



Public Meeting of the Combined Board of Trustees  
for  
Universal Alcorn Charter School  
Universal Vare Charter School  
Universal Audenried Charter High School  
*Meeting held Virtually via Zoom  
November 17, 2020 at 6:00 PM*

**Meeting Minutes**

**BOARD MEMBERS PRESENT:**

1. Sultan Ahmad
2. Claudia Sherrod
3. Christopher Hill
4. Mrs. Phyllis Randall
5. Curtis Savoy

**BOARD MEMBERS ABSENT:**

1. Dr. Patricia Williams – Diaw

**Meeting called to Order at 6:10pm**

**I. Meeting Minutes**

- i. The Meeting Minutes from October 13, 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 October 13, 2020 Meeting Minutes with additions and corrections.
  - b. Mr. Savoy made a motion to approve the October 13, 2020 Meeting Minutes with additions and Corrections and Mr. Hill second that motion.
  - c. By a majority vote the October 13, 2020 Meeting Minutes were approved.

➤ **Board Vote:**

- **Yes: 5**
- **No: 0**
- **Abstain: 0**

**II. Superintendent Remarks**

- i. Dr. Nixon presented the Superintendents remarks and school opening welcome statement.
- ii. 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.
- iii. 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.
- iv. The Universal Schools Health and Safety Plan serves as our local guidelines for all instructional and non-instructional school reopening activities.
- v. 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. Alcorn Charter School

1. **Profit/Loss and Budget Statement:** Mrs. Sherrod introduced Charter Choice Financial Management Consultant. Kevin Corcoran Presented the Finance Report for Alcorn Charter School.
2. Board members were given copies the Alcorn finance report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Alcorn Financial Report.
4. Mr. Ahmad asked for a motion to approve the Alcorn Financial Report.
5. Mr. Savoy made a Motion to accept and approve Alcorn Finance report and Mrs. Randall second that Motion
6. By a majority vote the Alcorn Financial Report was accepted and approved unanimously.
  - **Board Vote:**
    - **Yes: 5**
    - **No: 0**
    - **Abstain: 0**

##### b. Vare Charter School

1. **Profit/Loss and Budget Statement:** Mrs. Sherrod introduced Charter Choice Financial Management Consultant. Kevin Corcoran Presented the Finance Report for Vare Charter School.
2. Board members were given copies the Vare finance report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Vare Financial Report.
4. Mr. Ahmad asked for a motion to approve the Vare Financial Report.
5. Mr. Hill made a Motion to accept and approve Vare Finance report and Mr. Savoy second that Motion
6. By a majority vote the Vare Financial Report was accepted and approved unanimously.
  - **Board Vote:**
    - **Yes: 5**
    - **No: 0**
    - **Abstain: 0**

##### c. Audenried Charter High School

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



6. By a majority vote the Audenried Financial Report was accepted and approved unanimously.

➤ **Board Vote:**

- **Yes: 5**
- **No: 0**
- **Abstain: 0**

ii. **Academic Committee Reports**

- a. **There was no academic committee report**

iii. **HR Committee Reports**

a. **Alcorn Charter School**

1. Mr. Savoy presented the HR Report for Alcorn Charter School.
2. Board members were given copies the Alcorn HR report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Alcorn HR Report.
4. Mr. Ahmad asked for a motion to approve the Alcorn HR Report.
5. Mr. Hill made a Motion to accept and approve Alcorn HR report and Mrs. Randall second that Motion
6. By a majority vote the Alcorn HR Report were accepted and approved unanimously.

➤ **Board Vote:**

- **Yes: 5**
- **No: 0**
- **Abstain: 0**

b. **Vare Charter School**

1. Mr. Savoy presented the HR Report for Vare Charter School.
2. Board members were given copies the Vare HR report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Vare HR Report.
4. Mr. Ahmad asked for a motion to approve the Vare HR Report.
5. Mr. Hill made a Motion to accept and approve Vare HR report and Mrs. Randall second that Motion
6. By a majority vote the Vare HR Report were accepted and approved unanimously.

➤ **Board Vote:**

- **Yes: 5**
- **No: 0**
- **Abstain: 0**

c. **Audenried Charter High School**

1. Mr. Savoy presented the HR Report for Audenried Charter School.
2. Board members were given copies the Audenried HR report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Audenried HR Report.



