



Public Meeting of the Board of Trustees
for
Universal Creighton Charter School
Meeting held Virtually via Zoom
June 13, 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 May 9, 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 May 9, 2023 meeting minutes with additions and corrections.
 - b. Mrs. Saunders made a motion to approve the May 9, 2023 meeting minutes with additions and corrections and Mr. Perez second that motion.
 - c. By a majority vote the May 9, 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**



ii. Facilities Committee Report

a. Creighton Charter School

1. Lawrence 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. The facilities department continues Routine In-House inspections for the next school year for the following vendors (fire alarm, sprinkler and back flow, electrical, kitchen Ansul system, generator)
4. Facilities department submitted request for proposals and/or quotes for repairs to the LSH cooling system software
5. Maintenance will perform building repairs, painting, and small plumbing issues throughout the building
6. There was discussion amongst board members regarding the Creighton facilities report
7. Mr. Thompson asked for a motion to approve the Creighton facilities report
8. Mrs. Saunders made a motion to approve the Creighton facilities report and Mr. Perez second that motion.
9. By a majority vote the Creighton facilities report was 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. Universal will offer Summer Programs, Ready, Set, Read Camp and Extended School Year.
 2. Dr. Nixon presented the 2022-2023 ACE draft report for Creighton.
 3. Creighton ACE is an evaluation of the school by the Charter School Office which will rate the charter school performance and compliance in 3 domains:
 - Academic Success



- Organizational Compliance and Viability
 - Financial Health and Sustainability
4. 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.
 5. The CSO will provide feedback once they review the supporting documents.
 1. There was some discussion regarding the Central Office report.
 2. Mr. Thompson asked for a motion to approve the Central Office Report.
 3. Ms. Saunders made a motion to approve the Central Office Report and Mr. Perez second that motion.
 4. 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 C22-23-026: 2023-2024 Board Calendar

1. Mr. Thompson asked for a motion to accept and approve Resolution C22-23-026.
2. Ms. Saunders made a motion to accept Resolution C22-23-026 and Mr. Perez second that motion.
3. By a majority vote Resolution C22-23-026 was accepted and approved unanimously.

RESOLVED, that the Board of Trustees authorize Universal Education Management, through the Superintendent or her designee, in the form attached, to produce the 2023 - 2024 Board Meeting Calendar, which reflects Board Meetings will begin September 1, 2023, through June 30, 2024, to reflect meetings to be held throughout the school year.

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

ii. Resolution C22-23-027: 2023-2024 Operating Budget

1. Mr. Thompson asked for a motion to accept and approve Resolution C22-23-027.
2. Ms. Saunders made a motion to accept Resolution C22-23-022 and Mr. Perez second that motion.
3. By a majority vote Resolution C22-23-027 was accepted and approved unanimously.

RESOLVED, that the Board of Trustees authorizes the Universal Community Homes, through the Chief Financial Officer or his designee, in the form attached, to produce the 2023 - 2024 Operating Budget, to which include the salary and benefits of employees, other operating expenses and revenue for the period commencing July 1, 2023, through June 30, 2024

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



iii. Resolution C22-23-028: Policy Update: Conflict of Interest Policy Update

1. Mr. Thompson asked for a motion to accept and approve Resolution C22-23-028.
2. Ms. Saunders made a motion to accept Resolution C22-23-028 and Mr. Perez second that motion.
3. By a majority vote Resolution C22-23-028 was accepted and approved unanimously.

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 the conflict of interest policy and bring the policy in compliance with federal guidelines and PA Charter Law requirements.

➤ **Board Vote:**

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

iv. Resolution C22-23-029: School Comprehensive Plan

1. Mr. Thompson asked for a motion to accept and approve Resolution C22-23-029.
2. Ms. Saunders made a motion to accept Resolution C22-23-029 and Mr. Perez second that motion.
3. By a majority vote Resolution C22-23-029 was accepted and approved unanimously.

RESOLVED, the Board of Trustees authorize Universal Education Company through the Superintendent or her designee, in the form attached, to execute, and deliver the required Title I Comprehensive Plan for Creighton.

➤ **Board Vote:**

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

v. Resolution C22-23-030: PA Future Ready Comprehensive Plan Portal

1. Mr. Thompson asked for a motion to accept and approve Resolution C22-23-030.
2. Ms. Saunders made a motion to accept Resolution C22-23-030 and Mr. Perez second that motion.
3. By a majority vote Resolution C22-23-030 was accepted and approved unanimously.

RESOLVED, the Board of Trustees authorize Universal Education Company through the Superintendent or her designee, in the form attached, to execute, and deliver the required state reports due in PDE's Future Ready Comprehensive Planning Portal for Creighton.

