

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
June 13, 2019 @ 6:00PM

Meeting Minutes

BOARD MEMBERS PRESENT:

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

Meeting called to Order at 6:27pm

I. Meeting Minutes

- i. Board members reviewed the May 2, 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. Seay made a motion to accept and approve the Meeting Minutes from May 2, 2019 and Mr. Seay second that motion.
 - c. By a majority vote the meeting minutes from May 2, 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 Mrs. 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 Mr. Seay 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

1. Dedication and Resolution: David Fattah

- a. Mr. Ahmad presented a dedication and resolution in memory of David Fattah.

RESOLVED; David's Fattah legacy of faith and service through education will continue to inspire his loved ones and every member of the community. His memory will resinate in Universal Bluford and Universal Daroff Charter Schools forever.

2. Resolution B18-19-008: 2019-2020 Board Calendar

- a. Mr. Ahmad asked for a motion to accept Resolution B18-19-008.
- b. Mr. Seay made a motion to accept Resolution B18-19-008 and Mrs. Seay second that motion.
- c. By a majority vote Resolution B18-19-008 was accepted unanimously.

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 Board Meeting Calendar, which reflects Board Meetings will begin September 19, 2019, through June 4, 2020, to reflect meetings to be held monthly throughout the school year.

3. Resolution B18-19-009: E-Signature Resolution

- a. Mr. Ahmad asked for a motion to accept Resolution B18-19-009.
- b. Mrs. Seay made a motion to accept Resolution B18-19-009 and Mr. Seay second that motion.
- c. By a majority vote Resolution B18-19-009 was accepted unanimously.

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, to appoint **Dr. Penny Nixon**, who is the **Superintendent of Schools** of the above named bodies is authorized and directed to sign any and all contracts, agreements, grants and/or licenses (hereinafter collectively referred to as contract(s)) with the Pennsylvania Department of Education (Department);

4. Resolution D18-19-008: 2019-2020 Board Calendar

- a. Mr. Ahmad asked for a motion to accept Resolution D18-19-008.
- b. Mrs. Wiggins made a motion to accept Resolution D18-19-008 and Mr. Seay second that motion.
- c. By a majority vote Resolution D18-19-008 was accepted unanimously.

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5. Resolution D18-19-009: E-Signature Resolution

- a. Mr. Ahmad asked for a motion to accept Resolution D18-19-009.
- b. Mrs. Seay made a motion to accept Resolution D18-19-009 and Mr. Seay second that motion.
- c. By a majority vote Resolution D18-19-009 was accepted unanimously.

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V. Public Comments

- i. Rochelle Nesbitt Parent of Audenried Scholar, acknowledgment of Audenried Staff for a job well done and support to her family
- ii. Tina Rinson-Walker Bluford Parent acknowledge Bluford staff and leadership
- iii. Teresa Jones, Grandparent- Acknowledge Bluford Staff and a job well done from the leadership and o Thank staff for their staff.
- iv. Donna Johnson, Comment of appreciation for the Bluford staff and Leadership..

VI. Adjournment

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