Public Meeting of the Combined Board of Trustees
for
Universal Alcorn Charter School
Universal Vare Charter School
Universal Audenried Charter High School
Meeting held Virtually via Zoom
September 16, 2025, at 6:00 PM
Meeting Minutes

BOARD MEMBERS PRESENT:
1. Christopher Hill
2. Keith Pretlow
3. Trumell Lamb
4. Michael Rice
5. Wendel Holmes

Attendees Present:
1. Dr. Penny Nixon, Superintendent/CEO
2. Wallace Dawan, Chief Financial Officer
3. Aaron Starke, Alcorn Principal
4. Josh Anderson, Audenried Principal
5. Karen Howell-Toomer, Vare Principal
6. Latoya Finney, Board of Directors Compliance Officer
7. Hakeem Hall, Audenried Assistant Principal
8. Crystal Gary-Nelson, Chief Learning Officer
9. Kelli Woods, Director of Climate Culture and Safety
10. Lawrence Threadgill, Director of Facilities
11. Kevin Corcoran, Consultant, Vertex Education
12. Cameron Voss, CSO Representative
13. Adam Aloi, CSO Representative

Meeting called to Order at 6:08pm

I. **Meeting Minutes**
   a. The meeting minutes from August 20, 2025, were reviewed by board members prior to board meeting. Board members discussed and made corrections to the meeting minutes.
      a. Mr. Hill asked for a motion to accept the August 20, 2025, meeting minutes with additions and corrections.
      b. Mr. Rice moved to accept August 20, 2025, meeting minutes with additions and Corrections and Mr. Holmes seconded that motion.
      c. By a unanimous vote the August 20, 2025, meeting minutes were accepted.
         - **Board Vote:**
            - **Yes: 5**
            - **No: 0**
            - **Abstain: 0**

   b. The meeting minutes from June 17, 2025, were reviewed by board members prior to board meeting. Board members discussed and made corrections to the meeting minutes.
      d. Mr. Hill asked for a motion to accept the June 17, 2025, meeting minutes with additions and corrections.
      e. Mr. Holmes moved to accept June 17, 2025, meeting minutes with additions and Corrections and Mrs. Lamb seconded that motion.

f. By a unanimous vote the June 17, 2025, meeting minutes were accepted.
   - **Board Vote:**
     - **Yes: 5**
     - **No: 0**
     - **Abstain: 0**

II. Committee Reports

i. Financial Report

a. **Alcorn Charter School**

1. **Profit/Loss and Budget Statement:** Vertex Education financial management consultant. Kevin Corcoran presented the finance report for Alcorn Charter School.
2. Board members were given copies the Alcorn finance report which was reviewed by board members prior to the board meeting.
3. Enrollment is exceeding budget plans, leading to higher district revenues and a projected net income for the current year.
4. There was discussion amongst board members regarding the Alcorn financial report.
5. Mr. Hill asked for a motion to approve the Alcorn financial report.
6. Mrs. Lamb moved to accept and approve Alcorn finance report and Mr. Rice seconded that motion.
7. By a unanimous vote the Alcorn financial report was accepted and approved.
   - **Board Vote:**
     - **Yes: 5**
     - **No: 0**
     - **Abstain: 0**

b. **Vare Charter School**

1. **Profit/Loss and Budget Statement:** Vertex Education financial management consultant. Kevin Corcoran presented the finance report for Vare Charter School.
2. Board members were given copies the Vare finance report which was reviewed by board members prior to the board meeting.
3. Enrollment just below budget plans, more than offset higher district revenues and a projected net income for the current year.
4. There was discussion amongst board members regarding the Vare financial report.
5. Mr. Hill asked for a motion to approve the Vare financial report.
6. Mrs. Lamb moved to accept and approve Vare finance report and Mr. Rice seconded that motion.
7. By a unanimous vote the Vare Financial Report was accepted and approved.
   - **Board Vote:**
     - **Yes: 5**
     - **No: 0**
     - **Abstain: 0**

c. **Audenried Charter High School**

1. **Profit/Loss and Budget Statement:** Vertex Education financial management consultant. Kevin Corcoran presented the finance report for Audenried Charter School.
2. Board members were given copies of the Audenried finance report which was reviewed by board members prior to the board meeting.

