



Public Meeting of the Board of Trustees
for
Universal Creighton Charter School
Meeting held Virtually via Zoom
September 12, 2023 at 6:00 PM
Meeting Minutes

BOARD MEMBERS PRESENT:

1. Garland Thompson
2. Orlando Perez
3. Amina Saunders

Meeting called to Order at 6:05pm

I. Meeting Minutes

- i. The meeting minutes from June 13, 2023 were reviewed by board members prior to board meeting. Board members discussed and made corrections to the meeting minutes.
 - a. Mr. Thompson asked for a motion to accept and approve the June 13, 2023 meeting minutes with additions and corrections.
 - b. Mrs. Saunders made a motion to approve the June 13, 2023 meeting minutes with additions and corrections and Mr. Perez second that motion.
 - c. By a majority vote the June 13, 2023 meeting minutes were approved.
 - **Board Vote:**
 - **Yes: 3**
 - **No: 0**
 - **Abstain: 0**

II. Committee Reports

i. Financial Report

a. Creighton Charter School

1. **Profit/Loss and Budget Statement:** Mr. Michael Horsey Presented the Finance Report for Creighton Charter School.
2. Board members were given copies the Creighton finance report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Creighton Financial report.
4. Mr. Thompson asked for a motion to approve the Creighton Financial Report.
5. Ms. Saunders made a motion to accept and approve Creighton Finance report and Mr. Perez second that motion.
6. By a majority vote the Creighton Financial report was accepted and approved unanimously.
 - **Board Vote:**
 - **Yes: 3**
 - **No: 0**
 - **Abstain: 0**

ii. HR Committee Reports

a. Creighton Charter School

1. Dr. Nixon, presented the HR report for Creighton Charter School, on behalf of the Chief Operating Officer.



2. Board members were given copies the Creighton 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 Creighton HR report.
5. Mr. Thompson asked for a motion to approve the Creighton HR report
6. Mrs. Saunders made a motion to approve the Creighton HR report and Mr. Perez second that motion.
7. By a majority vote the Creighton HR report was approved unanimously.

iii. Facilities Committee Report

b. Creighton Charter School

1. Lawrence Threadgill Presented the facilities report for Creighton Charter School.
2. Board members were given copies the Creighton facilities report which was reviewed by board members prior to the board meeting.
3. The LSH cooling system software has been installed by the Devine Brothers and the company came back out to a service maintenance of the entire HVAC
4. The plumbing and girls bathrooms in the basement has been worked on by Heatwave Plumbing and Heating, the boys and girls bathrooms has not been occupied in years.
5. The four classrooms in the Main building have been service and systems replaced by DTL Mechanical that were one of the old system
6. There was discussion amongst board members regarding the Creighton facilities report
7. Mr. Thompson asked for a motion to approve the Creighton facilities report
8. Mrs. Saunders made a motion to approve the Creighton facilities report and Mr. Perez second that motion.
9. By a majority vote the Creighton facilities report was approved unanimously.
 - **Board Vote:**
 - **Yes: 3**
 - **No: 0**
 - **Abstain: 0**

III. Presentations

i. Creighton Monthly Reports

- a. Principal. Baldwin presented a Creighton's monthly school report.
 1. Creighton's total enrollment increased and is currently at 725.
 2. Creighton successfully opened for the first day of school for scholars on September 5, 2023.
 3. Creighton is off to a great start for the 2023-2024 school year.
 4. Creighton will continue to promote a system-wide culture of safety, effective engagement, cultural competency, and customer service.
 5. There was some discussion regarding the Creighton Principal report
 6. Mr. Thompson asked for a motion to approve the Creighton Principal Report
 7. Mrs. Saunders made a motion to approve the Creighton Principal Report and Mr. Perez second that motion.
 8. By a majority vote the Creighton Principal Report was approved unanimously.



