



Public Meeting of the Board of Trustees
for
Universal Institute Charter School
Meeting held Virtually via Zoom
May 11, 2023 at 6:00 PM
Meeting Minutes

Board Members Present:

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

Meeting called to Order at 6:05pm

I. Meeting Minutes

- a. The Meeting Minutes from March 9, 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 March 9, 2023 Meeting Minutes with additions and corrections.
 2. Mrs. Martin made a motion to approve the March 9, 2023 Meeting Minutes with additions and Corrections and Ms. Rabb second that motion.
 3. By unanimous vote the March 9, 2023 Meeting Minutes were approved.

➤ **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. Salima made a motion to accept and approve Institute Finance report and Mrs. Martin second that motion.
6. By unanimous vote the Institute Financial Report was accepted and approved.

➤ **Board Vote:**

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

ii. HR Committee Reports

a. Institute Charter School

1. Dr. Nixon presented the HR report for Institute Charter School, on behalf of the Chief Operating Officer.
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 and vacancies for the 2023-2024 School year
 - 2022-2023 Terminations and Resignations
 - New Hires and Salaries for 2023-2024 school years
4. There was discussion amongst board members regarding the Institute HR report.
 5. Mrs. Gamble asked for a motion to approve the Institute HR report.
 6. Mrs. Martin made a motion to accept and approve Institute HR report and Ms. Rabb second that motion.
 7. By a unanimous vote the Institute HR report were accepted and approved.
 - **Board Vote:**
 - **Yes: 4**
 - **No: 0**
 - **Abstain: 0**

iii. 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. License and Inspections annual inspections has been scheduled for the following vendors (fire alarm, sprinklers, electrical, kitchen Ansul system, back flow/standpipe, generator, elevator)
5. The facility department has begun performing work on the 2nd floor of the Annex 2 building to try and expand space for more rooms
6. There was discussion amongst board members regarding the Institute facilities report.
7. Mrs. Gamble asked for a motion to approve the Institute facilities report.
8. Ms. Rabb made a motion to accept and approve Institute facilities report and Mrs. Martin second that motion.
9. 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. Assistant Principal Rhodes presented an oral summary for Institute.

1. Institute has a goal to achieve a ten (10) percent gain in all subject of scholars performing proficient or advanced.
2. UICS completed PSSA testing. The results and data from the 2023 PSSA test are expected to be available by the end of June. The K-3 Assessment data will be available be the end of May.
3. Institute end of the year Fun Day is scheduled for June 2, 2023

ii. Central Office Report

- a. Dr. Nixon presented the Central Office report for UICS.
 1. PSSA Exams were held from April 24- May 12, 2023. Central Office Staff provided support and monitored testing sites throughout the testing windows.



2. Final Principal Appraisals will occur during the week of May 29, 2023.
3. The 2023-2024 Budget meetings were held with principals. The draft budgets are due to the Charter School Office on May 15, 2023, for review.
4. Universal will offer Summer Programs, Ready, Set, Read Camp and Extended School Year.
5. Dr. Nixon presented the 2022-2023 ACE-R draft report for Institute.
6. Institute is currently in the Charter Renewal process. During the renewal process the Charter School Office will rate the charter school performance and compliance in 3 domains:
 - Academic Success
 - Organizational Compliance and Viability
 - Financial Health and Sustainability
7. Central Office is working with the principal to challenge the current ratings of “Approaches Standard” for the 3 domains and provided supporting documents and evidence.
8. The CSO will provide feedback once they review the supporting documents.
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 Mrs. 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 I22-23-016: 2023-2024 Academic Calendar

1. Mrs. Gamble asked for a motion to accept and approve Resolution I22-23-016.
2. Ms. Rabb made a motion to accept and approve Resolution I22-23-016 and Mrs. Martin second that motion.
3. By a majority vote Resolution I22-23-016 was approved.

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, in the form attached, to produce the 2023 - 2024 Academic Calendar, which reflects the school year to begin July 1, 2023, through June 30, 2024, to align the ending of the school year closely to the School District of Philadelphia year ending.

➤ **Board Vote:**

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

b. Resolution I22-23-017: FY 2022 Tax Form 990

1. Mrs. Gamble asked for a motion to accept and approve Resolution I22-23-017.
2. Mrs. Martin made a motion to accept and approve Resolution I22-23-017 and Ms. Rabb second that motion.
3. By a majority vote Resolution I22-23-017 was approved.



RESOLVED, that the Board of Trustees hereby authorize the execution, delivery, and performance by Universal Community Homes, through the Chief Financial Officer or his designee, to submit the Fiscal Year 2022 tax form 990 for Institute in compliance with federal guidelines.

➤ **Board Vote:**

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

c. Resolution I22-23-018: Organization Registration Statement

1. Mrs. Gamble asked for a motion to accept and approve Resolution I22-23-018.
2. Ms. Rabb made a motion to accept and approve Resolution I22-23-018 and Mrs. Martin second that motion.
3. By a majority vote Resolution I22-23-018 was approved.

RESOLVED, that the Board of Trustees hereby authorize the execution, delivery, and performance by Universal Community Homes, through the Chief Financial Officer or his designee, to submit the Organization Registration Statement for Institute in compliance with state guidelines.

➤ **Board Vote:**

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

d. Resolution I22-23-019: Policy Update: Procurement Policy

4. Mrs. Gamble asked for a motion to accept and approve Resolution I22-23-019.
5. Mrs. Martin made a motion to accept and approve Resolution I22-23-019 and Ms. Rabb second that motion.
6. By a majority vote Resolution I22-23-019 was approved.

RESOLVED, that the Board of Trustees hereby authorize the execution, delivery, and performance by Universal Community Homes, through the Chief Financial Officer or his designee, to update and revise procurement policy and bring the policy in compliance with federal guidelines and PA Charter Law requirements.

➤ **Board Vote:**

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

V. Announcement

- i. Board President Faatimah Gamble announced that she is resigning from the board as board president and board member effective June 30, 2023.

VI. Adjournment

- a. The meeting concluded at 7:45 p.m.