3. Enrollment is exceeding budget plans, leading to higher district revenues and a projected net income for the current year.
4. There was discussion amongst board members regarding the Audenried financial report.
5. Mr. Hill asked for a motion to approve the Audenried financial report.
6. Mr. Holmes moved to accept and approve Audenried finance report and Mr. Rice seconded that motion.
7. By a unanimous vote the Audenried Financial report was accepted and approved.
   - ➢ **Board Vote:**
     - **Yes: 5**
     - **No: 0**
     - **Abstain: 0**

ii. **HR Committee Reports**

a. **Alcorn Charter School**

1. Dr. Nixon presented the HR report for Alcorn Charter School.
2. Board members were given copies the Alcorn HR report which was reviewed by board members prior to the board meeting.
3. The HR report included:
   - Current vacancies for the 2025-2026 School year
   - 2025-2026 Terminations and Resignations
   - New Hires and Salaries for 2025-2026 school year
4. There was discussion amongst board members regarding the Alcorn HR report.
5. Mr. Hill asked for a motion to approve the Alcorn HR report.
6. Mr. Holmes moved to accept and approve Alcorn HR report and Mrs. Lamb seconded that motion.
7. By a unanimous vote the Alcorn HR report was accepted and approved.
   - ➢ **Board Vote:**
     - **Yes: 5**
     - **No: 0**
     - **Abstain: 0**

b. **Vare Charter School**

1. Dr. Nixon presented the HR report for Vare Charter School.
2. Board members were given copies of the Vare HR report which was reviewed by board members prior to the board meeting.
3. The HR report included:
   - Current vacancies for the 2025-2026 School year
   - 2025-2026 Terminations and Resignations
   - New Hires and Salaries for 2025-2026 school year
4. There was discussion amongst board members regarding the Vare HR report.
5. Mr. Hill asked for a motion to approve the Vare HR report.
6. Mrs. Lamb moved to accept and approve Vare HR report and Mr. Rice seconded that motion.
7. By a unanimous vote the Vare HR report was accepted and approved
   - ➢ **Board Vote:**
     - **Yes: 5**

- **No: 0**
- **Abstain: 0**

c. **Audenried Charter High School**

1. Dr. Nixon presented the HR report for Audenried Charter School.
2. Board members were given copies of the Audenried HR report which was reviewed by board members prior to the board meeting.
3. The HR report included:
   - Current vacancies for the 2025-2026 School year
   - 2025-2026 Terminations and Resignations
   - New Hires and Salaries for 2025-2026 school years
4. There was discussion amongst board members regarding the Audenried HR report.
5. Mr. Hill asked for a motion to approve the Audenried HR report.
6. Mr. Holmes moved to accept and approve Audenried HR report and Mrs. Lamb seconded that motion.
7. By a unanimous vote the Audenried HR report were accepted and approved.

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

iii. **Facilities Committee Reports**

a. Alcorn Charter School

1. Lawrence Threadgill Presented the facilities report for Alcorn Charter School.
2. Board members were given copies the Alcorn facilities report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Alcorn facilities report.
4. Mr. Hill asked for a motion to approve the Alcorn facilities report.
5. Mr. Holmes moved to accept Alcorn facilities report and Mr. Rice seconded that motion.
6. By a unanimous vote the Alcorn facilities report was accepted.

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

b. Vare Charter School

1. Lawrence Threadgill Presented the facilities report for Vare Charter School.
2. Board members were given copies the Vare facilities report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Vare facilities report.
4. Mr. Hill asked for a motion to approve the Vare facilities report.
5. Mr. Pretlow moved to accept Vare facilities report and Mr. Rice seconded that motion.
6. By a unanimous vote the Vare facilities report was accepted.

➢ **Board Vote:**
- **Yes: 5**

- **No: 0**
- **Abstain: 0**

c. Audenried Charter High School

1. Lawrence Threadgill Presented the facilities report for Audenried Charter School.
2. Board members were given copies the Audenried facilities report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Audenried facilities report.
4. Mr. Hill asked for a motion to approve the Audenried facilities report.
5. Mr. Pretlow moved to accept Audenried facilities report and Mr. Rice seconded that motion.
6. By a unanimous vote the Audenried facilities report was accepted.

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

III. Presentations

i. Central Office Report

i. Dr. Nixon presented the Central office report for Alcorn, Vare and Audenried.

1. Universal Alcorn, Audenried and Vare opened successfully on September 2, 2025. Central Office support was provided during the school-opening process.
2. Universal Charter Schools Leadership Institute was held on August 6-7, 2024, to kick-off the new school year with Principals, Assistant Principals and School Leadership Teams
3. Next Principal Meeting/Instructional Rounds- The next principal meeting will be held on October 9, 2025 @ Universal Creighton Charter School.
4. Principal Appraisals-Principal Goal Setting meetings will be held the week of September 29, 2025.
5. There was some discussion regarding the Central Office Report.
6. Mr. Hill asked for a motion to approve the Central Office Report.
7. Mr. Holmes moved to approve the Central Office Report and Mrs. Lamb seconded that motion.
8. By a unanimous vote the Central Office Report was approved.

