



Public Meeting of the Combined Board of Trustees  
for  
Universal Bluford Charter School  
Universal Daroff Charter School

*Meeting held Virtually via Zoom  
November 19, 2020 at 6:00 PM*

**Meeting Minutes**

**BOARD MEMBERS PRESENT:**

1. Sultan Ahmad
2. Joel Seay
3. Mark Davis
4. Gail Greene
5. Dr. Deshawnda Williams
6. Cheryl Seay

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

**I. Meeting Minutes**

- a. The Meeting Minutes from September 17, 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 September 17, 2020 Meeting Minutes with additions and corrections.
  - b. Mrs. Seay made a motion to approve the September 17, 2020 Meeting Minutes with additions and Corrections and Mrs. Greene second that motion.
  - c. By a majority vote the September 17, 2020 Meeting Minutes were approved.
    - **Board Vote:**
      - **Yes: 6**
      - **No: 0**
      - **Abstain: 0**

**II. Superintendent Remarks**

- a. Dr. Nixon presented the Superintendents remarks.
- b. 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.
- f. At this time, it is determined that Universal Creighton will continue 100% virtual learning until January 25, 2021.

**III. Committee Reports**

**i. Financial Report**

**a. Bluford Charter School**



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

**b. Daroff Charter School**

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

**ii. Academic Committee Reports**

**a. Bluford Charter School**

1. Dr. Williams presented the Academic Committee report for Bluford
2. Board members were given copies the Bluford academic report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Bluford academic report.
4. Mr. Ahmad asked for a motion to approve the Bluford academic report.
5. Mrs. Seay made a Motion to accept and approve Bluford academic report and Mrs. Greene second that Motion
6. By a majority vote the Bluford academic report was accepted and approved unanimously.
  - **Board Vote:**
    - **Yes: 6**
    - **No: 0**
    - **Abstain: 0**



**b. Daroff Charter School**

1. Dr. Williams presented the Academic Committee report for Daroff.
2. Board members were given copies the Daroff academic report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Daroff academic report.
4. Mr. Ahmad asked for a motion to approve the Daroff academic report.
5. Mrs. Seay made a Motion to accept and approve Daroff academic report and Mrs. Greene second that Motion
6. By a majority vote the Daroff academic report was accepted and approved unanimously.
  - **Board Vote:**
    - **Yes: 6**
    - **No: 0**
    - **Abstain: 0**

**iii. HR Committee Reports**

**a. Bluford Charter School**

1. Mrs. Seay introduced Jermaine Young, HR Director of Universal Community Homes. Mr. Young Presented the HR Report for Bluford Charter School.
2. Board members were given copies the Bluford HR report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Bluford HR Report.
4. Mr. Ahmad asked for a motion to approve the Bluford HR Report.
5. Mr. Davis made a Motion to accept and approve Bluford HR report and Dr. Williams second that Motion
6. By a majority vote the Bluford HR Report were accepted and approved unanimously.
  - **Board Vote:**
    - **Yes: 6**
    - **No: 0**
    - **Abstain: 0**

**b. Daroff Charter School**

1. Mrs. Seay introduced Jermaine Young, HR Director of Universal Community Homes. Mr. Young Presented the HR Report for Daroff Charter School.
2. Board members were given copies the Daroff HR report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Daroff HR Report.
4. Mr. Ahmad asked for a motion to approve the Daroff HR Report.
5. Mr. Seay made a Motion to accept and approve Daroff HR report and Mr. Davis second that Motion
6. By a majority vote the Daroff HR Report were accepted and approved unanimously.
  - **Board Vote:**
    - **Yes: 6**



- **No: 0**
- **Abstain: 0**

**iv. Facilities Committee Reports**

**c. Bluford Charter School**

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

**d. Daroff Charter School**

7. Mr. Seay Presented the Facilities Report for Daroff Charter School.
8. Board members were given copies the Daroff facilities report which was reviewed by board members prior to the board meeting.
9. There was discussion amongst board members regarding the Daroff facilities report.
10. Mr. Ahmad asked for a motion to approve the Daroff facilities report.
11. Mr. Davis made a Motion to accept and approve Daroff facilities report and Mrs. Seay second that Motion
12. By a majority vote the Daroff Facilities Report were accepted and approved unanimously.
  - **Board Vote:**
    - **Yes: 6**
    - **No: 0**
    - **Abstain: 0**

**IV. Presentations**

**i. Bluford Monthly Reports**

1. Mrs. Gary-Nelson presented an update on Bluford’s Virtual UC participation.
2. Bluford’s Virtual UC participation average is about 87% for all grade levels.
3. Bluford’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. Bluford 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 Bluford Principal report
8. Mr. Ahmad asked for a motion to approve the Bluford Principal Report
9. Mr. Seay made a motion to approve the Bluford Principal Report and Mr. Davis second that motion.
10. By a majority vote the Bluford Principal Report was approved unanimously.

