



Public Meeting of the Board of Trustees  
for  
Universal Institute Charter School  
*Meeting held Virtually via Zoom*  
*March 9, 2023 at 6:00 PM*  
**Meeting Minutes**

**Board Members Present:**

1. Faatimah Gamble
2. Michelle Martin
3. David Thompson

**Board Members Absent:**

1. Salima Rabb

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

**I. Meeting Minutes**

- a. The Meeting Minutes from January 26, 2023 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 January 26, 2023 Meeting Minutes with additions and corrections.
  2. Mrs. Martin made a motion to approve the January 26, 2023 Meeting Minutes with additions and Corrections and Mr. Thompson second that motion.
  3. By unanimous vote the January 26, 2023 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. 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 Mr. Thompson second that motion.
6. By unanimous vote the Institute Financial Report was accepted and approved.
  - o **Board Vote:**
    - **Yes: 3**
    - **No: 0**
    - **Abstain: 0**

**ii. Facilities Committee Reports**

**a. 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. The facilities department submitted request for proposals and/or quotes for repairs for the roof leak over the multipurpose room.
4. There was discussion amongst board members regarding the Institute facilities report.
5. Mrs. Gamble asked for a motion to approve the Institute facilities report.
6. Mrs. Martin made a motion to accept and approve Institute facilities report and Mr. Thompson second that motion.
7. 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. Institute had its Charter Renewal Site Visit on February 2, 2023 During the site visit the Charter Schools Office evaluated the following Mission Elements:
  - Early Literacy Element
  - Restorative School Element
  - Community Partnership Element
6. Institute received 26 out of 27 possible points for the site visit. One point was deducted for the community partnership element.
7. There was some discussion regarding the Institute Principal report.
8. Mrs. Gamble asked for a motion to approve the Institute Principal Report
9. Mrs. Martin made a motion to approve the Institute Principal Report and Mr. Thompson second that motion.
10. By unanimous vote the Institute Principal Report was approved.
  - **Board Vote:**
    - **Yes: 3**
    - **No: 0**
    - **Abstain: 0**

#### ii. Central Office Report

- a. Crystal Gary-Nelson presented the Central Office report for UICS.
  1. All Universal Schools will continue to follow the guidance outlined by the Philadelphia Department of Public Health.



2. Individual Reading Improvement Plans (IRIPS) are being implemented for all scholars who are reading below grade level.
3. Mrs. Gary-Nelson presented the 2023-2024 Academic Calendar, with the fiscal year beginning July 1, 2023 through June 30, 2024.
4. The 23-24 academic calendar has a total of 181 days for scholars and 193 days for staff.
5. The first day of school for scholars is September 5, 2023. The last day for scholars is June 14, 2024.
6. There was some discussion regarding the Central Office report
7. Mrs. Gamble 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 I22-23-015: Technology Purchase Request: CDW

1. Mrs. Gamble asked for a motion to accept and approve Resolution I22-23-015.
2. Mrs. Martin made a motion to accept and approve Resolution I22-23-015 and Mr. Thompson second that motion.
3. By a majority vote Resolution I22-23-015 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 purchase technology supplies from **CDW** in an amount not to exceed **\$12,975** for Universal Institute Charter School

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

#### V. Adjournment

- a. The meeting concluded at 7:11 p.m.

