Public Meeting of the Board of Trustees
for
Universal Creighton Charter School
Meeting held Virtually via Zoom
January 29, 2026 at 6:00 PM
Meeting Minutes

BOARD MEMBERS PRESENT:
1. Jackie Greene, Board Chair
2. Evelyn Johns, Secretary
3. Dr. Beth Ann Harwell, Trustee

BOARD MEMBERS ABSENT
1. Dr. Zenida Driver – Trustee
2. Marylissa Barbosa-Fish – Trustee

Attendees Present:
1. Dr. Penny Nixon, Superintendent/CEO
2. Wallace Dawan, Chief Financial Officer
3. Wendy Baldwin, Creighton Principal
4. Latoya Finney, Board of Directors Compliance Officer
5. Lawrence Threadgill, Director of Facilities
6. Mike Horsey, HBH (Financial Consultant)

Meeting called to Order at 6:00pm. A quorum was confirmed.

I. Meeting Minutes

a. December 15, 2025 Special Public Meeting Minutes
   i. A motion was made to approve the December 15, 2025 Special Public Meeting minutes, with the understanding that any corrections would be submitted to the board president or board liaison.
   ii. By a unanimous vote the motion carried.
      - **Board Vote:**
         - **Yes: 3**
         - **No: 0**
         - **Abstain: 0**

b. November 18, 2025 Public Meeting Minutes
   i. A motion was made to approve the November 18, 2025 Public Meeting minutes, with the understanding that any corrections would be submitted to the board president or board liaison.
   ii. By a unanimous vote the motion carried.
      - **Board Vote:**
         - **Yes: 3**
         - **No: 0**
         - **Abstain: 0**

II. Unfinished Business

i. There was no unfinished business.

III. Committee Reports

i. Finance and Audit Committee Report

a. Presented by Mike Horsey, HBH. Mr. Horsey presented the internal financial statements through December 31, 2025, noting the following key points:
   - Cash on Hand: Approximately $12.6 million
   - Net Income (Year-to-Date): Approximately $1.46 million
   - Cash Increase: Approximately $2.5 million increase compared to the prior year
   - Days Cash on Hand: Approximately 350 days

1. Mr. Horsey reported that the school continues to maintain a strong financial position and liquidity, with financial metrics exceeding industry benchmarks.
2. The committee noted a revenue variance related to special education enrollment:
   - Budget projection: 177 special education students
   - Current enrollment: 164 special education students
3. This resulted in slightly lower revenue than budgeted. However, expenditures were also below budget, particularly in instructional and support service categories.
4. These lower expenditures offset the revenue variance, resulting in the school continuing to operate with positive net income.
5. Mrs. Johns moved to accept the Creighton financial report,
6. By a unanimous vote the Creighton financial report was accepted and approved.
   - Board Vote:
     - Yes: 3
     - No: 0
     - Abstain: 0

ii. Facilities Committee Report

a. Presented by Lawrence Threadgill, Director of Facilities. Mr. Threadgill provided an update on facilities, operations and maintenance, including:

Completed Project

1. Second floor unisex restroom renovation was completed.
2. Principal Baldwin reported satisfaction with the quality of the renovation.

Ongoing Facilities Operations

3. Facilities and custodial staff have been actively maintaining both buildings during recent snow and winter weather conditions, ensuring safe building operations and access for students and staff.

Upcoming Capital Improvements

4. Mr. Threadgill reported that additional facilities improvements are being planned and will be presented to the Board at the next meeting, including:
5. Renovations of first, second, and third floor student bathrooms
6. Improvements to the school lunchroom
7. Renovation of the school nurse's office
8. These projects will be brought to the Board as future action items.
9. Mrs. Johns moved to accept the Creighton facilities report,
10. By a unanimous vote the Creighton facilities report was accepted and approved.
    - Board Vote:
      - Yes: 3
      - No: 0
      - Abstain: 0

IV. Presentation

i. Principal's Report

a. Principal Baldwin provided a comprehensive update on school operations, academic performance, and school climate initiatives.

