



Public Meeting of the Board of Trustees
for
Universal Institute Charter School
Meeting held Virtually via Zoom
March 20, 2025, at 6:00 PM
Meeting Minutes

Board Members Present:

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

Meeting called to Order at 6:03pm

I. Meeting Minutes

a. The Meeting Minutes from January 23, 2025, were reviewed by board members prior to board meeting. Board Members discussed and made corrections to the meeting minutes.

1. Mrs. Lamb moved to accept January 23, 2025, meeting minutes with additions and corrections.
2. By unanimous vote t January 23, 2025, 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.
2. Board members were given copies of the Institute finance report which was reviewed by board members prior to the board meeting.
3. Institute is in a strong financial position with a projected net income of \$1.4 million.
4. Federal funding streams are currently stable, with a cash on hand metric of 186 days, exceeding the district's requirement of 60 days.
5. The budget process for the next year is underway, with positive enrollment trends.
6. There was discussion amongst board members regarding the Institute Financial Report.
7. Mrs. Lamb moved to accept Institute finance report.
8. By unanimous vote the Institute Financial Report was approved.

➤ **Board Vote:**

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

ii. HR Committee Report

a. Institute Charter School

1. Dr. Penny Sparks Nixon stated that no HR report was prepared due to the ongoing budget process.
2. A vacancy report will be presented at the June meeting.

iii. Facilities Committee Report

a. Institute Charter School



1. Lawrence Threadgill provided updates on various facility repairs, including stucco work and hot water tank replacement.
2. Preparations for city inspections by L&I and the health department are ongoing.

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 588 scholars, with efforts to recruit more students.
3. Institute's academic performance data showed 45% ELA proficiency and 21% math proficiency.
4. Institute have several upcoming events including a college day and various community engagement activities.
5. There was discussion amongst the board regarding the Institute Principal report
6. Mrs. Lamb moved to accept the Institute Principal Report
7. 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 2025-2026 school academic calendar with the fiscal year beginning July 1, 2025 through June 30, 2026, and 2026-2027 school academic calendar with the fiscal year beginning July 1, 2026, through June 30, 2027.
2. The calendars align with the School District of Philadelphia, starting after Labor Day.
3. The 25-26 academic calendar has a total of 181 days for scholars and 192 days for staff. The 26-27 academic calendar has a total of 181 days for and 193 days for staff.
4. The first day of school for scholars is September 2, 2025. The last day for scholars is June 17, 2026, for the 2025-2026 academic year.
5. The first day of school for scholars is September 1, 2026. The last day for scholars is June 16, 2027, for the 2026-2027 academic year.
6. There was some discussion about the Central Office Report.
7. Mrs. Lamb moved to accept the Central Office report
8. By unanimous vote the Central Office report was approved.

➤ **Board Vote:**

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

IV. New Business

a. Board Member Vacancy

1. The Board discussed the vacancy for new board members.



2. Mrs. Lamb made a motion to nominate Dr. Zenida Driver to be a board member of the Board of Trustees for Universal Institute Charter Schools. Mr. Thompson second that motion.
3. By a unanimous vote the motion to nominate Dr. Zenida Driver as a board member of the Board of Trustees for Universal Institute Charter School was approved.
 - **Board Vote:**
 - **Yes: 2**
 - **No: 0**
 - **Abstain: 0**

V. Board Action Items

i. Universal Institute Charter School

a. Resolution I24-25-011: 2025-2027 Academic Calendars

1. Mr. Thompson asked for a motion to approve Resolution I24-25-011.
2. Dr. Driver moved to approve Resolution I24-25-011
3. By a majority vote Resolution I24-25-011 was approved.

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, in the form attached, to produce the 2025 - 2026 Academic Calendar, which reflects the school year to begin July 1, 2025, through June 30, 2026, to align the ending of the school year closely to the School District of Philadelphia year ending.

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, in the form attached, to produce the 2026 - 2027 Academic Calendar, which reflects the school year to begin July 1, 2026, through June 30, 2027, to align the ending of the school year closely to the School District of Philadelphia year ending.

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

b. Resolution I24-25-012: Policy Update: Procurement Policy

1. Mr. Thompson asked for a motion to approve Resolution I24-25-012.
2. Dr. Driver moved to approve Resolution I24-25-012
3. By a majority vote Resolution I24-25-012 was approved.

RESOLVED, that the Board of Trustees hereby authorize the execution, delivery, and performance by Universal Community Homes, through the Chief Financial Officer or his designee, to update the Procurement Policy to bring in compliance with federal guidelines and PA Charter Law requirements.

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

c. Resolution I24-25-013: Policy Update: Accounting Records Retention Policy

1. Mr. Thompson asked for a motion to approve Resolution I24-25-013.
2. Dr. Driver moved to approve Resolution I24-25-013



3. By a majority vote Resolution I24-25-013 was approved.

RESOLVED, that the Board of Trustees hereby authorize the execution, delivery, and performance by Universal Community Homes, through the Chief Financial Officer or his designee, to update the Accounting Records Retention Policy to bring in compliance with federal guidelines and PA Charter Law requirements.

➤ **Board Vote:**

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

d. Resolution I24-25-014: Facilities Purchase Request: 3B Services Inc.

1. Mr. Thompson asked for a motion to approve Resolution I24-25-014.
2. Dr. Driver moved to approve Resolution I24-25-014
3. By a majority vote Resolution I24-25-014 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, to execute and deliver a services agreement to replace hot water tank from **3B Service Inc.** in an amount not to exceed **\$19,897.27** for Institute.

➤ **Board Vote:**

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

e. Resolution I24-25-015: Facilities Purchase Request: Superior Play Systems

1. Mr. Thompson asked for a motion to approve Resolution I24-25-015.
2. Dr. Driver moved to approve Resolution I24-25-015
3. By a majority vote Resolution I24-25-015 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, to execute and deliver a service agreement to replace turf in scholar playground from **Superior Play System.** in an amount not to exceed **\$79,450.84** for Institute.

➤ **Board Vote:**

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

f. Resolution I24-25-016: Food Service Request for Proposal

1. Mr. Thompson asked for a motion to approve Resolution I24-25-016.
2. Dr. Driver moved to approve Resolution I24-25-016
3. By a majority vote Resolution I24-25-016 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, to publish and advertise a request for proposal for a new food service



vendor for the remainder of the 2024-2025 school year in an amount not to exceed **\$150,000** for Institute.

➤ **Board Vote:**

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

VI. Public Comment

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

VII. Adjournment

- a. The meeting concluded at 7:07 p.m.

