Public Meeting of the Board of Trustees
for
Universal Creighton Charter School
Meeting held Virtually via Zoom
May 19, 2026 at 6:00 PM
Meeting Minutes

BOARD MEMBERS PRESENT:
1. Jackie Greene, Board Chair
2. Dr. Zenida Driver – Trustee
3. Dr. Beth Ann Harwell, Vice President
4. Marylissa Barbosa-Fish – Trustee

BOARD MEMBERS ABSENT:
1. Evelyn Johns, Secretary

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. Kelli Woods, Director of Climate and Culture

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

I. Approval Of Minutes

March 10, 2026 Public Meeting Minutes

The Board reviewed the March 10, 2026 Public Meeting Minutes.

Motion:
Dr. Beth Ann Harwell moved to approve the March 10, 2026 Public Meeting Minutes.
The motion was properly seconded by Marylissa Barbosa-Fish.

Board Vote:
• Yes: 4
• No: 0
• Abstain: 0

The motion carried unanimously.

II. Unfinished Business

Ms. Finney reported that there was no unfinished business requiring Board action.

III. Superintendent Remarks

Dr. Penny Nixon advised the Board that she had no Superintendent Remarks for the meeting. She further noted that the Central Office Report would be presented by CFO Wallace Dawan.

IV. Committee Reports

A. Finance and Audit Committee Report

Presented by Michael Horsey, HBH

Mr. Horsey presented the financial report for the nine-month period ending March 31, 2026, noting that the organization had completed approximately seventy-five percent of the fiscal year.

Key Financial Highlights Included:

- Universal Creighton continues to maintain a strong and stable financial position.
- Cash reserves totaled approximately $13 million.
- Net operating surplus was approximately $1.4 million.
- Revenue increased approximately $629,000 compared to the prior year period.
- The school maintained approximately 337 days of cash on hand.
- Current ratio remained significantly above required sustainability benchmarks.
- Financial sustainability metrics continue to exceed standards utilized by the School District of Philadelphia for charter school evaluation.
- Although revenues were lower than originally budgeted in certain categories, favorable expense management offset those variances and resulted in a positive operating position.
- Management continues to demonstrate effective oversight of expenditures and fiscal operations.
- HBH and administration are preparing the Fiscal Year 2026-2027 operating budget for Board review and approval at the June Board meeting.

Mr. Horsey emphasized that Universal Creighton remains in excellent financial health and continues to demonstrate strong stewardship of public resources.

Motion:
Dr. Beth Ann Harwell moved to accept the Finance and Audit Committee Report.
The motion was properly seconded by Marylissa Barbosa-Fish.

Board Vote:
- Yes: 4
- No: 0
- Abstain: 0

The motion carried unanimously.

B. Facilities Committee Report

Presented by Lawrence Threadgill, Director of Facilities

Mr. Threadgill provided updates regarding facility operations, inspections, compliance activities, and planned summer improvement projects.

Highlights included:

• Completion of all annual vendor inspections in preparation for upcoming Licenses and Inspections (L&I) reviews.
• Pending receipt of final inspection reports to identify and address any deficiencies before submission to the City's Eclipse compliance system.
• Facilities Department preparations for summer renovation projects beginning immediately following scholar dismissal in June.
• Completion of water sampling for both school buildings, with results submitted for public posting on the school website.
• Installation of new exterior building signage and removal of outdated signage.
• Coordination of summer capital improvement projects previously approved by the Board.

The Board acknowledged the Facilities Department's ongoing efforts to maintain regulatory compliance and improve school facilities.

Motion:
Dr. Beth Ann Harwell moved to accept the Facilities Committee Report.
The motion was properly seconded by Marylissa Barbosa-Fish.

Board Vote:
• Yes: 4
• No: 0
• Abstain: 0

The motion carried unanimously.

V. Presentations

A. Principal's Report

Presented by Wendy Baldwin, Principal

Principal Baldwin provided a comprehensive update regarding school operations, academic initiatives, enrollment, and end-of-year activities.

Academic Updates

• Universal Creighton successfully administered the Pennsylvania System of School Assessment (PSSA) fully online for the first time.
• Staff and scholars worked diligently to transition to the online testing platform.

• Administration expressed optimism regarding performance outcomes based on scholar engagement and preparation efforts.

School Culture and Student Activities

Principal Baldwin highlighted several recent accomplishments and activities, including:

• Teacher Appreciation Week celebrations.
• Eighth-grade class trip to New York City to attend a performance of The Lion King.
• Kindergarten Open House activities.
• Upcoming production of Alice in Wonderland.
• Various end-of-year scholar events and celebrations.