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

IV. Board Action Items

i. Universal Alcorn Charter School

a. Resolution AL25-26-007: 2025-2026 HR Personnel Hires and Salaries

1. Mr. Hill asked for a motion to accept and approve Resolution AL25-26-007.
2. Mr. Rice made a motion to accept and approve Resolution AL25-26-007 and Mr. Holmes second that motion.
3. By a majority vote Resolution AL25-26-007 was approved.

RESOLVED, that the Board of Trustees authorizes Universal Community Homes, through the Chief Operating Officer or her designee, in the form attached, to execute and deliver contracts for the 2025-2026 HR hires, to which include the salary and benefits of employees.

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

b. Resolution AL25-26-008: 2025-2026 HR Personnel Terminations

1. Mr. Hill asked for a motion to accept and approve Resolution AL25-26-008.
2. Mr. Rice made a motion to accept and approve Resolution AL25-26-008 and Mr. Holmes second that motion.
3. By a majority vote Resolution AL25-26-008 was approved.

RESOLVED, that the Board of Trustees authorizes Universal Community Homes, through the Chief Operating Officer or her designee, in the form attached, to terminate contracts for the 2025-2026 HR terminations, to which include the termination of salary and benefits of employees.

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

c. Resolution AL25-26-009: Policy Update: Special Education Policy

1. Mr. Hill asked for a motion to accept and approve Resolution AL25-26-009.
2. Mr. Holmes moved to accept and approve Resolution AL25-26-009 and Mr. Rice seconded that motion.
3. By unanimous vote Resolution AL25-26-009 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 create and implement a Special Education Policy in compliance with federal guidelines and PA Charter Law requirements.

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

d. Resolution AL25-26-010: 2025-2026 Schoolwide Comprehensive Plan

1. Mr. Hill asked for a motion to accept and approve Resolution AL25-26-010.
2. Mr. Rice moved to accept and approve Resolution AL25-26-010 and Mrs. Lamb seconded that motion.
3. By unanimous vote Resolution AL25-26-010 was approved.

RESOLVED, the Board of Trustees authorize Universal Education Company through the Superintendent or her designee, in the form attached, to execute, and deliver the required state reports and Schoolwide Title I Comprehensive Plan due in PDE's Future Ready Comprehensive Planning Portal for Alcorn.

- **Board Vote:**
  - **Yes: 5**

- **No: 0**
- **Abstain: 0**

ii. Universal Vare Charter School

a. Resolution V25-26-005: 2025-2026 HR Personnel Hires and Salaries

1. Mr. Hill asked for a motion to accept and approve Resolution V25-26-005.
2. Mr. Holmes made a motion to accept and approve Resolution V25-26-005 and Mr. Rice second that motion.
3. By a majority vote Resolution V25-26-005 was approved.

RESOLVED, that the Board of Trustees authorizes Universal Community Homes, through the Chief Operating Officer or her designee, in the form attached, to execute and deliver contracts for the 2025-2026 HR hires, to which include the salary and benefits of employees.

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

b. Resolution V25-26-006: 2025-2026 HR Personnel Terminations

1. Mr. Hill asked for a motion to accept and approve Resolution V25-26-006.
2. Mrs. Lamb made a motion to accept and approve Resolution V25-26-006 and Mr. Rice second that motion.
3. By a majority vote Resolution V25-26-006 was approved.

RESOLVED, that the Board of Trustees authorizes Universal Community Homes, through the Chief Operating Officer or her designee, in the form attached, to terminate contracts for the 2025-2026 HR terminations, to which include the termination of salary and benefits of employees.

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

c. Resolution V25-26-007: Policy Update: Special Education Policy

1. Mr. Hill asked for a motion to accept and approve Resolution V25-26-007.
2. Mr. Holmes moved to accept and approve Resolution V25-26-007 and Mr. Rice seconded that motion.
3. By unanimous vote Resolution V25-26-007 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 create and implement a Special Education Policy in compliance with federal guidelines and PA Charter Law requirements.

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

d. Resolution V25-26-008: 2025-2026 Schoolwide Comprehensive Plan

1. Mr. Hill asked for a motion to accept and approve Resolution V25-26-008.

2. Mr. Rice moved to accept and approve Resolution V25-26-008 and Mr. Holmes seconded that motion.
3. By unanimous vote Resolution V25-26-008 was approved.

