



Public Meeting of the Combined Board of Trustees
for
Universal Bluford Charter School
Universal Daroff Charter School
Meeting held Virtually via Zoom
November 18, 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 October 21, 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 October 21, 2021 Meeting Minutes with additions and corrections.
 - b. Mr. Davis made a motion to approve the October 21, 2021 Meeting Minutes with additions and Corrections and Mrs. Greene second that motion.
 - c. By a majority vote the October 21, 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. There were no HR reports presented

1. Cheryl Seay, HR committee chair requested a follow-up regarding the HR transfer process for staff.

iii. Facilities Committee Reports

b. Bluford Charter School

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

c. 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. Mrs. Greene 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: 5**
 - **No: 0**
 - **Abstain: 0**

III. Presentations

i. Bluford Monthly Reports

- a. AP Bellamy 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 B21-22-005: Employee Attendance 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 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 B21-22-006: Cleaning Service Contract

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

RESOLVED, that the Board of Trustees authorizes Universal Community Homes, through the Chief Operating Officer or her designee, to execute and deliver a professional services contract with Mr. Pop Pop Cleaning Service for tutoring services for an amount not to exceed \$23,000 per month for 3 months.

➤ **Board Vote:**

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

ii. Universal Daroff Charter School

c. Resolution D21-22-005: Employee Attendance Policy

1. Dr. Williams asked for a motion to accept and approve Resolution D21-22-005.
2. Mr. Davis made a motion to accept and approve Resolution D21-22-005 and Mrs. Greene second that motion.
3. 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 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**



d. Resolution D21-22-006: Cleaning Service Contract

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

RESOLVED, that the Board of Trustees authorizes Universal Community Homes, through the Chief Operating Officer or her designee, to execute and deliver a professional services contract with Mr. Pop Pop Cleaning Service for tutoring services for an amount not to exceed \$23,000 per month for 3 months.

➤ **Board Vote:**

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

V. New Business

a. Board Nominations Board Member

- 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 Board Member.
- iv. Mr. Seay made a motion to nominate Tiffany Evans to be a member of the combined Board of Trustees for Universal Bluford-Daroff. Mr. Davis second that motion.
- v. By a majority vote the motion to nominate Tiffany Evans as a member of the combined Board of Trustees for Universal Bluford-Daroff was accepted and approved.

➤ **Board Vote:**

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

b. Board Nominations Parent Member

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

➤ **Board Vote:**

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

VI. Public Comments

- a. There were no public comments.

VII. Adjournment

- a. The meeting concluded at 7:39 p.m.

