



Public Meeting of the Combined Board of Trustees
for
Universal Alcorn Charter School
Universal Vare Charter School
Universal Audenried Charter High School
Meeting held Virtually via Zoom
September 19, 2023 at 6:00 PM
Meeting Minutes

BOARD MEMBERS PRESENT:

1. Christopher Hill
2. Wendell Holmes
3. Keith Pretlow

BOARD MEMBERS ABSENT:

1. Dr. Patricia Williams-Diaw

Meeting called to Order at 6:00pm

I. Meeting Minutes

- i. The meeting minutes from August 7, 2023 were reviewed by board members prior to board meeting. Board members discussed and made corrections to the meeting minutes.
 - a. Mr. Hill asked for a motion to accept and approve the August 7, 2023 Meeting Minutes with additions and corrections.
 - b. Mr. Pretlow made a motion to approve the August 7, 2023 meeting minutes with additions and Corrections and Mr. Holmes second that motion.
 - c. By a unanimous vote the August 7, 2023 meeting minutes were approved.
 - **Board Vote:**
 - **Yes: 3**
 - **No: 0**
 - **Abstain: 0**
- ii. The meeting minutes from June 20, 2023 were reviewed by board members prior to board meeting. Board members discussed and made corrections to the meeting minutes.
 - d. Mr. Hill asked for a motion to accept and approve the June 20, 2023 Meeting Minutes with additions and corrections.
 - e. Mr. Pretlow made a motion to approve the June 20, 2023 meeting minutes with additions and Corrections and Mr. Holmes second that motion.
 - f. By a unanimous vote the June 20, 2023 meeting minutes were approved.
 - **Board Vote:**
 - **Yes: 3**
 - **No: 0**
 - **Abstain: 0**

II. Committee Reports

i. Financial Report

a. Alcorn Charter School

1. **Profit/Loss and Budget Statement:** Charter Choice financial management consultant. Kevin Corcoran presented the finance report for Alcorn Charter School.
2. Board members were given copies the Alcorn finance report which was reviewed by board members prior to the board meeting.



3. There was discussion amongst board members regarding the Alcorn financial report.
4. Mr. Hill asked for a motion to approve the Alcorn financial report.
5. Mr. Pretlow made a motion to accept and approve Alcorn finance report and Mr. Holmes second that motion.
6. By a unanimous vote the Alcorn financial report was accepted and approved.
 - **Board Vote:**
 - **Yes: 3**
 - **No: 0**
 - **Abstain: 0**

b. Vare Charter School

1. **Profit/Loss and Budget Statement:** Charter Choice financial management consultant. Kevin Corcoran presented the finance report for Vare Charter School.
2. Board members were given copies the Vare finance report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Vare financial report.
4. Mr. Hill asked for a motion to approve the Vare financial report.
5. Mr. Pretlow made a motion to accept and approve Vare finance report and Mr. Holmes second that motion.
6. By a unanimous vote the Vare Financial Report was accepted and approved.
 - **Board Vote:**
 - **Yes: 3**
 - **No: 0**
 - **Abstain: 0**

c. Audenried Charter High School

1. **Profit/Loss and Budget Statement:** Charter Choice financial management consultant. Kevin Corcoran presented the finance report for Audenried Charter School.
2. Board members were given copies the Audenried finance report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Audenried financial report.
4. Mr. Hill asked for a motion to approve the Audenried financial report.
5. Mr. Pretlow made a motion to accept and approve Audenried finance report and Mr. Holmes second that motion.
6. By a unanimous vote the Audenried Financial report was accepted and approved.
 - **Board Vote:**
 - **Yes: 3**
 - **No: 0**
 - **Abstain: 0**

ii. HR Committee Reports

a. Alcorn Charter School

1. Dr. Nixon, presented the HR report for Alcorn Charter School, on behalf of the Chief Operating Officer.
2. Board members were given copies the Alcorn HR report which was reviewed by board members prior to the board meeting.



3. The HR report included:
 - Current vacancies for the 2023-2024 School year
 - 2023-2024 Terminations and Resignations
 - New Hires and Salaries for 2023-2024 school years
4. There was discussion amongst board members regarding the Alcorn HR report.
5. Mr. Hill asked for a motion to approve the Alcorn HR report.
6. Mr. Pretlow made a motion to accept and approve Alcorn HR report and Mr. Holmes second that motion.
7. By a unanimous vote the Alcorn HR report were accepted and approved.
 - **Board Vote:**
 - **Yes: 3**
 - **No: 0**
 - **Abstain: 0**

