



Public Meeting of the Board of Trustees
for
Universal Institute Charter School
Meeting held Virtually via Zoom
May 8, 2025, at 6:00 PM
Meeting Minutes

Board Members Present:

1. David Thompson
2. Michelle Martin
3. Dr. Zenida Driver

Meeting called to Order at 6:03pm

I. Meeting Minutes

a. The Meeting Minutes from March 20, 2025, were reviewed by board members prior to board meeting. Board Members discussed and made corrections to the meeting minutes.

1. Dr. Driver moved to accept March 20, 2025, meeting minutes with additions and corrections.
2. By unanimous vote t March 20, 2025, 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.
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 positive projected net income.
4. Federal funding streams are currently stable, with a cash on hand metric exceeding the district's requirement of 60 days.
5. There was discussion amongst board members regarding the Institute Financial Report.
6. Dr. Driver moved to accept Institute finance report.
7. By unanimous vote the Institute Financial Report was approved.

➤ **Board Vote:**

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

ii. Facilities Committee Report

a. Institute Charter School

1. Lawrence Threadgill provided updates on various facility repairs, including HVAC maintenance and upcoming inspections.
2. Plans to replace damaged double doors in the annex were discussed.
3. 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 585 scholars, with efforts to recruit more scholars.
3. PSSA testing is concluding, with rewards for students who performed well.
4. Upcoming events include a Project Alpha program on May 17th and a Poetry Slam for grades 6-8.
5. There was discussion amongst the board regarding the Institute Principal report
6. Dr. Driver moved to accept the Institute Principal Report
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 2024-2025 ACE Spring 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 school met standards in organizational compliance and financial health
4. There was some discussion about the Central Office Report.
5. Dr, Driver moved to accept the Central Office report
6. 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 I24-25-017: 2025-2026 Devereux APS Service Agreement

1. Mr. Thompson asked for a motion to approve Resolution I24-25-017.
2. Mrs. Martin moved to approve Resolution I24-25-017
3. By a majority vote Resolution I24-25-017 was approved.

RESOLVED, that the Board of Trustees authorizes Universal Education Management, through the Superintendent or her designee, in the form attached, to execute and deliver a service agreement with Devereux an approved private school for scholar S.J. effective for the 2024-2025 Extended School Year and the 2025-2026 academic year.

➤ **Board Vote:**

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



b. Resolution I24-25-018: Technology Purchase Request: Signature Audio

1. Mr. Thompson asked for a motion to approve Resolution I24-25-018.
2. Mrs. Martin moved to approve Resolution I24-25-018
3. By a majority vote Resolution I24-25-018 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 PA System from **Signature Audio** in an amount not to exceed **\$40,000** for Institute.

➤ **Board Vote:**

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

c. Resolution I24-25-019: Facilities Purchase Request: Hybrid Roofing

1. Mr. Thompson asked for a motion to table Resolution I24-25-019.
2. Mrs. Martin moved to approve Resolution I24-25-019
3. By a majority vote Resolution I24-25-019 was tabled.

➤ **Board Vote:**

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

d. Resolution I24-25-020: Food Service Procurement Plan

1. Mr. Thompson asked for a motion to approve Resolution I24-25-020.
2. Mrs. Martin moved to approve Resolution I24-25-020
3. By a majority vote Resolution I24-25-020 was approved.

RESOLVED, the Board of Trustees hereby ratify the execution, delivery, and performance by Universal Community Holmes, through the Chief Operating Officer or her designee, the food service procurement plan that will adhere to state and federal guidelines effective April 1, 2025, 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 6:44 p.m.

