



Public Meeting of the Combined Board of Trustees
for
Universal Bluford Charter School
Universal Daroff Charter School

*Meeting held Virtually via Zoom
September 17, 2020 at 6:00 PM*

Meeting Minutes

BOARD MEMBERS PRESENT:

1. Sultan Ahmad
2. Joel Seay
3. Mark Davis
4. Gail Greene
5. Dr. Deshawnda Williams
6. Cheryl Seay

Meeting called to Order at 6:10pm

I. Meeting Minutes

- a. The Meeting Minutes from June 16, 2020 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 June 16, 2020 Meeting Minutes with additions and corrections.
 - b. Mrs. Seay made a motion to approve the June 16, 2020 Meeting Minutes with additions and Corrections and Mrs. Greene second that motion.
 - c. By a majority vote the June 16, 2020 Meeting Minutes were approved.
- b. The Meeting Minutes from July 30, 2020 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 July 30, 2020 Meeting Minutes with additions and corrections.
 - b. Dr. Williams made a motion to approve the July 30, 2020 Meeting Minutes with additions and corrections and Mr. Seay second that motion.
 - c. By a majority vote the July 30, 2020 Meeting Minutes were approved.

II. Superintendent Remarks

- a. Dr. Nixon presented the Superintendents remarks and school opening welcome statement.
- b. Dr. Nixon welcomed all meeting attendees to the 2020-2021 School Year. Over the past several months, Universal Schools followed the guidance of government and public health officials and medical professionals. School principals have worked closely with school staff, parents, and the community to develop Schools Reopening Health and Safety Plans.
- c. Schools established Pandemic Teams to prepare for the 2020-2021 SY. Pandemic Teams created School Reopening Health and Safety Plans for the 2020-2021 SY.
- d. The Universal Schools Health and Safety Plan serves as our local guidelines for all instructional and non-instructional school reopening activities.
- e. The conditions surrounding the COVID-19 pandemic are dynamic. Universal will continue to closely monitor the situation and adjust the school opening plan as needed.



III. Committee Reports

i. Financial Report

a. Bluford Charter School

1. **Profit/Loss and Budget Statement:** Mrs. Greene introduced Charter Choice Financial Management Consultant. Kevin Corcoran Presented the Finance Report for Bluford Charter School.
2. Board members were given copies the Bluford finance report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Bluford Financial Report.
4. Mr. Ahmad asked for a motion to approve the Bluford Financial Report.
5. Mrs. Greene made a Motion to accept and approve Bluford Finance report and Dr. Williams second that Motion
6. By a majority vote the Bluford Financial Report was accepted and approved unanimously.

b. Daroff Charter School

1. **Profit/Loss and Budget Statement:** Mrs. Sherrod introduced Charter Choice Financial Management Consultant. Kevin Corcoran Presented the Finance Report for Daroff Charter School.
2. Board members were given copies the Daroff finance report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Daroff Financial Report.
4. Mr. Ahmad asked for a motion to approve the Daroff Financial Report.
5. Mrs. Greene made a Motion to accept and approve Daroff Finance report and Mr. Davis second that Motion
6. By a majority vote the Daroff Financial Report was accepted and approved unanimously.

ii. Academic Committee Reports

a. Bluford Charter School

1. Dr. Williams presented the Academic Committee report for Bluford
2. Board members were given copies the Bluford academic report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Bluford academic report.
4. Mr. Ahmad asked for a motion to approve the Bluford academic report.
5. Mrs. Seay made a Motion to accept and approve Bluford academic report and Mrs. Greene second that Motion
6. By a majority vote the Bluford academic report was accepted and approved unanimously.

b. Daroff Charter School

1. Dr. Williams presented the Academic Committee report for Daroff.
2. Board members were given copies the Daroff academic report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Daroff academic report.
4. Mr. Ahmad asked for a motion to approve the Daroff academic report.