4. Mr. Ahmad asked for a motion to approve the Audenried HR Report.
5. Mrs. Randall made a Motion to accept and approve Audenried HR report and Mr. Hill second that Motion
6. By a majority vote the Audenried HR Report were accepted and approved unanimously.
  - **Board Vote:**
    - **Yes: 5**
    - **No: 0**
    - **Abstain: 0**

**iv. Facilities Committee Reports**

**a. Alcorn Charter School**

1. Mr. Hill Presented the Facilities Report for Alcorn Charter School.
2. Board members were given copies the Alcorn facilities report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Alcorn facilities report.
4. Mr. Ahmad asked for a motion to approve the Alcorn facilities report.
5. Mr. Savoy made a Motion to accept and approve Alcorn facilities report and Mrs. Randall second that Motion
6. By a majority vote the Alcorn Facilities Report were accepted and approved unanimously.
  - **Board Vote:**
    - **Yes: 5**
    - **No: 0**
    - **Abstain: 0**

**d. Vare Charter School**

1. Mr. Hill Presented the Facilities Report for Vare Charter School.
2. Board members were given copies the Vare facilities report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Vare facilities report.
4. Mr. Ahmad asked for a motion to approve the Vare facilities report.
5. Mr. Savoy made a Motion to accept and approve Vare facilities report and Mrs. Randall second that Motion
6. By a majority vote the Vare Facilities Report were accepted and approved unanimously.
  - **Board Vote:**
    - **Yes: 5**
    - **No: 0**
    - **Abstain: 0**

**e. Audenried Charter High School**

1. Mr. Hill Presented the Facilities Report for Audenried Charter School.
2. Board members were given copies the Audenried facilities report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Audenried facilities report.
4. Mr. Ahmad asked for a motion to approve the Audenried facilities report.



5. Mr. Savoy made a Motion to accept and approve Audenried facilities report and Mrs. Randall second that Motion
6. By a majority vote the Audenried Facilities Report were accepted and approved unanimously.
  - **Board Vote:**
    - **Yes: 5**
    - **No: 0**
    - **Abstain: 0**

#### IV. Presentations

##### i. Alcorn Monthly Reports

1. Mr. Starke presented an update on Alcorn's Virtual UC remote learning participation.
2. Alcorn's Virtual UC participation average is about 87% for all grade levels.
3. Alcorn'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. Alcorn 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 Alcorn Principal report
8. Mr. Ahmad asked for a motion to approve the Alcorn Principal Report
9. Mr. Savoy made a motion to approve the Alcorn Principal Report and Mr. Hill second that motion.
10. By a majority vote the Alcorn Principal Report was approved unanimously.

- **Board Vote:**
  - **Yes: 5**
  - **No: 0**
  - **Abstain: 0**

##### ii. Vare Monthly Reports

- a. Mrs. Howell-Toomer presented an update on Vare's Virtual UC remote learning participation. Principal Toomer also presented some of Vare's success under her Administration.
  1. Vare's Virtual UC participation average is about 85% for all grade levels.
  2. Vare'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. Vare 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 Vare's Principal Report.



7. Mr. Ahmad asked for a motion to approve the Vare Principal Report.
8. Mr. Savoy made a motion to approve the Vare Principal Report and Mr. Hill second that motion.
9. By a majority vote the Vare Principal Report was approved unanimously.
  - **Board Vote:**
    - **Yes: 5**
    - **No: 0**
    - **Abstain: 0**

**iii. Audenried Monthly Reports**

- a. Mr. Anderson presented an update on Audenried’s Virtual UC remote learning participation.
  1. Audenried’s Virtual UC participation average is about 82% for all grade levels.
  2. Audenried’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. Audenried 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 about the Audenried Principal Report.
  7. Mr. Ahmad asked for a motion to approve the Audenried Principal Report.
  8. Mr. Savoy made a motion to approve the Audenried Principal Report and Mr. Hill second that motion.
  9. By a majority vote the Audenried Principal Report was approved unanimously.
    - **Board Vote:**
      - **Yes: 5**
      - **No: 0**
      - **Abstain: 0**

**iv. Central Office Report**

- i. Dr. Nixon presented the Central Office report presented for Alcorn, Vare, and Audenried. Board members were given copies of the Central Office report prior to the board meeting.
  1. 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.
  2. 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.
  3. The Universal Schools Health and Safety Plan serves as our local guidelines for all instructional and non-instructional school reopening activities.



