



Public Meeting of the Board of Trustees
for
Universal Institute Charter School
Meeting held Virtually via Zoom
January 26, 2023 at 6:00 PM
Meeting Minutes

Board Members Present:

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

Board Members Absent:

1. Faatimah Gamble

Meeting called to Order at 6:12pm

I. Meeting Minutes

- a. The Meeting Minutes from January 12, 2023 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 January 12, 2023 Meeting Minutes with additions and corrections.
 2. Mr. Thompson made a motion to approve the January 12, 2023 Meeting Minutes with additions and Corrections and Mrs. Martin second that motion.
 3. By unanimous vote the January 12, 2023 Meeting Minutes were approved.
 - o **Board Vote:**
 - **Yes: 3**
 - **No: 0**
 - **Abstain: 0**
- b. The Meeting Minutes from December 8, 2022 were reviewed by board members prior to board meeting. Board Members discussed and made corrections to the meeting minutes.
 4. Ms. Rabb asked for a motion to accept and approve the December 8, 2022 Meeting Minutes with additions and corrections.
 5. Mr. Thompson made a motion to approve the December 8, 2022 Meeting Minutes with additions and Corrections and Mrs. Martin second that motion.
 6. By unanimous vote the December 8, 2022 Meeting Minutes were approved.
 - o **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. Ms. Rabb asked for a motion to approve the Institute Financial Report.



5. Ms. Martin 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: 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. Institute is schedule for its Charter Renewal Site Visit on February 2, 2023. During the site visit the Charter Schools Office will evaluate the following Mission Elements:
 - Early Literacy Element
 - Restorative School Element
 - Community Partnership Element
6. There was some discussion regarding the Institute Principal report
7. Ms. Rabb asked for a motion to approve the Institute Principal Report
8. Mrs. Martin made a motion to approve the Institute Principal Report and Mr. Thompson second that motion.
9. 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 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. There was some discussion regarding the Central Office report
7. Ms. Rabb asked for a motion to approve the Central Office report
8. Mr. Thompson made a motion to approve the Central Office report and Ms. Martin second that motion.
9. By unanimous vote the Central Office report was approved.
 - **Board Vote:**
 - **Yes: 3**
 - **No: 0**
 - **Abstain: 0**

IV. Board Action Items

i. Universal Institute Charter School

a. Resolution I22-23-013: Service Agreement: Clef Club

1. Ms. Rabb asked for a motion to accept and approve Resolution I22-23-013.
2. Ms. Martin made a motion to accept and approve Resolution I22-23-013 and Ms. Rabb second that motion.
3. By a majority vote Resolution I22-23-013 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 service agreement with **Clef Club** to provide extracurricular actives for students effective 2022-2023 at Institute.

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

b. Resolution I22-23-014: Curriculum Purchase Request: McGraw Hill

1. Ms. Rabb asked for a motion to accept and approve Resolution I22-23-014.
2. Ms. Rabb made a motion to accept and approve Resolution I22-23-014 and Ms. Martin second that motion.
3. By a majority vote Resolution I22-23-014 was approved.

RESOLVED, that the Board of Trustees authorizes Universal Education Company, through the Superintendent or her designee, in the form attached, to purchase instructional supplies from **McGraw Hill** in an amount not to exceed **\$21,226.62** for Universal Institute Charter School

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

V. Adjournment

- a. The meeting concluded at 7:09 p.m.

