



Public Meeting of the Combined Board of Trustees
for
Universal Bluford Charter School
Universal Daroff Charter School
Meeting held Virtually via Zoom
June 3, 2021 at 6:00 PM
Meeting Minutes

BOARD MEMBERS PRESENT:

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

Meeting called to Order at 6:05pm

I. Meeting Minutes

- i. The Meeting Minutes from May 20, 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 May 20, 2021 Meeting Minutes with additions and corrections.
 - b. Mr. Seay made a motion to approve the May 20, 2021 Meeting Minutes with additions and Corrections and Mrs. Greene second that motion.
 - c. By a majority vote the May 20, 2021 Meeting Minutes were approved.
 - **Board Vote:**
 - **Yes: 5**
 - **No: 0**
 - **Abstain: 0**
- ii. The Meeting Minutes from April 29, 2021 were reviewed by board members prior to board meeting. Board Members discussed and made corrections to the meeting minutes.
 - d. Dr. Williams asked for a motion to accept and approve the April 29, 2021 Meeting Minutes with additions and corrections.
 - e. Mr. Seay made a motion to approve the April 29, 2021 Meeting Minutes with additions and Corrections and Mrs. Greene second that motion.
 - f. By a majority vote the April 29, 2021 Meeting Minutes were approved.
 - **Board Vote:**
 - **Yes: 5**
 - **No: 0**
 - **Abstain: 0**

II. Old Business

- a. Dr. Williams addressed outstanding board matters regarding the sprinkler and fire system that required board update.
 1. Mr. Threadgill explained that PSS will conduct inspections on the fire and sprinkler system at both Bluford and Daroff.

III. Superintendent Remarks

- i. Dr. Nixon presented the Superintendents remarks.



1. Universal continues to provide timely communication to the school community including Board member, administration, teachers, staff, students, and families.
2. Universal Schools continue to follow the guidance of government and public health officials and medical professionals.
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.

IV. 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: 5**
 - **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: 5**
 - **No: 0**
 - **Abstain: 0**

ii. Academic Committee Reports

- a. There was no academic committee report.

iii. HR Committee Reports

a. Bluford Charter School

1. Mrs. Hinson-Threadgill presented the HR report for Bluford Charter School.



2. Board members were given copies the Bluford HR report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Bluford HR report.
4. Dr. Williams asked for a motion to approve the Bluford HR report.
5. Mrs. Seay made a motion to accept and approve Bluford HR report and Mr. Seay second that motion.
6. By a majority vote the Bluford HR report were accepted and approved unanimously.
 - **Board Vote:**
 - **Yes: 5**
 - **No: 0**
 - **Abstain: 0**

b. Daroff Charter School

1. Mrs. Hinson-Threadgill presented the HR report for Daroff Charter School.
2. Board members were given copies the Daroff HR report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Daroff HR report.
4. Dr. Williams asked for a motion to approve the Daroff HR report.
5. Mr. Seay made a motion to accept and approve Daroff HR report and Mr. Davis second that motion.
6. By a majority vote the Daroff HR report were accepted and approved unanimously.
 - **Board Vote:**
 - **Yes: 5**
 - **No: 0**
 - **Abstain: 0**

iv. Facilities Committee Reports

c. Bluford Charter School

7. Mr. Lawrence Threadgill presented the facilities report for Bluford Charter School.
8. Board members were given copies the Bluford facilities report which was reviewed by board members prior to the board meeting.
9. There was discussion amongst board members regarding the Bluford facilities report.
10. Dr. Williams asked for a motion to approve the Bluford facilities report.
11. Mrs. Seay made a motion to accept and approve Bluford facilities report and Mr. Seay second that motion.
12. By a majority vote the Bluford facilities report were accepted and approved unanimously.
 - **Board Vote:**
 - **Yes: 5**
 - **No: 0**
 - **Abstain: 0**

d. Daroff Charter School

7. Mr. Lawrence Threadgill presented the facilities report for Daroff Charter School.



8. Board members were given copies the Daroff facilities report which was reviewed by board members prior to the board meeting.
9. There was discussion amongst board members regarding the Daroff facilities report.
10. Dr. Williams asked for a motion to approve the Daroff facilities report.
11. Mr. Seay made a motion to accept and approve Daroff facilities report and Mr. Davis second that motion.
12. By a majority vote the Daroff facilities report were accepted and approved unanimously.
 - **Board Vote:**
 - **Yes: 5**
 - **No: 0**
 - **Abstain: 0**

V. 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: 5**
 - **No: 0**
 - **Abstain: 0**

ii. Daroff Monthly Reports

- a. Dr. Ruffin 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: 5**
 - **No: 0**
 - **Abstain: 0**

iii. Central Office Report

- i. Dr. Nixon 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. 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. 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: 5**
 - **No: 0**
 - **Abstain: 0**

iv. Corporate Office Report

- i. There was no Corporate Office report.

v. Legal Update

- a. There was no legal update

VI. Board Action Items

i. Universal Bluford Charter School

a. Resolution B20-21-016: 2021-2022 Academic Calendar

1. Dr. Williams asked for a motion to accept and approve Resolution B20-21-016.
2. Mrs. Seay made a motion to accept Resolution B20-21-016 and Mr. Seay second that motion.
3. By a majority vote Resolution B20-21-016 was accepted and approved unanimously.



RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, in the form attached, to produce the 2021 - 2022 Academic Calendar, which reflects the School year to begin July 1, 2021, through June 30, 2022, to align the ending of the school year closely to the School District of Philadelphia year ending.

➤ **Board Vote:**

- **Yes: 5**
- **No: 0**

b. Resolution B20-21-017: Purchase Request: Chromebooks

1. Dr. Williams asked for a motion to accept and approve Resolution B20-21-016.
2. Mr. Seay made a motion to accept Resolution B20-21-016 and Mrs. Greene second that motion.
3. By a majority vote Resolution B20-21-016 was accepted and approved unanimously.

RESOLVED, 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 technology supplies from **CDW** for an amount not to exceed **\$205, 816** for Bluford.

➤ **Board Vote:**

- **Yes: 5**
- **No: 0**
- **Abstain: 0**

- **Abstain: 0**

c. Resolution B20-21-017: Financial Management Consultant Agreement

4. Dr. Williams asked for a motion to accept and approve Resolution B20-21-017.
5. Mr. Seay made a motion to accept Resolution B20-21-017 and Mrs. Greene second that motion.
6. By a majority vote Resolution B20-21-017 was accepted and approved 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 Contract with Charter Choice for the period commencing July 1, 2021 through June 30, 2022

➤ **Board Vote:**

- **Yes: 5**
- **No: 0**
- **Abstain: 0**

d. Resolution B20-21-018: 2021-2022 School Operating Budget

7. Dr. Williams asked for a motion to accept and approve Resolution B20-21-018.
8. Mr. Seay made a motion to accept Resolution B20-21-018 and Mrs. Greene second that motion.
9. By a majority vote Resolution B20-21-018 was accepted and approved unanimously.

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: 5**
 - **No: 0**
 - **Abstain: 0**

ii. **Universal Daroff Charter School**

e. **Resolution D20-21-022: 2021-2022 Academic Calendar**

10. Dr. Williams asked for a motion to accept and approve Resolution D20-21-022.
11. Mrs. Seay made a motion to accept Resolution D20-21-022 and Mrs. Greene second that motion.
12. By a majority vote Resolution D20-21-022 was accepted and approved unanimously.

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, in the form attached, to produce the 2021 - 2022 Academic Calendar, which reflects the School year to begin July 1, 2021, through June 30, 2022, to align the ending of the school year closely to the School District of Philadelphia year ending.

- **Board Vote:**
 - **Yes: 5**
 - **No: 0**
 - **Abstain: 0**

f. **Resolution D20-21-023: Purchase Request: Special Education Curriculum**

13. Dr. Williams asked for a motion to accept and approve Resolution D20-21-023.
14. Mr. Seay made a motion to accept Resolution D20-21-023 and Mrs. Greene second that motion.
15. By a majority vote Resolution D20-21-023 was accepted and approved unanimously.

RESOLVED, 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 for Special education effective the 2020-2021 academic year.

- **Board Vote:**
 - **Yes: 5**
 - **No: 0**
 - **Abstain: 0**

g. **Resolution D20-21-024: Financial Management Consultant Agreement**

16. Dr. Williams asked for a motion to accept and approve Resolution D20-21-024.
17. Mr. Seay made a motion to accept Resolution D20-21-024 and Mrs. Greene second that motion.
18. By a majority vote Resolution D20-21-024 was accepted and approved 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 Contract with Charter Choice for the period commencing July 1, 2021 through June 30, 2022



- **Board Vote:**
 - **Yes: 5**
 - **No: 0**
 - **Abstain: 0**

h. Resolution D20-21-025: 2021-2022 School Operating Budget

19. Dr. Williams asked for a motion to accept and approve Resolution D20-21-025.
20. Mr. Seay made a motion to accept Resolution D20-21-025 and Mrs. Greene second that motion.
21. By a majority vote Resolution D20-21-025 was accepted and approved unanimously.

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: 5**
 - **No: 0**
 - **Abstain: 0**

VII. Public Comments

- a. There were no public comments.

VIII. Adjournment

- a. The meeting concluded at 7:26 p.m.

