

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
May 2, 2019 @ 6:00PM

Meeting Minutes

BOARD MEMBERS PRESENT:

Sultan Ahmad
Mrs. M. Christine Wiggins
Mrs. Cheryl Seay
Joel Seay

Meeting called to Order at 6:13pm

I. Meeting Minutes

- i. Board members reviewed the January 17, 2019 meeting minutes and there was some discussion regarding the minutes.
 - a. Mr. Ahmad asked for a motion to accept and approve the minutes from January 17, 2019
 - b. Mrs. Wiggins made a motion to accept and approve the Meeting Minutes from January 17, 2019 and Mrs. Seay second that motion.
 - c. By a majority vote the meeting minutes from January 17, 2019 were approved unanimously.

II. Monthly Reports

a. Bluford Reports

i. Principal Report

1. Principal Gary-Nelson provided board members with a written Principal Report for Bluford prior to the board meeting.
2. Board members reviewed the written report provided for Bluford
3. Bluford's total enrollment is 526. Bluford with a goal to reach 541.
4. Bluford will continue to implement Positive Behavioral Intervention and Supports (PBIS) through a Multi-Tiered System of Support (MTSS) for behavior throughout the 2018-2019 school year. 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.
5. 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.

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

1. Dr. James Ruffin Jr. provided board members with a written Principal for Daroff prior to the board meeting.
2. Board President Sultan Ahmad presented a summary of the Daroff Principal Report.
3. Daroff's total enrollment is 744 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 during the 2018-2019 school year. 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 during the 2018-2019 school year.
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 the Daroff Principal Report
12. Mrs. Seay made a motion to accept Daroff's Principal report and Mrs. Wiggins second that motion
13. By a majority vote the Daroff Principal's 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. **Central Office Report**

- i. There was no Central Office report

d. **Legal Update**

- i. There was no legal update presented.

IV. Board Matters

i. **Committee Reports**

a. **Finance Committee**

- i. **Profit and Loss Statement, Budget:** Universal Daroff Charter School, Universal Bluford. Board members were given a copy the finance reports which was reviewed by board members prior to the board meeting.

1. Mr. Ahmad asked for a motion to approve the Bluford Finance Report
2. Mrs. Wiggins made a motion to approve the Bluford Finance Report and Mrs. Seay second that motion.
3. By a majority vote the Bluford Finance Report was approved unanimously.
4. Mr. Ahmad asked for a motion to approve the Daroff Finance Report
5. Mr. Seay made a motion to approve the Daroff Finance Report and Mrs. Wiggins second that motion.
6. By a majority vote the Daroff Finance Report was approved unanimously.

b. **Facilities Committee**

- i. There was no written Facilities Committee Report.

c. **HR Committee**

- i. There was no HR Committee report.

d. Academic Committee

- i. There was no written Academic Committee Report

ii. Action Items/ Resolutions

a. Resolution B18-19-005: 2019-2020 Academic Calendar

1. Mr. Ahmad asked for a motion to accept Resolution B18-19-005.
2. Mr. Seay made a motion to accept Resolution B18-19-005 and Mrs. Seay second that motion.
3. By a majority vote Resolution B18-19-005 was accepted unanimously.

RESOLVED, RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, in the form attached, to produce the 2019 - 2020 Academic Calendar, which reflects the School year to begin August 1, 2019, through June 30, 2020, to align the ending of the school year closely to the School District of Philadelphia year ending.

b. Resolution B18-19-006: 2019-2020 Operating Budget

1. Mr. Ahmad asked for a motion to accept Resolution B18-19-006.
2. Mrs. Seay made a motion to accept Resolution B18-19-006 and Mr. Seay second that motion.
3. By a majority vote Resolution B18-19-006 was accepted unanimously.

RESOLVED, that the Board of Trustees authorizes Universal Community Homes, through the Chief Financial Officer or his designee, in the form attached, to execute, and deliver, the 2019-2020 Operating Budget, to which the salary and benefits of sixty-seven (67) employees, other operating expenses and revenue for a total amount not to exceed 8,149,271, for the period commencing August 1, 2019 through June 30, 2020.

c. Resolution B18-19-007: Management Agreement (UCH)

1. Mr. Ahmad asked for a motion to accept Resolution B18-19-007
2. Mr. Seay made a motion to accept Resolution B18-19-007 and Mrs. Seay second that motion.
3. By a majority vote Resolution B18-19-007 was accepted unanimously.

RESOLVED, that the Board of Trustees authorizes Universal Community Homes, through the Chief Financial Officer or his designee, to amend the Operations Management Agreement to increase the management fee to \$500 per enrolled student per year to Universal Community Homes, which will return Universal Community Homes to its prior level (of funding that existed prior to the financial crisis of two years ago).

d. Resolution D18-19-005: 2019-2020 Academic Calendar

1. Mr. Ahmad asked for a motion to accept Resolution D18-19-005.

2. Mrs. Wiggins made a motion to accept Resolution D18-19-005 and Mr. Seay second that motion.
3. By a majority vote Resolution D18-19-005 was accepted unanimously.

RESOLVED, RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, in the form attached, to produce the 2019 - 2020 Academic Calendar, which reflects the School year to begin August 1, 2019, through June 30, 2020, to align the ending of the school year closely to the School District of Philadelphia year ending.

e. Resolution D18-19-006: 2019-2020 Operating Budget

1. Mr. Ahmad asked for a motion to accept Resolution D18-19-006.
2. Mrs. Seay made a motion to accept Resolution D18-19-006 and Mr. Seay second that motion.
3. By a majority vote Resolution D18-19-006 was accepted unanimously.

RESOLVED, that the Board of Trustees authorizes Universal Community Homes, through the Chief Financial Officer or his designee, in the form attached, to execute, and deliver, the 2019-2020 Operating Budget, to which the salary and benefits of eighty-seven (87) employees, other operating expenses and revenue for a total amount not to exceed 10,439,902, for the period commencing August 1, 2019 through June 30, 2020.

f. Resolution D18-19-007: Management Agreement (UCH)

1. Mr. Ahmad asked for a motion to accept Resolution D18-19-007
2. Mrs. Seay made a motion to accept Resolution D18-19-007 and Mr. Seay second that motion.
3. By a majority vote Resolution D18-19-007 was accepted unanimously.

RESOLVED, that the Board of Trustees authorizes Universal Community Homes, through the Chief Financial Officer or his designee, to amend the Operations Management Agreement to increase the management fee to \$500 per enrolled student per year to Universal Community Homes, which will return Universal Community Homes to its prior level (of funding that existed prior to the financial crisis of two years ago).

V. Public Comments

- i.** Stephanie Scrubs, Parent, commented regarding 8th grade graduation trip at Daroff. Ms. Scrubs would like an explanation, why the trip was canceled and what is the School plans to replace the trip.
- ii.** Antoinette Griffin, Teacher, commented on the issue of the 8th grade trip cancelation at Daroff.

VI. Adjournment

- a. Mr. Ahmad asked for a motion to adjourn meeting.
- b. The meeting concluded at 7:45pm.