



Public Meeting of the Board of Trustees  
for  
Universal Institute Charter School  
*Meeting held Virtually via Zoom*  
*September 29, 2022 at 6:00 PM*  
**Meeting Minutes**

**Board Members Present:**

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

**Attendees Present:**

1. Dr. Penny Nixon, Superintendent/CEO
2. Tamelia Hinson-Threadgill, Chief Operating Officer
3. Wallace Dawan, Chief Financial Officer
4. Jeffery Williams, UICS Principal
5. Sonya Sedegui, CSO Representative
6. Cameron Voss, CSO Representative

**Meeting called to Order at 6:05pm**

**I. Meeting Minutes**

- a. The Meeting Minutes from July 27, 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 July 27, 2022 Meeting Minutes with additions and corrections.
  2. Ms. Martin made a motion to approve the July 27, 2022 Meeting Minutes with additions and Corrections and Mr. Thompson second that motion.
  3. By unanimous vote the July 27, 2022 Meeting Minutes were approved.
    - **Board Vote:**
      - **Yes: 5**
      - **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. Ms. Rabb made a motion to accept and approve Institute Finance report and Mr. Thompson second that motion.
6. By unanimous vote the Institute Financial Report was accepted and approved.
  - **Board Vote:**



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

**ii. HR Committee Reports**

**a. Institute Charter School**

1. Tamelia Hinson-Threadgill, 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 for the 2022-2023 School year
  - 2022-2023 Terminations and Resignations
  - New Hires and Salaries for positions that began 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: 5**
    - **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: 5**
    - **No: 0**
    - **Abstain: 0**

**iv. Academic Committee Reports**

**c. Institute Charter School**

1. Salima Rabb presented the academic report for Institute Charter School.
2. Board members were given copies the Institute academic report which was reviewed by board members prior to the board meeting.



3. There was discussion amongst board members regarding the Institute academic report.
4. Mrs. Gamble asked for a motion to approve the Institute academic report.
5. Ms. Martin made a motion to accept and approve Institute academic report and Mr. Thompson second that motion.
6. By unanimous vote the Institute academic report was accepted and approved.
  - **Board Vote:**
    - **Yes: 5**
    - **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. Universal required the use of masks for all scholars, staff, and visitors inside buildings until September 9, 2022. Effective September 12, 2022, masks became optional for scholars, staff, and visitors.
  2. All Universal Schools will continue to follow the guidance outlined by the Philadelphia Department of Public Health.
  3. 2022-2023 Focus: K-3 Early Learning Plans (Literacy and Mathematics) and 4-12 School-wide Intervention Plans- Due September 23, 2022



4. Principal Leadership Institute – The Leadership Institute was held on August 18, 2022, to kick-off the new school year with principals and Assistant Principals.
5. Universal Companies is excited to announce the “Universal Aspiring Teacher Certification Program.” This initiative is in partnership with LaSalle University and is designed to build our teaching staff within the Universal Family of Schools.
6. Universal Schools joined the PA Department of Education for their upcoming Virtual SDB Cohort!
7. 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.
8. 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
9. There was some discussion regarding the Central Office report
10. Mrs. Gamble asked for a motion to approve the Central Office report
11. Ms. Martin made a motion to approve the Central Office report and Mr. Thompson second that motion.
12. By unanimous vote the Central Office report was approved.
  - **Board Vote:**
    - **Yes: 5**
    - **No: 0**
    - **Abstain: 0**

#### IV. Board Action Items

##### i. Universal Institute Charter School

##### a. Resolution I22-23-004: 2022-2023 Service Agreement: Youth Court

1. Mrs. Gamble asked for a motion to accept and approve Resolution I22-23-004.
2. Ms. Martin made a motion to accept and approve Resolution I22-23-004 and Ms. Rabb second that motion.
3. By a majority vote Resolution I22-23-004 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 September 29, 2022 through June 30, 2023

##### ➤ Board Vote:

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

##### b. Resolution I22-23-005: 2022-2023 Service Agreement: Free Haven Farm

4. Mrs. Gamble asked for a motion to accept and approve Resolution I22-23-005.



5. Ms. Martin made a motion to accept and approve Resolution I22-23-005 and Ms. Rabb second that motion.
6. By a majority vote Resolution I22-23-005 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 Free Haven Farm for the period commencing September 29, 2022 through June 30, 2023.

➤ **Board Vote:**

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

**c. Resolution I22-23-006: 2022-2023 Service Agreement: Pillars of Peace**

7. Mrs. Gamble asked for a motion to accept and approve Resolution I22-23-006.
8. Ms. Martin made a motion to accept and approve Resolution I22-23-006 and Ms. Rabb second that motion.
9. By a majority vote Resolution I22-23-006 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 September 29, 2022 through June 30, 2023

➤ **Board Vote:**

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

**d. Resolution I22-23-007: Student Health Services Policy**

10. Mrs. Gamble asked for a motion to accept and approve Resolution I22-23-007.
11. Ms. Martin made a motion to accept and approve Resolution I22-23-007 and Ms. Rabb second that motion.
12. By a majority vote Resolution I22-23-007 was approved.

**RESOLVED**, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, to update and revise student health services policy and bring the policy in compliance with School District of Philadelphia and PA Charter Law requirements.

➤ **Board Vote:**

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

**e. Resolution I22-23-008: English Language Learners Policy**

1. Mrs. Gamble asked for a motion to accept and approve Resolution I22-23-008.
2. Mr. Thompson made a motion to accept and approve Resolution I22-23-008 and Ms. Rabb second that motion.
3. By a majority vote Resolution I22-23-008 was approved.

**RESOLVED** that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, to update and revise school English language learners policy and bring the policy in compliance with School District of Philadelphia and PA Charter Law requirements.



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

**f. Resolution I22-23-009: School Student Code of Conduct**

4. Mrs. Gamble asked for a motion to accept and approve Resolution I22-23-009.
5. Mr. Thompson made a motion to accept and approve Resolution I22-23-009 and Ms. Rabb second that motion.
6. By a majority vote Resolution I22-23-009 was approved.

**RESOLVED**, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, to update and revise school code of conduct and bring the code of conduct in compliance with School District of Philadelphia and PA Charter Law requirements.

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

**V. Public Comments**

- a. There were no public comments.

**VI. Announcement**

- i. Board member Kenneth Gamble announced that he is resigning from the board effective immediately.

**VII. Adjournment**

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

