



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

*Meeting held Virtually via Zoom  
September 24, 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
5. Salima Rabb

**Meeting called to Order at 6:05pm**

**I. Meeting Minutes**

- a. The Meeting Minutes from June 25, 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 25, 2020 Meeting Minutes with additions and corrections.
  - b. Dr. Chappell made a motion to approve the June 25, 2020 Meeting Minutes with additions and Corrections and Mrs. Gamble second that motion.
  - c. By a majority vote the June 25, 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. Mrs. Rabb made a motion to approve the July 31, 2020 Meeting Minutes with additions and corrections and Dr. Chappell 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. Institute Charter School**

- 1. Profit/Loss and Budget Statement:** Mrs. Greene introduced Charter Choice Financial Management Consultant. Kevin Corcoran Presented the Finance Report for Institute Charter School.
- Board members were given copies the Institute finance report which was reviewed by board members prior to the board meeting.
- There was discussion amongst board members regarding the Institute Financial Report.
- Mr. Ahmad asked for a motion to approve the Institute Financial Report.
- Mrs. Gamble made a Motion to accept and approve Institute Finance report and Dr. Chappell second that Motion
- 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 introduced Jermaine Young, HR Director of Universal Community Homes. Mr. Young Presented the HR Report for Institute Charter School.
- Board members were given copies the Institute HR report which was reviewed by board members prior to the board meeting.
- There was discussion amongst board members regarding the Institute HR Report.
- Mr. Ahmad asked for a motion to approve the Institute HR Report.
- Dr. Chappell made a Motion to accept and approve Institute HR report and Mr. Gamble second that Motion
- By a majority vote the Institute HR Report were accepted and approved unanimously.

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

##### **b. Institute Charter School**

1. Mr. Threadgill Presented the Facilities Report for Institute Charter School.
- Board members were given copies the Institute facilities report which was reviewed by board members prior to the board meeting.
- There was discussion amongst board members regarding the Institute facilities report.
- Mr. Ahmad asked for a motion to approve the Institute facilities report.
- Mrs. Gamble made a Motion to accept and approve Institute facilities report and Dr. Chappell second that Motion
- 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 School Opening Plan and 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. Dr. Chappell made a motion to approve the Institute Principal Report and Mrs. Gamble 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, and Daroff. 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 is working closely with Daroff and Institute Principal’s for the Charter renewal Hearings.
  5. 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
  6. Dr. Nixon Provided a summary of the 2020-2025 School Academic Plan
  7. 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”
  8. There was some discussion about the Central Office report.
  9. Mr. Ahmad asked for a motion to approve the Central Office Report.
  10. Mrs. Gamble made a motion to approve the Central Office Report and Mrs. Rabb second that motion.
  11. 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, and Daroff. Board members were given copies of the Corporate Office report to review prior to the board meeting.
  1. 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.
  2. Additional staff was recently hired in the Human Resources department to assist with compliance and benefits.
  3. Mr. Ahmad asked for a motion to approve the Corporate Office Report.
  4. Mr. Gamble made a motion to approve the Corporate Office Report and Dr. Chappell second that motion.
  5. By a majority vote the Corporate Office Report was approved unanimously.

**V. Board Action Items**

**i. Universal Institute Charter School**

**a. Resolution I20-21-001: 2020-2021 Code of Conduct (Updated)**

1. Mr. Ahmad asked for a motion to accept and approve Resolution I20-21-001.
2. Mr. Gamble made a motion to accept Resolution I20-21-001 and Mrs. Gamble second that motion.
3. By a majority vote Resolution I20-21-001 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 I20-21-002: 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 I20-21-002.
2. Mrs. Gamble made a motion to table Resolution I20-21-002 and Dr. Chappell second that motion.
3. By a majority vote Resolution I20-21-002 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 I20-21-003: Financial Management Consultant Authorized Signer**

1. Mr. Ahmad asked for a motion to accept Resolution I20-21-003.
2. Mrs. Gamble made a motion to accept Resolution I20-21-003 and Dr. Chappell second that motion.
3. By a majority vote Resolution I20-21-003 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 Whisman of Charter Choice and Dr. Emma Chappell, Board Treasure as authorized signers to the school's Citizens Bank account.

**d. Resolution I20-21-004: Approved Personnel Hires**

1. Mr. Ahmad asked for a motion to accept Resolution I20-21-004.
2. Mrs. Rabb made a motion to accept Resolution I20-21-004 and Dr. Chappell second that motion.
3. By a majority vote Resolution I20-21-004 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 I20-21-005: Approved Personnel Terminations**

1. Mr. Ahmad asked for a motion to accept Resolution I20-21-005.
2. Dr. Chappell made a motion to accept Resolution I20-21-005 and Mr. Gamble second that motion.
3. By a majority vote Resolution I20-21-005 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 7:40 p.m.

