



Public Meeting of the Board of Trustees
for
Universal Institute Charter School
Meeting held Virtually via Zoom
January 23, 2025, 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 December 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 December 9, 2024, meeting minutes with additions and corrections.
 2. Mrs. Martin moved to accept the December 9, 2024, meeting minutes with additions and corrections and Mrs. Lamb seconded the motion.
 3. By unanimous vote the December 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 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
 - 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: 3**
 - **No: 0**
 - **Abstain: 0**

III. Presentations

i. Institute Monthly Reports

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

1. Principal Waters presented the principal report.
2. Enrollments continue to remain steady at 600 students,
3. The school aims to increase PSSA scores by 6.7% with support from Central Education Office.
4. There was some discussion regarding the Institute Principal report
5. Mr. Thompson asked for a motion to approve the Institute Principal Report
6. Mrs. Martin moved to accept the Institute Principal Report and Mrs. Lamb seconded that motion.
7. 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 presented the 2025-2026 school budget process for Institute.
2. The annual budget exercise at its core is a statement of Universal's values and core beliefs.



3. School budgets are a first step in a comprehensive assessment of strategies that must be considered for the long-term success for Universal schools.
4. Each school’s Academic Plan and current academic and non-academic data will be used to inform staffing and programmatic decisions to ensure that schools are investing in effective staff and programs that will yield improved academic results.
5. The 2025-2026 school budgets must build on a plan that will position the Universal Family of Schools to be stronger and to serve as a leader in urban public education.
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. Martin moved to accept the Central Office report and Mrs. Lamb seconded that motion.
9. 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 I24-25-010: Technology Purchase Request: Apple

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

RESOLVED, the Board of Trustees hereby authorizes the execution, delivery, and performance by Universal Community Holmes, through the Chief Operating Officer or her designee, of a purchase of 30 iPads for kindergarten scholars from **Apple Inc.** in an amount not to exceed **\$10,590** for Institute.

- **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 6:46 p.m.

