



Public Meeting of the Board of Trustees
for
Universal Institute Charter School
Meeting held Virtually via Zoom
December 2, 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 September 30, 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 September 30, 2021 Meeting Minutes with additions and corrections.
 2. Mr. Gamble made a motion to approve the September 30, 2021 Meeting Minutes with additions and Corrections and Ms. Rabb second that motion.
 3. By unanimous vote the September 30, 2021 Meeting Minutes were approved.

➤ **Board Vote:**

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

II. 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 Ms. Rabb second that motion.
6. By unanimous vote the Institute Financial Report was accepted and approved.

➤ **Board Vote:**

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



ii. Academic Committee Reports

a. Institute Charter School

1. There was no Academic Committee Report presented.

iii. HR Committee Reports

a. Institute Charter School

1. There was no HR Committee Report presented.

iv. Facilities Committee Reports

b. Institute Charter School

1. Lawrence Threadgill 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. Mr. Gamble made a motion to accept and approve Institute facilities report and Ms. Rabb second that motion.
6. By unanimous vote the Institute Facilities Report were accepted and approved.

➤ **Board Vote:**

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

III. Presentations

i. Institute Monthly Reports

a. Principals Williams presented the principal report for Institute

1. Institute's total enrollment is 578. Institute enrollment cap is 646.
2. Institute 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. Institute has a goal to achieve a ten (10) percent gain in all subject of scholars performing proficient or advanced.
4. Institute will continue to promote a system-wide culture of safety, effective engagement, cultural competency, and customer service
5. There was some discussion regarding the Institute Principal report
6. Mrs. Gamble asked for a motion to approve the Institute Principal Report
7. Mr. Gamble made a motion to approve the Institute Principal Report and Ms. Rabb second that motion.
8. By unanimous vote the Institute Principal Report was approved.

➤ **Board Vote:**

- **Yes: 3**



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

ii. Central Office Report

- a.** Dana King presented the school reopening plan for the 2021-2022 academic year
1. The Central Office team began school support visit the week of November 29th.
 2. The school support visits will focus on each category of the Annual Charter Evaluation.
 3. 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.
 4. The team member will also set goals for the school to improve the trends.
 5. 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.
 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 unanimous vote the Central Office Report was approved.

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

iii. Corporate Office Report

1. There was no Corporate Office report.

IV. Board Action Items

i. Universal Institute Charter School

a. Resolution I21-22-010: Student Attendance Policy

1. Mrs. Gamble asked for a motion to accept and approve Resolution I21-22-010.
2. Ms. Rabb made a motion to accept and approve Resolution I21-22-010 and Mr. Gamble second that motion.
3. By unanimous vote Resolution I21-22-010 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: 3**
 - **No: 0**
 - **Abstain: 0**

b. Resolution I21-22-011: Enrollment and Withdrawal Policy

1. Mrs. Gamble asked for a motion to accept and approve Resolution I21-22-011.
2. Ms. Rabb made a motion to accept and approve Resolution I21-22-011 and Mr. Gamble second that motion.



3. By unanimous vote Resolution I21-22-011 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: 3**
- **No: 0**
- **Abstain: 0**

c. Resolution I21-22-012: Health Services Policy

1. Mrs. Gamble asked for a motion to accept and approve Resolution I21-22-012.
2. Ms. Rabb made a motion to accept and approve Resolution I21-22-012 and Mr. Gamble second that motion.
3. By unanimous vote Resolution I21-22-012 was approved.

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

d. Resolution I21-22-013: Employee Attendance Policy

1. Mrs. Gamble asked for a motion to accept and approve Resolution I21-22-013.
2. Ms. Rabb made a motion to accept and approve Resolution I21-22-013 and Mr. Gamble second that motion.
3. By unanimous vote Resolution I21-22-013 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: 3**
- **No: 0**
- **Abstain: 0**

V. Public Comments

- a. There were no public comments.

VI. Adjournment

- a. The meeting concluded at 7:15 p.m.

