



Public Meeting of the Board of Trustees
for
Universal Institute Charter School
Meeting held Virtually via Zoom
June 13, 2024 at 6:00 PM
Meeting Minutes

Board Members Present:

1. Michelle Martin
2. David Thompson
3. Trumell Lamb

Board Members Absent:

1. Salima Rabb

Meeting called to Order at 6:09pm

I. Meeting Minutes

- a. The Meeting Minutes from May 9, 2024 were reviewed by board members prior to board meeting. Board Members discussed and made corrections to the meeting minutes.
 1. Mr. Thompson asked for a motion to accept and approve the May 9, 2024 meeting minutes with additions and corrections.
 2. Mrs. Lamb made a motion to approve the May 9, 2024 meeting minutes with additions and Corrections and Mr. Thompson second that motion.
 3. By unanimous vote the May 9, 2024 meeting minutes were approved.

➤ **Board Vote:**

- **Yes: 3**
- **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. Mr. Thompson asked for a motion to approve the Institute Financial Report.
5. Mrs. Lamb 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: 3**
- **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. Mr. Thompson asked for a motion to approve the Institute HR report.
6. Mrs. Lamb 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: 3**
 - **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. Mr. Thompson asked for a motion to approve the Institute facilities report.
3. Mrs. Lamb made a motion to accept and approve Institute facilities report and Mr. Thompson second that motion.
4. By unanimous vote the Institute facilities report was accepted and approved.
 - **Board Vote:**
 - **Yes: 3**
 - **No: 0**
 - **Abstain: 0**

III. Presentations

i. Institute Monthly Reports

a. Principal Williams presented the principal report for Institute.

1. Institute had a successful 2023-2024 school year with school closing activities planned.
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. Mr. Thompson asked for a motion to approve the Institute Principal Report
5. Mrs. Lamb made a motion to approve the Institute Principal Report and Mr. Thompson second that motion.
6. By unanimous vote the Institute Principal Report was approved.
 - **Board Vote:**
 - **Yes: 3**
 - **No: 0**
 - **Abstain: 0**



ii. Central Office Report

- a. Dr. Nixon presented the Central Office report for Institute.
 - 1. Dr. Nixon introduced the 2024-2029 Academic Plan, for UICS.
 - 2. Academic Plan 2024-2029 will serve as a roadmap that will guide education transformation in Universal Schools.
 - 3. The Academic Plan is rooted in Universal’s Shared Values and Belief System.
 - 4. Universal is committed to being an innovative and national leader in urban education passionately pursuing the vision of its founder, Kenny Gamble, to educate and create career options for inner city youth and improve the quality of life in their neighborhoods
 - 5. Dr. Nixon requested that board members review the academic plans during the summer as there will be a full presentation when school resume in September.
 - 6. There was some discussion about the Central Office Report.
 - 7. Mr. Thompson asked for a motion to approve the Central Office report.
 - 8. Mrs. Lamb made a motion to approve the Central Office report and Mr. Thompson second that motion.
 - 9. By unanimous vote the Central Office report was approved.
 - **Board Vote:**
 - **Yes: 3**
 - **No: 0**
 - **Abstain: 0**

iii. Climate, Culture and Safety Report

- i. Kelli Woods, Director of Climate Culture and Safety presented the Climate, Culture and Safety report for Institute
 - 1. Universal Charter Schools received a PCCD grant for security improvements.
 - 2. The schools are updating their Emergency Operations Plans (EOP) and Emergency Operations Guides for the 2024-2025 school year.
 - 3. Mrs. Woods introduced the safety plan, for all three schools.
 - 4. There was some discussion regarding the Climate, Culture and Safety report.
 - 5. Mr. Thompson asked for a motion to approve the Climate, Culture and Safety report.
 - 6. Mrs. Lamb made a motion to approve the Climate, Culture and Safety report and Mr. Thompson second that motion.
 - 7. By a unanimous vote the Climate, Culture and Safety report was approved.
 - **Board Vote:**
 - **Yes: 3**
 - **No: 0**
 - **Abstain: 0**

IV. Board Action Items

- i. **Universal Institute Charter School**
 - a. **Resolution I23-24-022: 2024-2025 School Operating Budget**



1. Mr. Thompson asked for a motion to accept and approve Resolution I23-24-022.
2. Mrs. Lamb made a motion to accept and approve Resolution I23-24-022 and Mr. Thompson second that motion.
3. By a majority vote Resolution I23-24-022 was approved.

