Public Meeting of the Board of Trustees
for
Universal Institute Charter School
Meeting held Virtually via Zoom
September 25, 2025, at 6:00 PM
Meeting Minutes

Board Members Present
David Thompson, Board President
Michelle Martin, Secretary
Dr. Zenida Driver, Trustee

Staff Present
Dr. Penny Nixon, Superintendent/CEO
Latoya Finney, Board of Director Compliance Officer
Kevin Corcoran, Finance Consultant
Lawrence Threadgill, Director of Facilities
Crystal Gary-Nelson, Chief Learning Officer
Taleka Waters, Principal

I. Call to Order

a. The Public Meeting of the Board of Trustees of Universal Institute Charter School was called to order by Board President David Thompson at 6:03 PM following confirmation of a quorum.

II. Roll Call and Sunshine Act Compliance

a. Roll call was conducted by Latoya Finney. A quorum was confirmed. The meeting was duly advertised in compliance with the Pennsylvania Sunshine Act, including publication in the Philadelphia Daily News and posting on the school's website.

III. Approval of Prior Meeting Minutes

a. The Board reviewed the June and August 2025 Public Board Meeting Minutes prior to the meeting.

   Motion to approve the June and August 2025 minutes was properly made and seconded.
   Board Vote:
   Yes: 3
   No: 0
   Abstain: 0
   The June and August 2025 Public Board Meeting Minutes were approved.

IV. Superintendent's Remarks

a. Dr. Penny Nixon provided opening remarks for the 2025–2026 school year, recognizing staff preparation efforts, emphasizing high-quality instruction, and reaffirming the Board's shared commitment to student achievement.

V. Committee Reports

a. **Finance Committee Report:**
   Kevin Corcoran presented year-end FY 2024–2025 financial results showing strong net income, healthy cash reserves, favorable enrollment trends, and early FY 2025–2026 indicators reflecting continued stability.

Board Vote:
Yes: 3
No: 0
Abstain: 0
The Finance Committee Report was approved.

b. Facilities Committee Report:
Lawrence Threadgill presented updates on HVAC maintenance planning, air balancing assessments, sprinkler and alarm repairs, restroom fixture replacements, and infrastructure assessments.
Board Vote:
Yes: 3
No: 0
Abstain: 0
The Facilities Committee Report was approved.

c. Human Resources Committee Report:
Crystal Gary-Nelson presented staffing updates including vacancies, new hires, and one resignation, noting progress toward staffing stability for the school year.
Board Vote:
Yes: 3
No: 0
Abstain: 0
The Human Resources Committee Report was approved.

VI. Presentation Reports

a. Principal's Report:
Principal Taleka Waters presented updates on enrollment, instructional priorities, small-group instruction, family engagement, safety planning, and expanded enrichment programming.
Board Vote:
Yes: 3
No: 0
Abstain: 0
The Principal's Report was approved.

b. Central Office Report:
Crystal Gary-Nelson presented the Central Office Report highlighting leadership conferences, professional development, school opening support, and aspiring teacher certification initiatives.
Board Vote:
Yes: 3
No: 0
Abstain: 0
The Central Office Report was approved.

VII. Board Action Items

i. **Resolution UICS25-26-007 – Approval of 2025–2026 HR New Hire Salaries and Terminations**

RESOLVED, that the Board approves the 2025–2026 Human Resources New Hire Salaries and Termination Report.

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

ii. **Resolution UICS25-26-008 – Approval of Revised Special Education Policy**

RESOLVED, that the Board approves the revised Special Education Policy including post-COVID instructional language.
Board Vote:
Yes: 3
No: 0
Abstain: 0

iii. **Resolution UICS25-26-009 – Approval of Schoolwide Title I Comprehensive Plan (2025–2026)**

RESOLVED, that the Board approves the 2025–2026 Schoolwide Title I Comprehensive Plan.
Board Vote:
Yes: 3
No: 0
Abstain: 0

iv. **Resolution UICS25-26-010 – Facilities Purchase Request: Inner Vision**

RESOLVED, that the Board approves the facilities purchase from Inner Vision exceeding the approval threshold.
Board Vote:
Yes: 3
No: 0
Abstain: 0

VIII. Public Comment

a. There were no public comments.

IX. Adjournment

a. There being no further business, the meeting was adjourned by unanimous consent at 6:57 PM.