



Public Meeting of the Board of Trustees
for
Universal Institute Charter School
Meeting held Virtually via Zoom
June 17, 2021 at 6:00 PM
Meeting Minutes

Board Members Present:

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

Meeting called to Order at 6:05pm

I. Meeting Minutes

- a. The Meeting Minutes from April 27, 2021 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 April 27, 2021 Meeting Minutes with additions and corrections.
 2. Mr. Gamble made a motion to approve the April 27, 2021 Meeting Minutes with additions and Corrections and Mrs. Gamble second that motion.
 3. By a majority vote the April 27, 2021 Meeting Minutes were approved.

➤ **Board Vote:**

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

- b. The Meeting Minutes from March 11, 2021 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 March 11, 2021 Meeting Minutes with additions and corrections.
 5. Mr. Gamble made a motion to approve the March 11, 2021 Meeting Minutes with additions and Corrections and Mrs. Gamble. second that motion.
 6. By a majority vote the March 11, 2021 Meeting Minutes were approved.

➤ **Board Vote:**

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

II. Superintendent Remarks

- i. There were no superintendent 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. 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.

➤ **Board Vote:**

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

ii. **Academic Committee Reports**

a. **Institute Charter School**

1. There was no Academic Committee Report

iii. **HR Committee Reports**

a. **Institute Charter School**

1. Karina Dean 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.

➤ **Board Vote:**

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

iv. **Facilities Committee Reports**

b. **Institute Charter School**

1. Latoya Finney 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. Ms. Rabb made a motion to accept and approve Institute facilities report and Mr. Gamble second that motion.
6. By a majority vote the Institute Facilities Report were accepted and approved unanimously.

➤ **Board Vote:**

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



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. UICS is celebrating a day of solidarity on March 12th, to celebrate 1 year in the pandemic.
7. There was some discussion regarding the Institute Principal report
8. Mrs. Gamble asked for a motion to approve the Institute Principal Report
9. Mr. Gamble made a motion to approve the Institute Principal Report and Ms. Rabb second that motion.
10. By a majority vote the Institute Principal Report was approved unanimously.
 - **Board Vote:**
 - **Yes: 3**
 - **No: 0**
 - **Abstain: 0**

ii. Central Office Report

- a. 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. Dr. Nixon presented the school reopening plan for the 2021-2022 academic year
 2. 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.
 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 Schools will reopen for 100% in-person learning in September 2021.
 6. There was some discussion about the Central Office report.
 7. Mrs. Gamble asked for a motion to approve the Central Office Report.
 8. Ms. Rabb made a motion to approve the Central Office Report and Mr. Gamble second that motion.
 9. By a majority vote the Central Office Report was approved unanimously.
 - **Board Vote:**
 - **Yes: 3**



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

iii. Corporate Office Report

1. There was no Corporate Office report.

V. Board Action Items

i. Universal Institute Charter School

a. Resolution I20-21-015: Purchase Request: IXL

1. Mrs. Gamble asked for a motion to accept and approve Resolution I20-21-015.
2. Ms. Rabb made a motion to accept and approve Resolution I20-21-015 and Mr. Gamble second that motion.
3. By a majority vote Resolution I20-21-015 was approved.

RESOLVED, that the Board of Trustees hereby authorize the execution, delivery, and performance by Universal Education Company, through the Superintendent or her designee, of a purchase for instructional supplies **IXL** for an amount not to exceed \$29,480.39, for one year.

➤ **Board Vote:**

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

b. Resolution I20-21-016: 2021-2022 Board Meeting Calendar

1. Mrs. Gamble asked for a motion to accept and approve Resolution I20-21-016.
2. Ms. Rabb made a motion to accept and approve Resolution I20-21-016 and Mr. Gamble second that motion.
3. By a majority vote Resolution I20-21-016 was approved.

RESOLVED, that the Board of Trustees authorize Universal Education Management, through the Superintendent or her designee, in the form attached, to produce the 2021 - 2022 Board Meeting Calendar, which reflects Board Meetings will begin September 1, 2021, through June 30, 2022, to reflect five meetings to be held throughout the school year.

➤ **Board Vote:**

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

c. Resolution I20-21-017: 2021-2022 Operating Budget

1. Mrs. Gamble asked for a motion to accept and approve Resolution I20-21-017.
2. Ms. Rabb made a motion to accept and approve Resolution I20-21-017 and Mr. Gamble second that motion.
3. By a majority vote Resolution I20-21-017 was approved.

RESOLVED, that the Board of Trustees authorizes Universal Community Homes, through the Chief Financial Officer or his designee, in the form attached, to produce the 2021 - 2022 Operating Budget, to which include the salary and benefits of employees, other operating expenses and revenue for the period commencing July 1, 2021 through June 30, 2022.



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

d. Resolution I20-21-018: Financial Consultant Agreement

1. Mrs. Gamble asked for a motion to accept and approve Resolution I20-21-018.
2. Ms. Rabb made a motion to accept and approve Resolution I20-21-018 and Mr. Gamble second that motion.
3. By a majority vote Resolution I20-21-018 was approved.

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 Contract with Charter Choice for the period commencing July 1, 2021 through June 30, 2022.

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

VI. Public Comments

- a. Tyrone Highsmith, Dean of Students, commented regarding the phenomenal job Dr. Nixon and Principal Williams did with the response to COVID-19 pandemic and the continuing the education for Universal scholars.

VII. New Business

a. Board Nominations Parent Member

- a. Ms. Rabb made a motion to open the floor for nominations, Mr. Gamble second that motion.
- b. By a majority vote the motion to open the floor for nominations passed.
- c. The Board discussed the vacancy for parent member.
- d. Mr. Gamble made a motion to nominate Mr. David R. Thomas to be parent member of the Board of Trustees for Universal Institute Charter School for a 1 year term, Ms. Rabb second that motion.
- e. By a majority vote the motion to nominate Mr. David R. Thomas as the parent member of the Board of Trustees for Universal Institute for a 1 year term was accepted and approved.

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

VIII. Adjournment

- a. The meeting concluded at 7:54 p.m.