➤ **Board Vote:**

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

vi. Resolution C22-23-031: Business Service Agreement- Horsey, Heffler & Buckner

4. Mr. Thompson asked for a motion to accept and approve Resolution C22-23-031.
5. Ms. Saunders made a motion to accept Resolution C22-23-031 and Mr. Perez second that motion.
6. By a majority vote Resolution C22-23-031 was accepted and approved unanimously.



RESOLVED, that the Board of Trustees authorizes Universal Community Homes, through the Chief Financial Officer or his designee, in the form attached, to execute, and deliver, a business service agreement with Horsey, Buckner & Heffler in an amount not to exceed \$72,800 for the period commencing July 1, 2023 through June 30, 2024

➤ **Board Vote:**

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

vii. **Resolution C22-23-032: Facilities Repair Request: Delta Brothers**

7. Mr. Thompson asked for a motion to accept and approve Resolution C22-23-032.
8. Ms. Saunders made a motion to accept Resolution C22-23-032 and Mr. Perez second that motion.
9. By a majority vote Resolution C22-23-032 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 **Delta Brothers Inc. for floor demo and repairs** in an amount not to exceed **\$19,500** for Creighton

➤ **Board Vote:**

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

viii. **Resolution C22-23-033: Facilities Repair Request: DTL**

10. Mr. Thompson asked for a motion to accept and approve Resolution C22-23-033.
11. Ms. Saunders made a motion to accept Resolution C22-23-033 and Mr. Perez second that motion.
12. By a majority vote Resolution C22-23-033 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 **DTL Mechanical for heat pump system repairs** in an amount not to exceed **\$76,200.00** for Creighton

➤ **Board Vote:**

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

ix. **Resolution C22-23-034: Facilities Repair Request Devine Brothers**

13. Mr. Thompson asked for a motion to accept and approve Resolution C22-23-034.
14. Ms. Saunders made a motion to accept Resolution C22-23-034 and Mr. Perez second that motion.
15. By a majority vote Resolution C22-23-034 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 **Devine Brothers for LSH cooling system computer software** in an amount not to exceed **\$11,550.00** for Creighton.



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

x. Resolution C22-23-035: Facilities Purchase Request: AutoClear

16. Mr. Thompson asked for a motion to accept and approve Resolution C22-23-035.
17. Ms. Saunders made a motion to accept Resolution C22-23-035 and Mr. Perez second that motion.
18. By a majority vote Resolution C22-23-035 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 **Autoclear for the purchase of X-Ray scanners** in an amount not to exceed **\$42,800** for Creighton

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

xi. Resolution C22-23-036: Curriculum Purchase Request: McGraw Hill

19. Mr. Thompson asked for a motion to accept and approve Resolution C22-23-036.
20. Ms. Saunders made a motion to accept Resolution C22-23-036 and Mr. Perez second that motion.
21. By a majority vote Resolution C22-23-036 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 **\$13,910.58** for Creighton

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

xii. Resolution C22-23-037: Curriculum Purchase Request: Great Minds

22. Mr. Thompson asked for a motion to accept and approve Resolution C22-23-037.
23. Ms. Saunders made a motion to accept Resolution C22-23-037 and Mr. Perez second that motion.
24. By a majority vote Resolution C22-23-037 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 **Great Minds for instructional supplies** in an amount not to exceed **\$21,555.14** for Creighton.

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

xiii. Resolution C22-23-038: Curriculum Purchase Request: Teach Town

25. Mr. Thompson asked for a motion to accept and approve Resolution C22-23-038.



26. Ms. Saunders made a motion to accept Resolution C22-23-038 and Mr. Perez second that motion.
27. By a majority vote Resolution C22-23-038 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 **Teach Town for** instructional supplies in an amount not to exceed **\$27,130** for Creighton

➤ **Board Vote:**

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

xiv. Resolution C22-23-039: Curriculum Purchase Request: Children Literacy Initiative

28. Mr. Thompson asked for a motion to accept and approve Resolution C22-23-039.
29. Ms. Saunders made a motion to accept Resolution C22-23-039 and Mr. Perez second that motion.
30. By a majority vote Resolution C22-23-039 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 **Children Literacy Initiative for** instructional supplies in an amount not to exceed **\$100,094.73** for Creighton

➤ **Board Vote:**

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

xv. Resolution C22-23-040: Curriculum Purchase Request: Great Minds

31. Mr. Thompson asked for a motion to accept and approve Resolution C22-23-040.
32. Ms. Saunders made a motion to accept Resolution C22-23-040 and Mr. Perez second that motion.
33. By a majority vote Resolution C22-23-040 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 **Great Minds for** instructional supplies in an amount not to exceed **\$30,214.15** 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 8:00PM

