



Public Meeting of the Combined Board of Trustees
for
Universal Bluford Charter School
Universal Daroff Charter School
Meeting held Virtually via Zoom
October 21, 2021 at 6:00 PM
Meeting Minutes

BOARD MEMBERS PRESENT:

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

Meeting called to Order at 6:05pm

I. Meeting Minutes

- i. The Meeting Minutes from September 23, 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 September 23, 2021 Meeting Minutes with additions and corrections.
 - b. Mr. Davis made a motion to approve the September 23, 2021 Meeting Minutes with additions and Corrections and Mrs. Greene second that motion.
 - c. By a majority vote the September 23, 2021 Meeting Minutes were approved.
 - **Board Vote:**
 - **Yes: 5**
 - **No: 0**
 - **Abstain: 0**

II. 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. Davis made a motion to accept and approve Bluford finance report and Mrs. Greene 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. Mr. Davis made a motion to accept and approve Daroff finance report and Mrs. Greene 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. HR Committee Reports

a. Bluford Charter School

1. Cheryl Seay 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. Mr. Davis made a motion to accept and approve Bluford HR report and Mrs. Greene 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. Cheryl 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. Davis made a motion to accept and approve Daroff HR report and Mrs. Greene 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**



iii. 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. Mr. Davis made a motion to accept and approve Bluford facilities report and Mrs. Greene 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. Mrs. Greene 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**

III. Presentations

i. Bluford Monthly Reports

- a. Principal. Gary-Nelson presented a Bluford's monthly school report.
 1. Bluford's total enrollment is 485. Bluford enrollment cap is 541.
 2. Bluford implements Positive Behavioral Intervention and Supports (PBIS) through a Multi-Tiered System of Support (MTSS) for behavior. The three (3) tiered system is as follows:
 - a. Tier 1- the base level of school behavior that is applied to all scholars as school policy
 - b. Tier 2- Develop individual positive behavior support plans, including: mentorship, monthly team meetings with STS providers, Group Counseling and individual counseling
 - c. Tier 3- referral for evaluation for specialized services, Bi-weekly agency and school based meetings.



3. Bluford's leadership team is in the process of identifying scholars that are in need of behavioral support. There are 6 scholars that carried over from the previous school year.
4. Bluford has a goal to achieve a ten (10) percent gain in all subject of scholars performing proficient or advanced.
5. Bluford will continue to promote a system-wide culture of safety, effective engagement, cultural competency, and customer service
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. Davis made a motion to approve the Bluford Principal report and Mrs. Greene 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 Daroff's monthly school report.
 1. Daroff's total enrollment is 692. Daroff enrollment cap is 735.
 2. Daroff implements Positive Behavioral Intervention and Supports (PBIS) through a Multi-Tiered System of Support (MTSS) for behavior. The three (3) tiered system is as follows:
 - a. Tier 1- the base level of school behavior that is applied to all scholars as school policy
 - b. Tier 2- Develop individual positive behavior support plans, including: mentorship, monthly team meetings with STS providers, Group Counseling and individual counseling
 - c. Tier 3- referral for evaluation for specialized services, Bi-weekly agency and school-based meetings.
 3. Daroff's leadership team is in the process of identifying scholars that are in need of behavioral support. There are 6 scholars that carried over from the previous school year.
 4. Daroff has a goal to achieve a ten (10) percent gain in all subjects of scholars performing proficient or advanced.
 5. Daroff will continue to promote a system-wide culture of safety, effective engagement, cultural competency, and customer service
 6. There was some discussion regarding Daroff's Principal report.
 7. Dr. Williams asked for a motion to approve the Daroff Principal report.
 8. Mr. Davis made a motion to approve the Daroff Principal Report and Mrs. Greene second that motion.
 9. By a majority vote the Daroff Principal report was approved unanimously.

➤ **Board Vote:**

- **Yes: 5**
- **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.
 2. 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.
 3. All Universal Schools reopen for 100% in-person learning on August 31, 2021.
 4. Dr. Nixon established a COVID-19 response team that coordinates all things COVID in all the school buildings, including but not limited to testing, responding to positive test results and exposure.
 5. The COVID response team created all letters and/or correspondence to notify parents of COVID case within the schools building and exposures procedures.
 6. The COVID response team maintain a dashboard on the school websites.
 7. There was some discussion about the Central Office report. Dr. Williams requested a follow-up regarding the outcome of the virtual open house.
 8. Dr. Williams asked for a motion to approve the Central Office Report.
 9. Mr. Davis made a motion to approve the Central Office Report and Mrs. Greene second that motion.
 10. By a majority vote the Central Office Report was approved unanimously.
 - **Board Vote:**
 - **Yes: 5**
 - **No: 0**
 - **Abstain: 0**

IV. Board Action Items

i. Universal Bluford Charter School

a. Resolution B21-22-004: Student Attendance Policy

1. Dr. Williams asked for a motion to accept and approve Resolution B21-22-004.
2. Mr. Davis made a motion to accept and approve Resolution B21-22-004 and Mrs. Greene second that motion.
3. By a majority vote Resolution B21-22-004 was approved.

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, to update and revised the Student Attendance policy to align the policy with the School District of Philadelphia policy and ensure the policy is in compliance.

➤ **Board Vote:**

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

b. Resolution B21-22-005: Enrollment and Withdrawal Policy

1. Dr. Williams asked for a motion to accept and approve Resolution B21-22-005.
2. Mr. Davis made a motion to accept and approve Resolution B21-22-005 and Mrs. Greene second that motion.
3. By a majority vote Resolution B21-22-005 was approved.



RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, to update and revised the Enrollment and Withdrawal policy to align the policy with the School District of Philadelphia policy and ensure the policy is in compliance.

