



Public Meeting of the Board of Trustees  
for  
Universal Creighton Charter School  
*Meeting held Virtually via Zoom*  
*May 9, 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 6:05pm**

**I. Meeting Minutes**

- i. The meeting minutes from March 21, 2023 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 March 21, 2023 meeting minutes with additions and corrections.
  - b. Mrs. Saunders made a motion to approve the March 21, 2023 meeting minutes with additions and corrections and Mr. Perez second that motion.
  - c. By a majority vote the March 21, 2023 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**



### 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. There was some discussion regarding the Creighton Principal report
    5. Mr. Thompson asked for a motion to approve the Creighton Principal Report
    6. Mrs. Saunders made a motion to approve the Creighton Principal Report and Mr. Perez second that motion.
    7. By a majority vote the Creighton Principal Report was approved unanimously.
- **Board Vote:**
- **Yes: 3**
  - **No: 0**
  - **Abstain: 0**

#### ii. Central Office Report

- a. Dr. Nixon, presented the Central Office report for Creighton.
    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. PSSA Exams will be held from April 24-May 12, 20223. Central Office Staff will support and monitor testing sites throughout the testing windows.
    4. Central Office Staff will support and monitor testing sites throughout the testing windows.
    5. Final Principal Appraisals will occur during the week of May 29, 2023.
    6. 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.
    7. Universal will offer Summer Programs, Ready, Set, Read Camp and Extended School Year (Attached.)
    8. Annual Charter Evaluations are scheduled for the end of May.
    9. There was some discussion about the Central Office Report.
    10. Mr. Thompson asked for a motion to approve the Central Office Report.
    11. Ms. Saunders made a motion to approve the Central Office Report and Mr. Perez second that motion.
    12. 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 C22-23-021: Purchase Request: McGraw Hill

1. Mr. Thompson asked for a motion to accept and approve Resolution C22-23-021.
2. Ms. Saunders made a motion to accept Resolution C22-23-021 and Mr. Perez second that motion.
3. By a majority vote Resolution C22-23-021 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 **McGraw Hill** for instructional supplies in an amount not to exceed **\$32,961.68** for Creighton.

➤ **Board Vote:**

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

###### ii. Resolution C22-23-022: Purchase Request: Just Right

1. Mr. Thompson asked for a motion to accept and approve Resolution C22-23-022.
2. Ms. Saunders made a motion to accept Resolution C22-23-022 and Mr. Perez second that motion.
3. By a majority vote Resolution C22-23-022 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 **Just Right Reader** for instructional supplies in an amount not to exceed **\$22,964.64** for Creighton.

➤ **Board Vote:**

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

###### iii. Resolution C22-23-023: Procurement Policy Update

1. Mr. Thompson asked for a motion to accept and approve Resolution C22-23-023.
2. Ms. Saunders made a motion to accept Resolution C22-23-023 and Mr. Perez second that motion.
3. By a majority vote Resolution C22-23-023 was accepted and approved unanimously.

**RESOLVED**, the Board of Trustees hereby authorizes the execution, delivery, and performance by Universal Community Homes, through the Chief Financial Officer or his designee, to update and deliver the Procurement Policy to ensure the policy complies with state and federal guidelines for Creighton.

➤ **Board Vote:**

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

###### iv. Resolution C22-23-024: Facilities Purchase Request: A-One Paving and Concrete

1. Mr. Thompson asked for a motion to accept and approve Resolution C22-23-024.
2. Ms. Saunders made a motion to accept Resolution C22-23-024 and Mr. Perez second that motion.
3. By a majority vote Resolution C22-23-024 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 **A-One Paving and Concrete for paving repairs** in an amount not to exceed **\$45,400.00** for Creighton.

➤ **Board Vote:**

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

v. **Resolution C22-23-025: Facilities Purchase Request: Boxxmodular Trailers**

4. Mr. Thompson asked for a motion to accept and approve Resolution C22-23-025.
5. Ms. Saunders made a motion to accept Resolution C22-23-025 and Mr. Perez second that motion.
6. By a majority vote Resolution C22-23-025 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 **Boxxmodular trailers for the purchase of trailers** in an amount not to exceed **\$198,415.00** 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 7:21PM

