Public Meeting of the Board of Trustees
for
Universal Creighton Charter School
Special Meeting held Virtually via Zoom
November 18, 2025 at 6:00 PM
Meeting Minutes

BOARD MEMBERS PRESENT:
1. Jackie Greene, Board President
2. Evelyn Johns, Board Secretary
3. Dr. Zenida Driver, Board member
4. Marylissa Barbosa-Fish, Parent Board Member
5. Dr. Beth Ann Harwell, Vice President (arrived late / not present for roll call)

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)
7.

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

I. Meeting Minutes

a. November 10, 2025 Special Public Meeting Minutes
   i. A motion was made to approve the November 10, 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: 5**
         - **No: 0**
         - **Abstain: 0**

b. September 9, 2025 Public Meeting Minutes
   i. A motion was made to approve the September 9, 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: 5**
         - **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 September 30, 2025, noting the following key points:

1. The Fiscal Year 2025 audit was approximately 90% complete, with expectations of an unmodified (clean) opinion and no material weaknesses or findings.
2. The school was operating in a profitable position of approximately $1.7 million during the first nine months of the fiscal year.
3. Revenues increased by approximately $387,000 compared to the prior year.
4. Cash on hand totaled approximately $12 million, reflecting an increase of approximately $2.2 million from the same period in the prior year.
5. The school maintained a strong liquidity position, with current ratios exceeding industry standards and reserves sufficient to cover more than one year of operating expenses.
6. Budget-to-actual variances were favorable; however, it was noted that the first quarter remains an early indicator, with a more comprehensive review anticipated at the six-month mark.
7. Mrs. Johns moved to accept the Creighton financial report,
8. By a unanimous vote the Creighton financial report was accepted and approved.

➢ Board Vote:
- Yes: 5
- 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:

1. Installation of fire alarm covers throughout the main building to prevent accidental activation by students.
2. Sidewalk and masonry repairs on the elementary school side of the building, performed by River World Masonry Company, to mitigate trip hazards.
3. Ongoing provision of custodial supplies to maintain cleanliness across both buildings.
4. Completion of electrical repairs in multiple classrooms to address previously damaged outlets.
5. Mrs. Johns moved to accept the Creighton facilities report,
6. By a unanimous vote the Creighton facilities report was accepted and approved.

➢ Board Vote:
- Yes: 5
- No: 0
- Abstain: 0

IV. Presentation

i. Principal's Report

a. Presented by Wendy Baldwin, Principal. Principal Baldwin provided a comprehensive school update, including:

1. Current enrollment of approximately 650 scholars.
2. Average daily attendance of approximately 93%, with a stated goal of 96%.
3. Final state assessment results indicating:
   - Over 50% proficiency in literacy, exceeding the state average by two percentage points.
   - Over 40% proficiency in mathematics, approximately one percentage point below the state average.

4. Continued academic growth and progress across grade levels.
5. Implementation of enrichment programming, including after-school programs, cultural celebrations, family engagement events, and upcoming academic and performing arts activities.
6. Mrs. Johns moved to accept the Creighton principal report,
7. By a unanimous vote the Creighton principal report was accepted and approved.
   - Board Vote:
     - Yes: 5
     - No: 0
     - Abstain: 0

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

a. Presented by Dr. Penny Nixon, Superintendent/CEO. Dr. Nixon presented an overview of the 2025–2026 Network Professional Learning Series, highlighting:
   1. Alignment with PDE requirements, ESSA, and Act 55 safety and security mandates.
   2. A structured, department-specific training model serving Title I coordinators, ECYEH liaisons, climate specialists, deans, administrative staff, special education liaisons, paraprofessionals, and academic leaders.
   3. A focus on compliance readiness, data accuracy (PowerSchool, PIMS), instructional fidelity, and support for students with disabilities.
   4. Enhanced professional development around homelessness, restorative practices, suicide prevention, and social-emotional supports.
   5. Efforts to strengthen school storytelling and community engagement through improved social media practices.
   6. Mrs. Johns moved to accept the Central Office report,
   7. By a unanimous vote the Central Office report was accepted and approved.
      - Board Vote:
        - Yes: 5
        - No: 0
        - Abstain: 0

V. Board Action Items

i. Resolution C25-26-010: Curriculum Purchase: OpenSciEd (Activate Learning)

1. Dr. Harwell moved to accept Resolution C25-26-010 and Mrs. Johns seconded that motion.
2. By a unanimous vote Resolution C25-26-010 was accepted.

RESOLVED, the Board of Trustees hereby authorizes the execution, delivery, and performance by Universal Education Company, through the Superintendent or her. designee, of a purchase for curriculum from OpenSciEd (Activate Learning) in an amount not to exceed **$________** for Creighton.

- **Board Vote:**
  - **Yes: 5**
  - **No: 0**
  - **Abstain: 0**

VI. Public Comment

i. No public comments were received.

VII. Announcements

i. Announcements included the need to convene a Special Public Board Meeting in December 2025 to approve the Fiscal Year 2025 Annual Financial Audit prior to submission to the School District of Philadelphia Charter Schools Office.
ii. Additional remarks were made acknowledging the Board's approval of emergency funding for ShopRite gift cards distributed to all Creighton families.

IX. Adjournment

a. There being no further business, the meeting was adjourned by the Board Chair.
b. Meeting adjourned at: 6:36 PM