

Public Meeting of the Combined Board of Trustees
for
Universal Alcorn Charter School
Universal Vare Charter School
Universal Audenried Charter High School
Meeting held at Universal Vare
2100 S. 24th St, Philadelphia, PA 19145
September 18, 2018 at 6:00PM

Meeting Minutes

BOARD MEMBERS PRESENT:

1. Sultan Ahmad
2. Curtis Savoy
3. Mrs. Claudia Sherrod
4. Dr. Patricia Williams-Diaw

BOARD MEMBERS ABSENT:

1. Jermaine Millhouse

Meeting called to Order at 6:05pm

1. Meeting Minutes

- i. The Meeting Minutes from July 24, 2018 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 24, 2018 Meeting Minutes.
 - b. Mr. Savoy made a motion to approve the July 24, 2018 Meeting Minutes and Mrs. Sherrod second that motion.
 - c. By a majority vote the July 24, 2018 Meeting Minutes were approved unanimously.

2. Monthly Reports

a. Alcorn Monthly Reports

- i. Mr. Starke presented the Alcorn Elementary Principal Report. Ms. Mallory presented the Alcorn MYA Principal report.
 1. Board Members were given presentation handouts to follow along with Mr. Starke and Ms. Mallory as they presented their report.
 2. Alcorn's total enrollment is 605. Alcorn enrollment cap is 620. Alcorn 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- Develop individual positive behavior support plans, including: mentorship, monthly team meetings with STS providers, Group Counseling and individual counseling
 - c) Tier 3- referral for evaluation for specialized services, Bi-weekly agency and school based meetings.
3. Alcorn's leadership team is in the process of identifying scholars that are in need of behavioral support. There are 19 scholars that carried over from the previous school year.
 4. Alcorn has a goal to achieve a ten (10) percent gain in all subject of scholars performing proficient or advanced.
 5. Alcorn will continue to promote a system-wide culture of safety, effective engagement, cultural competency, and customer service
 6. There was some discussion regarding the Alcorn Principal report
 7. Mr. Ahmad asked for a motion to approve the Alcorn Principal Report
 8. Mr. Savoy made a motion to approve the Alcorn Principal Report and Mrs. Sherrod second that motion.
 9. By a majority vote the Alcorn Principal Report was approved unanimously.

ii. **Alcorn FSRC Report**

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

b. **Audenried Monthly Reports**

- i. Mr. Diavua presented the Audenried monthly report
 1. Board Members were given presentation handouts to follow along with Mr. Diavua as he presented his report.
 2. Audenried's total enrollment is 553 with a goal to reach 575. Audenried is under the enrollment cap. Audenried has an eighty-six (86) percent average of scholars attending daily.
 3. Audenried 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:
 - d) Tier 1- the base level of school behavior that is applied to all scholars as school policy
 - e) Tier 2- scholars placed into groups based on the type of infractions. Interventions include: Community service, Group Sessions and daily reports
 - f) Tier 3- Scholars receive behavioral contracts, counseling sessions, positive behavior support plans.

4. Audenried will continue to promote a system-wide culture of safety, effective engagement, cultural competency, and customer service
5. Audenried focus is on scholars being college and career ready. Scholars take PSAT in grades 9-11 and are allowed to take the pre-test numerous times to determine how prepared scholars are.
6. Audenried has a goal to achieve a ten (10) percent gain in all subject of scholars performing proficient or advanced.
7. There was some discussion about the Audenried Principal Report.
8. Mr. Ahmad asked for a motion to approve the Audenried Principal Report.
9. Dr. Diaw made a motion to approve the Audenried Principal Report and Mr. Savoy second that motion.
10. By a majority vote the Audenried Principal Report was approved unanimously.

ii. Audenried FSRC Report

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

c. Vare Monthly Reports

- i. Principal Staacie Mitchell-Precia, presented the Vare report
 1. Board Members welcomed Ms. Mitchell-Precia as the new Principal at Vare. Board members were given presentation handouts to follow along with Ms. Mitchell-Precia as she presented her report.
 2. Vare's total enrollment is 352. Vare enrollment target is 400. Vare has a eighty-nine (89) percent average of scholars attending daily.
 3. Vare 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:
 - g) Tier 1- the base level of school behavior that is applied to all scholars as school policy
 - h) Tier 2- Develop individual positive behavior support plans, including: mentorship, monthly team meetings with STS providers, Group Counseling and individual counseling
 - i) Tier 3- referral for evaluation for specialized services, Bi-weekly agency and school based meetings.
 4. Vare has a goal to achieve a ten (10) percent gain in all subject of scholars performing proficient or advanced.
 5. Vare will continue to promote a system-wide culture of safety, effective engagement, cultural competency, and customer service

6. There was some discussion regarding Vare's Principal Report.
7. Mr. Ahmad asked for a motion to approve the Vare Principal Report
8. Dr. Diaw made a motion to approve the Vare Principal Report and Mr. Savoy second that motion.
9. By a majority vote the Vare Principal Report was approved unanimously.

