



Public Meeting of the Board of Trustees  
for  
Universal Creighton Charter School  
*Meeting held Virtually via Zoom*  
*January 31, 2023 at 6:00 PM*  
**Meeting Minutes**

**BOARD MEMBERS PRESENT:**

1. Garland Thompson
2. Orlando Perez
3. Amina Saunders

**BOARD MEMBERS ABSENT:**

1. Gail Greene

**Meeting called to Order at 6:07pm**

**I. Meeting Minutes**

- i. The meeting minutes from November 15, 2022 were reviewed by board members prior to board meeting. Board members discussed and made corrections to the meeting minutes.
  - a. Mr. Thompson asked for a motion to accept and approve the November 15, 2022 meeting minutes with additions and corrections.
  - b. Mrs. Saunders made a motion to approve the November 15, 2022 meeting minutes with additions and corrections and Mr. Perez second that motion.
  - c. By a majority vote the November 15, 2022 meeting minutes were approved.
    - **Board Vote:**
      - **Yes: 3**
      - **No: 0**
      - **Abstain: 0**
- ii. The meeting minutes from December 14, 2022 were reviewed by board members prior to board meeting. Board members discussed and made corrections to the meeting minutes.
  - d. Mr. Thompson asked for a motion to accept and approve the December 14, 2022 meeting minutes with additions and corrections.
  - e. Mrs. Saunders made a motion to approve the December 14, 2022 meeting minutes with additions and corrections and Mr. Perez second that motion.
  - f. By a majority vote the December 14, 2022 meeting minutes were approved.
    - **Board Vote:**
      - **Yes: 3**
      - **No: 0**
      - **Abstain: 0**

**II. Committee Reports**

**i. Financial Report**

**a. Creighton Charter School**

1. **Profit/Loss and Budget Statement:** Mr. Michael Horsey Presented the Finance Report for Creighton Charter School.
2. Board members were given copies the Creighton finance report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Creighton Financial report.



4. Mr. Thompson asked for a motion to approve the Creighton Financial Report.
5. Ms. Saunders made a motion to accept and approve Creighton Finance report and Mr. Perez second that motion.
6. By a majority vote the Creighton Financial report was accepted and approved unanimously.
  - **Board Vote:**
    - **Yes: 3**
    - **No: 0**
    - **Abstain: 0**

## ii. Facilities Committee Reports

### a. Creighton Charter School

1. Mr. Threadgill presented the Facilities report for Creighton Charter School.
2. Board members were given copies the Creighton facilities report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Creighton facilities report.
4. Mr. Thompson asked for a motion to approve the Creighton facilities report.
5. Mr. Savoy made a motion to accept and approve Creighton facilities report and Mr. Perez second that motion.
6. By a majority vote the Creighton Facilities report were accepted and approved unanimously.
  - **Board Vote:**
    - **Yes: 3**
    - **No: 0**
    - **Abstain: 0**

## III. Presentations

### i. Creighton Monthly Reports

- a. Principal. Baldwin presented a Creighton's monthly school report.
  1. Creighton's total enrollment increased and is currently at 725.
  2. Creighton began its partnership with Children's Literacy Initiative.
  3. Creighton will continue to promote a system-wide culture of safety, effective engagement, cultural competency, and customer service.
  4. Creighton's STEAM Lab grand opening will be held February 2<sup>nd</sup>.
  5. Creighton's Black History Month Assembly will be held February 28<sup>th</sup>.
  6. There was some discussion regarding the Creighton Principal report
  7. Mr. Thompson asked for a motion to approve the Creighton Principal Report
  8. Mrs. Saunders made a motion to approve the Creighton Principal Report and Mr. Perez second that motion.
  9. By a majority vote the Creighton Principal Report was approved unanimously.
    - **Board Vote:**
      - **Yes: 3**
      - **No: 0**
      - **Abstain: 0**



**ii. Central Office Report**

1. Dana King, presented the Central Office report for Creighton.
  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 10<sup>th</sup> 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
  5. There was some discussion about the Central Office Report.
  6. Mr. Thompson asked for a motion to approve the Central Office Report.
  7. Ms. Saunders made a motion to approve the Central Office Report and Mr. Perez second that motion.
  8. By a unanimous vote the Central Office Report was approved.
    - **Board Vote:**
      - **Yes: 3**
      - **No: 0**
      - **Abstain: 0**

**IV. Board Action Items**

**a. Universal Creighton Charter School**

**i. Resolution C22-23-009: Facilities Purchase Request: Hybrid Roofing**

1. Mr. Thompson asked for a motion to accept and approve Resolution C22-23-009.
2. Ms. Saunders made a motion to accept Resolution C22-23-009 and Mr. Perez second that motion.
3. By a majority vote Resolution C22-23-009 was accepted and approved unanimously.

