



Public Meeting of the Board of Trustees
for
Universal Institute Charter School
Meeting held Virtually via Zoom
May 9, 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 March 7, 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 March 7, 2024 meeting minutes with additions and corrections.
 2. Mr. Thompson made a motion to approve the March 7, 2024 meeting minutes with additions and Corrections and Mrs. Martin second that motion.
 3. By unanimous vote the March 7, 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. Mr. Thompson made a motion to accept and approve Institute Finance report and Mrs. Martin 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. Karina Dean, HR Director, presented the HR report for Institute Charter School.
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 2024-2025 School year
 - 2023-2024 Terminations and Resignations
 - New Hires and Salaries for 2024-2025 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. Mrs. 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. The elevator in the Annex 2 building is down and needs to be serviced.
4. The roof in Annex 1 and Main need repairs, facilities is working to get quotes.
 1. There was discussion amongst board members regarding the Institute facilities report.
 2. Ms. Rabb asked for a motion to approve the Institute facilities report.
 3. Mr. Thompson made a motion to accept and approve Institute facilities report and Mrs. Martin second that motion.
4. 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 completed PSSA testing and is preparing for end of the year activities.
2. Institute will continue to promote a system-wide culture of safety, effective engagement, cultural competency, and customer service
3. There was some discussion regarding the Institute Principal report
4. Ms. Rabb asked for a motion to approve the Institute Principal Report
5. Ms. Martin made a motion to approve the Institute Principal Report and Mrs. Lamb second that motion.
6. 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 Institute.
1. Dr. Nixon presented the School Progress Report on Education and Equity (SPREE).
 2. The SPREE is a critical tool that shows each school's progress towards the annual targets and its performance on other important measures like attendance and graduation rates.
 3. The SPREE is part of the District's work to continually improve schools.
 4. The SPREE Provide a summary of how each school is performing and improving on the Goals & Guardrails and other important measures in the following areas: Reading and Language Arts, Math & Science, College and Career Readiness, Climate, Culture And Opportunity.
 5. Based on that information, each measure gets a color label (blue, green, yellow or red)
 6. The SPREE provides each school an overall level -- the combined result of its performance and improvement on each target or measure.
 7. There was some discussion about the Central Office Report.
 8. Ms. Rabb asked for a motion to approve the Central Office report.
 9. Ms. Martin made a motion to approve the Central Office report and Mrs. Lamb second that motion.
 10. 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 I23-24-022: FRCPP: Flexible Instructional Day Plan

1. Ms. Rabb asked for a motion to accept and approve Resolution I23-24-022.
2. Mrs. Martin made a motion to accept and approve Resolution I23-24-022 and Mrs. Lamb second that motion.
3. By a majority vote Resolution I23-24-022 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 report Flexible Instructional Day Plan due in PDE's Future Ready Comprehensive Planning Portal for Institute

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

b. Resolution I23-24-023: Facilities Purchase Request: Jani Icon

1. Ms. Rabb asked for a motion to accept and approve Resolution I23-24-023
2. Mr. Thompson made a motion to accept and approve Resolution I23-24-023 and Mrs. Martin second that motion.
3. By a majority vote Resolution I23-24-023 was approved.

RESOLVED, the Board of Trustees hereby authorizes the execution, delivery, and performance by Universal Community Homes, through the Chief Operating Officer or



her designee, a service agreement with **Jani Icon** for floor restoration and cleaning in an amount not to exceed **\$19,530.65** for Institute.

➤ **Board Vote:**

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

c. Resolution I23-24-024: Facilities Purchase Request: Hybrid Roofing

1. Ms. Rabb asked for a motion to accept and approve Resolution I23-24-024
2. Ms. Martin made a motion to accept and approve Resolution I23-24-024 and Mrs. Lamb second that motion.
3. By a majority vote Resolution I23-24-024 was approved.

RESOLVED, the Board of Trustees hereby authorizes the execution, delivery, and performance by Universal Community Homes, through the Chief Operating Officer or her designee, a service agreement with **Hybrid Roofing** for roof repairs in an amount not to exceed **\$15,000** for Institute.

➤ **Board Vote:**

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

V. Public Comment

- a. Yasmeen Abbott, Teacher, comment regarding virtual board meetings and possibility of in-person meeting. Ms. Abbott also had a comment regarding HR position changes and terminations.

VI. Adjournment

- a. The meeting concluded at 7:10 p.m.