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

ii. Central Office Report

- a. Dr. Nixon, presented the Central Office report for Creighton.
 1. Universal Creighton 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. There was some discussion regarding the Central Office report.
 7. Mr. Thompson asked for a motion to approve the Central Office Report.
 8. Ms. Saunders made a motion to approve the Central Office Report and Mr. Perez second that motion.
 9. By a unanimous vote the Central Office Report was approved.
 - **Board Vote:**
 - **Yes: 3**
 - **No: 0**
 - **Abstain: 0**

IV. Board Action Items

a. Universal Creighton Charter School

i. Resolution C23-24-001: 2023-2024 HR Personnel Hires and Salaries

1. Mr. Thompson asked for a motion to accept and approve Resolution C23-24-001.
2. Ms. Saunders made a motion to accept Resolution C23-24-001 and Mr. Perez second that motion.
3. By a majority vote Resolution C23-24-001 was accepted and approved unanimously.

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**



ii. **Resolution C23-24-002: 2023-2024 HR Personnel Terminations**

1. Mr. Thompson asked for a motion to accept and approve Resolution C23-24-002.
2. Ms. Saunders made a motion to accept Resolution C23-24-002 and Mr. Perez second that motion.
3. By a majority vote Resolution C23-24-002 was accepted and approved unanimously.

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**

iii. **Resolution C23-24-003: Policy Update: Code of Conduct**

1. Mr. Thompson asked for a motion to accept and approve Resolution C23-24-003.
2. Ms. Saunders made a motion to accept Resolution C23-24-003 and Mr. Perez second that motion.
3. By a majority vote Resolution C23-24-003 was accepted and approved unanimously.

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**

iv. **Resolution C23-24-004: Technology Purchase Request: Comcast Phone System**

1. Mr. Thompson asked for a motion to accept and approve Resolution C23-24-004.
2. Ms. Saunders made a motion to accept Resolution C23-24-004 and Mr. Perez second that motion.
3. By a majority vote Resolution C23-24-004 was accepted and approved unanimously.

RESOLVED, the Board of Trustees hereby authorizes the execution, delivery, and performance by Universal Community Homes, through the Chief Operating Officer or her designee, to execute and deliver a contract for a new phone system and equipment from **Comcast** in an amount not to exceed **\$21,850.20** for Creighton.

➤ **Board Vote:**

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



v. **Resolution C23-24-005: Technology Purchase Request: CDW**

1. Mr. Thompson asked for a motion to accept and approve Resolution C23-24-005.
2. Ms. Saunders made a motion to accept Resolution C23-24-005 and Mr. Perez second that motion.
3. By a majority vote Resolution C23-24-005 was accepted and approved unanimously.

RESOLVED, the Board of Trustees hereby authorizes the execution, delivery, and performance by Universal Community Homes, through the Chief Operating Officer or her designee, of a purchase from **CDW for** technology supplies in an amount not to exceed **\$55,126** for Creighton.

➤ **Board Vote:**

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

vi. **Resolution C23-24-006: Curriculum Purchase Request: Curriculum Associates**

4. Mr. Thompson asked for a motion to accept and approve Resolution C23-24-006.
5. Ms. Saunders made a motion to accept Resolution C23-24-006 and Mr. Perez second that motion.
6. By a majority vote Resolution C23-24-006 was accepted and approved unanimously.

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 from **Curriculum Associates for** instructional supplies in an amount not to exceed **\$30,206** for Creighton.

➤ **Board Vote:**

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

vii. **Resolution C23-24-007: Curriculum Purchase Request: Kay Twelve LLC**

7. Mr. Thompson asked for a motion to accept and approve Resolution C23-24-007.
8. Ms. Saunders made a motion to accept Resolution C23-24-007 and Mr. Perez second that motion.
9. By a majority vote Resolution C23-24-007 was accepted and approved unanimously.

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 from **Kay Twelve LLC for** instructional supplies in an amount not to exceed **\$34,398.68** for Creighton.

➤ **Board Vote:**

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

V. **Public Comments**

- a. There were no public comments.

VI. **Adjournment**

- a. Ms. Saunders made a motion to adjourn and Mr. Perez second that motion
- b. The meeting concluded at 7:01PM