**RESOLVED**, the Board of Trustees hereby authorizes the execution, delivery, and performance by Universal Community Homes, through the Chief Operating Officer or her designee, to execute and deliver a service agreement with **Hybrid Roofing for roof repairs** in an amount not to exceed **\$200,000** for Creighton.

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

**ii. Resolution C22-23-010: Technology Purchase Request: CDW**

1. Mr. Thompson asked for a motion to accept and approve Resolution C22-23-010.
2. Ms. Saunders made a motion to accept Resolution C22-23-010 and Mr. Perez second that motion.
3. By a majority vote Resolution C22-23-010 was accepted and approved unanimously.

**RESOLVED**, the Board of Trustees hereby authorizes the execution, delivery, and performance by Universal Community Homes, through the Chief Operating Officer or her designee, of a purchase for 50 Apple Desktops from **CDW for technology equipment and/or supplies** in an amount not to exceed **\$50,940** for Creighton.



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

**iii. Resolution C22-23-011: Purchase Request: Rosetta Stone**

1. Mr. Thompson asked for a motion to accept and approve Resolution C22-23-011.
2. Ms. Saunders made a motion to accept Resolution C22-23-011 and Mr. Perez second that motion.
3. By a majority vote Resolution C22-23-011 was accepted and approved unanimously.

**RESOLVED**, the Board of Trustees hereby authorizes the execution, delivery, and performance by Universal Education Company, through the Superintendent or her designee, of a purchase from **Rosetta Stone for** instructional supplies in an amount not to exceed **\$30,995** for Creighton.

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

**iv. Resolution C22-23-012: Purchase Request: Heinemann**

1. Mr. Thompson asked for a motion to accept and approve Resolution C22-23-012.
2. Ms. Saunders made a motion to accept Resolution C22-23-012 and Mr. Perez second that motion.
3. By a majority vote Resolution C22-23-012 was accepted and approved unanimously.

**RESOLVED**, the Board of Trustees hereby authorizes the execution, delivery, and performance by Universal Education Company, through the Superintendent or her designee, of a purchase from **Heinemann** instructional supplies in an amount not to exceed **\$14,061** for Creighton.

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

**v. Resolution C22-23-013: Purchase Request: ADP**

1. Mr. Thompson asked for a motion to accept and approve Resolution C22-23-013.
2. Ms. Saunders made a motion to accept Resolution C22-23-013 and Mr. Perez second that motion.
3. By a majority vote Resolution C22-23-013 was accepted and approved unanimously.

**RESOLVED**, the Board of Trustees hereby authorizes the execution, delivery, and performance by Universal Community Homes, through the Chief Operating Officer or her designee, to execute and deliver a service agreement with **ADP for HR software and/or services** in an amount not to exceed **\$24,109.54** for Creighton.

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

**vi. Resolution C22-23-014: Technology Purchase Request: CDW**

1. Mr. Thompson asked for a motion to accept and approve Resolution C22-23-014.



2. Ms. Saunders made a motion to accept Resolution C22-23-014 and Mr. Perez second that motion.
3. By a majority vote Resolution C22-23-014 was accepted and approved unanimously.

**RESOLVED**, the Board of Trustees hereby authorizes the execution, delivery, and performance by Universal Community Homes, through the Chief Operating Officer or her designee, of a purchase for 150 Chromebooks from **CDW** for technology equipment and/or supplies in an amount not to exceed **\$41,935.50** for Creighton.

➤ **Board Vote:**

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

**vii. Resolution C22-23-015: Employee Handbook: Updated**

1. Mr. Thompson asked for a motion to accept and approve Resolution C22-23-015.
2. Ms. Saunders made a motion to accept Resolution C22-23-015 and Mr. Perez second that motion.
3. By a majority vote Resolution C22-23-015 was accepted and approved unanimously.

**RESOLVED**, the Board of Trustees hereby authorizes the execution, delivery, and performance by Universal Community Homes, through the Chief Operating Officer or her designee, to update and deliver the employee handbook to ensure the employee handbook complies with state and federal guidelines for Creighton.

➤ **Board Vote:**

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

**viii. Resolution C22-23-016: Technology Service Agreement: RICOH**

1. Mr. Thompson asked for a motion to accept and approve Resolution C22-23-016.
2. Ms. Saunders made a motion to accept Resolution C22-23-016 and Mr. Perez second that motion.
3. By a majority vote Resolution C22-23-016 was accepted and approved unanimously.

**RESOLVED**, the Board of Trustees hereby authorizes the execution, delivery, and performance by Universal Community Homes, through the Chief Operating Officer or her designee, to execute and deliver a service agreement with **RICOH** for a three (3) year leases agreement for a total of four (4) copy machines for Creighton.

➤ **Board Vote:**

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

**V. Public Comments**

- a. There were no public comments.

**VI. Adjournment**

- a. Ms. Saunders made a motion to adjourn and Mr. Perez second that motion
- b. The meeting concluded at 7:34 p.m.