RESOLVED, the Board of Trustees authorize Universal Education Company through the Superintendent or her designee, in the form attached, to execute, and deliver the required state reports and Schoolwide Title I Comprehensive Plan due in PDE's Future Ready Comprehensive Planning Portal for Alcorn.

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

iii. Universal Aunderied Charter School

a. Resolution AU25-26-017: 2025-2026 HR Personnel Hires and Salaries

1. Mr. Hill asked for a motion to accept and approve Resolution AU25-26-017
2. Mr. Rice made a motion to accept and approve Resolution AU25-26-017 and Mr. Holmes second that motion.
3. By a majority vote Resolution AU25-26-017 was approved.

RESOLVED, that the Board of Trustees authorizes Universal Community Homes, through the Chief Operating Officer or her designee, in the form attached, to execute and deliver contracts for the 2025-2026 HR hires, to which include the salary and benefits of employees.

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

c. Resolution AU25-26-018: 2025-2026 HR Personnel Terminations

1. Mr. Hill asked for a motion to accept and approve Resolution AU25-26-018.
2. Mr. Holmes made a motion to accept and approve Resolution AU25-26-018 and Mr. Rice second that motion.
3. By a majority vote Resolution AU25-26-018 was approved.

RESOLVED, that the Board of Trustees authorizes Universal Community Homes, through the Chief Operating Officer or her designee, in the form attached, to terminate contracts for the 2025-2026 HR terminations, to which include the termination of salary and benefits of employees.

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

a. Resolution AU25-26-019: Policy Update: Special Education Policy

1. Mr. Hill asked for a motion to accept and approve Resolution AU25-26-019.
2. Mr. Holmes moved to accept and approve Resolution AU25-26-019 and Mr. Rice seconded that motion.
3. By unanimous vote Resolution AU25-26-019 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 create and implement a Special Education Policy in compliance with federal guidelines and PA Charter Law requirements.

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

b. Resolution AU25-26-020: 2025-2026 Schoolwide Comprehensive Plan

4. Mr. Hill asked for a motion to accept and approve Resolution AU25-26-020.
5. Mr. Rice moved to accept and approve Resolution AU25-26-020 and Mr. Holmes seconded that motion.
6. By unanimous vote Resolution AU25-26-020 was approved.

RESOLVED, the Board of Trustees authorize Universal Education Company through the Superintendent or her designee, in the form attached, to execute, and deliver the required state reports and Schoolwide Title I Comprehensive Plan due in PDE's Future Ready Comprehensive Planning Portal for Alcorn.

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

c. Resolution AU25-26-021: 2025-2026 Service Agreement: J. Blanks

1. Mr. Hill asked for a motion to accept and approve Resolution AU25-26-021.
2. Mr. Rice moved to accept and approve Resolution AU25-26-021 and Mr. Holmes seconded that motion.
3. By unanimous vote Resolution AU25-26-021 was approved.

RESOLVED, that the Board of Trustees authorizes Universal Education Company, through the Superintendent or her designee, in the form attached, to execute and deliver a service agreement with J. Blanks, to complete professional services for the 2025-2026 school year in an amount not to exceed $100,000 for Audenried.

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

b. Resolution AU25-26-022: Facilities Purchase Request: TRANE

4. Mr. Hill asked for a motion to accept and approve Resolution AU25-26-022
5. Mr. Holmes moved to accept and approve Resolution AU25-26-022 and Mr. Rice seconded that motion.
6. By unanimous vote Resolution AU25-26-022 was approved.

RESOLVED, the Board of Trustees hereby authorizes the execution, delivery, and performance by Universal Community Homes, through the Chief Operating Officer or her designee, a service agreement for HVAC system repairs and maintenance from **TRANE** in an amount not to exceed **$14,579** for Audenried.

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

d. Resolution AU25-26-023: Request for Proposal: Solar Panel

1. Mr. Hill asked for a motion to accept and approve Resolution AU25-26-023.
2. Mr. Holmes moved to accept and approve Resolution AU25-26-023 and Mr. Rice seconded that motion.
3. By unanimous vote Resolution AU25-26-023 was approved.

RESOLVED, the Board of Trustees hereby authorizes the execution, delivery, and performance by Universal Community Homes, through the Chief Operating Officer or her designee, to publicize notification for bids from solar energy developers to design and construct a roof-mounted solar photovoltaic system at Audenried.

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

V. Public Comments

a. There were no public comments.

VI. Adjournment

a. Mr. Holmes moved to adjourn, and Mr. Rice seconded that motion.
b. By unanimous vote the motion to adjourn passed.
c. The meeting concluded at 7:48 p.m.