4. 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.
5. All Universal Schools will remain 100 % virtual until January 25, 2021
6. Dr. Nixon is working closely with Vare and Audenried Principal's for the Charter renewal process.
7. Dr. Nixon Provided a summary of the 2020-2025 School Academic Plan
8. 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"
9. There was some discussion about the Central Office report.
10. Mr. Ahmad asked for a motion to approve the Central Office Report.
11. Mr. Hill made a motion to approve the Central Office Report and Mr. Savoy second that motion.
12. By a majority vote the Central Office Report was approved unanimously.

➤ **Board Vote:**

- **Yes: 5**
- **No: 0**
- **Abstain: 0**

v. **Corporate Office Report**

1. There was no Corporate Office report.

vi. **Legal Update**

1. Mu'min Islam presented a legal update for Alcorn, Vare, and Audenried
2. Board members were given copies the legal update which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the legal update.
4. Mr. Ahmad asked for a motion to approve the legal update report.
5. Mr. Savoy made a motion to accept and approve legal update report and Mrs. Randall second that motion.
6. By a majority vote the legal update report was accepted and approved unanimously.

➤ **Board Vote:**

- **Yes: 5**
- **No: 0**
- **Abstain: 0**

V. **Board Action Items**

i. **Universal Alcorn Charter School**

a. **Resolution AL20-21-006: FY'2021 1<sup>st</sup> Quarter Purchase Request (Ratification)**

1. Mr. Ahmad asked for a motion to accept and approve Resolution AL20-21-006.
2. Mr. Savoy made a motion to accept Resolution AL20-21-006 and Mrs. Sherrod second that motion.
3. By a majority vote Resolution AL20-21-006 was accepted and approved unanimously.

**RESOLVED**, that the Board of Trustees hereby ratifies the execution, delivery, and performance by Universal Education Company, through the Superintendent or her designee, of a purchase for instructional supplies from Curriculum Associates. for an amount not to exceed \$31,560.00. for the 2020-2021 academic year



- **Board Vote:**
  - **Yes: 5**
  - **No: 0**
  - **Abstain: 0**

**b. Resolution AL 20-21-007: FY'2021 1<sup>st</sup> Quarter Purchase Request (Ratification)**

1. Mr. Ahmad asked for a motion to accept Resolution AL20-21-007.
2. Mr. Hill made a motion to accept Resolution AL20-21-007 and Mrs. Sherrod second that motion.
3. By a majority vote Resolution AL20-21-007 was accepted and approved unanimously.

**RESOLVED**, that the Board of Trustees hereby ratifies the execution, delivery, and performance by Universal Education Company, through the Superintendent or her designee, of a purchase for instructional supplies from Wilson Language Training Corp. for an amount not to exceed \$16,689.81. for the 2020-2021 academic year.

- **Board Vote:**
  - **Yes: 5**
  - **No: 0**
  - **Abstain: 0**

**ii. Universal Audenried Charter High School**

**a. Resolution AU20-21-007: FY'2021 1<sup>st</sup> Quarter Purchase Request (Ratification)**

1. Mr. Ahmad asked for a motion to table Resolution AU20-21-007.
2. Mr. Savoy made a motion to table Resolution AU20-21-007 and Mrs. Randall second that motion.
3. By a majority vote Resolution AU20-21-007 was tabled.

**b. Resolution AU20-21-008: 2020-2024 Audemried ATSI Comprehensive Plan**

1. Mr. Ahmad asked for a motion to accept and approve Resolution AU20-21-008.
2. Mr. Savoy made a motion to accept and approve Resolution AU20-21-008 and Mrs. Randall second that motion.
3. By a majority vote Resolution AU20-21-008 was approved.

**RESOLVED**, that the Board of Trustees hereby approves the execution, delivery, and performance by Universal Education Company, through the Superintendent or her designee, the ATSI Comprehensive Plan for five-year period from 2020-2024 for Universal Audenried. The plan should be posted to allow public comment, on the school website for twenty-eight (28) days.

- **Board Vote:**
  - **Yes: 5**
  - **No: 0**
  - **Abstain: 0**

**1. Public Comments**

- a. Charles Reeves, Parent, Comment about Alcorn's afterschool program and the data regarding the number of scholars passing.

**2. Adjournment**

- a. The meeting concluded at 8:12 p.m.