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

c. Resolution B21-22-006: Health Services Policy

1. Dr. Williams asked for a motion to accept and approve Resolution B21-22-006.
2. Mr. Davis made a motion to accept Resolution B21-22-006 and Mrs. Greene second that motion.
3. By a majority vote Resolution B21-22-006 was accepted and approved unanimously.

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, to update and revised the Health Services policy to align the policy with the School District of Philadelphia policy and ensure the policy is in compliance.

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

d. Resolution B21-22-007: Curriculum Purchase Request: Varsity Tutors

1. Dr. Williams asked for a motion to accept and approve Resolution B21-22-007.
2. Mr. Davis made a motion to accept Resolution B21-22-007 and Mrs. Greene second that motion.
3. By a majority vote Resolution B21-22-007 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 professional services contract with Varsity Tutors for tutoring services for an amount not to exceed \$92,400.

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

e. Resolution B21-22-007: Curriculum Purchase Request Ratification: Amplify

4. Dr. Williams asked for a motion to accept and approve Resolution B21-22-007.
5. Mr. Davis made a motion to accept Resolution B21-22-007 and Mrs. Greene second that motion.
6. By a majority vote Resolution B21-22-007 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 professional services contract with Amplify for an amount not to exceed \$41,992.45.

- **Board Vote:**
- **Yes: 5**



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

f. Resolution B21-22-007: Curriculum Purchase Request Ratification: Curriculum Associates

7. Dr. Williams asked for a motion to accept and approve Resolution B21-22-007.
8. Mr. Davis made a motion to accept Resolution B21-22-007 and Mrs. Greene second that motion.
9. By a majority vote Resolution B21-22-007 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 professional services contract with Curriculum Associates for an amount not to exceed \$27,860.

➤ **Board Vote:**

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

g. Resolution B21-22-007: Curriculum Purchase Request Ratification: Great Minds

10. Dr. Williams asked for a motion to accept and approve Resolution B21-22-007.
11. Mr. Davis made a motion to accept Resolution B21-22-007 and Mrs. Greene second that motion.
12. By a majority vote Resolution B21-22-007 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 professional services contract with Great Minds for an amount not to exceed \$22,093.40.

➤ **Board Vote:**

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

ii. Universal Daroff Charter School

h. Resolution D21-22-004: Student Attendance Policy

1. Dr. Williams asked for a motion to accept and approve Resolution D21-22-004.
2. Mr. Davis made a motion to accept and approve Resolution D21-22-004 and Mrs. Greene second that motion.
3. By a majority vote Resolution D21-22-004 was approved.

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, to update and revised the Student Attendance policy to align the policy with the School District of Philadelphia policy and ensure the policy is in compliance.

➤ **Board Vote:**

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



i. Resolution D21-22-005: Enrollment and Withdrawal Policy

4. Dr. Williams asked for a motion to accept and approve Resolution D21-22-005.
5. Mr. Davis made a motion to accept and approve Resolution D21-22-005 and Mrs. Greene second that motion.
6. By a majority vote Resolution D21-22-005 was approved.

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, to update and revised the Enrollment and Withdrawal policy to align the policy with the School District of Philadelphia policy and ensure the policy is in compliance.

➤ **Board Vote:**

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

j. Resolution D21-22-006: Health Services Policy

4. Dr. Williams asked for a motion to accept and approve Resolution D21-22-006.
5. Mr. Davis made a motion to accept Resolution D21-22-006 and Mrs. Greene second that motion.
6. By a majority vote Resolution D21-22-006 was accepted and approved unanimously.

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, to update and revised the Health Services policy to align the policy with the School District of Philadelphia policy and ensure the policy is in compliance.

➤ **Board Vote:**

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

k. Resolution D21-22-007: Facilities Purchase Request: A-One Asphalt and Paving

13. Dr. Williams asked for a motion to accept and approve Resolution D21-22-007.
14. Mr. Davis made a motion to accept Resolution D21-22-007 and Mrs. Greene second that motion.
15. By a majority vote Resolution D21-22-007 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 professional services contract with Varsity Tutors for tutoring services for an amount not to exceed \$45,400.

➤ **Board Vote:**

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

l. Resolution D21-22-007: Curriculum Purchase Request Ratification: McGraw Hill

16. Dr. Williams asked for a motion to accept and approve Resolution D21-22-007.
17. Mr. Davis made a motion to accept Resolution D21-22-007 and Mrs. Greene second that motion.
18. By a majority vote Resolution D21-22-007 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 professional services contract with McGraw Hill for an amount not to exceed \$47,588.07.

➤ **Board Vote:**

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

m. Resolution D21-22-007: Curriculum Purchase Request Ratification: Curriculum Associates

19. Dr. Williams asked for a motion to accept and approve Resolution D21-22-007.
20. Mr. Davis made a motion to accept Resolution D21-22-007 and Mrs. Greene second that motion.
21. By a majority vote Resolution D21-22-007 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 professional services contract with Curriculum Associates for an amount not to exceed \$35,865.

➤ **Board Vote:**

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

n. Resolution D21-22-007: Curriculum Purchase Request Ratification: Great Minds

22. Dr. Williams asked for a motion to accept and approve Resolution D21-22-007.
23. Mr. Davis made a motion to accept Resolution D21-22-007 and Mrs. Greene second that motion.
24. By a majority vote Resolution D21-22-007 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 professional services contract with Great Minds for an amount not to exceed \$35,729.84.

➤ **Board Vote:**

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

V. Public Comments

- a. There were no public comments.

VI. Adjournment

- a. The meeting concluded at 8:39 p.m.

