



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

*Meeting held Virtually via Zoom  
March 18, 2021 at 6:00 PM*  
**Meeting Minutes**

**BOARD MEMBERS PRESENT:**

1. Dr. Deshawnda Williams
2. Joel Seay
3. Mark Davis
4. Cheryl Seay

**BOARD MEMBERS ABSENT:**

1. Gail Greene

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

**I. Meeting Minutes**

- i. The Meeting Minutes from January 14, 2021 were reviewed by board members prior to board meeting. Board Members discussed and made corrections to the meeting minutes.
  - a. Dr. Williams asked for a motion to accept and approve the January 14, 2021 Meeting Minutes with additions and corrections.
  - b. Mrs. Seay made a motion to approve the January 14, 2021 Meeting Minutes with additions and Corrections and Mr. Seay second that motion.
  - c. By a majority vote the January 14, 2021 Meeting Minutes were approved.

➤ **Board Vote:**

- Yes: 4
- No: 0
- Abstain: 0

**II. Superintendent Remarks**

- i. There were no Superintendent remarks.

**III. Committee Reports**

i. **Financial Report**

a. **Bluford Charter School**

1. **Profit/Loss and Budget Statement:** Charter Choice financial management consultant. Jesse Bean 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. Dr. Williams asked for a motion to approve the Bluford financial report.
5. Mr. Seay made a motion to accept and approve Bluford finance report and Mrs. Seay second that motion.
6. By a majority vote the Bluford financial report was accepted and approved unanimously.

➤ **Board Vote:**

- Yes: 4
- No: 0
- Abstain: 0

**b. Daroff Charter School**

1. **Profit/Loss and Budget Statement:** Charter Choice financial management consultant. Jesse Bean 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. Dr. Williams asked for a motion to approve the Daroff financial report.
5. Mrs. Seay made a motion to accept and approve Daroff finance report and Mr. Seay second that motion.
6. By a majority vote the Daroff financial report was accepted and approved unanimously.

➤ **Board Vote:**

- Yes: 4
- No: 0
- Abstain: 0

**ii. Academic Committee Reports**

- a. There was no academic committee report.

**iii. HR Committee Reports**

a. **Bluford Charter School**

1. There was no HR committee report.
2. **Virtual Employment Open House Update**
  - i. Candance Jones-Midgett will be attending the education week national fair.
  - ii. There have been virtual open houses, two in January, one in February and one in March. The first two open houses held in January weren't very successful with candidates. However, after re-strategizing the team was able to properly plan for the open houses held in February and March.
  - iii. Bluford leadership team was impressed with the turnout of candidates that participated.
  - iv. Bluford hired a math instructional coach and issued two offers for teacher positions.

**b. Daroff Charter School**

1. There was no HR committee report.
2. **Virtual Employment Open House Update**
  - i. Candance Jones-Midgett will be attending the education week national fair.
  - ii. There have been virtual open houses, two in January, one in February and one in March. The first two open houses held in January were not very successful with candidates. However, after



re-strategizing the team was able to properly plan for the open houses held in February and March.

- iii. Daroff leadership team was impressed with the turnout of candidates that participated.
- iv. Daroff issued one offer for teacher position, have an instruction demo scheduled and sent three interview requests.

**iv. Facilities Committee Reports**

**c. Bluford Charter School**

- 1. Mr. Lawrence Threadgill 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. Dr. Williams asked for a motion to approve the Bluford facilities report.
- 5. Mrs. Seay made a motion to accept and approve Bluford facilities report and Mr. Seay second that motion.
- 6. By a majority vote the Bluford facilities report were accepted and approved unanimously.

