Public Meeting of the Board of Trustees
for
Universal Creighton Charter School
Meeting held Virtually via Zoom
September 9, 2025 at 6:00 PM
Meeting Minutes

BOARD MEMBERS PRESENT:
1. Jacqueline Greene, Board President
2. Beth Harwell, Vice President
3. Evelyn Johns, Board Secretary
4. Marylissa Barbosa-Fish, Parent Board Member

BOARD MEMBERS ABSENT:
1. Dr. Zenida Driver, Board Member (excused)

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. Crystal Gary-Nelson, Chief Learning Officer
7. Michael Horsey, Financial Consultant

Meeting called to Order at 6:00 PM

I. Meeting Minutes
i. The meeting minutes from August 19, 2025, and June 10, 2025, were reviewed by board members. Both sets of minutes were approved as written.

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

II. Committee Reports

i. Financial Report

a. Mr. Michael Horsey presented the Finance Report. Key highlights included:
   - Audit process underway.
   - Strong financial health indicators including $2 million increase in cash position.
   - Net income remains favorable; metrics exceed district benchmarks.

Mrs. Greene requested a motion to approve the Finance Report.

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

ii. HR Committee Report

a. Dr. Nixon presented the HR Report, highlighting vacancies in instructional and support roles, resignations due to life changes, and a $5,000 special education teacher sign-on bonus.

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

iii. Facilities Committee Report

a. Dr. Nixon presented the Facilities Committee Report including updates on playground improvements, turf installation, auditorium floor and electrical upgrades, and restroom renovations.

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

III. Presentations

i. Principal Report

a. Principal Baldwin presented Creighton's monthly report, noting a strong school opening, enhanced teamwork, and positive culture shifts among staff.

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

ii. Central Office Report

a. Dr. Nixon presented the Central Office Report, highlighting:
   - Leadership Conference recap.
   - School opening dashboard updates.
   - Upcoming Board of Education visit scheduled for September 18, 2025.

- Board Vote:
  - Yes: 4

• No: 0
• Abstain: 0

IV. Board Action Items

i. Resolution C25-26-001: 2025-2026 HR New Hires, Salaries, and Terminations
RESOLVED, that the Board of Trustees approves the 2025-2026 HR new hires, salaries, and terminations as presented in the HR Committee Report.

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

ii. Resolution C25-26-002: Special Education Policy Update
RESOLVED, that the Board of Trustees approves the updated Special Education Policy to reflect post-COVID service requirements and PDE compliance language.

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

iii. Resolution C25-26-003: 2025-2026 Service Agreement – Mad Beats Philly
RESOLVED, that the Board of Trustees authorizes Universal Community Homes, through the Superintendent or her designee, to execute a service agreement with Mad Beats Philly for Drumline programming not to exceed the approved budget.

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

iv. Resolution C25-26-004: Curriculum Purchase Request – LinkIt
RESOLVED, that the Board of Trustees authorizes the purchase of LinkIt data warehouse tools to support academic programming and schoolwide data systems.

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

v. Resolution C25-26-005: Facilities Purchase Request – Maximum Electric
RESOLVED, that the Board of Trustees approves the classroom wiring, auditorium receptacle installation, and Little Schoolhouse front desk electrical upgrades to be completed by Maximum Electric.

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

vi. Resolution C25-26-006: Facilities Purchase Request – Inner Vision
RESOLVED, that the Board of Trustees approves the renovation of two remaining restrooms in the main building by Inner Vision, not to exceed the approved budget.

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

vii. Superior Play Systems Purchase Request – TABLED
The Board tabled the Facilities Purchase Request for Superior Play pending clarification on site layout constraints and installation feasibility.

V. Public Comments
There were no public comments.

VI. Adjournment
The meeting concluded at 6:55 PM.