➤ **Board Vote:**

- **Yes: 6**
- **No: 0**
- **Abstain: 0**

**ii. Daroff Monthly Reports**

- a. Dr. Ruffin presented an update on Daroff’s Virtual UC participation.
  1. Daroff’s Virtual UC participation average is about 85% for all grade levels.
  2. Daroff’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. Daroff 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 Daroff’s Principal Report.
  7. Mr. Ahmad asked for a motion to approve the Daroff Principal Report.
  8. Mr. Davis made a motion to approve the Daroff Principal Report and Mr. Seay second that motion.
  9. By a majority vote the Daroff Principal Report was approved unanimously.

➤ **Board Vote:**

- **Yes: 6**
- **No: 0**
- **Abstain: 0**

**iii. Central Office Report**

- i. Dr. Nixon presented the Central Office report presented for Bluford, and Daroff. Board members were given copies of the Central Office report prior to the board meeting.
  1. 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.
  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. At this time, it is determined that Universal Creighton will continue 100% virtual learning until January 25, 2021
6. There was some discussion about the Central Office report.
7. Mr. Ahmad asked for a motion to approve the Central Office Report.
8. Mr. Seay made a motion to approve the Central Office Report and Mr. Davis second that motion.
9. By a majority vote the Central Office Report was approved unanimously.

➤ **Board Vote:**

- **Yes: 6**
- **No: 0**
- **Abstain: 0**

**iv. Corporate Office Report**

- i. There was no Corporate Office report.

**V. Board Action Items**

**i. Universal Bluford Charter School**

**a. Resolution B20-21-006: FY 21 1st Quarter Purchase Request Ratification**

1. Mr. Ahmad asked for a motion to accept and approve Resolution B20-21-006.
2. Mr. Seay made a motion to accept Resolution B20-21-006 and Mrs. Seay second that motion.
3. By a majority vote Resolution B20-21-006 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 **Savvas Learning Company** for an amount not to exceed **\$19,750.00**, for the 2020-2021 academic year.

➤ **Board Vote:**

- **Yes: 6**
- **No: 0**
- **Abstain: 0**

**b. Resolution B20-21-007: FY 21 1st Quarter Purchase Request Ratification**

1. Mr. Ahmad asked for a motion to accept Resolution B20-21-007.
2. Mr. Davis made a motion to table Resolution B20-21-007 and Mrs. Greene second that motion.
3. By a majority vote Resolution B20-21-007 was tabled

**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 **Savvas Learning**



**Company** for an amount not to exceed **\$24,782.39**, for the 2020-2021 academic year.

- **Board Vote:**
  - **Yes: 6**
  - **No: 0**
  - **Abstain: 0**

**c. Resolution B20-21-008: FY 21 1st Quarter Purchase Request Ratification**

1. Mr. Ahmad asked for a motion to accept Resolution B20-21-008.
2. Mr. Seay made a motion to accept Resolution B20-21-008 and Mr. Davis second that motion.
3. By a majority vote Resolution B20-21-008 was accepted 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 **Savvas Learning Company** for an amount not to exceed **\$83,900.24**, for the 2020-2021 academic year.

- **Board Vote:**
  - **Yes: 6**
  - **No: 0**
  - **Abstain: 0**

**d. Resolution B20-21-009: FY 21 1st Quarter Purchase Request Ratification**

1. Mr. Ahmad asked for a motion to accept Resolution B20-21-009.
2. Mrs. Greene made a motion to accept Resolution B20-21-009 and Dr. Williams second that motion.
3. By a majority vote Resolution B20-21-009 was accepted 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 **McGraw Hill School Education** for an amount not to exceed **\$37,834.52**, for the 2020-2021 academic year.