5. Mrs. Seay made a Motion to accept and approve Daroff academic report and Mrs. Greene second that Motion
6. By a majority vote the Daroff academic report was accepted and approved unanimously.

iii. HR Committee Reports

a. Bluford Charter School

1. Mrs. Seay introduced Jermaine Young, HR Director of Universal Community Homes. Mr. Young Presented the HR Report for Bluford Charter School.
2. Board members were given copies the Bluford HR report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Bluford HR Report.
4. Mr. Ahmad asked for a motion to approve the Bluford HR Report.
5. Mr. Davis made a Motion to accept and approve Bluford HR report and Dr. Williams second that Motion
6. By a majority vote the Bluford HR Report were accepted and approved unanimously.

b. Daroff Charter School

1. Mrs. Seay introduced Jermaine Young, HR Director of Universal Community Homes. Mr. Young Presented the HR Report for Daroff Charter School.
2. Board members were given copies the Daroff HR report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Daroff HR Report.
4. Mr. Ahmad asked for a motion to approve the Daroff HR Report.
5. Mr. Seay made a Motion to accept and approve Daroff HR report and Mr. Davis second that Motion
6. By a majority vote the Daroff HR Report were accepted and approved unanimously.

iv. Facilities Committee Reports

c. Bluford Charter School

1. Mr. Seay Presented the Facilities Report for Bluford Charter School.
2. Board members were given copies the Bluford facilities report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Bluford facilities report.
4. Mr. Ahmad asked for a motion to approve the Bluford facilities report.
5. Mr. Seay made a Motion to accept and approve Bluford facilities report and Mr. Davis second that Motion
6. By a majority vote the Bluford Facilities Report were accepted and approved unanimously.

d. Daroff Charter School

7. Mr. Seay Presented the Facilities Report for Daroff Charter School.
8. Board members were given copies the Daroff facilities report which was reviewed by board members prior to the board meeting.



9. There was discussion amongst board members regarding the Daroff facilities report.
10. Mr. Ahmad asked for a motion to approve the Daroff facilities report.
11. Mr. Davis made a Motion to accept and approve Daroff facilities report and Mrs. Seay second that Motion
12. By a majority vote the Daroff Facilities Report were accepted and approved unanimously.

IV. Presentations

i. Bluford Monthly Reports

1. Mrs. Gary-Nelson presented an update on Bluford's School Opening Plan and Virtual UC participation.
2. Bluford's Virtual UC participation average is about 87% for all grade levels.
3. Bluford's goal for Virtual UC is to continue to meet the instructional needs of all scholars during this prolonged school closure by providing virtual instruction facilitated by teachers.
4. All lessons and instructional activities are aligned to PA Common Core Standards
5. Bluford have implemented a distance learning model for the purpose of providing continuity of education for all students.
6. The model provides planned instruction and enrichment in an online setting which began on September 1, 2020
7. There was some discussion regarding the Bluford Principal report
8. Mr. Ahmad asked for a motion to approve the Bluford Principal Report
9. Mr. Seay made a motion to approve the Bluford Principal Report and Mr. Davis second that motion.
10. By a majority vote the Bluford Principal Report was approved unanimously.

ii. Daroff Monthly Reports

- a. Dr. Ruffin presented an update on Daroff's School Opening Plan and Virtual UC participation.
 1. Daroff's Virtual UC participation average is about 85% for all grade levels.
 2. Daroff's goal for Virtual UC is to continue to meet the instructional needs of all scholars during this prolonged school closure by providing virtual instruction facilitated by teachers.
 3. All lessons and instructional activities are aligned to PA Common Core Standards
 4. Daroff have implemented a distance learning model for the purpose of providing continuity of education for all students.
 5. The model provides planned instruction and enrichment in an online setting which began on September 1, 2020
 6. There was some discussion regarding Daroff's Principal Report.
 7. Mr. Ahmad asked for a motion to approve the Daroff Principal Report.
 8. Mr. Davis made a motion to approve the Daroff Principal Report and Mr. Seay second that motion.
 9. By a majority vote the Daroff Principal Report was approved unanimously.



