



Public Meeting of the Board of Trustees  
for  
Universal Institute Charter School  
*Meeting held Virtually via Zoom*  
*December 7, 2023 at 6:00 PM*  
**Meeting Minutes**

**Board Members Present:**

1. Salima Rabb
2. David Thompson

**Board Members Absent:**

1. Michelle Martin

**Meeting called to Order at 6:05pm**

**I. Meeting Minutes**

- a. The Meeting Minutes from November 29, 2023 were reviewed by board members prior to board meeting. Board Members discussed and made corrections to the meeting minutes.
  1. Ms. Rabb asked for a motion to accept and approve the November 29, 2023 Meeting Minutes with additions and corrections.
  2. Mr. Thompson made a motion to approve the November 29, 2023 Meeting Minutes with additions and Corrections and Ms. Rabb second that motion.
  3. By unanimous vote the November 29, 2023 Meeting Minutes were approved.

➤ **Board Vote:**

- **Yes: 2**
- **No: 0**
- **Abstain: 0**

- b. The Meeting Minutes from October 30, 2023 were reviewed by board members prior to board meeting. Board Members discussed and made corrections to the meeting minutes.
  4. Ms. Rabb asked for a motion to accept and approve the October 30, 2023 Meeting Minutes with additions and corrections.
  5. Mr. Thompson made a motion to approve the October 30, 2023 Meeting Minutes with additions and Corrections and Ms. Rabb second that motion.
  6. By unanimous vote the October 30, 2023 Meeting Minutes were approved.

➤ **Board Vote:**

- **Yes: 2**
- **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. Ms. Rabb asked for a motion to approve the Institute Financial Report.



5. Mr. Thompson made a motion to accept and approve Institute Finance report and Ms. Rabb second that motion.
6. By unanimous vote the Institute Financial Report was accepted and approved.
  - **Board Vote:**
    - **Yes: 2**
    - **No: 0**
    - **Abstain: 0**

**ii. 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 hot water tank in Annex 2 has been replaced.
4. Classroom keys that were missing has been replaced.
5. There was discussion amongst board members regarding the Institute facilities report.
6. Ms. Rabb asked for a motion to approve the Institute facilities report.
7. Mr. Thompson made a motion to accept and approve Institute facilities report and Ms. Rabb second that motion.
8. By unanimous vote the Institute facilities report was accepted and approved.
  - **Board Vote:**
    - **Yes: 2**
    - **No: 0**
    - **Abstain: 0**

**III. Presentations**

**i. Institute Monthly Reports**

**a. Principal Williams presented the principal report for Institute.**

1. Institute’s total enrollment is 561. Institute enrollment cap is 620.
2. The theme for 2023-2024 school year is “Sawubona”.
3. Institute implements Positive Behavioral Intervention and Supports (PBIS) through a Multi-Tiered System of Support (MTSS) for behavior. The three (3) tiered system is as follows:
  - a. Tier 1- the base level of school behavior that is applied to all scholars as school policy
  - b. Tier 2- Develop individual positive behavior support plans, including: mentorship, monthly team meetings with STS providers, Group Counseling and individual counseling
  - c. Tier 3- referral for evaluation for specialized services, Bi-weekly agency and school based meetings.
4. Institute has a goal to achieve a ten (10) percent gain in all subject of scholars performing proficient or advanced.
5. Institute will continue to promote a system-wide culture of safety, effective engagement, cultural competency, and customer service
6. There was some discussion regarding the Institute Principal report
7. Ms. Rabb asked for a motion to approve the Institute Principal Report
8. Mr. Thompson made a motion to approve the Institute Principal Report and Ms. Rabb second that motion.
9. By unanimous vote the Institute Principal Report was approved.

- **Board Vote:**



- **Yes: 2**
- **No: 0**
- **Abstain: 0**

**ii. Central Office Report**

- a. Dana King presented the Central Office report for UICS.
  1. Ms. King presented the 2023-2024 ACE Winter Preview draft reports for UICS.
  2. The Charter School Office released the rating for the charter school performance and compliance in 2 domains:
    - Academic Success
    - Organizational Compliance and Viability
  3. The ACE winter preview reflects, the CSO has revised the “Does Not Meet Standard” ratings that were issued in the ACE summer preview to “Meets Standard”
  4. Central Office will not refute and/or provide any evidence for the ACE winter preview domain ratings.
  5. There was some discussion regarding the Central Office report.
  6. Ms. Rabb asked for a motion to approve the Central Office report.
  7. Mr. Thompson made a motion to approve the Central Office report and Ms. Rabb second that motion.
  8. By unanimous vote the Central Office report was approved.
    - **Board Vote:**
      - **Yes: 2**
      - **No: 0**
      - **Abstain: 0**

**IV. Public Comment**

- a. Christina Rook, school counselor, comment regarding coaching budget for after-school sports.
- b. Alison Boober, teacher, comment regarding coaching staff for after-school sports.
- c. Barry Roberson, behavior specialist/athletic director, comment regarding athletic program decisions.

**V. New Business**

**a. Board Vacancy Nomination**

- i. The Board discussed the vacancy for new board members.
- ii. Mr. Thompson made a motion to nominate Trumell Lamb to be a board member of the Board of Trustees for Universal Institute Charter School. Ms. Rabb second that motion.
- iii. By a majority vote the motion to nominate Trumell Lamb as a board member of the Board of Trustees for Universal Institute Charter School was accepted and approved.
  - **Board Vote:**
    - **Yes: 2**
    - **No: 0**
    - **Abstain: 0**

**VI. Adjournment**

- a. The meeting concluded at 7:00 p.m.

