



Public Meeting of the Board of Trustees
for
Universal Institute Charter School
Meeting held Virtually via Zoom
October 17, 2024, at 6:00 PM
Meeting Minutes

Board Members Present:

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

Meeting called to Order at 6:05pm

I. Meeting Minutes

- a. The Meeting Minutes from July 11, 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 July 11, 2024, meeting minutes with additions and corrections.
 2. Mrs. Lamb moved to accept the July 11, 2024, meeting minutes with additions and corrections and Mrs. Martin seconded the motion.
 3. By unanimous vote the July 11, 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 Choices, financial management consultant, Kevin Corcoran presented the Finance Report for Institute Charter School, highlighting a net income of \$1.5 million for the previous year.
2. Board members were given copies the Institute finance report which was reviewed by board members prior to the board meeting.
3. The annual independent audit is underway with no notable issues, expected to be completed by early December.
4. A new requirement mandates a separate audit committee for charter schools, which needs to be addressed in future meetings.
5. Enrollment is exceeding budget plans, leading to higher district revenues and a projected net income of over \$2 million for the current year.
6. There was discussion amongst board members regarding the Institute Financial Report.
7. Mr. Thompson asked for a motion to approve the Institute Financial Report.
8. Mrs. Martin moved to accept Institute finance report and Mrs. Lamb seconded the motion.
9. By unanimous vote the Institute Financial Report was 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. All teacher vacancies have been filled, with only two PCA and one custodial worker positions remaining open.
5. A building substitute and a classroom assistant are also being hired
6. There was discussion amongst board members regarding the Institute HR report.
7. Mr. Thompson asked for a motion to approve the Institute HR report.
8. Mrs. Martin moved to accept Institute HR report and Mrs. Lamb seconded the motion.
9. 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 of the Institute facilities report which was reviewed by board members prior to the board meeting.
3. Several maintenance issues were addressed, including replacing a condenser and repairing roof leaks.
4. New cafeteria tables were installed, and plans for floor maintenance during winter break were discussed
5. There was discussion amongst board members regarding the Institute facilities report.
6. Mr. Thompson asked for a motion to approve the Institute facilities report.
7. Mrs. Martin moved to accept Institute facilities report and Mrs. Lamb seconded that motion.
8. By unanimous vote the Institute facilities report was approved.
 - **Board Vote:**
 - **Yes: 3**
 - **No: 0**
 - **Abstain: 0**

III. Presentations

i. Institute Monthly Reports

a. Principal Taleka Waters presented the principal report for Institute.

1. Principal Waters expressed gratitude for the opportunity to lead and highlighted the positive school environment.
2. Enrollment stands at 606 students, with successful parent engagement activities like kindergarten orientation and back-to-school night.



3. New teacher orientation and support systems are in place, with a focus on restorative practices and small group instruction.
4. The school aims to increase PSSA scores by 6.7% with support from Central Education Office.
5. There was some discussion regarding the Institute Principal report
6. Mr. Thompson asked for a motion to approve the Institute Principal Report
7. Mrs. Martin moved to accept the Institute Principal Report and Mrs. Lamb seconded that motion.
8. By unanimous vote the Institute Principal Report was approved.
 - **Board Vote:**
 - **Yes: 3**
 - **No: 0**
 - **Abstain: 0**

ii. Central Office Report

- a. Crystal Gary-Nelson presented the Central Office report for Institute.
 1. Universal Institute opened successfully on September 3, 2024. Central Office support was provided during the school-opening process.
 2. Universal Charter Schools Leadership Institute was held on August 8-9, 2024, to kick-off the new school year with Principals, Assistant Principals and School Leadership Teams
 3. Next Principal Meeting/Instructional Rounds- The next principal meeting will be held on October 10, 2024 @ Universal Creighton Charter School.
 4. Principal Appraisals-Principal Goal Setting meetings will be held the week of October 7, 2024.
 5. There was some discussion about the Central Office Report.
 6. Mr. Thompson asked for a motion to approve the Central Office report.
 7. Mrs. Martin moved to accept the Central Office report and Mrs. Lamb seconded that motion.
 8. By unanimous vote the Central Office report was approved.
 - **Board Vote:**
 - **Yes: 3**
 - **No: 0**
 - **Abstain: 0**

IV. Board Action Items

i. Universal Institute Charter School

a. Resolution I24-25-002: 2024-2025 HR Personnel Hires and Salaries

1. Mr. Thompson asked for a motion to accept and approve Resolution I24-25-002.
2. Mrs. Martin moved to accept and approve Resolution I24-25-002 and Mrs. Lamb seconded that motion.
3. By a majority vote Resolution I24-25-002 was approved.