b. Vare Charter School

1. Dr. Nixon presented the HR report for Vare Charter School on behalf of the Chief Operating Officer.
2. Board members were given copies the Vare HR report which was reviewed by board members prior to the board meeting.
3. The HR report included:
 - Current vacancies for the 2023-2024 School year
 - 2023-2024 Terminations and Resignations
 - New Hires and Salaries for 2023-2024 school years
4. There was discussion amongst board members regarding the Vare HR report.
5. Mr. Hill asked for a motion to approve the Vare HR report.
6. Mr. Pretlow made a motion to accept and approve Vare HR report and Mr. Holmes second that motion.
7. By a unanimous vote the Vare HR report were accepted and approved
 - **Board Vote:**
 - **Yes: 3**
 - **No: 0**
 - **Abstain: 0**

c. Audenried Charter High School

1. Dr. Nixon, presented the HR report for Audenried Charter School on behalf of the Chief Operating Officer.
2. Board members were given copies the Audenried HR report which was reviewed by board members prior to the board meeting.
3. The HR report included:
 - Current vacancies for the 2023-2024 School year
 - 2023-2024 Terminations and Resignations
 - New Hires and Salaries for 2023-2024 school years
4. There was discussion amongst board members regarding the Audenried HR report.
5. Mr. Hill asked for a motion to approve the Audenried HR report.
6. Mr. Pretlow made a motion to accept and approve Audenried HR report and Mr. Holmes second that motion.
7. By a unanimous vote the Audenried HR report were accepted and approved.



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

iii. **Facilities Committee Reports**

a. **Alcorn Charter School**

1. Lawrence Threadgill Presented the facilities report for Alcorn Charter School.
2. Board members were given copies the Alcorn facilities report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Alcorn facilities report.
4. Mr. Hill asked for a motion to approve the Alcorn facilities report.
5. Mr. Pretlow made a motion to accept and approve Alcorn facilities report and Mr. Holmes second that motion.
6. By a unanimous vote the Alcorn facilities report were accepted and approved.

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

b. **Vare Charter School**

1. Lawrence Threadgill Presented the facilities report for Vare Charter School.
2. Board members were given copies the Vare facilities report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Vare facilities report.
4. Mr. Hill asked for a motion to approve the Vare facilities report.
5. Mr. Pretlow made a motion to accept and approve Vare facilities report and Mr. Holmes second that motion.
6. By a unanimous vote the Vare facilities report were accepted and approved.

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

c. **Audenried Charter High School**

1. Lawrence Threadgill Presented the facilities report for Audenried Charter School.
2. Board members were given copies the Audenried facilities report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Audenried facilities report.
4. Mr. Hill asked for a motion to approve the Audenried facilities report.
5. Mr. Pretlow made a motion to accept and approve Audenried facilities report and Mr. Holmes second that motion.
6. By a unanimous vote the Audenried facilities report were accepted and approved.

- **Board Vote:**



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

III. Presentations

i. Central Office Report

1. Universal Alcorn, Audenried and Vare opened successfully on September 5, 2023. Central Office support was provided during the school-opening process.
2. Masks were optional for the first 10 days of school. All Universal Schools will continue to follow the guidance outlined by the Philadelphia Department of Public Health.
3. Universal Charter Schools Leadership Institute was held on August 8-9, 2023, to kick-off the new school year with principals, Assistant Principals and School Leadership Teams
4. Next Principal Meeting/Instructional Rounds- The next principal meeting will be held on October 12, 2023 @ Universal Vare Charter School.
5. Principal Appraisals-Principal Goal Setting meetings will be held the week of October 3, 2023. There was some discussion regarding the Central Office Report.
6. Mr. Hill asked for a motion to approve the Central Office Report.
7. Mr. Pretlow made a motion to approve the Central Office Report and Mr. Holmes second that motion.
8. By a unanimous vote the Central Office Report was approved.

➤ **Board Vote:**

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

IV. Board Action Items

i. Universal Alcorn Charter School

a. Resolution AL23-24-004: 2023-2024 HR Personnel Hires and Salaries

1. Mr. Hill asked for a motion to accept and approve Resolution AL23-24-004.
2. Mr. Pretlow made a motion to accept and approve Resolution AL23-24-004 and Mr. Holmes second that motion.
3. By a majority vote Resolution AL23-24-004 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 execute and deliver contracts for the 2023 - 2024 HR hires, to which include the salary and benefits of employees.

➤ **Board Vote:**

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

b. Resolution AL23-24-005: 2023-2024 HR Personnel Terminations

1. Mr. Hill asked for a motion to accept and approve Resolution AL23-24-005.
2. Mr. Pretlow made a motion to accept and approve Resolution AL23-24-005 and Mr. Holmes second that motion.
3. By a majority vote Resolution AL23-24-005 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 terminate contracts for the 2023 - 2024 HR terminations, to which include the termination of salary and benefits of employees.

➤ **Board Vote:**

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

c. Resolution AL23-24-006: Policy Update: Code of Conduct

1. Mr. Hill asked for a motion to accept and approve Resolution AL23-24-006.
2. Mr. Pretlow made a motion to accept and approve Resolution AL23-24-006 and Mr. Holmes second that motion.
3. By a majority vote Resolution AL23-24-006 was approved.

