



Public Meeting of the Combined Board of Trustees
for
Universal Alcorn Charter School
Universal Vare Charter School
Universal Audenried Charter High School
Meeting held Virtually via Zoom
November 16, 2021 at 6:00 PM

Meeting Minutes

BOARD MEMBERS PRESENT:

1. Curtis Savoy
2. Christopher Hill
3. Dr. Patricia Williams – Diaw
4. Mrs. Phyllis Randall

Meeting called to Order at 6:02pm

I. Meeting Minutes

- i. The meeting minutes from October 19, 2021 were reviewed by board members prior to board meeting. Board members discussed and made corrections to the meeting minutes.
 - a. Mr. Savoy asked for a motion to accept and approve the October 19, 2021 Meeting Minutes with additions and corrections.
 - b. Mr. Hill made a motion to approve the October 19, 2021 meeting minutes with additions and Corrections and Dr. Diaw second that motion.
 - c. By a majority vote the October 19, 2021 meeting minutes were approved.
 - **Board Vote:**
 - **Yes: 4**
 - **No: 0**
 - **Abstain: 0**

II. Committee Reports

i. Financial Report

a. Alcorn Charter School

1. **Profit/Loss and Budget Statement:** Charter Choice financial management consultant. Kevin Corcoran presented the finance report for Alcorn Charter School.
2. Board members were given copies the Alcorn finance report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Alcorn financial report.
4. Mr. Savoy asked for a motion to approve the Alcorn financial report.
5. Mr. Hill made a motion to accept and approve Alcorn finance report and Dr. Diaw second that motion.
6. By a majority vote the Alcorn financial report was accepted and approved unanimously.
 - **Board Vote:**
 - **Yes: 4**
 - **No: 0**
 - **Abstain: 0**



b. Vare Charter School

1. **Profit/Loss and Budget Statement:** Charter Choice financial management consultant. Kevin Corcoran presented the finance report for Vare Charter School.
2. Board members were given copies the Vare finance report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Vare financial report.
4. Mr. Savoy asked for a motion to approve the Vare financial report.
5. Mr. Hill made a motion to accept and approve Vare finance report and Dr. Diaw second that motion.
6. By a majority vote the Vare Financial Report was accepted and approved unanimously.
 - **Board Vote:**
 - **Yes: 4**
 - **No: 0**
 - **Abstain: 0**

c. Audenried Charter High School

1. **Profit/Loss and Budget Statement:** Charter Choice financial management consultant. Kevin Corcoran Presented the finance report for Audenried Charter School.
2. Board members were given copies the Audenried finance report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Audenried financial report.
4. Mr. Savoy asked for a motion to approve the Audenried financial report.
5. Mr. Hill made a motion to accept and approve Audenried finance report and Dr. Diaw second that motion.
6. By a majority vote the Audenried Financial report was accepted and approved unanimously.
 - **Board Vote:**
 - **Yes: 4**
 - **No: 0**
 - **Abstain: 0**

ii. Facilities Committee Reports

a. Alcorn Charter School

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



a. Vare Charter School

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

➤ **Board Vote:**

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

b. Audenried Charter High School

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

➤ **Board Vote:**

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

III. Presentations

i. Alcorn Monthly Reports

- a. Mr. Starke presented Alcorn's monthly school report.
 1. Alcorn's total enrollment is 545. Alcorn enrollment cap is 620.
 2. Alcorn 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. Alcorn'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. Alcorn has a goal to achieve a ten (10) percent gain in all subject of scholars performing proficient or advanced.



5. Alcorn will continue to promote a system-wide culture of safety, effective engagement, cultural competency, and customer service
6. There was some discussion regarding the Alcorn Principal report
7. Mr. Savoy asked for a motion to approve the Alcorn Principal Report
8. Mr. Hill made a motion to approve the Alcorn Principal Report and Dr. Diaw second that motion.
9. By a majority vote the Alcorn Principal Report was approved unanimously.

➤ **Board Vote:**

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

ii. Vare Monthly Reports

- a. Principal Howee-Toomer presented Vare's monthly school report
 1. Vare's total enrollment is 212. Alcorn enrollment cap is 230.
 2. Vare 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. Vare's leadership team is in the process of identifying scholars that are in need of behavioral support.
 4. Vare has a goal to achieve a ten (10) percent gain in all subject of scholars performing proficient or advanced.
 5. There was some discussion regarding Vare's Principal Report.
 6. Mr. Savoy asked for a motion to approve the Vare Principal Report.
 7. Dr. Diaw made a motion to approve the Vare Principal Report and Mr. Hill second that motion.
 8. By a majority vote the Vare Principal Report was approved unanimously.

➤ **Board Vote:**

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

iii. Audenried Monthly Reports

- a. Mr. Anderson presented Audenried's monthly school report
 1. Audenried's total enrollment is 578 with a goal to reach 705. Audenried is under the enrollment cap.
 2. Audenried 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- scholars placed into groups based on the type of infractions. Interventions include: Community service, Group Sessions and daily reports
 - c) Tier 3- Scholars receive behavioral contracts, counseling sessions, positive behavior support plans.
3. Audenried will continue to promote a system-wide culture of safety, effective engagement, cultural competency, and customer service
 4. Audenried focus is on scholars being college and career ready. Scholars take PSAT in grades 9-11 and are allowed to take the pre-test numerous times to determine how prepared scholars are.
 5. Audenried has a goal to achieve a ten (10) percent gain in all subject of scholars performing proficient or advanced.
 6. There was some discussion about the Audenried Principal Report.
 7. Mr. Savoy asked for a motion to approve the Audenried Principal Report.
 8. Dr. Diaw made a motion to approve the Audenried Principal Report and Mr. Hill second that motion.
 9. By a majority vote the Audenried Principal Report was approved unanimously.

