

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
August 17, 2017 @ 6:00PM

Meeting Minutes

BOARD MEMBERS PRESENT:

Mr. Sultan Ahmad
Mr. David Fattah
Ms. M. Christine Wiggins
Mr. Mark Allen
Mr. Joel Seay
Mrs. Cheryl Seay

Meeting called to Order at 6:15pm

I. Meeting Minutes

- i. Board members reviewed the May 18, 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 May 18, 2017.
 - b. Mrs. Seay made a motion to accept and approve the Meeting Minutes from May 18, 2017 and Ms. Wiggins second that motion.
 - c. By a majority vote the meeting minutes from May 18, 2017 were approved unanimously.
- ii. Board members reviewed the June 15, 2017 meeting minutes and there was some discussion regarding the minutes.
 - d. Mr. Ahmad asked for a motion to accept and approve the minutes from June 15, 2017.
 - e. Mr. Seay made a motion to accept and approve the Meeting Minutes from June 15, 2017 and Mrs. Seay second that motion.
 - f. By a majority vote the meeting minutes from June 15, 2015 were approved unanimously.

II. Monthly Reports

a. Daroff Reports

i. Principal Report

1. Dr. James Ruffin Jr. was welcomed as Principal for Daroff and presented the Daroff Principal Report.
2. Board Members were given presentation handouts to follow along with Dr. Ruffin as he presented his report.

3. Daroff's total enrollment is 679 with a goal to reach 735. Daroff administration staff is actively recruiting in the community, informing the community of open enrollment.
4. Daroff is gearing up for a great 2017-2018 school year under its new administration.
5. Daroff will continue to implement Positive Behavioral Intervention and Supports (PBIS) through a Multi-Tiered System of Support (MTSS) for behavior during the 2017-2018 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- Develop individual positive behavior support plans.
 - c) Tier 3- referral for evaluation for specialized services.
6. Daroff's MTSS for academic support will continue to be implemented during the 2017-2018 school year.
7. Scholars will be identified individually for areas of improvement by grade and subject specifically.
8. These scholars, by grade and subject, will attend Small Group Instruction during RTI
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 Principal Report.
12. Mr. Seay made a motion to accept and approve the Daroff Principal Report and Ms. Wiggins second that motion.
13. By a majority vote the Daroff Principal Report was approved unanimously.

ii. Daroff FSRC Report

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

b. Bluford Reports

iii. Principal Report

1. Principal Gary-Nelson presented the Bluford Principal Report. Board members were given copies of the Bluford Principal Report to follow along as Mrs. Gary-Nelson Presented.
2. Bluford's total enrollment is 500. 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 throughout the 2017-2018 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- scholars are receiving some outside support services from Wordsworth STS services
 - f) Tier 3- individual one-on-one service is rendered.
4. Wordsworth conducted evaluations during the month of July at Bluford for scholars who attend both Bluford and Daroff.
 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 met its goal to achieve a ten (10) percent gain in all subjects. Way to go Bluford!!
 8. Bluford has a goal to achieve a 53.5% proficiency target.
 9. Class Dojo will continue to be implemented school-wide to compliment the SWBIS system.
 10. There was some discussion regarding the Bluford principal report.
 11. Mr. Ahmad asked for a motion to accept and approve the Bluford Principal Report.
 12. Mr. Allen made a motion to accept and approve the Bluford Principal Report and Mrs. Seay second that motion.
 13. By a majority vote the Bluford Principal Report was approved unanimously.

iv. Bluford FSRC Report

1. Mrs. Gary-Nelson presented the Bluford FSRC Report.
2. FSRC focus areas include:
 - Student and Family health:
 - Adult and Parent Education
 - Professional Growth and Development
 - Family Support Service

c. The Central Office

- i. Dr. Nixon presented the Central Office Report for both Bluford and Daroff. Board members were given copies of the Central Office report to follow along with Dr. Nixon as she presented.
 3. The Central Office team has been conducting intensive special education meetings to meet the needs of all scholars.
 4. Principals worked closely with the Central Office team to form a Special Education budget for the 2017-2018 school year.

5. The Central Office leadership team will continue to work hard and diligent to achieve academic achievement.
6. Central Office staff will continue to provide supports to the principal and Assistant principals on climate, culture, and safety throughout the 2017-2018 SY.
7. Mr. Ahmad asked for a motion to approve the Central Office report.
8. Mr. Seay made a motion to accept and approve the Central Office report and Mrs. Seay second that motion.
9. By a majority vote the Central Office report was approved unanimously

IV. Board Matters

i. Committee Reports

a. Finance Committee

- i. Board Members were given copies of the Finance Report for both Bluford and Daroff prior to the board meeting.
 1. Mr. Ahmad asked for a motion to approve the Finance Report.
 2. Mr. Seay made a motion to accept and approve the Finance Report and Ms. Wiggins second that motion.
 3. By a majority vote the Finance Report was approved unanimously

b. Facilities Committee

- i. There was no written Facilities Committee Report.

c. HR Committee

- i. Board Members were given copies of the HR Report for both Bluford and Daroff prior to the board meeting.
 1. Mr. Ahmad asked for a motion to approve the HR Report.
 2. Mr. Seay made a motion to accept and approve the HR Report and Ms. Wiggins second that motion.
 3. By a majority vote the HR Report was approved unanimously

d. Academic Committee

- i. There was no written Academic Committee Report

ii. Action Items

a. Code of Conduct Policy

- i. The Code of Conduct Policy for both Bluford and Daroff was presented to the board at the June 15th board meeting.
 1. Mr. Ahmad asked for a motion to approve the Code of Conduct Policy for both Bluford and Daroff.

2. Mrs. Seay made a motion to accept and approve the Code of Conduct Policy and Ms. Wiggins second that motion.
3. By a majority vote the Code of Conduct Policy was approved unanimously

b. Attendance Policy

- i. The Attendance Policy for both Bluford and Daroff was presented to the board at the June 15th board meeting.
 1. Mr. Ahmad asked for a motion to approve the Attendance Policy for both Bluford and Daroff.
 2. Mr. Allen made a motion to accept and approve the Attendance Policy and Mr. Seay second that motion.
 3. By a majority vote the Attendance Policy was approved unanimously

V. Public Comments

- i. There were no public comments.

VI. Adjournment

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