



Public Meeting of the Board of Trustees
for
Universal Institute Charter School
Meeting held Virtually via Zoom
December 3, 2020 at 6:00 PM
Meeting Minutes

Board Members Present:

1. Sultan Ahmad
2. Dr. Emma Chappell
3. Mr. Kenneth Gamble
4. Mrs. Faatimah Gamble

Board Members Absent:

1. Salima Rabb

Meeting called to Order at 6:07pm

I. Meeting Minutes

- a. The Meeting Minutes from September 24, 2020 were reviewed by board members prior to board meeting. Board Members discussed and made corrections to the meeting minutes.
 1. Mr. Ahmad asked for a motion to accept and approve the September 24, 2020 Meeting Minutes with additions and corrections.
 2. Dr. Chappell made a motion to approve the September 24, 2020 Meeting Minutes with additions and Corrections and Mr. Gamble second that motion.
 3. By a majority vote the September 24, 2020 Meeting Minutes were approved.

II. Superintendent Remarks

- i. Dr. Nixon presented the Superintendents remarks.
 - a. 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.
 - b. 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.
 - c. The Universal Schools Health and Safety Plan serves as our local guidelines for all instructional and non-instructional school reopening activities.
 - d. 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.
 - e. 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. Institute Charter School

1. **Profit/Loss and Budget Statement:** Dr. Chappell introduced Charter Choice Financial Management Consultant. Jesse Bean Presented the Finance Report for Institute Charter School.
2. Board members were given copies the Institute finance report which was reviewed by board members prior to the board meeting.



3. There was discussion amongst board members regarding the Institute Financial Report.
4. Mr. Ahmad asked for a motion to approve the Institute Financial Report.
5. Mr. Gamble made a motion to accept and approve Institute Finance report and Mrs. Gamble second that motion.
6. By a majority vote the Institute Financial Report was accepted and approved unanimously.

ii. Academic Committee Reports

a. Institute Charter School

1. There was no Academic Committee Report

iii. HR Committee Reports

a. Institute Charter School

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

b. Institute Personnel Hires

1. Institute hired three new employees for the following positions:
 - School Nurse
 - Medical Assistant
 - Long-term Substitute
2. There was discussion amongst the board regarding the personnel hires.
3. Mr. Ahmad asked for a motion to accept and approve the personnel hires.
4. Mrs. Gamble asked for a motion to accept and approve the personnel hires and Dr. Chappell second that motion.
5. By a majority vote, the personnel hires were accepted and approved.

c. Institute Personnel Termination

1. Institute had one voluntary termination for the following position:
 - Classroom assistant
2. There was discussion amongst the board regarding the personnel termination.
3. Mr. Ahmad asked for a motion to accept and approve personnel termination.
4. Mrs. Gamble asked for a motion to accept and approve personnel termination and Dr. Chappell second that motion.
5. By a majority vote, the personnel termination was accepted and approved

iv. Facilities Committee Reports

d. Institute Charter School

1. Mr. Threadgill Presented the Facilities Report for Institute Charter School.
2. Board members were given copies the Institute facilities report which was reviewed by board members prior to the board meeting.



3. There was discussion amongst board members regarding the Institute facilities report.
4. Mr. Ahmad asked for a motion to approve the Institute facilities report.
5. Mrs. Gamble made a motion to accept and approve Institute facilities report and Dr. Chappell second that motion.
6. By a majority vote the Institute Facilities Report were accepted and approved unanimously.

IV. Presentations

i. Institute Monthly Reports

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

ii. Central Office Report

- i. Dr. Nixon presented the Central Office report presented for Institute, 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. Gamble made a motion to approve the Central Office Report and Mrs. Gamble second that motion.
9. 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 Institute, board members were given copies of the Corporate Office report to review prior to the board meeting.
 1. Mr. Ahmad asked for a motion to approve the Corporate Office Report.
 2. Mr. Gamble made a motion to approve the Corporate Office Report and Dr. Chappell second that motion.
 3. By a majority vote the Corporate Office Report was approved unanimously.

V. Board Action Items

i. Universal Institute Charter School

a. Resolution I20-21-006: 2020-2021 Operating Budget (Revised)

1. Mr. Ahmad asked for a motion to table Resolution I20-21-006.
2. Mr. Gamble made a motion to table Resolution I20-21-006 and Mrs. Gamble second that motion.
3. By a majority vote Resolution I20-21-006 was tabled.

b. Resolution I20-21-007: FY 21 Purchase Request Ratification

1. Mr. Ahmad asked for a motion to accept Resolution I20-21-007.
2. Mrs. Gamble made a motion to table Resolution I20-21-007 and Dr. Chappell second that motion.
3. By a majority vote Resolution I20-21-007 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 **Wilson Language Training** for an amount not to exceed **\$27,896.34.**, for the 2020-2021 academic year.

c. Resolution I20-21-008: FY 21 Purchase Request Ratification

1. Mr. Ahmad asked for a motion to accept Resolution I20-21-008.
2. Mr. Gamble made a motion to accept Resolution I20-21-008 and Dr. Chappell second that motion.
3. By a majority vote Resolution I20-21-008 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 **\$65,431.59**, for the 2020-2021 academic year.

d. Resolution I20-21-009: FY 21 Purchase Request Ratification

1. Mr. Ahmad asked for a motion to accept Resolution I20-21-009.
2. Mr. Gamble made a motion to accept Resolution I20-21-009 and Dr. Chappell second that motion.
3. By a majority vote Resolution I20-21-009 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 **\$19,750.00**, for the 2020-2021 academic year.

e. Resolution I20-21-010: FY 21 Purchase Request Ratification

1. Mr. Ahmad asked for a motion to accept Resolution I20-21-010.
2. Mr. Gamble made a motion to accept Resolution I20-21-010 and Dr. Chappell second that motion.
3. By a majority vote Resolution I20-21-010 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 **\$18,240.00**, for the 2020-2021 academic year.

f. Resolution I20-21-011: FY 21 Purchase Request Ratification

1. Mr. Ahmad asked for a motion to accept Resolution I20-21-011.
2. Dr. Chappell made a motion to accept Resolution I20-21-011 and Mr. Gamble second that motion.
3. By a majority vote Resolution I20-21-011 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 technology supplies from **Universal Vare Charter School** for an amount not to exceed **\$18,179.85** for the 2020-2021 academic year.

g. Resolution I20-21-012: Purchase Request: CDW

1. Mr. Ahmad asked for a motion to accept Resolution I20-21-012.
2. Mr. Gamble made a motion to accept Resolution I20-21-012 and Mrs. Gamble second that motion.
3. By a majority vote Resolution I20-21-012 was accepted unanimously.

RESOLVED, that the Board of Trustees hereby approves the execution, delivery, and performance by Universal Education Company, through the Superintendent or her designee, of a purchase for 30 promethean boards from CDW for an amount not to exceed **\$79,980.00**, for the 2020-2021 academic year.

1. Public Comments

- a. There were no public comments.

2. Adjournment

- a. The meeting concluded at 8:14 p.m.

