



Public Meeting of the Board of Trustees
for
Universal Institute Charter School
Meeting held Virtually via Zoom
January 28, 2021 at 6:00 PM
Meeting Minutes

Board Members Present:

1. Mr. Kenneth Gamble
2. Mrs. Faatimah Gamble
3. Salima Rabb

Board Members Absent:

1. Dr. Emma Chappell

Meeting called to Order at 6:12pm

I. Meeting Minutes

- a. The meeting minutes from December 29, 2020 were reviewed by board members prior to board meeting. Board members discussed and made corrections to the meeting minutes.
 1. Mrs. Gamble asked for a motion to accept and approve the December 29, 2020 meeting minutes with additions and corrections.
 2. Ms. Rabb made a motion to approve the December 29, 2020 meeting minutes with additions and corrections and Mr. Gamble second that motion.
 3. By a majority vote the December 29, 2020 meeting minutes were approved.
- b. The meeting minutes from December 3, 2020 were reviewed by board members prior to board meeting. Board members discussed and made corrections to the meeting minutes.
 4. Mrs. Gamble asked for a motion to accept and approve the December 3, 2020 Meeting Minutes with additions and corrections.
 5. Ms. Rabb made a motion to approve the December 3, 2020 meeting minutes with additions and corrections and Mr. Gamble second that motion.
 6. By a majority vote the December 3, 2020 meeting minutes were approved.

II. Superintendent Remarks

- i. There were no Superintendents remarks.

III. Committee Reports

i. Financial Report

a. Institute Charter School

1. **Profit/Loss and Budget Statement:** 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. Mrs. Gamble asked for a motion to approve the Institute Financial Report.
5. Ms. Rabb made a motion to accept and approve Institute Finance report and Mr. 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. Tamelia Hinson-Threadgill 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. Mrs. Gamble asked for a motion to approve the Institute HR report.
5. Mr. Gamble made a motion to accept and approve Institute HR report and Ms. Rabb second that motion.
6. By a majority vote the Institute HR report were accepted and approved unanimously.

iv. Facilities Committee Reports

b. Institute Charter School

1. Mr. Lawrence 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. Mrs. Gamble asked for a motion to approve the Institute facilities report.
5. Mr. Gamble made a motion to accept and approve Institute facilities report and Ms. Rabb 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. There was some discussion regarding the Institute Principal report
7. Mrs. Gamble asked for a motion to approve the Institute Principal Report
8. Ms. Rabb made a motion to approve the Institute Principal Report and Mr. Gamble second that motion.



9. By a majority vote the Institute Principal Report was approved unanimously.

ii. Central Office Report

- i. Danna King presented the Central Office report presented for Institute, 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. The Universal Schools Health and Safety Plan serves as the local guideline for all instructional and non-instructional school reopening activities.
 3. 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.
 4. At this time, it is determined that Universal Creighton will continue 100% virtual learning indefinitely.
 5. There was some discussion about the Central Office report.
 6. Mrs. Gamble asked for a motion to approve the Central Office report.
 7. Ms. Rabb made a motion to approve the Central Office report and Mr. Gamble second that motion.
 8. 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. Mrs. Gamble asked for a motion to approve the Corporate Office Report.
 2. Mr. Gamble made a motion to approve the Corporate Office Report and Ms. Rabb 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 I20-21-013: 2020-2021 Code of Conduct (Revised)

1. Mrs. Gamble asked for a motion to accept and approve Resolution I20-21-013.
2. Mr. Gamble made a motion to accept and approve Resolution I20-21-013 and Mr. Gamble second that motion.
3. By a majority vote Resolution I20-21-013 was approved.

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, to revise the Code of Conduct to align with the School District of Philadelphia Charter School Office requirements. The Code of Conduct was revised to bring the Code of Conduct in Compliance.

➤ **Board Vote:**

- **Yes: 3**
- **No: 0**
- **Abstain: 0**



VI. Public Comments

- a. There were no public comments.

VII. Announcements

- a. Nominations are open and resumes are being accepted for the Board President vacancy and Parent Member vacancy. Interested candidates should submit resumes and recommendations to Latoya Finney.

VIII. Adjournment

- a. The meeting concluded at 7:22 p.m.