RESOLVED, that the Board of Trustees hereby authorize the execution, delivery, and performance by Universal Education Company, through the Superintendent or her designee, to update and revise the Code of Conduct and bring the code of conduct in compliance with federal guidelines and PA Charter Law requirements.

➤ **Board Vote:**

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

ii. Universal VARE Charter School

a. Resolution V23-24-003: 2023-2024 HR Personnel Hires and Salaries

1. Mr. Hill asked for a motion to accept and approve Resolution V23-24-003.
2. Mr. Pretlow made a motion to accept and approve Resolution V23-24-003 and Mr. Holmes second that motion.
3. By a majority vote Resolution V23-24-003 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 execute and deliver contracts for the 2023 - 2024 HR hires, to which include the salary and benefits of employees.

➤ **Board Vote:**

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

b. Resolution V23-24-004: 2023-2024 HR Personnel Terminations

1. Mr. Hill asked for a motion to accept and approve Resolution V23-24-004.
2. Mr. Pretlow made a motion to accept and approve Resolution V23-24-004 and Mr. Holmes second that motion.
3. By a majority vote Resolution V23-24-004 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 terminate contracts for the 2023 - 2024 HR terminations, to which include the termination of salary and benefits of employees.



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

c. Resolution V23-24-005: Policy Update: Code of Conduct

1. Mr. Hill asked for a motion to accept and approve Resolution V23-24-005.
2. Mr. Pretlow made a motion to accept and approve Resolution V23-24-005 and Mr. Holmes second that motion.
3. By a majority vote Resolution V23-24-005 was approved.

RESOLVED, that the Board of Trustees hereby authorize the execution, delivery, and performance by Universal Education Company, through the Superintendent or her designee, to update and revise the Code of Conduct and bring the code of conduct in compliance with federal guidelines and PA Charter Law requirements.

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

iii. Universal Aunderied Charter School

a. Resolution AU23-24-003: 2023-2024 HR Personnel Hires and Salaries

1. Mr. Hill asked for a motion to accept and approve Resolution AU23-24-003
2. Mr. Pretlow made a motion to accept and approve Resolution AU23-24-003 and Mr. Holmes second that motion.
3. By a majority vote Resolution AU23-24-003 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 execute and deliver contracts for the 2023 - 2024 HR hires, to which include the salary and benefits of employees.

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

b. Resolution AU23-24-004: 2023-2024 HR Personnel Terminations

1. Mr. Hill asked for a motion to accept and approve Resolution AU23-24-004
2. Mr. Pretlow made a motion to accept and approve Resolution AU23-24-004 and Mr. Holmes second that motion.
3. By a majority vote Resolution AU23-24-004 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 terminate contracts for the 2023 - 2024 HR terminations, to which include the termination of salary and benefits of employees.

- **Board Vote:**
 - **Yes: 3**



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

c. Resolution AU23-24-005: Policy Update: Code of Conduct

1. Mr. Hill asked for a motion to accept and approve Resolution AU23-24-005.
2. Mr. Pretlow made a motion to accept and approve Resolution AU23-24-005 and Mr. Holmes second that motion.
3. By a majority vote Resolution AU23-24-005 was approved.

RESOLVED, that the Board of Trustees hereby authorize the execution, delivery, and performance by Universal Education Company, through the Superintendent or her designee, to update and revise the Code of Conduct and bring the code of conduct in compliance with federal guidelines and PA Charter Law requirements.

➤ **Board Vote:**

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

f. Resolution AU23-24-006: Student Activity Purchase Request: Lloyd Six Smith

1. Mr. Hill asked for a motion to accept and approve Resolution AU23-24-006.
2. Mr. Pretlow made a motion to accept and approve Resolution AU23-24-006 and Mr. Holmes second that motion.
3. By a majority vote Resolution AU23-24-006 was approved.

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 for Football equipment from **Lloyd Six Smith** in an amount not to exceed **\$127,359.00** for Audenried.

Board Vote:

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

V. New Business

- i. The Board discussed the vacancy for new board members.
- ii. Mr. Pretlow made a motion to nominate Michael Rice to be a board member of the combined Board of Trustees for Universal Alcorn – Vare - Audenried. Mr. Holmes second that motion.
- iii. By a majority vote the motion to nominate Michael Rice as a board member of the combined Board of Trustees for Universal Alcorn- Vare- Audenried was accepted and approved.

➤ **Board Vote:**

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

VI. Public Comments

- a. There were no public comments.

VII. Adjournment

- a. Mr. Pretlow made a motion to adjourn, and Mr. Holmes second that motion.
- b. By unanimous vote the motion to adjourn passed.
- c. The meeting concluded at 7:10 p.m.

