



Special Public Meeting of the Board of Trustees
for
Universal Institute Charter School
Meeting held Virtually via Zoom
June 21, 2022 at 4:00 PM
Meeting Minutes

Board Members Present:

1. Mrs. Faatimah Gamble
2. Salima Rabb
3. Michelle Wilson
4. David Thompson

Board Members Absent:

1. Mr. Kenneth Gamble

Meeting called to Order at 4:05pm

I. Meeting Minutes

- a. The Meeting Minutes from May 12, 2022 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 May 12, 2022 Meeting Minutes with additions and corrections.
 2. Ms. Martin made a motion to approve the May 12, 2022 Meeting Minutes with additions and Corrections and Mr. Thompson second that motion.
 3. By unanimous vote the May 12, 2022 Meeting Minutes were approved.
 - **Board Vote:**
 - **Yes: 4**
 - **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. 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: 4**
 - **No: 0**
 - **Abstain: 0**



ii. HR Committee Reports

a. Institute Charter School

1. Karina Dean, Director of Human Resources, presented the HR report for Institute Charter School.
2. Board members were given copies the Institute HR report which was reviewed by board members prior to the board meeting.
3. The HR report included:
 - Current Vacancies and vacancies for the 2022-2023 School year
 - 2021-2022 Terminations and Resignations
 - New Hires and Salaries for 2021-2022 school years
 - New Hires and Salaries for positions that will begin during 2022-2023 School year
4. There was discussion amongst board members regarding the Institute HR report.
5. Mrs. Gamble asked for a motion to approve the Institute Financial Report.
6. Mr. Thompson made a motion to accept and approve Institute Finance report and Ms. Martin second that motion.
7. By unanimous vote the Institute Financial Report was accepted and approved.
 - **Board Vote:**
 - **Yes: 4**
 - **No: 0**
 - **Abstain: 0**

iii. 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. 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: 4**
 - **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. 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: 4**
- **No: 0**
- **Abstain: 0**

ii. Central Office Report

- a. Dr. Nixon presented the Central Office report for UICS.
 1. 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.
 2. 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
 3. There was some discussion regarding the Central Office report
 4. Mrs. Gamble asked for a motion to approve the Central Office report
 5. Ms. Martin made a motion to approve the Central Office report and Mr. Thompson second that motion.
 6. By unanimous vote the Central Office report was approved.

➤ **Board Vote:**

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

IV. Board Action Items

i. Universal Institute Charter School

a. Resolution I21-22-015: 2022-2023 Operating Budget

1. Mrs. Gamble asked for a motion to accept and approve Resolution I21-22-015.
2. Mr. Thompson made a motion to accept and approve Resolution I21-22-015 and Ms. Rabb second that motion.
3. By a majority vote Resolution I21-22-015 was approved.



RESOLVED, that the Board of Trustees authorizes the Universal Community Homes, through the Chief Financial Officer or his designee, in the form attached, to produce the 2022 - 2023 Operating Budget, to which include the salary and benefits of employees, other operating expenses and revenue for the period commencing July 1, 2022, through June 30, 2023.

➤ **Board Vote:**

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

b. Resolution I21-22-016: 2022-2023 Board Meeting Calendar

1. Mrs. Gamble asked for a motion to accept and approve Resolution I21-22-016.
2. Ms. Rabb made a motion to accept and approve Resolution I21-22-016 and Ms. Martin second that motion.
3. By a majority vote Resolution I21-22-016 was approved.

RESOLVED, that the Board of Trustees authorize Universal Education Management, through the Superintendent or her designee, in the form attached, to produce the 2022 - 2023 Board Meeting Calendar, which reflects Board Meetings will begin September 1, 2022, through June 30, 2023, to reflect meetings to be held monthly throughout the school year

➤ **Board Vote:**

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

c. Resolution I21-22-017: Management Agreements: UEC and UCH

1. Mrs. Gamble 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 Ms. Rabb second that motion.
3. By a majority vote Resolution I21-22-017 was approved.

RESOLVED, that the Board of Trustees authorizes Universal Education Company, through the Superintendent or her designee, in the form attached, to execute and deliver the management agreements for UEC and UCH to begin effective July 1, 2022, through June 30, 2027 to the School District of Philadelphia Charter Schools Office.

➤ **Board Vote:**

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

d. Resolution I21-22-018: School Policies Update

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

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, to update and revise school policies and



bring the Policies in Compliance with School District of Philadelphia and PA Charter Law requirements.

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

e. Resolution I21-22-019: 2022-2023 Service Agreement: Youth Court

4. Mrs. Gamble asked for a motion to accept and approve Resolution I21-22-019.
5. Ms. Martin made a motion to accept and approve Resolution I21-22-019 and Ms. Rabb second that motion.
6. By a majority vote Resolution I21-22-019 was approved.

RESOLVED, that the Board of Trustees authorizes Universal Education Company, through the Superintendent or her designee, in the form attached, to execute, and deliver, a Contract with Philadelphia Community Youth Court for the period commencing July 1, 2022 through June 30, 2023

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

f. Resolution I21-22-020: 2022-2023 Service Agreement: Rights of Passage

7. Mrs. Gamble asked for a motion to accept and approve Resolution I21-22-020.
8. Ms. Martin made a motion to accept and approve Resolution I21-22-020 and Ms. Rabb second that motion.
9. By a majority vote Resolution I21-22-020 was approved.

RESOLVED, that the Board of Trustees authorizes Universal Education Company, through the Superintendent or her designee, in the form attached, to execute, and deliver, a Contract with Rights of Passage for the period commencing July 1, 2022 through June 30, 2023.

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

g. Resolution I21-22-021: 2022-2023 Service Agreement: Pillars of Peace

10. Mrs. Gamble asked for a motion to accept and approve Resolution I21-22-021.
11. Ms. Martin made a motion to accept and approve Resolution I21-22-021 and Ms. Rabb second that motion.
12. By a majority vote Resolution I21-22-021 was approved.

RESOLVED, that the Board of Trustees authorizes Universal Education Company, through the Superintendent or her designee, in the form attached, to execute, and deliver, a Contract with Pillars of Peace for the period commencing July 1, 2022 through June 30, 2023



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

h. Resolution I21-22-022: UFOS Technology Initiative Policy

13. Mrs. Gamble asked for a motion to accept and approve Resolution I21-22-022.
14. Ms. Martin made a motion to accept and approve Resolution I21-22-022 and Ms. Rabb second that motion.
15. By a majority vote Resolution I21-22-022 was approved.

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, to produce and implement the Universal Technology Initiative: Chromebook and iPad policy to create a collaborative learning environment for all learners using technology. for Universal Institute Charter School.

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

i. Resolution I21-22-023: Lease Reimbursement

16. Mrs. Gamble asked for a motion to accept and approve Resolution I21-22-023.
17. Ms. Martin made a motion to accept and approve Resolution I21-22-023 and Ms. Rabb second that motion.
18. By a majority vote Resolution I21-22-023 was approved.

RESOLVED, that the Board of Trustees authorizes Community Homes, through the Chief Financial Officer or his designee, in the form attached, in the form attached, to complete the application for FY22 lease reimbursement for the period ending June 30, 2022.

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

V. Public Comments

- a. There were no public comments.

VI. Adjournment

- a. The meeting concluded at 5:48 p.m.