ii. Vare FSRC Report

1. Ms. Mitchell-Precia presented the Vare FSRC Report.
2. FSRC focus areas include:
 - Student and Family health:
 - Adult and Parent Education
 - Professional Growth and Development
 - Family Support Service

d. Central Office Report

- i. Dr. Nixon presented the Central Office report for Alcorn, Vare, and Audenried. Board members were given copies of the Central Office report to follow along with Dr. Nixon as she presented.
 1. The Central office team facilitated school opening meetings to ensure all schools opened successfully.
 2. The Central Office team conducted site visits during the Months of August and September and focused on food services and facilities during those visits due the recent changes that were made.
 3. The Central Office leadership team continues its focus on special education to meet the needs of all scholars.
 4. The Central Office leadership team has drastically downsized. However, Central office is actively recruiting for several positions.
 5. Central Office will continue to work hard and diligent to implement common core curriculum to achieve academic achievement.
 6. Dr. Nixon will continue to provide support to the Principal and Assistant principals on climate, culture, and safety.
 7. There was some discussion about the Central Office Report
 8. Mr. Ahmad asked for a motion to approve the Central Office Report
 9. Mrs. Sherrod made a motion to approve the Central Office Report and Mr. Savoy second that motion.
 10. By a majority vote the Central Office Report was approved unanimously.

e. Legal Department Report

- i. Mu'min Isalm presented the Legal Department report for Alcorn, Vare, and Audenried. Board members were given copies of the Legal Department report to follow along with Mr. Islam as he presented.
 1. There are no pending lawsuits currently against Audenried, Vare or Alcorn.

2. There is one special education matter that is in early stages of review and negotiation by counsel.
3. There was some discussion about the Legal department report
4. Mr. Ahmad asked for a motion to approve the Legal Department Report.
5. Mr. Savoy made a motion to approve the Legal department report and Mrs. Sherrod second that motion.
6. By a majority vote the legal department report was approved unanimously.

3. Board Matters

a. Committee Reports

i. Financial Report

1) Profit/Loss and Budget Statement: Mrs. Sherrod Presented the Finance Report for Alcorn Charter School, Audenried Charter High School and Vare Charter School

1. Board members were given copies the finance reports which were reviewed by board members prior to the board meeting.
2. There was discussion amongst board members regarding the Financial Report.
3. Mr. Ahmad asked for a motion to approve the Financial Report which was reviewed prior to the board meeting.
4. Mr. Savoy made a motion to approve the Financial Report and Dr. Williams-Diaw second that motion.
5. By a majority vote the Financial Report was approved unanimously.

ii. Academic Committee Reports

1. Dr. Williams-Diaw presented the Academic Committee report. Board members were given copies of the Academic report to follow along with Dr. Williams-Diaw as she presented.
2. The Academic Committee conducted site visits to all three schools during the opening week of school.
3. There was some discussion regarding the academic report
4. Mr. Ahmad asked for a motion to approve the Academic report.
5. Mr. Savoy made a motion to accept and approve the academic report and Dr. Williams-Diaw second that motions.
6. By a majority vote the Academic Committee report was approved unanimously.

iii. HR Committee Reports

1. Mr. Savoy presented the HR Committee report. Board members were given copies of the HR report to follow along with Mr. Savoy as he presented.
2. There was some discussion regarding the HR report
3. Mr. Ahmad asked for a motion to approve the HR report.

4. Dr. Williams-Diaw made a motion to accept and approve the academic report and Mr. Savoy second that motions.
5. By a majority vote the HR Committee report was approved unanimously.

i. Facilities Committee Reports

1. There was no written Facilities Committee Report. Each Principal present an oral report of all of the facilities concern at his/her school.
2. All of the facilities concerns will be further addressed with the VP of Facilities Services.

i. Action Items/ Resolutions

a. Resolution AL18-19-001: 2018-2019 Academic Calendar (revised)

1. Mr. Ahmad asked for a motion to accept Resolution AL18-19-001.
2. Mr. Savoy made a motion to accept Resolution AL18-19-001 and Dr. Diaw. second that motion.
3. By a majority vote Resolution AL18-19-001 was accepted unanimously.

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, in the form attached, to amend the 2018 - 2019 Academic Calendar, originally approved by the Board of Trustees on April 12, 2018, which reflects an earlier end of year dismissal date for scholars, which is June 7, 2019, to align the ending of the school year closely to the School District of Philadelphia year ending. The revisions were made by changing the professional development schedule and adjusting spring break.

b. Resolution AL18-19-002: 2018-2019 Code of Conduct (revised)

1. Mr. Ahmad asked for a motion to accept Resolution AL18-19-002.
2. Dr. Diaw made a motion to accept Resolution AL18-19-002 and Mr. Savoy second that motion.
3. By a majority vote Resolution AL18-19-002 was accepted unanimously.