**➤ Board Vote:**

- Yes: 4
- No: 0
- Abstain: 0

**d. Daroff Charter School**

- 1. Mr. Lawrence Threadgill presented the facilities report for Daroff Charter School.
- 2. Board members were given copies the Daroff facilities report which was reviewed by board members prior to the board meeting.
- 3. There was discussion amongst board members regarding the Daroff facilities report.
- 4. Dr. Williams asked for a motion to approve the Daroff facilities report.
- 5. Mr. Seay made a motion to accept and approve Daroff facilities report and Mr. Davis second that motion.
- 6. By a majority vote the Daroff facilities report were accepted and approved unanimously.

**➤ Board Vote:**

- Yes: 4
- 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. There was some discussion regarding the Bluford Principal report
7. Dr. Williams asked for a motion to approve the Bluford Principal report
8. Mr. Seay made a motion to approve the Bluford Principal report and Mr. Davis second that motion.
9. By a majority vote the Bluford Principal report was approved unanimously.

➤ **Board Vote:**

- Yes: 4
- No: 0
- Abstain: 0

**ii. Daroff Monthly Reports**

- a. Ms. Hollenbach 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. There was some discussion regarding Daroff's Principal report.
  6. Dr. Williams asked for a motion to approve the Daroff Principal report.
  7. Mr. Seay made a motion to approve the Daroff Principal Report and Mr. Davis second that motion.
  8. By a majority vote the Daroff Principal report was approved unanimously.

➤ **Board Vote:**

- Yes: 4
- No: 0
- Abstain: 0

**iii. Central Office Report**

- i. Leslie Marant 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. The Universal Schools Health and Safety Plan serves as our local guidelines 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 Schools will continue 100% virtual learning until indefinite.
5. UEC hired a Director of Talent Recruitment to support school-based recruitment. The following Recruitment Plan will be launched in January 2021: VIRTUAL OPEN HOUSE FOR 2021-2022 SCHOOL YEAR
6. There was some discussion about the Central Office report. Dr. Williams requested a follow-up regarding the outcome of the virtual open house.
7. Dr. Williams asked for a motion to approve the Central Office Report.
8. Mrs. Seay made a motion to approve the Central Office Report and Mr. Seay second that motion.
9. By a majority vote the Central Office Report was approved unanimously.

➤ **Board Vote:**

- Yes: 4
- No: 0
- Abstain: 0

**iv. Corporate Office Report**

- i. There was no Corporate Office report.

**v. Legal Update**

a. special education matters

1. Daroff have one open Special education matter. There is no settlement recommendation at this time.
2. Bluford have two open special education matter. The two matter are new and there is no recommendation at this time.
3. Dr. Williams asked for a motion to approve the legal update.
4. Mrs. Seay made a motion to approve the legal update and Mr. Seay second that motion.
5. By a majority vote the legal update Report was approved.

➤ **Board Vote:**

- Yes: 4
- No: 0
- Abstain: 0

**V. Board Action Items**

i. **Universal Bluford Charter School**

a. **Resolution B20-21-014: FY 2020 990 Tax Forms**

1. Dr. Williams asked for a motion to accept and approve Resolution B20-21-014.
2. Mr. Seay made a motion to accept Resolution B20-21-014 and Mrs. Seay second that motion.
3. By a majority vote Resolution B20-21-014 was accepted and approved unanimously.

**RESOLVED**, that the Board of Trustees hereby authorize the execution, delivery, and performance by Universal Community Homes, through the Chief Financial

Officer or his designee, to submit the Fiscal Year 2020 tax form 990 for Bluford in compliance with federal guidelines.

➤ **Board Vote:**

- Yes: 4
- No: 0
- Abstain: 0

**b. Resolution B20-21-015: School Comprehensive Plan**

1. Dr. Williams asked for a motion to accept and approve Resolution B20-21-015.
2. Mr. Seay made a motion to accept Resolution B20-21-015 and Mrs. Seay second that motion.
3. By a majority vote Resolution B20-21-015 was accepted and approved unanimously.

**RESOLVED**, that the Board of Trustees hereby approves the execution, delivery, and performance by Universal Education Company, through the Superintendent or her designee, the School Comprehensive Plan for five-year period from 2020-2024 for Universal Bluford.

