

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
September 20, 2018 @ 6:00PM

Meeting Minutes

BOARD MEMBERS PRESENT:

Mrs. M. Christine Wiggins
Mr. David Fattah
Mrs. Cheryl Seay

BOARD MEMBERS ABSENT:

Sultan Ahmad

**In the absence of Board President this meeting was chaired by Mrs. M. Christine Wiggins*

Meeting called to Order at 6:10pm

I. Meeting Minutes

- i. Board members reviewed the June 7, 2018 meeting minutes and there was some discussion regarding the minutes.
 - a. Mrs. Wiggins asked for a motion to accept and approve the minutes from June 7, 2018.
 - b. Mrs. Seay made a motion to accept and approve the Meeting Minutes from June 7, 2018 and Mr. Fattah second that motion.
 - c. By a majority vote the meeting minutes from June 7, 2018 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 President Sultan Ahmad presented a summary of the Bluford principal report
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. Mrs. Wiggins asked for a motion to accept the Bluford Principal Report
11. Mrs. Seay made a motion to accept Bluford's Principal report and Mrs. Wiggins 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

2. Dr. James Ruffin Jr. provided board members with a written Principal for Daroff prior to the board meeting.
3. Board President Sultan Ahmad presented a summary of the Daroff Principal Report.
4. 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.
5. 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.
6. Daroff's MTSS for academic support will continue to be implemented during the 2018-2019 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 achieve a ten (10) percent gain in all subjects
10. Daroff has a goal to promote a system-wide culture of safety, effective engagement, cultural competency, and customer service
11. There was some discussion regarding the Daroff Principal report.
12. Mrs. Wiggins asked for a motion to accept the Daroff Principal Report
13. Mrs. Seay made a motion to accept Daroff's Principal report and Mrs. Wiggins second that motion
14. By a majority vote the Daroff Principal's report was approved unanimously.

ii. **Daroff FSRC Report**

15. FSRC focus areas include:

- Student and Family health:
- Adult and Parent Education
- Professional Growth and Development
- Family Support Service

c. **The Central Office**

- i. There was no written Central Education Office report.

d. **Legal Update**

- i. Attorney Mu'min Islam presented a legal update for both Bluford and Daroff.
 1. Daroff has no outstanding legal matters. Bluford have 2 Special education matters.
 2. There was some discussion regarding the legal update.
 3. Mrs. Wiggins asked for a Motion to accept the legal update.
 4. Mrs. Seay made a motion to accept the legal update and Mr. Fattah second that motion.
 5. By a majority vote the legal update was approved unanimously.

IV. Board Matters

i. **Committee Reports**

a. **Finance Committee**

i. **Profit and Loss Statement, Budget:** Universal Daroff Charter School, Universal Bluford.

1. Board members were given a copy the finance report which was reviewed by board members prior to the board meeting.
2. The Finance Report was tabled.

b. **Facilities Committee**

- i. There was no written Facilities Committee Report.

c. **HR Committee**

- i. There was no written HR Committee Report.

d. Academic Committee

- i. There was no written Academic Committee Report

ii. Action Items/ Resolutions

a. Resolution B18-19-001: 2018-2019 Academic Calendar (revised)

1. Mrs. Wiggins asked for a motion to accept Resolution B18-19-001.
2. Mrs. Seay made a motion to accept Resolution B18-19-001 and Mr. Fattah second that motion.
3. By a majority vote Resolution B18-19-001 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 March 15, 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 B18-19-002: 2018-2019 Code of Conduct (revised)

1. Mrs. Wiggins asked for a motion to accept Resolution B18-19-002.
2. Mrs. Seay made a motion to accept Resolution B18-19-002 and Mr. Fattah second that motion.
3. By a majority vote Resolution B18-19-002 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 17, 2018, which reflects necessary revisions to ensure alignment of our Code to the recently approved School District of Philadelphia Code of Conduct.

c. Resolution B18-19-003: Addendum Consulting Agreement

1. Mrs. Wiggins asked for a motion to accept Resolution B18-19-003
2. Mrs. Seay made a motion to accept Resolution B18-19-003 and Mr. Fattah second that motion.
3. By a majority vote Resolution B18-19-003 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 D18-19-001: 2018-2019 Academic Calendar (revised)

1. Mrs. Wiggins asked for a motion to accept Resolution D18-19-001.

2. Mrs. Seay made a motion to accept Resolution D18-19-001 and Mr. Fattah second that motion.
3. By a majority vote Resolution D18-19-001 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 March 15, 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 D18-19-002: 2018-2019 Code of Conduct (revised)

1. Mrs. Wiggins asked for a motion to accept Resolution D18-19-002.
2. Mrs. Seay made a motion to accept Resolution D18-19-002 and Mr. Fattah second that motion.
3. By a majority vote Resolution D18-19-002 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 17, 2018, which reflects necessary revisions to ensure alignment of our Code to the recently approved School District of Philadelphia Code of Conduct.

f. Resolution D18-19-003: Addendum Consulting Agreement

1. Mrs. Wiggins asked for a motion to accept Resolution D18-19-003
2. Mrs. Seay made a motion to accept Resolution D18-19-003 and Mr. Fattah second that motion.
3. By a majority vote Resolution D18-19-003 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 D18-19-004: Tuition Contract, APS

1. Mrs. Wiggins asked for a motion to accept Resolution D18-19-004
2. Mrs. Seay made a motion to accept Resolution D18-19-004 and Mr. Fattah second that motion.
3. By a majority vote Resolution D18-19-004 was accepted unanimously.

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designees, to execute, deliver

and perform a contract with PHMC Integrated d\b\ a Fairwold Academy to provide special education services in accordance with student's Individual Education Program (IEP).

V. Public Comments

- i. Kimberly Bronson, SEL at Daroff, commented regarding special education services being implemented at Daroff.

VI. Adjournment

- a. Mrs. Wiggins asked for a motion to adjourn meeting.
- b. The meeting concluded at 7:00pm.