Special Public Meeting of the Board of Trustees
for
Universal Institute Charter School
Meeting held Virtually via Zoom
August 21, 2025, at 4:30 PM
Meeting Minutes

Board Members Present:
1. David Thompson
2. Michelle Martin
3. Dr. Zenida Driver

Attendees Present:
1. Dr. Penny Nixon, Superintendent/CEO
2. Wallace Dawan, Chief Financial Officer
3. Taleka Waters, Universal Institute Principal
4. Latoya Finney, Board of Directors Compliance Officer
5. Lawrence Threadgill, Director of Facilities
6. Vincent Price, IT Director

Meeting called to Order at 4:35pm

I. Meeting Minutes

a. The meeting minutes from June 18, 2025, were tabled.

II. Board Action Items

i. Universal Institute Charter School

a. Resolution I25-26-001: 2025-2026 School Code of Conduct

1. Mr. Thompson asked for a motion to accept and approve Resolution I25-26-001.
2. Mrs. Martin moved to accept and approve Resolution I25-26-001
3. By unanimous vote Resolution I25-26-001 was approved.

RESOLVED, that the Board of Trustees hereby authorize the execution, delivery, and performance by Universal Education Company, through the Superintendent or her designee, to update and revise the Code of Conduct and bring the code of conduct in compliance with federal guidelines and PA Charter Law requirements.

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

b. Resolution I25-26-002: Policy Update: English Learners Policy

1. Mr. Thompson asked for a motion to accept and approve Resolution I25-26-002.
2. Mrs. Martin moved to accept and approve Resolution I25-26-002
3. By unanimous vote Resolution I25-26-002 was approved.

RESOLVED, that the Board of Trustees hereby authorize the execution, delivery, and performance by Universal Education Company, through the Superintendent or her designee, to update and revise the English Learners Policy and bring the policy in compliance with federal guidelines and PA Charter Law requirements.

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

c. Resolution I25-26-003: Policy Update: Enrollment Policy

1. Mr. Thompson asked for a motion to accept and approve Resolution I25-26-003.
2. Mrs. Martin moved to accept and approve Resolution I25-26-003
3. By unanimous vote Resolution I25-26-003 was approved.

RESOLVED, that the Board of Trustees hereby authorize the execution, delivery, and performance by Universal Education Company, through the Superintendent or her designee, to update and revise the Enrollment Policy and bring the policy in compliance with federal guidelines and PA Charter Law requirements.

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

d. Resolution I25-26-004: Techno;ogy Purchase Request: CDW

1. Mr. Thompson asked for a motion to accept and approve Resolution I25-26-004.
2. Mrs. Martin moved to accept and approve Resolution I25-26-004
3. By unanimous vote Resolution I25-26-004 was approved.

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 technology supplies from CDW in an amount not to exceed **$12,992** for Institute

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

e. Resolution I25-26-005: Technology Purchase Request: CDW

1. Mr. Thompson asked for a motion to accept and approve Resolution I25-26-005.
2. Mrs. Martin moved to accept and approve Resolution I25-26-005
3. By unanimous vote Resolution I25-26-005 was approved.

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 technology supplies from **CDW** in an amount not to exceed **$27,137** for Institute

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

f. Resolution I25-26-006: Student Uniform Purchase Request: Lloyd Six Smith

1. Mr. Thompson asked for a motion to accept and approve Resolution I25-26-006.
2. Mrs. Martin moved to accept and approve Resolution I25-26-006

3. By unanimous vote Resolution I25-26-006 was approved.

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 student uniforms from **Lloyd Six Smith** in an amount not to exceed **$11,007** for Institute

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

g. Resolution I25-26-007: Service Agreement: Mad Beatz Philly

4. Mr. Thompson asked for a motion to accept and approve Resolution I25-26-007.
5. Mrs. Martin moved to accept and approve Resolution I25-26-007
6. By unanimous vote Resolution I25-26-007 was approved.

RESOLVED, the Board of Trustees hereby authorizes the execution, delivery, and performance by Universal Education Company, through the Superintendent or her. designee, to execute and deliver a service agreement with **Mad Beatz Philly** in an amount not to exceed **$18,000** for Institute

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

III. Public Comments

a. There were no public comments.

IV. Adjournment

a. Mrs. Martin moved to adjourn
b. By unanimous vote the motion to adjourn passed.
c. The meeting concluded at 4:50 p.m.