finance report was approved unanimously.

ii. Committee Reports

a. Facilities Committee

- i. There was no written Facility Committee Report.
- ii. Mr. Gamble presented an oral report.
- iii. UICS building and grounds are in good shape.
- iv. There was some discussion regarding the Facilities Committee report.
- v. Mr. Ahmad asked for a motion to accept and approve the Facilities Committee report.
- vi. Mrs. Gamble made a motion to accept the Facilities Committee report and Dr. Chappell second that motion.
- vii. By a majority vote the Facilities Committee report was approved unanimously.

b. HR Committee

- i. Board members were given a copy the HR Committee report which was reviewed by board members prior to the board meeting.
 1. There was some discussion regarding the HR committee report.
 2. Mr. Ahmad asked for a motion to approve the HR report.
 3. Ms. Rabb made a motion to approve the HR report and Mrs. Gamble second that motion.
 4. By a majority vote the HR report was approved unanimously.

c. Academic Committee

- i. There was no written Academic Committee Report presented.
- ii. Ms. Rabb presented an oral report.
- iii. There was some discussion regarding the Academic Committee report.
- iv. Mr. Ahmad asked for a motion to accept the Academic Committee report.
- v. Dr. Chappell made a motion to accept the academic committee report and Mrs. Gamble second that motion.
- vi. By a majority vote the academic report was approved unanimously.

iii. Action Items

a. 2018-2019 Academic Calendar, August 1, 2018 through June 25, 2019

1. Board members were given a copy the 2018-2019 Academic Calendar for both UICS, 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 UICS.
4. Ms. Rabb made a motion to accept and approve the 2018-2019 Academic Calendars for UICS and Mrs. Gamble second that motion.
5. By a majority vote the 2018-2019 Academic Calendar for UICS was approved unanimously.

b. 2018-2019 Board Meeting Calendar, September 2018 through May 2019

1. Board members were given a copy the 2018-2019 Board Meeting Calendar for UICS, 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 UICS.
4. Dr. Chappell made a motion to accept and approve the 2018-2019 Board Meeting Calendars for UICS and Ms. Rabb second that motion.
5. By a majority vote the 2018-2019 Board Meeting Calendar for UICS was approved unanimously.

IV. Public Comment

1. Assiya Shikn, Parent, thanked UICS Leadership team and staff for their hard work and is happy with the positive direction the school is heading.
2. Yasmeen Porter- Parent, commented on the curriculum the school uses and how it challenges scholars.

V. Adjournment

1. Mr. Ahmad asked for the meeting to be adjourned.
 - i. The board concluded its business and the meeting adjourned at 08:00pm.