



Public Meeting of the Board of Trustees  
for  
Universal Institute Charter School  
*Meeting held Virtually via Zoom*  
*December 9, 2024, at 6:00 PM*  
**Meeting Minutes**

**Board Members Present:**

1. Michelle Martin
2. David Thompson
3. Trumell Lamb (Joined 6:37pm)

**Meeting called to Order at 6:04pm**

**I. Meeting Minutes**

- a. The Meeting Minutes from October 17, 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 October 17, 2024, meeting minutes with additions and corrections.
  2. Mrs. Martin moved to accept the October 17, 2024, meeting minutes with additions and corrections and Mr. Thompson seconded the motion.
  3. By unanimous vote the October 17, 2024, meeting minutes were approved.

➤ **Board Vote:**

- **Yes: 2**
- **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 Mr. Thompson seconded the motion.
9. By unanimous vote the Institute Financial Report was approved.

➤ **Board Vote:**

- **Yes: 2**
- **No: 0**
- **Abstain: 0**



**ii. Financial Audit Report**

**a. Institute Charter School**

1. **Audit Statement:** Haefele, Flanagan & Co financial management consultant Jim Rogers presented the annual finance audit statement the fiscal year ending June 30, 2024, for Institute Charter School.
2. Board members were given copies the Institute annual finance statement for fiscal year ending June 30, 2024, which was reviewed by board members prior to the board meeting.
3. Institute received a clean opinion which is highest level of opinions a public certified accountant can issue.
4. There was discussion amongst board members regarding the Institute financial report.
5. Mr. Thompson asked for a motion to accept and approve the Institute annual finance statement for fiscal year ending June 30, 2024.
6. Mrs. Martin made a motion to accept and approve Institute annual finance statement for fiscal year ending June 30, 2024, and Mr. Thompon second that motion.
7. By unanimous vote the Institute annual finance statement for fiscal year ending June 30, 2024, was accepted and approve.
  - **Board Vote:**
    - **Yes: 2**
    - **No: 0**
    - **Abstain: 0**

**iii. 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
  - 2024-2025 Terminations and Resignations
  - New Hires and Salaries for 2024-2025 school year
4. All teacher vacancies have been filled, with only three Climate, one 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: 2**
    - **No: 0**
    - **Abstain: 0**



**iv. 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 Mr. Thompson seconded that motion.
8. By unanimous vote the Institute facilities report was approved.
  - **Board Vote:**
    - **Yes: 2**
    - **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. Enrollments continue to remain steady at 610 students,
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 Mr. Thompson seconded that motion.
8. By unanimous vote the Institute Principal Report was approved.
  - **Board Vote:**
    - **Yes: 2**
    - **No: 0**
    - **Abstain: 0**

**ii. Central Office Report**

- a. Dr. Nixon presented the Central Office report for Institute.
  1. Dr. Nixon presented the 2024-2025 ACE Winter Preview draft reports for Institute.
  2. The Charter School Office released the rating for the charter school performance and compliance in 1 domain:
    - Organizational Compliance and Viability.
  3. The CSO provided feedback once they reviewed the supporting documents for the Summer Preview and changed the rating to “Meets Standard” in two areas of the domain.
  4. Institute met the standard in all areas during the winter preview window.



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 I24-25-009: FY24 Annual Financial Audited Statement**

1. Mr. Thompson asked for a motion to accept and approve Resolution I24-25-009.
2. Mrs. Martin moved to accept and approve Resolution I24-25-009 and Mrs. Lamb seconded that motion.
3. By a majority vote Resolution I24-25-009 was approved.

**RESOLVED**, that the Board of Trustees authorizes Universal Community Homes, through the Chief Financial Officer or his designee, the execution, delivery, and performance by Haefele, Flanagan & Co, the completion of the Annual Financial Audit for FY 2024 ending June 30, 2024 for Universal Institute Charter School

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

**b. Resolution I24-25-010: Technology Purchase Request: Apple**

1. Mr. Thompson asked for a motion to table Resolution I24-25-010.
2. Mrs. Martin moved to table Resolution I24-25-010 and Mrs. Lamb seconded that motion.
3. By a majority vote Resolution I24-25-010 was tabled.

**V. Public Comment**

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

**VI. New Business**

**a. Board Vacancy Nomination**

- a. The Board discussed the vacancy for new board officers.
  1. Mrs. Martin moved to nominate David Thompson to be President of the Board of Trustees for Universal Institute Charter School. Mrs. Lamb seconded that motion.
  2. By a unanimous vote the motion to nominate David Thompson as President of the Board of Trustees for Universal Institute Charter School was accepted.
    - **Board Vote:**
      - **Yes: 3**
      - **No: 0**
      - **Abstain: 0**



3. Mr. Thompson made a motion to nominate Michelle Martin to be Secretary of the Board of Trustees for Universal Institute Charter School. Mrs. Lamb seconded that motion.
4. By a unanimous vote the motion to nominate Michelle Martin as Secretary of the Board of Trustees for Universal Institute Charter School was accepted.
  - **Board Vote:**
    - **Yes: 3**
    - **No: 0**
    - **Abstain: 0**

**VII. Adjournment**

- a. The meeting concluded at 7:00 p.m.