➤ **Board Vote:**

- Yes: 4
- No: 0
- Abstain: 0

**ii. Universal Daroff Charter School**

**a. Resolution D20-21-014: FY 2020 990 Tax Forms**

1. Dr. Williams asked for a motion to accept and approve Resolution D20-21-014.
2. Mr. Seay made a motion to accept Resolution D20-21-014 and Mrs. Seay second that motion.
3. By a majority vote Resolution D20-21-014 was accepted and approved unanimously.

**RESOLVED**, that the Board of Trustees hereby authorize the execution, delivery, and performance by Universal Community Homes, through the Chief Financial Officer or his designee, to submit the Fiscal Year 2020 tax form 990 for Daroff in compliance with federal guidelines.

➤ **Board Vote:**

- Yes: 4
- No: 0
- Abstain: 0

**b. Resolution D20-21-015: Memorandum of Understanding**

4. Dr. Williams asked for a motion to table Resolution D20-21-015.
5. Mr. Seay made a motion to table Resolution D20-21-015 and Mrs. Seay second that motion.
6. By a majority vote Resolution D20-21-015 was tabled.

**c. Resolution D20-21-016: Ventilation System Installation**

7. Dr. Williams asked for a motion to accept and approve Resolution D20-21-016.
8. Mrs. Seay made a motion to accept Resolution D20-21-016 and Mr. Davis second that motion.
9. By a majority vote Resolution D20-21-016 was accepted and approved unanimously.



**RESOLVED**, that the Board of Trustees authorizes Universal Community Homes, through the Chief Operating Officer or his designee, in the form attached, to execute, and deliver, a contract Devine Brothers, in an amount not to exceed \$800,000.00 to install a new ventilation system at Daroff.

➤ **Board Vote:**

- Yes: 4
- No: 0
- Abstain: 0

**d. Resolution D20-21-017: School Comprehensive Plan**

10. Dr. Williams asked for a motion to accept and approve Resolution D20-21-017.
11. Mr. Seay made a motion to accept Resolution D20-21-017 and Mrs. Seay second that motion.
12. By a majority vote Resolution D20-21-017 was accepted and approved unanimously.

**RESOLVED**, that the Board of Trustees hereby approves the execution, delivery, and performance by Universal Education Company, through the Superintendent or her designee, the School Comprehensive Plan for five-year period from 2020-2024 for Universal Daroff.

➤ **Board Vote:**

- Yes: 4
- No: 0
- Abstain: 0

**VI. Public Comments**

- a. There were no public comments.

**VII. New Business**

**a. Board Nominations Chairman**

- i. Mr. Davis made a motion to open the floor nominations, Mr. Seay second that motion.
- ii. By a majority vote the motion to open the floor for nominations passed.
- iii. The Board discussed the vacancy for Chairman.
- iv. Mr. Seay made a motion to nominate Dr. Deshawnda Williams to be Chairman of the combined Board of Trustees for Universal Bluford-Daroff. Mr. Davis second that motion.
- v. By a majority vote the motion to nominate Dr. Deshawnda Williams as the Chairman of the combined Board of Trustees for Universal Bluford-Daroff was accepted and approved.

➤ **Board Vote:**

- Yes: 4
- No: 0
- Abstain: 0

**b. Board Nominations Vice Chairman**

- i. The Board discussed the vacancy for vice Chairman.
- ii. Mr. Seay made a motion to nominate Mark Davis to be Vice Chairman of the combined Board of Trustees for Universal Bluford-Daroff. Mrs. Seay second that motion.
- iii. By a majority vote the motion to nominate Mark Davis as the Vice Chairman of the combined Board of Trustees for Universal Bluford-Daroff was accepted and approved.

➤ **Board Vote:**

- Yes: 4
- No: 0
- Abstain: 0

**VIII. Adjournment**

- a. The meeting concluded at 9:16 p.m.