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, in the form attached, to amend the 2018 - 2019 Student Code of Conduct, originally approved by the Board of Trustees on May 15, 2018, Which reflects necessary revisions to ensure alignment of our Code to the recently approved School District of Philadelphia Code of Conduct.

c. Resolution AL18-19-003: Addendum Consulting Agreement

1. Mr. Ahmad asked for a motion to accept Resolution AL18-19-003
2. Mr. Savoy made a motion to accept Resolution AL18-19-003 and Dr. Diaw second that motion.
3. By a majority vote Resolution AL18-19-003 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 attach the Addendum Consulting Agreement, this reflects payment for the additional work to manage the operations of Custodial Services.

d. Resolution AU18-19-001: 2018-2019 Academic Calendar (revised)

1. Mr. Ahmad asked for a motion to accept Resolution AU18-19-001.
2. Dr. Diaw made a motion to accept Resolution AU18-19-001 and Mr. Savoy second that motion.
3. By a majority vote Resolution AU18-19-001 was accepted unanimously.

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, in the form attached, to amend the 2018 - 2019 Academic Calendar, originally approved by the Board of Trustees on April 12, 2018, which reflects an earlier end of year dismissal date for scholars, which is June 7, 2019, to align the ending of the school year closely to the School District of Philadelphia year ending. The revisions were made by changing the professional development schedule and adjusting spring break.

e. Resolution AU18-19-002: 2018-2019 Code of Conduct (revised)

1. Mr. Ahmad asked for a motion to accept Resolution AU18-19-002.
2. Dr. Diaw made a motion to accept Resolution AU18-19-002 and Mr. Savoy second that motion.
3. By a majority vote Resolution AU18-19-002 was accepted unanimously.

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, in the form attached, to amend the 2018 - 2019 Student Code of Conduct, originally approved by the Board of Trustees on May 15, 2018, Which reflects necessary revisions to ensure alignment of our Code to the recently approved School District of Philadelphia Code of Conduct.

f. Resolution AU18-19-003: Addendum Consulting Agreement

1. Mr. Ahmad asked for a motion to accept Resolution AU18-19-003
2. Dr. Diaw made a motion to accept Resolution AU18-19-003 and Mr. Savoy second that motion.
3. By a majority vote Resolution AU18-19-003 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 attach the Addendum Consulting Agreement, this reflects payment for the additional work to manage the operations of Custodial Services.

g. Resolution V18-19-001: 2018-2019 Academic Calendar (revised)

1. Mr. Ahmad asked for a motion to accept Resolution V18-19-001.
2. Dr. Diaw made a motion to accept Resolution V18-19-001 and Mr. Savoy second that motion.
3. By a majority vote Resolution V18-19-001 was accepted unanimously.

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, in the form attached, to amend the 2018 - 2019 Academic Calendar, originally approved by the Board of Trustees on April 12, 2018, which reflects an earlier end of year dismissal date for scholars, which is June 7, 2019, to align the ending of the school year closely to the School District of Philadelphia year ending. The revisions were made by changing the professional development schedule and adjusting spring break.

h. Resolution V18-19-002: 2018-2019 Code of Conduct (revised)

1. Mr. Ahmad asked for a motion to accept Resolution V18-19-002.
2. Mr. Savoy made a motion to accept Resolution V18-19-002 and Dr. Diaw second that motion.
3. By a majority vote Resolution V18-19-002 was accepted unanimously.

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, in the form attached, to amend the 2018 - 2019 Student Code of Conduct, originally approved by the Board of Trustees on May 15, 2018, Which reflects necessary revisions to ensure alignment of our Code to the recently approved School District of Philadelphia Code of Conduct.

i. Resolution V18-19-003: Addendum Consulting Agreement

1. Mr. Ahmad asked for a motion to accept Resolution V18-19-003
2. Mr. Savoy made a motion to accept Resolution V18-19-003 and Dr. Diaw second that motion.
3. By a majority vote Resolution V18-19-003 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 attach the Addendum Consulting Agreement, this reflects payment for the additional work to manage the operations of Custodial Services.

j. Resolution V18-19-004: Purchase Order Request (Vare roof repairs)

1. Mr. Ahmad asked for a motion to accept Resolution V18-19-004
2. Dr. Savoy made a motion to accept Resolution V18-19-004 and Mr. Savoy second that motion.
3. By a majority vote Resolution V18-19-004 was accepted unanimously.

RESOLVED, that the Board of Trustees authorizes Universal Community Homes, through the Chief Financial Officer or his designee, to execute, deliver and perform a contract with Reiter Roofing Inc., for Vare roof repairs for an amount not to exceed amount quoted on letter dated August 13, 2018.

6. Public Comments

- a.** Norman Best, community member, SAC and Safe Corridor member at Audenried, Comment about offering training at Audenried in the evening to the community that would be in conjunction with the programs currently offered at Audenried.

7. Adjournment

- a.** The meeting concluded at 8:04 p.m.