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 2024 - 2025 HR hires, to which include the salary and benefits of employees.

- **Board Vote:**
 - **Yes: 3**



- **No: 0**
- **Abstain: 0**

b. Resolution I24-25-003: 2024-2025 HR Personnel Terminations

1. Mr. Thompson asked for a motion to accept and approve Resolution I24-25-003.
2. Mrs. Martin moved to accept and approve Resolution I24-25-003 and Mrs. Lamb seconded that motion.
3. By a majority vote Resolution I24-25-003 was approved.

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 2024 - 2025 HR terminations, to which include the termination of salary and benefits of employees.

➤ **Board Vote:**

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

c. Resolution I24-25-004: Policy Update: 2024-2025 Code of Conduct

1. Mr. Thompson asked for a motion to accept and approve Resolution I24-25-004.
2. Mrs. Martin moved to accept and approve Resolution I24-25-004 and Mrs. Lamb seconded that motion.
3. By a majority vote Resolution I24-25-004 was approved.

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**

d. Resolution I24-25-005: Time and Effort Policy

1. Mr. Thompson asked for a motion to accept and approve Resolution I24-25-005.
2. Mrs. Martin moved to accept and approve Resolution I24-25-005 and Mrs. Lamb seconded that motion.
3. By a majority vote Resolution I24-25-005 was approved.

RESOLVED, that the Board of Trustees hereby authorize the execution, delivery, and performance by Universal Education Company, through the Superintendent or her designee, to create and implement a Time and Effort Policy in compliance with federal guidelines and PA Charter Law requirements.

➤ **Board Vote:**

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

e. Resolution I24-25-006: Fraud Waste and Abuse Policy

1. Mr. Thompson asked for a motion to accept and approve Resolution I24-25-006.
2. Mrs. Martin moved to accept and approve Resolution I24-25-006 and Mrs. Lamb seconded that motion.
3. By a majority vote Resolution I24-25-006 was approved.

RESOLVED, that the Board of Trustees hereby authorize the execution, delivery, and performance by Universal Education Company, through the Superintendent or her designee, to create and implement a Fraud, Waste and Abuse policy in compliance with federal guidelines and PA Charter Law requirements

➤ **Board Vote:**

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

f. Resolution I24-25-007: 2024-2025 Service Agreement: Mad Beatz

1. Mr. Thompson asked for a motion to accept and approve Resolution I24-25-007.
2. Mrs. Martin moved to accept and approve Resolution I24-25-007 and Mrs. Lamb second that motion.
3. By a majority vote Resolution I24-25-007 was approved.

RESOLVED, the Board of Trustees hereby authorizes the execution, delivery, and performance by Universal Education Company, through the Superintendent or her designee, a service agreement with **Mad Beatz Philly** for education curriculum in an amount not to exceed **\$20,000** for Institute.

➤ **Board Vote:**

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

g. Resolution I24-25-008: 2024-2025 Service Agreement: Math Curriculum Support

4. Mr. Thompson asked for a motion to table Resolution I24-25-008 for further review.
5. Mrs. Martin moved to table Resolution I24-25-008 for further review and Mrs. Lamb second that motion.
6. By a majority vote Resolution I24-25-008 was tabled.

RESOLVED, the Board of Trustees hereby authorized the Math Curriculum Support Service Agreement was tabled for further review

➤ **Board Vote:**

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

V. Public Comment

- a. There were no public comments during the meeting.

VI. Adjournment

- a. The meeting concluded at 6:58 p.m.