➤ **Board Vote:**

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

iv. Central Office Report

- a. Dr. Nixon presented the Central Office report for Alcorn, Vare and Audenried.
 1. 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.
 2. The COVID response team created all letters and/or correspondence to notify parents of COVID case within the schools building and exposures procedures.
 3. The COVID response team maintain a dashboard on the school websites.
 4. The Central Office team will begin school support visit the week of November 29th.
 5. The school support visits will focus on each category of the Annual Charter Evaluation.
 6. There is a Central Office team member assigned to each category that will observe and evaluate the specific area and look at trends across the category.
 7. The team member will also set goals for the school to improve the trends.
 8. Dr. Nixon contracted with a safety expert to work closely with the Director of Climate Culture and Safety arounds best practices for the safety of our schools and the violence throughout the City of Philadelphia.
 9. Central Office launched the ACE dashboards to put each section of the Annual Charter Evaluation into perspective for the schools to see areas that the school may be struggling.
 10. There was some discussion about the Central Office Report.
 11. Mr. Savoy asked for a motion to approve the Central Office Report.
 12. Dr. Diaw made a motion to approve the Central Office Report and Mr. Hill second that motion.
 13. By a majority vote the Central Office Report was approved unanimously.



- **Board Vote:**
 - **Yes: 4**
 - **No: 0**
 - **Abstain: 0**

IV. Board Action Items

i. Universal Alcorn Charter School

a. Resolution AL21-22-006: Employee Attendance Policy

1. Mr. Savoy asked for a motion to accept and approve Resolution AL21-22-006.
2. Dr. Diaw made a motion to accept and approve Resolution AL21-22-006 and Mr. Hill second that motion.
3. By a majority vote Resolution AL21-22-006 was approved.

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, to update and revised the Employee Attendance policy to include COVID – 19 related absence policy for employees.

- **Board Vote:**
 - **Yes: 4**
 - **No: 0**
 - **Abstain: 0**

b. Resolution AL21-22-007: Facilities Repair Request

4. Mr. Savoy asked for a motion to accept and approve Resolution AL21-22-007.
5. Dr. Diaw made a motion to accept and approve Resolution AL21-22-007 and Mr. Hill second that motion.
6. By a majority vote Resolution AL21-22-007 was approved.

RESOLVED, the Board of Trustees hereby authorize the execution, delivery, and performance by Universal Community Homes, through the Chief Operating Officer or her designee, in the form attached, to execute, and deliver, a Contract with DTL Mechanical LLC for an amount not to exceed \$83,994.00 for ventilation repairs at Alcorn.

- **Board Vote:**
 - **Yes: 4**
 - **No: 0**
 - **Abstain: 0**

c. Resolution AL21-22-009: Cleaning Services Contract

1. Mr. Savoy asked for a motion to table Resolution AL21-22-009.
2. Mr. Hill made a motion to table Resolution AL21-22-009 and Dr. Diaw second that motion.
3. By a majority vote Resolution AL21-22-009 was tabled.

ii. Universal Vire Charter School

d. Resolution V21-22-006: Employee Attendance Policy

7. Mr. Savoy asked for a motion to accept and approve Resolution V21-22-006.
8. Dr. Diaw made a motion to accept and approve Resolution V21-22-006 and Mr. Hill second that motion.



9. By a majority vote Resolution V21-22-006 was approved.

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, to update and revised the Employee Attendance policy to include COVID – 19 related absence policy for employees

➤ **Board Vote:**

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

e. Resolution V21-22-007: Vare Charter Agreement 2021-2026

1. Mr. Savoy asked for a motion to accept and approve Resolution V21-22-007.
2. Dr. Diaw made a motion to accept and approve Resolution V21-22-007 and Mr. Hill second that motion.
3. By a majority vote Resolution V21-22-007 was approved.

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, to execute and deliver in the form attached, the five (5) year Charter Agreement for Universal Vare Charter School with the conditions outlined in the agreement for the period 2021 -2026 effective July 1, 2021.

Board Vote:

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

f. Resolution V21-22-008: Worthington Purchase Request revised

4. Mr. Savoy asked for a motion to accept and approve Resolution V21-22-008.
5. Dr. Diaw made a motion to accept and approve Resolution V21-22-008 and Mr. Hill second that motion.
6. By a majority vote Resolution V21-22-008 was approved.

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 from Worthington for an amount not to exceed \$29,485 from ESSER 1 funds.

➤ **Board Vote:**

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

iii. Universal Audenried Charter School

g. Resolution AU21-22-006: Employee Attendance Policy

10. Mr. Savoy asked for a motion to accept and approve Resolution AU21-22-006.
11. Dr. Diaw made a motion to accept and approve Resolution AU21-22-006 and Mr. Hill second that motion.
12. By a majority vote Resolution AU21-22-006 was approved.



RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, to update and revised the Employee Attendance policy to include COVID – 19 related absence policy for employees

➤ **Board Vote:**

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

h. Resolution AU21-22-007: Technology Purchase Request

4. Mr. Savoy asked for a motion to accept and approve Resolution AU21-22-007.
5. Dr. Diaw made a motion to accept and approve Resolution AU21-22-007 and Mr. Hill second that motion.
6. By a majority vote Resolution AU21-22-007 was approved.

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 from CDW for an amount not to exceed \$_____ for iMacs.

Board Vote:

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

V. Public Comments

- a. There was no public comments

VI. Adjournment

- a. The meeting concluded at 8:50 p.m.

