



Public Meeting of the Board of Trustees
for
Universal Institute Charter School
Meeting held Virtually via Zoom
May 12, 2022 at 6:00 PM
Meeting Minutes

Board Members Present:

1. Salima Rabb
2. Michelle Wilson
3. David Thompson

Board Members Absent:

1. Mr. Kenneth Gamble
2. Mrs. Faatimah Gamble

Meeting called to Order at 6:05pm

I. Meeting Minutes

- a. The Meeting Minutes from March 10, 2022 were reviewed by board members prior to board meeting. Board Members discussed and made corrections to the meeting minutes.
 1. Ms. Rabb asked for a motion to accept and approve the March 10, 2022 Meeting Minutes with additions and corrections.
 2. Ms. Martin made a motion to approve the March 10, 2022 Meeting Minutes with additions and Corrections and Mr. Thompson second that motion.
 3. By unanimous vote the March 10, 2022 Meeting Minutes were approved.

➤ **Board Vote:**

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

II. Superintendent Remarks

- a. Dr. Nixon presented the Superintendent remarks
 1. Philadelphia Department of Health relaxed the mask mandated in schools and offices throughout the city.
 2. Universal Charter Schools mask mandate will remain in effect.
 3. Universal will require all staff, students, and visitors to wear mask in all school buildings through May 31, 2022
 4. Universal will continue to monitor the data of COVID-19 through the Philadelphia department of Health and will extend the mask mandate if the number of positive cases continue to increase.

III. 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. Ms. Rabb asked for a motion to approve the Institute Financial Report.



5. Mr. Thompson made a motion to accept and approve Institute Finance report and Ms. Martin 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. Ms. Rabb asked for a motion to approve the Institute facilities report.
5. Ms. Martin made a motion to accept and approve Institute facilities report and Mr. Thompson second that motion.
6. By unanimous vote the Institute facilities report were accepted and approved.
 - **Board Vote:**
 - **Yes: 3**
 - **No: 0**
 - **Abstain: 0**

IV. 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. Ms. Rabb asked for a motion to approve the Institute Principal Report
7. Ms. Martin made a motion to approve the Institute Principal Report and Mr. Thompson second that motion.
8. By unanimous vote the Institute Principal Report was approved.

➤ **Board Vote:**

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

ii. Central Office Report

- a. Dr. Nixon presented the Central Office report for UICS.
 1. Universal Schools will continue to mandate all staff, students and visitors to wear mask in all of the school buildings until May 31, 2022
 2. The COVID-19 response team continues to coordinate all things COVID in all the school buildings, including but not limited to testing, responding to positive test results and exposure.
 3. The Central Office team will complete the final school support visit for UICS in May 2022.
 4. PSSA Mock Testing dates have been established. The Chief Academic Officer and team continue to visit schools to provide academic support.
 5. Universal Schools will be joining the PA Department of Education for their upcoming Virtual SDB Cohort!
 6. System Design Benchmarking- Teams benchmark their districts against the policies and practices associated with the highest-performing education jurisdictions in the world to consider how their own system could be redesigned to accelerate excellence, equity, and efficiency.
 7. Future Ready PA Index is live and the following indicators are displayed.
 - Proficient or Advanced on Pennsylvania State Assessments
 - English Language Growth and Attainment
 - Early Indicators of Success
 - Industry-Based Learning
 - Rigorous Courses of Study
 - Post-Secondary Transition to School, Military, or Work
 8. Dr. Nixon met with the academic committee chairs to review and go the school's ratings.
 9. The 2022-2023 Budget meetings were held with principals. The final budgets will be submitted to the board of trustees in June for review and approval.
 10. There was some discussion regarding the Central Office report
 11. Ms. Rabb asked for a motion to approve the Central Office report
 12. Ms. Martin made a motion to approve the Central Office report and Mr. Thompson second that motion.
 13. By unanimous vote the Central Office report was approved.

V. Board Action Items

i. Universal Institute Charter School

a. Resolution I21-22-017: 2022-2023 Academic Calendar

1. Ms. Rabb asked for a motion to accept and approve Resolution I21-22-017.
2. Ms. Martin made a motion to accept and approve Resolution I21-22-017 and Mr. Thompson second that motion.
3. By unanimous vote Resolution I21-22-017 was approved.



RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, in the form attached, to produce the 2022 - 2023 Academic Calendar, which reflects the school year to begin July 1, 2022, through June 30, 2023, to align the ending of the school year closely to the School District of Philadelphia year ending.

➤ **Board Vote:**

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

b. Resolution I21-22-018: FY 2021 990 Tax Documents

1. Ms. Rabb asked for a motion to accept and approve Resolution I21-22-018.
2. Ms. Thompson made a motion to accept and approve Resolution I21-22-018 and Ms. Martin second that motion.
3. By unanimous vote Resolution I21-22-018 was approved.

RESOLVED, that the Board of Trustees hereby authorize the execution, delivery, and performance by Universal Community Homes, through the Chief Financial Officer or his designee, to submit the Fiscal Year 2021 tax form 990 for Institute in compliance with federal guidelines.

➤ **Board Vote:**

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

c. Resolution I21-22-019: Management Agreements

1. Ms. Rabb asked for a motion to accept and approve Resolution I21-22-019.
2. Ms. Martin made a motion to accept and approve Resolution I21-22-019 and Mr. Thompson second that motion.
3. By unanimous vote Resolution I21-22-019 was approved.

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, in the form attached, to produce draft the management agreements begin effective July 1, 2022, through June 30, 2027 to the School District of Philadelphia Charter Schools Office for review and feedback.

➤ **Board Vote:**

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

VI. Public Comments

- a. There were no public comments.

VII. Adjournment

- a. The meeting concluded at 7:00 p.m.

