



Public Meeting of the Board of Trustees
for
Universal Institute Charter School
Meeting held Virtually via Zoom
March 7, 2024 at 6:00 PM
Meeting Minutes

Board Members Present:

1. Salima Rabb
2. Michelle Martin
3. David Thompson
4. Trumell Lamb

Meeting called to Order at 6:09pm

I. Meeting Minutes

- a. The Meeting Minutes from January 25, 2024 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 January 25, 2024 meeting minutes with additions and corrections.
 2. Ms. Martin made a motion to approve the January 25, 2024 meeting minutes with additions and Corrections and Mr. Thompson second that motion.
 3. By unanimous vote the January 25, 2024 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. Ms. Rabb asked for a motion to approve the Institute Financial Report.
5. Ms. Martin 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. Mr. Wallace Dawan 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
 - 2023-2024 Terminations and Resignations
 - New Hires and Salaries for 2023-2024 school year
4. There was discussion amongst board members regarding the Institute HR report.
 5. Ms. Rabb asked for a motion to approve the Institute HR report.
 6. Ms. Martin made a motion to accept and approve Institute HR report and Mr. Thompson second that motion.
 7. By a unanimous vote the Institute HR report was 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. Several electrical systems in Annex 2 need to repaired and/or replaced.
4. The roof in Annex 1 and Main need repairs, facilities is working to get quotes.
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. Ms. Martin made a motion to accept and approve Institute facilities report and Mr. Thompson second that motion.
8. By unanimous vote the Institute facilities report was accepted and approved.
 - **Board Vote:**
 - **Yes: 4**
 - **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. Ms. Martin made a motion to approve the Institute Principal Report and Mrs. Lamb second that motion.
9. By unanimous vote the Institute Principal Report was approved.
 - **Board Vote:**
 - **Yes: 4**
 - **No: 0**
 - **Abstain: 0**

ii. Central Office Report

- a. Dr. Nixon, presented the Central Office report for Creighton.
 1. Dr. Nixon presented the 2023-2024 Academic Calendar, with the fiscal year beginning July 1, 2024 through June 30, 2025.
 2. The 24-25 academic calendar has a total of 181 days for scholars and 189 days for staff.
 3. The first day of school for scholars is September 3, 2024. The last day for scholars is June 17, 2025.
 4. There was some discussion about the Central Office Report.
 1. Ms. Rabb asked for a motion to approve the Central Office report.
 2. Ms. Martin made a motion to approve the Central Office report and Mrs. Lamb second that motion.
 3. 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 I23-24-018: 2024-2025 Academic Calendar

1. Ms. Rabb asked for a motion to accept and approve Resolution I23-24-018.
2. Mrs. Martin made a motion to accept and approve Resolution I23-24-018 and Mrs. Lamb second that motion.
3. By a majority vote Resolution I23-24-018 was approved.

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, in the form attached, to produce the 2024 - 2025 Academic Calendar, which reflects the school year to begin July 1, 2024, through June 30, 2025, to align the ending of the school year closely to the School District of Philadelphia year ending.

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

b. Resolution I23-24-019: Curriculum Purchase Request: SAVVAS

1. Ms. Rabb asked for a motion to accept and approve Resolution I23-24-019
2. Mr. Thompson made a motion to accept and approve Resolution I23-24-019 and Mrs. Martin second that motion.
3. By a majority vote Resolution I23-24-019 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 student curriculum from **SAVVAS**, in an amount not to exceed **\$30,404.96** for Institute.

➤ **Board Vote:**

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

c. Resolution I23-24-020: Curriculum Purchase Request: Wilson Learning

1. Ms. Rabb asked for a motion to accept and approve Resolution I23-24-020
2. Ms. Martin made a motion to accept and approve Resolution I23-24-020 and Mrs. Lamb second that motion.
3. By a majority vote Resolution I23-24-020 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 student curriculum from **Wilson Learning**, in an amount not to exceed **\$27,220.32** for Institute.

➤ **Board Vote:**

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

d. Resolution I23-24-021: Curriculum Purchase Request: Curriculum Associates LLC

1. Ms. Rabb asked for a motion to accept and approve Resolution I23-24-021
2. Mrs. Martin made a motion to accept and approve Resolution I23-24-021 and Mr. Thompson second that motion.
3. By a majority vote Resolution I23-24-021 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 student curriculum from **Curriculum Associates LLC**, in an amount not to exceed **\$62,456.40** for Institute.

➤ **Board Vote:**

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

V. Public Comment

- a. There were no public comments.

VI. Adjournment

- a. The meeting concluded at 6:53 p.m.