- **Board Vote:**
  - **Yes: 6**
  - **No: 0**
  - **Abstain: 0**

**e. Resolution B20-21-010: FY 21 1st Quarter Purchase Request Ratification**

1. Mr. Ahmad asked for a motion to accept Resolution B20-21-010.
2. Dr. Williams made a motion to accept Resolution B20-21-010 and Mr. Seay second that motion.
3. By a majority vote Resolution B20-21-010 was accepted 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 **Curriculum**



**Associates** for an amount not to exceed **\$30,060.00** for the 2020-2021 academic year.

- **Board Vote:**
  - **Yes: 6**
  - **No: 0**
  - **Abstain: 0**

**f. Resolution B20-21-011: FY 21 1st Quarter Purchase Request Ratification**

1. Mr. Ahmad asked for a motion to accept Resolution B20-21-011.
2. Mr. Davis made a motion to accept Resolution B20-21-011 and Mrs. Seay second that motion.
3. By a majority vote Resolution B20-21-011 was accepted 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 **Great Minds PBC.** for an amount not to exceed **\$23,015.00.** for the 2020-2021 academic year.

- **Board Vote:**
  - **Yes: 6**
  - **No: 0**
  - **Abstain: 0**

**ii. Universal Daroff Charter School**

**a. Resolution D20-21-006: FY 21 1st Quarter Purchase Request Ratification**

1. Mr. Ahmad asked for a motion to accept and approve Resolution D20-21-006.
2. Mr. Seay made a motion to accept Resolution D20-21-006 and Mrs. Seay second that motion.
3. By a majority vote Resolution D20-21-006 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 **Curriculum Associates** for an amount not to exceed **\$31,560.00** for the 2020-2021 academic year.

- **Board Vote:**
  - **Yes: 6**
  - **No: 0**
  - **Abstain: 0**

**b. Resolution D20-21-007: FY 21 1st Quarter Purchase Request Ratification**

1. Mr. Ahmad asked for a motion to accept Resolution D20-21-007.
2. Mr. Davis made a motion to table Resolution D20-21-007 and Mrs. Greene second that motion.
3. By a majority vote Resolution D20-21-007 was tabled

**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 **Savvas Learning Company** for an amount not to exceed **\$42,220.04**, for the 2020-2021 academic year.

- **Board Vote:**
  - **Yes: 6**
  - **No: 0**
  - **Abstain: 0**

**c. Resolution D20-21-008: FY 21 1st Quarter Purchase Request Ratification**

1. Mr. Ahmad asked for a motion to accept Resolution D20-21-008.
2. Mr. Davis made a motion to accept Resolution D20-21-008 and Mr. Seay second that motion.
3. By a majority vote Resolution D20-21-008 was accepted 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 **Savvas Learning Company** for an amount not to exceed **\$30,644.07**, for the 2020-2021 academic year.

- **Board Vote:**
  - **Yes: 6**
  - **No: 0**
  - **Abstain: 0**

**d. Resolution D20-21-009: FY 21 1st Quarter Purchase Request Ratification**

1. Mr. Ahmad asked for a motion to accept Resolution D20-21-009.
2. Mr. Davis made a motion to accept Resolution D20-21-009 and Mr. Seay second that motion.
3. By a majority vote Resolution D20-21-009 was accepted 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 **Savvas Learning Company** for an amount not to exceed **\$75,407,77**, for the 2020-2021 academic year.

- **Board Vote:**
  - **Yes: 6**
  - **No: 0**
  - **Abstain: 0**

**e. Resolution D20-21-010: FY 21 1st Quarter Purchase Request Ratification**

1. Mr. Ahmad asked for a motion to accept Resolution D20-21-010.
2. Mrs. Greene made a motion to accept Resolution D20-21-010 and Mr. Seay second that motion.
3. By a majority vote Resolution D20-21-010 was accepted 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 **Savvas Learning Company** for an amount not to exceed **\$15,750.00**, for the 2020-2021 academic year.

- **Board Vote:**
  - **Yes: 6**
  - **No: 0**
  - **Abstain: 0**

**f. Resolution D20-21-011: FY 21 1st Quarter Purchase Request Ratification**

1. Mr. Ahmad asked for a motion to accept Resolution D20-21-011.
2. Mrs. Greene made a motion to accept Resolution D20-21-011 and Mr. Seay second that motion.
3. By a majority vote Resolution D20-21-011 was accepted 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 **Savvas Learning Company** for an amount not to exceed **\$18,091.65**, for the 2020-2021 academic year.

- **Board Vote:**
  - **Yes: 6**
  - **No: 0**
  - **Abstain: 0**

**1. Public Comments**

- a. There were no public comments.

**2. Adjournment**

- a. The meeting concluded at 8:30 p.m.