iii. Central Office Report

- i. Dr. Nixon presented the Central Office report presented for Bluford, and Daroff. Board members were given copies of the Central Office report prior to the board meeting.
 1. Dr. Nixon facilitated ten (10) virtual school opening meetings to ensure that schools opened successfully.
 2. The meetings focused on the virtual school opening process, Board approved Health and Safety Plans, discussions and updates on academics, nurse, facilities, technology, human resources, food services, and enrollment.
 3. Chromebooks, Core Program Materials and Internet Essentials available for all families.
 4. Dr. Nixon is working closely with Daroff and Bluford Principal's for the Charter renewal Hearings.
 5. Dr. Nixon introduced new members of the Central Office Team:
 - Leslie Marant, Chief of Staff
 - Dana King, Interim Chief Academic Officer
 - Kimberly Reymer, Director of Specialized Services
 6. Dr. Nixon Provided a summary of the 2020-2025 School Academic Plan
 7. Central Office will continue to work hard and diligent with the principals around the school ACE reports and correcting areas that "does not meet standard"
 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. Hill made a motion to approve the Central Office Report and Mr. Savoy second that motion.
 11. By a majority vote the Central Office Report was approved unanimously.

iv. Corporate Office Report

- i. Mrs. Hinson-Threadgill presented the Corporate Office report for Bluford, and Daroff. Board members were given copies of the Corporate Office report to review prior to the board meeting.
 1. Corporate Office food Service department distributed food to several families during the first two weeks of school
 2. Each school is currently staffed with one person to oversee the distribution of the food.
 3. Food is distributed between the hours of 8 am and 12 pm every Monday. Each family will receive a bag of food, which includes breakfast, lunch and snack for 5 days for each of their children.
 4. The Universal Community Homes Board terminated the entire Finance Department on June 8, 2020 to allow Charter Choices to overseeing each of the schools Finances.
 5. Additional staff was recently hired in the Human Resources department to assist with compliance and benefits.
 6. Mr. Ahmad asked for a motion to approve the Corporate Office Report.
 7. Mr. Seay made a motion to approve the Corporate Office Report and Mr. Davis second that motion.



8. By a majority vote the Corporate Office Report was approved unanimously.

V. Board Action Items

i. Universal Bluford Charter School

a. Resolution B20-21-001: 2020-2021 Code of Conduct (Updated)

1. Mr. Ahmad asked for a motion to accept and approve Resolution B20-21-001.
2. Mr. Savoy made a motion to accept Resolution B20-21-001 and Mrs. Sherrod second that motion.
3. By a majority vote Resolution B20-21-001 was accepted and approved unanimously.

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, after the School received a Notice of Deficiency from the School District of Philadelphia Charter School Office on the 2019 -2020 ACE Report. The Code of Conduct was updated to satisfy the Notice of Deficiency and bring the Code of Conduct in Compliance.

b. Resolution B20-21-002: 2020-2021 School Policies (Updated)

- i. Enrollment Policy and Waitlist Procedure*
- ii. Health Services Policy*
- iii. Attendance and Truancy Policy and Guidelines*
- iv. Limited English Proficiency Program Policy*
- v. Bullying Policy*

1. Mr. Ahmad asked for a motion to accept Resolution B20-21-002.
2. Mr. Hill made a motion to table Resolution B20-21-002 and Mrs. Sherrod second that motion.
3. By a majority vote Resolution B20-21-002 was tabled

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, after the School received a Notice of Deficiency from the School District of Philadelphia Charter School Office on the 2019 -2020 ACE Report. The Policies were updated to satisfy the Notice of Deficiency and bring the Policies in Compliance.

c. Resolution B20-21-003: Financial Management Consultant Authorized Signer

1. Mr. Ahmad asked for a motion to accept Resolution B20-21-003.
2. Mr. Hill made a motion to accept Resolution B20-21-003 and Mr. Savoy second that motion.
3. By a majority vote Resolution B20-21-003 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, a Resolution with Citizens Bank to add Michael Whisman of Charter Choice and Gail Greene, Board Treasure as authorized signers to the school's Citizens Bank account.

d. Resolution B20-21-004: Approved Personnel Hires

1. Mr. Ahmad asked for a motion to accept Resolution B20-21-004.



2. Mr. Hill made a motion to accept Resolution B20-21-004 and Mr. Savoy second that motion.
3. By a majority vote Resolution B20-21-004 was accepted unanimously.