1. Universal Creighton serves approximately 650 students in grades K-8 across two buildings:
    - K-2 building
    - Grades 3-8 building
2. Student demographics include:
    - 65% Hispanic
    - 25% African American
    - 10% Asian American
3. Additional program populations include:
    - 32% English Language Learners
    - 25% Special Education students
4. Principal Baldwin reported continued academic improvement.
    - Reading proficiency increased by approximately 9 percentage points
    - Math proficiency scores have doubled between 2022 and 2025
    - Creighton achieved the highest overall academic achievement scores among Renaissance Charter Schools for two consecutive years
5. Key strategies contributing to improved student outcomes include:
    - Stable and experienced teaching staff
    - Long-standing school leadership team
    - Reading and math intervention programs
    - Instructional coaches and interventionists
    - Standards-aligned curriculum
    - Classroom assistants in grades K-3
    - Expanded professional development for teachers
6. Enrollment has slightly declined in recent years, but attendance has improved.
    - 2022-2023 ADA: 90.67%
    - 2024-2025 ADA: 92.5%
7. During the current school year, attendance between September and November averaged 94–95%, with December attendance traditionally lower due to holiday schedules.
8. Principal Baldwin highlighted several initiatives supporting positive school climate:
    - Daily student mindfulness practices
    - Staff mentoring program for high-needs students
    - Counseling and social-emotional learning groups
    - Monthly student recognition celebrations
    - Student dances and end-of-year activities
    - Expanded after-school programs and clubs
9. Mrs. Johns moved to accept the Creighton principal report,
10. By a unanimous vote the Creighton principal report was accepted and approved.
    - ➢ Board Vote:
        - Yes: 3
        - No: 0
        - Abstain: 0

ii. **Central Office Report – Professional Learning Series**

a. Presented by Dr. Penny Nixon, Superintendent/CEO. Dr. Nixon provided updates on network initiatives and governance planning.

1. Dr. Nixon announced plans for a Universal Charter Schools Board of Trustees Retreat scheduled for Spring 2026, which will include:
   - Governance training
   - Strategic planning discussions
   - Board self-assessment exercises
   - Alignment with increasing regulatory oversight
2. The retreat is intended to strengthen board governance and strategic alignment across the network.
3. Mrs. Johns moved to accept the Central Office report,
4. By a unanimous vote the Central Office report was accepted and approved.
   - Board Vote:
     - Yes: 3
     - No: 0
     - Abstain: 0

V. Board Action Items

i. Resolution C25-26-012: Technology Purchase: Signature Audio

1. Mrs. Beth Harwell moved to approve Resolution C25-26-012 and Mrs. Evelyn Johns seconded the motion.

RESOLVED, the Board of Trustees authorizes Universal Education Company, through the Superintendent or her designee, to execute a purchase agreement with **Signature Audio Systems** in the amount of **$32,283.43** for the installation of:

- Stage lighting
- Professional microphone system
- Auditorium camera system
- Live streaming capability for school performances

These upgrades will support school events, student performances, and virtual engagement with families.

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

ii. Resolution C25-26-013: Curriculum Purchase: Teach Town

1. Mrs. Evelyn Johns moved to approve Resolution C25-26-013 and Mrs. Beth Harwell seconded the motion.

RESOLVED, the Board of Trustees authorizes the purchase of Teach Town Curriculum**,** a comprehensive instructional program supporting students in autistic support classrooms, including instruction in:

- Reading
- Mathematics
- Science
- Social Studies
- Social Skills

The curriculum will support students in grades K-8 requiring specialized instructional programming.

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

VI. Public Comment

i. No public comments were received.

IX. Adjournment

a. There being no further business, the meeting was adjourned by the Board Chair.
b. Meeting adjourned at: 7:36 PM