RESOLVED, that the Board of Trustees authorizes the Universal Community Homes, through the Chief Financial Officer or his designee, in the form attached, to produce the 2024 - 2025 Operating Budget, to which include the salary and benefits of employees, other operating expenses and revenue for the period commencing July 1, 2024, through June 30, 2025.

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

b. Resolution I23-24-025: 2024-2025- Board Meeting Calendar

1. Mr. Thompson asked for a motion to accept and approve Resolution I23-24-025
2. Mr. Thompson made a motion to accept and approve Resolution I23-24-025 and Mrs. Martin second that motion.
3. By a majority vote Resolution I23-24-025 was approved.

RESOLVED, that the Board of Trustees authorize Universal Education Management, through the Superintendent or her designee, in the form attached, to produce the 2024 - 2025 Board Meeting Calendar, which reflects Board Meetings will begin September 1, 2024, through June 30, 2025, to reflect meetings to be held throughout the school year.

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

c. Resolution I23-24-026: Future Ready Comprehensive Planning Portal Reports

1. Mr. Thompson asked for a motion to accept and approve Resolution I23-24-026
2. Mrs. Lamb made a motion to accept and approve Resolution I23-24-026 and Mr. Thompson second that motion.
3. By a majority vote Resolution I23-24-026 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 reports and Schoolwide Title I Comprehensive Plan due in PDE's Future Ready Comprehensive Planning Portal for Institute.

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

d. Resolution I23-24-027: Facilities Repair Request: TK Elevator

1. Mr. Thompson asked for a motion to accept and approve Resolution I23-24-027
2. Mrs. Lamb made a motion to accept and approve Resolution I23-24-027 and Mr. Thompson second that motion.
3. By a majority vote Resolution I23-24-027 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, to execute and deliver a service agreement with **TK Elevator for elevator repairs** in an amount not to exceed **\$19900** for Institute.

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

e. Resolution I23-24-028: Fiscal Year 2024 Financial Audit Agreement

4. Mr. Thompson asked for a motion to accept and approve Resolution I23-24-028
5. Mrs. Lamb made a motion to accept and approve Resolution I23-24-028 and Mr. Thompson second that motion.
6. By a majority vote Resolution I23-24-028 was approved.

RESOLVED, that the Board of Trustees authorizes the Universal Community Homes, through the Chief Financial Officer or his designee, in the form attached, to execute and deliver a service agreement with Haeefe-Flanagan, to complete auditing services for the 2024 fiscal year ending June 30, 2024 in an amount not to exceed \$27,500 for Institute.

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

f. Resolution I23-24-029: Lease Reimbursement

7. Mr. Thompson asked for a motion to accept and approve Resolution I23-24-029
8. Mrs. Lamb made a motion to accept and approve Resolution I23-24-029 and Mr. Thompson second that motion.
9. By a majority vote Resolution I23-24-029 was approved.

RESOLVED, that the Board of Trustees authorizes Community Homes, through the Chief Financial Officer or his designee, in the form attached, in the form attached, to complete the application for FY24 lease reimbursement for the period ending June 30, 2024.

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

V. Public Comment

- a. Ikeem Rhodes Assistant Principal, comment regarding the successful years he had at UICS and wish everyone the best.

VI. Adjournment

- a. The meeting concluded at 6:50 p.m.