RESOLVED, that the Board of Trustees authorizes Universal Community Homes, through the Chief Operating Officer or her designee, in the form attached, to execute, and deliver, employment contracts with the specified salaries for newly hired employees.

e. Resolution B20-21-005: Approved Personnel Terminations

1. Mr. Ahmad asked for a motion to accept Resolution B20-21-005.
2. Mr. Hill made a motion to accept Resolution B20-21-005 and Mr. Savoy second that motion.
3. By a majority vote Resolution B20-21-005 was accepted unanimously.

RESOLVED, that the Board of Trustees authorizes Universal Community Homes, through the Chief Operating Officer or her designee, in the form attached, to execute, and deliver, termination of employment letters for terminated employees.

ii. Universal Daroff Charter School

a. Resolution D20-21-001: 2020-2021 Code of Conduct (Updated)

1. Mr. Ahmad asked for a motion to accept and approve Resolution D20-21-001.
2. Mr. Seay made a motion to accept Resolution D20-21-001 and Mrs. Seay second that motion.
3. By a majority vote Resolution D20-21-001 was accepted and approved unanimously.

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, after the School received a Notice of Deficiency from the School District of Philadelphia Charter School Office on the 2019 -2020 ACE Report. The Code of Conduct was updated to satisfy the Notice of Deficiency and bring the Code of Conduct in Compliance.

b. Resolution D20-21-002: 2020-2021 School Policies (Updated)

- vi. Enrollment Policy and Waitlist Procedure*
- vii. Health Services Policy*
- viii. Attendance and Truancy Policy and Guidelines*
- ix. Limited English Proficiency Program Policy*
- x. Bullying Policy*

1. Mr. Ahmad asked for a motion to accept Resolution D20-21-002.
2. Mr. Davis made a motion to table Resolution D20-21-002 and Mrs. Greene second that motion.
3. By a majority vote Resolution D20-21-002 was tabled

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, after the School received a Notice of Deficiency from the School District of Philadelphia Charter School Office on the 2019 -2020 ACE Report. The Policies were updated to satisfy the Notice of Deficiency and bring the Policies in Compliance.



c. Resolution D20-21-003: Financial Management Consultant Authorized Signer

1. Mr. Ahmad asked for a motion to accept Resolution D20-21-003.
2. Mr. Davis made a motion to accept Resolution D20-21-003 and Mr. Seay second that motion.
3. By a majority vote Resolution D20-21-003 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, a Resolution with Citizens Bank to add Michael Whisman of Charter Choice and Gail Greene, Board Treasure as authorized signers to the school's Citizens Bank account.

d. Resolution D20-21-004: Approved Personnel Hires

1. Mr. Ahmad asked for a motion to accept Resolution D20-21-004.
2. Mr. Davis made a motion to accept Resolution D20-21-004 and Mr. Seay second that motion.
3. By a majority vote Resolution D20-21-004 was accepted unanimously.

RESOLVED, that the Board of Trustees authorizes Universal Community Homes, through the Chief Operating Officer or her designee, in the form attached, to execute, and deliver, employment contracts with the specified salaries for newly hired employees.

e. Resolution D20-21-005: Approved Personnel Terminations

1. Mr. Ahmad asked for a motion to accept Resolution D20-21-005.
2. Mrs. Greene made a motion to accept Resolution D20-21-005 and Mr. Seay second that motion.
3. By a majority vote Resolution D20-21-005 was accepted unanimously.

RESOLVED, that the Board of Trustees authorizes Universal Community Homes, through the Chief Operating Officer or her designee, in the form attached, to execute, and deliver, termination of employment letters for terminated employees.

1. Public Comments

- a. There were no public comments.

2. Adjournment

- a. The meeting concluded at 7:57 p.m.

