



Public Meeting of the Board of Trustees
for
Universal Institute Charter School
Meeting held Virtually via Zoom
December 08, 2022 at 6:00 PM
Meeting Minutes

Board Members Present:

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

Meeting called to Order at 6:05pm

I. Meeting Minutes

- a. The Meeting Minutes from September 29, 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 September 29, 2022 Meeting Minutes with additions and corrections.
 2. Ms. Martin made a motion to approve the September 29, 2022 Meeting Minutes with additions and Corrections and Mr. Thompson second that motion.
 3. By unanimous vote the September 29, 2022 Meeting Minutes were approved.
 - o **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. Ms. Martin 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.
 - o **Board Vote:**
 - **Yes: 4**
 - **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



- (3) PCA's vacancies
- (1) Climate Specialist
- (1) Reading Specialist
- New Hires and Salaries for current vacant positions
 - (1) Special Education Teacher New Hire
- 4. HR has been working with the executive leadership and legal teams team revise and update the employee handbook to ensure policies and standard are compliant.
- 5. Board members received a draft copy of the employee handbook to review. The handbook will be approved by the board at its next meeting.
- 6. There was discussion amongst board members regarding the Institute HR report.
- 7. Mrs. Gamble asked for a motion to approve the Institute Financial Report.
- 8. Ms. Martin made a motion to accept and approve Institute Finance report and Ms. Rabb second that motion.
- 9. 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. Rabb made a motion to accept and approve Institute facilities report and Ms. Martin 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. Rabb made a motion to approve the Institute Principal Report and Ms. Martin 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. Dana King presented the Central Office report for UICS.
 1. Universal recommended the use of masks for all scholars, staff, and visitors inside buildings after the Thanksgiving holiday break.
 2. All Universal Schools will continue to follow the guidance outlined by the Philadelphia Department of Public Health.
 3. Individual Reading Improvement Plans (IRIPS) are being implemented for all scholars who are reading below grade level.
 4. Principals meeting/ Instruction Rounds was held on November 10th at Alcorn.
 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. The Program include 16 Universal Teachers
 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. Rabb made a motion to approve the Central Office report and Ms. Martin second that motion.
 12. 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 I22-23-010: ADP Service Agreement

1. Mrs. Gamble asked for a motion to accept and approve Resolution I22-23-010.
2. Ms. Martin made a motion to accept and approve Resolution I22-23-010 and Ms. Rabb second that motion.
3. By a majority vote Resolution I22-23-010 was approved.

RESOLVED, that the Board of Trustees authorizes Universal Community Homes, through the Chief Operating Officer or her designee, in the form attached, to execute, and deliver, a service agreement with **ADP** to provide payroll and HR services in an amount not to exceed **\$25,225.72** effective July 1, 2023 for Institute.

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

b. Resolution I22-23-011: Special Education Settlement Recommendation: A.M.

1. Mrs. Gamble asked for a motion to table Resolution I22-23-011.
2. Ms. Martin made a motion to table Resolution I22-23-011 and Ms. Rabb second that motion.
3. By a majority vote Resolution I22-23-011 was tabled.

c. Resolution I22-23-012: Annual Financial Audit Statement FY 2022

1. Mrs. Gamble asked for a motion to accept and approve Resolution I22-23-012.
2. Ms. Rabb made a motion to accept and approve Resolution I22-23-012 and Ms. Martin second that motion.
3. By a majority vote Resolution I22-23-012 was approved.

RESOLVED, that the Board of Trustees authorizes Universal Community Homes, through the Chief Financial Officer or his designee, the execution, delivery, and performance by Haefele, Flanagan & Co, the completion of the Annual Financial Audit for FY 2022 ending June 30, 2022 for Universal Institute Charter School

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

V. Public Comments

- a. Mr. David Thompson, board member, comment about his student's behavior improvement after the upgrade and changes with student desk.

VI. Adjournment

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