Enrollment Update

Principal Baldwin reported significant growth in kindergarten enrollment:

• Current kindergarten enrollment stands at approximately 71 students.
• At the same time last year, enrollment was approximately 25 students.
• Administration anticipates enrollment increasing to between 80 and 85 students by June, with additional growth expected during summer enrollment efforts.

Planning for 2026-2027

• Faculty and administration have begun reflecting on instructional successes and opportunities for improvement.
• Staff participated in a professional development half-day focused on planning for the upcoming school year.
• New class rosters and organizational structures for the 2026-2027 school year have been developed.

The Board commended Principal Baldwin and the school team for their continued focus on scholar achievement and enrollment growth.

VI. Central Office Report (UEC)

Presented by Wallace Dawan, Chief Financial Officer
Mr. Dawan presented proposed revisions to the Procurement Policy and Procedures.

Key updates included:

• Purchases below $10,000 remain classified as micro-purchases and may be approved at the school and management level.
• Purchases above $10,000 continue to require Board approval and competitive quotations.
• Purchases exceeding $100,000 will now require a formal Request for Proposal (RFP) process prior to Board approval.

• The revisions align Universal Charter Schools' procurement practices more closely with School District of Philadelphia procurement standards.
• The changes are intended to strengthen transparency, accountability, and competitive purchasing practices.

VII. Public Comment

No public comments were received. No individuals requested to speak and no comments were submitted through the Zoom chat.

VIII. Board Action Items

Resolution C25-26-017
Procurement Policy and Procedures Revised 2026

Motion:
Dr. Beth Ann Harwell moved to approve Resolution C25-26-017.
The motion was properly seconded by Marylissa Barbosa-Fish.

RESOLVED, that the Board of Trustees approves the revised Procurement Policy and Procedures for 2026, including the implementation of a formal Request for Proposal (RFP) process for procurements exceeding $100,000 and related updates designed to align procurement practices with School District of Philadelphia standards.

Board Vote:
• Yes: 4
• No: 0
• Abstain: 0

The motion carried unanimously.

Resolution C25-26-018
Facilities Purchase Request – DDA Development Group (Flooring)

Motion:
Dr. Beth Ann Harwell moved to approve Resolution C25-26-018.
The motion was properly seconded by Marylissa Barbosa-Fish.

RESOLVED, that the Board of Trustees authorizes Universal Education Company, through the Superintendent/CEO or her designee, to execute a purchase agreement with DDA Development Group for cafeteria flooring improvements at Universal Creighton Charter School in the amount of $21,500.

Board Vote:
• Yes: 4

• No: 0
• Abstain: 0

The motion carried unanimously.

Resolution C25-26-019
Facilities Purchase Request – DDA Development Group (Painting)

Motion:
Dr. Beth Ann Harwell moved to approve Resolution C25-26-019.
The motion was properly seconded by Marylissa Barbosa-Fish.

RESOLVED, that the Board of Trustees authorizes Universal Education Company, through the Superintendent/CEO or her designee, to execute a purchase agreement with DDA Development Group for staircase plaster repair and painting services at Universal Creighton Charter School in the amount of $18,400.

Board Vote:
• Yes: 4
• No: 0
• Abstain: 0

The motion carried unanimously.

Resolution C25-26-020
Facilities Purchase Request – DTL Mechanical LLC

Motion:
Dr. Beth Ann Harwell moved to approve Resolution C25-26-020.
The motion was properly seconded by Marylissa Barbosa-Fish.

RESOLVED, that the Board of Trustees authorizes Universal Education Company, through the Superintendent/CEO or her designee, to execute a purchase agreement with DTL Mechanical LLC for HVAC and air-conditioning replacement services at Universal Creighton Charter School in the amount of $108,400.

The project will complete replacement of remaining classroom HVAC components and support improved building climate control and scholar comfort.

Board Vote:
• Yes: 4
• No: 0
• Abstain: 0

The motion carried unanimously.

Resolution C25-26-021
Facilities Purchase Request – Home Depot

Motion:
Dr. Beth Ann Harwell moved to approve Resolution C25-26-021.
The motion was properly seconded by Marylissa Barbosa-Fish.

RESOLVED, that the Board of Trustees authorizes Universal Education Company, through the Superintendent/CEO or her designee, to purchase ceiling replacement materials from Home Depot in the amount of $12,163.66 for facility improvement projects at Universal Creighton Charter School.

Board Vote:
- Yes: 4
- No: 0
- Abstain: 0

The motion carried unanimously.

IX. ADJOURNMENT

There being no further business before the Board, Chair Greene adjourned the meeting.
Meeting Adjourned: Approximately 6:36 PM