



Public Meeting of the Board of Trustees  
for  
Universal Institute Charter School  
*Meeting held Virtually via Zoom*  
*June 28, 2023 at 4:00 PM*  
**Meeting Minutes**

**Board Members Present:**

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

**Meeting called to Order at 4:11pm**

**I. Meeting Minutes**

- a. The Meeting Minutes from May 11, 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 May 11, 2023 Meeting Minutes with additions and corrections.
  2. Mr. Thompson made a motion to approve the May 11, 2023 Meeting Minutes with additions and Corrections and Mrs. Martin second that motion.
  3. By unanimous vote the May 11, 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. Rabb 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.

➤ **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. Mrs. Martin made a motion to accept and approve Institute facilities report and Ms. Rabb 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. **Principal Williams 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. Universal will offer Summer Programs, Ready, Set, Read Camp and Extended School Year.
  2. Dr. Nixon presented the 2022-2023 ACE-R draft report for Institute.



3. 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
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.
6. There was some discussion regarding the Central Office report.
7. Mrs. Gamble asked for a motion to approve the Central Office report.
8. Ms. Rabb made a motion to approve the Central Office report and Mrs. Martin second that motion.
9. 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 I22-23-020: 2023-2024 Board Calendar

1. Mrs. Gamble asked for a motion to accept and approve Resolution I22-23-020.
2. Ms. Rabb made a motion to accept and approve Resolution I22-23-020 and Mrs. Martin second that motion.
3. By a majority vote Resolution I22-23-020 was approved.

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

##### b. Resolution I22-23-021: 2023-2024 Operating Budget

1. Mrs. Gamble asked for a motion to accept and approve Resolution I22-23-021.
2. Mrs. Martin made a motion to accept and approve Resolution I22-23-021 and Ms. Rabb second that motion.
3. By a majority vote Resolution I22-23-021 was approved.

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

**c. Resolution I22-23-022: Lease Reimbursement**

1. Mrs. Gamble asked for a motion to accept and approve Resolution I22-23-022.
2. Ms. Rabb made a motion to accept and approve Resolution I22-23-022 and Mrs. Martin second that motion.
3. By a majority vote Resolution I22-23-022 was approved.

**RESOLVED**, that the Board of Trustees authorizes Community Homes, through the Chief Financial Officer or his designee, in the form attached, in the form attached, to complete the application for FY23 lease reimbursement for the period ending June 30, 2023.

➤ **Board Vote:**

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

**d. Resolution I22-23-023: Lease Agreement Renewal**

4. Mrs. Gamble asked for a motion to accept and approve Resolution I22-23-023.
5. Ms. Rabb made a motion to accept and approve Resolution I22-23-023 and Mrs. Martin second that motion.
6. By a majority vote Resolution I22-23-023 was approved.

**RESOLVED**, that the Board of Trustees authorizes Community Homes, through the Chief Financial Officer or his designee, in the form attached, execute and deliver the lease agreement renewal for a five year period effective July 1, 2023 ending June 30, 2028 in an amount not to exceed \$720,000 per year.

➤ **Board Vote:**

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

**e. Resolution I22-23-024: Policy Update: Conflict of Interest Policy**

4. Mrs. Gamble asked for a motion to accept and approve Resolution I22-23-024.
5. Mrs. Martin made a motion to accept and approve Resolution I22-23-024 and Ms. Rabb second that motion.
6. By a majority vote Resolution I22-23-024 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 the conflict of interest policy and bring the policy in compliance with federal guidelines and PA Charter Law requirements.

➤ **Board Vote:**

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

**f. Resolution I22-23-025: School Comprehensive Plan**



7. Mrs. Gamble asked for a motion to accept and approve Resolution I22-23-025.
8. Ms. Rabb made a motion to accept and approve Resolution I22-23-025 and Mrs. Martin second that motion.
9. By a majority vote Resolution I22-23-025 was approved.

**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 Institute.

➤ **Board Vote:**

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

**g. Resolution I22-23-026: PA Future Ready Comprehensive Plan Portal**

10. Mrs. Gamble asked for a motion to accept and approve Resolution I22-23-026.
11. Ms. Rabb made a motion to accept and approve Resolution I22-23-026 and Mrs. Martin second that motion.
12. By a majority vote Resolution I22-23-026 was approved.

**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 Institute.

➤ **Board Vote:**

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

**V. Adjournment**

- a. The meeting concluded at 6:05 p.m.

