

**Public Meeting of the Board of Trustees  
of  
Universal Creighton Charter School  
Meeting held at  
5401 Tabor Ave, Philadelphia, PA 19120  
September 25, 2018 @ 6:00PM**

**Meeting Minutes**

**Board Members Present:**

1. Mr. Sultan Ahmad
2. Mr. Curtis Savoy
3. Mrs. Gail Green
4. Mr. Garland Thompson

**Meeting begin at 6:07PM**

**I. Meeting Minutes**

- i. Board members reviewed the June 5, 2018 meeting minutes and there was some discussion regarding the minutes.
  - a. Mr. Ahmad asked for a motion to accept and approve the minutes from June 5, 2018
  - b. Mr. Savoy made a motion to accept and approve the Meeting Minutes from June 5, 2018 and Mrs. Gail Green second that motion.
  - c. By a majority vote the meeting minutes from June 5, 2018 were approved unanimously.

**II. Monthly Reports**

**i. Principal Report**

- a. Principal Wendy Baldwin presented the Creighton Principal Report. Board members were given copies of the Creighton Principal Report to follow along as Ms. Baldwin Presented.
  1. Creighton's total enrollment is 791. Creighton has a ninety-three (93) percent average of scholars attending daily.
  2. Creighton 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- Bi-weekly parent check-in meetings, Scholars have adult staff mentors, and Weekly behavior reports and /or individual student contracts are issued. There are 27 scholars in Tier 2.
    - c) Tier 3- Scholars are receiving STS services. There are 11 scholars in Tier 3.
  3. Creighton's MTSS for academics support will implement small groups through small data driven target.

4. Specialist teachers are utilized in the MTSS period to assist with small group instruction. Data will be available during the first week of October.
5. Creighton has a goal to achieve a ten (10) percent gain in all subjects of scholars performing proficient or advanced.
6. There was some discussion regarding the Creighton Principal report.
7. Mr. Ahmad asked for a motion to accept the Creighton Principal report.
8. Mr. Savoy made a motion to accept the report and Mr. Thompson second that motion.
9. By a majority vote the Creighton Principal report was accepted unanimously.

**ii. Creighton FSRC Report**

1. FSRC focus areas include:
  - Student and Family health:
  - Adult and Parent Education
  - Professional Growth and Development
  - Family Support Service

**iii. Central Office Education Report**

- a. Dr. Nixon presented the Central Office report for Creighton. 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. Mr. Savoy made a motion to approve the Central Office Report and Mrs. Green second that motion.
  10. By a majority vote the Central Office Report was approved unanimously.

#### **iv. Legal Update**

- a. There was no written Legal Update

### **III. Board Matters**

#### **A. Financial Report**

##### **i. Profit and Loss Statement, Budget:**

1. Mrs. Gail Greene Presented the finance report. Board members were given a copy the finance report which was reviewed by board members prior to the board meeting.
2. Mr. Thompson made a motion to accept and approve the finance report and Mr. Savoy second that motion.
3. By a majority vote the finance report was accepted and approved unanimously.

#### **B. Committee Reports**

##### **i. Facilities Committee**

1. There was no written Facilities Committee report.

##### **ii. HR Committee**

1. There was no HR Committee report.

##### **iii. Academic Committee**

1. There was no written Academic Committee Report.

#### **C. Action Items/ Resolutions**

##### **a. Resolution C18-19-001: 2018-2019 Academic Calendar (revised)**

1. Mr. Ahmad asked for a motion to accept Resolution C18-19-001.
2. Mr. Savoy made a motion to accept Resolution C18-19-001 and Mr. Thompson second that motion.
3. By a majority vote Resolution C18-19-001 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, 17, 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 C18-19-002: 2018-2019 Code of Conduct (revised)**

1. Mr. Ahmad asked for a motion to accept Resolution C18-19-002.
2. Mr. Savoy made a motion to accept Resolution C18-19-002 and Mr. Thompson second that motion.
3. By a majority vote Resolution C18-19-002 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 June 5, 2018, Which reflects necessary revisions to ensure alignment of our Code to the recently approved School District of Philadelphia Code of Conduct.

**c. Resolution C18-19-003: Addendum Consulting Agreement**

1. Mr. Ahmad asked for a motion to accept Resolution C18-19-003
2. Mr. Savoy made a motion to accept Resolution C18-19-003 and Mr. Thompson second that motion.
3. By a majority vote Resolution C18-19-003 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.

**IV. Public Comment**

1. **None:** there were no public comments

**V. Adjournment**

- i. The board concluded its business and the meeting adjourned at 06:47pm.