



Public Meeting of the Board of Trustees  
for  
Universal Creighton Charter School

*Meeting held Virtually via Zoom  
September 22, 2020 at 6:00 PM*

**Meeting Minutes**

**BOARD MEMBERS PRESENT:**

1. Sultan Ahmad
2. Curtis Savoy
3. Garland Thompson
4. Gail Greene
5. Roger Tenant

**Meeting called to Order at 6:091pm**

**I. Meeting Minutes**

- a. The Meeting Minutes from June 23, 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 23, 2020 Meeting Minutes with additions and corrections.
  - b. Mr. Savoy made a motion to approve the June 23, 2020 Meeting Minutes with additions and Corrections and Mr. Tenant second that motion.
  - c. By a majority vote the June 23, 2020 Meeting Minutes were approved.
- b. The Meeting Minutes from July 31, 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 31, 2020 Meeting Minutes with additions and corrections.
  - b. Mr. Savoy made a motion to approve the July 31, 2020 Meeting Minutes with additions and corrections and Mr. Tenant second that motion.
  - c. By a majority vote the July 31, 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. Creighton Charter School**

- 1. Profit/Loss and Budget Statement:** Mrs. Greene introduced Horsey, Buckner & Heffler Financial Management Consultant. Michael Horsey Presented the Finance Report for Creighton Charter School.
- Board members were given copies the Creighton finance report which was reviewed by board members prior to the board meeting.
- There was discussion amongst board members regarding the Creighton Financial Report.
- Mr. Ahmad asked for a motion to approve the Creighton Financial Report.
- Mr. Savoy made a Motion to accept and approve Creighton Finance report and Mr. Thompson second that Motion
- By a majority vote the Creighton Financial Report was accepted and approved unanimously.

#### **ii. Academic Committee Reports**

##### **a. Creighton Charter School**

1. There was no Academic Committee Report

#### **iii. HR Committee Reports**

##### **a. Creighton Charter School**

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

#### **iv. Facilities Committee Reports**

##### **b. Creighton Charter School**

1. Mr. Tenant Presented the Facilities Report for Creighton Charter School.
- Board members were given copies the Creighton facilities report which was reviewed by board members prior to the board meeting.
- There was discussion amongst board members regarding the Creighton facilities report.
- Mr. Ahmad asked for a motion to approve the Creighton facilities report.
- Mrs. Greene made a Motion to accept and approve Creighton facilities report and Mr. Thompson second that Motion
- By a majority vote the Creighton Facilities Report were accepted and approved unanimously.



#### **IV. Presentations**

##### **i. Creighton Monthly Reports**

1. Mrs. Baldwin presented an update on Creighton’s School Opening Plan and Virtual UC participation.
2. Creighton’s Virtual UC participation average is about 87% for all grade levels.
3. Creighton’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. Creighton 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 Creighton Principal report
8. Mr. Ahmad asked for a motion to approve the Creighton Principal Report
9. Mr. Savoy made a motion to approve the Creighton Principal Report and Mr. Thompson second that motion.
10. By a majority vote the Creighton Principal Report was approved unanimously.

##### **ii. Central Office Report**

- i. Dr. Nixon presented the Central Office report presented for Creighton; 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 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
  5. Dr. Nixon Provided a summary of the 2020-2025 School Academic Plan
  6. 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”
  7. There was some discussion about the Central Office report.
  8. Mr. Ahmad asked for a motion to approve the Central Office Report.
  9. Mr. Tenant made a motion to approve the Central Office Report and Mr. Thompson second that motion.
  10. By a majority vote the Central Office Report was approved unanimously.



**iii. Corporate Office Report**

- i. Mrs. Hinson-Threadgill presented the Corporate Office report for Creighton, 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. Savoy made a motion to approve the Corporate Office Report and Mr. Thompson second that motion.
  8. By a majority vote the Corporate Office Report was approved unanimously.

**V. Board Action Items**

**i. Universal Creighton Charter School**

**a. Resolution C20-21-001: 2020-2021 Code of Conduct (Updated)**

1. Mr. Ahmad asked for a motion to accept and approve Resolution C20-21-001.
2. Mr. Savoy made a motion to accept Resolution C20-21-001 and Mrs. Greene second that motion.
3. By a majority vote Resolution C20-21-001 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 C20-21-002: 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 C20-21-002.
2. Mr. Thompson made a motion to table Resolution C20-21-002 and Mr. Tenant second that motion.
3. By a majority vote Resolution C20-21-002 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 C20-21-003: Financial Management Consultant Authorized Signer**

1. Mr. Ahmad asked for a motion to accept Resolution C20-21-003.
2. Mr. Thompson made a motion to accept Resolution C20-21-003 and Mr. Savoy second that motion.
3. By a majority vote Resolution C20-21-003 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 Horsey of Horsey, Heffler & Buckner and Gail Greene, Board Treasure as authorized signers to the school's Citizens Bank account.

**d. Resolution C20-21-004: Approved Personnel Hires**

1. Mr. Ahmad asked for a motion to accept Resolution C20-21-004.
2. Mr. Tenant made a motion to accept Resolution C20-21-004 and Mr. Savoy second that motion.
3. By a majority vote Resolution C20-21-004 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 C20-21-005: Approved Personnel Terminations**

1. Mr. Ahmad asked for a motion to accept Resolution C20-21-005.
2. Mr. Thompson made a motion to accept Resolution C20-21-005 and Mr. Savoy second that motion.
3. By a majority vote Resolution C20-21-005 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 7:30 p.m.

