



**Public Meeting of the Board of Trustees
for
Universal Creighton Charter School**
Meeting held virtually via Zoom
June 9, 2026, at 6:00 PM
Meeting Minutes

BOARD MEMBERS PRESENT:

1. Jackie Greene, Board Chair
2. Dr. Beth Ann Harwell, Vice President
3. Evelyn Johns, Secretary
4. Dr. Zenida Driver, Trustee
5. Marylissa Barbosa-Fish, Trustee

BOARD MEMBERS ABSENT: None.

Attendees Present:

1. Dr. Penny Nixon, Superintendent/CEO
2. Wallace Dawan, Chief Financial Officer
3. Wendy Baldwin, Principal, Universal Creighton Charter School
4. Latoya Finney, Board Compliance Officer
5. Lawrence Threadgill, Director of Facilities
6. Michael Horsey, Horsey, Buckner & Heffler, Financial Consultant
7. Anita Brinkley, Horsey, Buckner & Heffler
8. Kelli Woods, Director of Climate and Culture
9. Jasmine Johnson, Special Education Teacher and Public Commenter

I. Call to Order

- i. Board Chair Jackie Greene called the public meeting of the Board of Trustees of Universal Creighton Charter School to order at 6:03 p.m. on June 9, 2026. The meeting was conducted virtually through Zoom.

II. Approval Of Minutes

- i. The Board reviewed the minutes of the May 19, 2026 public meeting, which had been distributed to the trustees in advance. Chair Greene asked whether there were any corrections. No corrections or objections were offered, and the minutes were approved as written by unanimous consent.

Action: Approved by unanimous consent without a formal motion or second.

Board Consent: Yes: 5 | No: 0 | Abstain: 0

III. Superintendent Remarks

- i. Dr. Penny Sparks Nixon addressed the Board at the final scheduled public meeting of the 2025-2026 school year. She thanked the trustees for their leadership, dedication, thoughtful governance, and steadfast support of Universal Creighton's scholars, families, staff, and community. Dr. Nixon stated that the Board's service had helped the school navigate challenges, celebrate accomplishments, advance its mission, and create meaningful opportunities for scholars. She expressed appreciation for the Board's partnership and commitment to educational excellence, described it as an honor to serve alongside the trustees, and wished the Board and school community a safe and restful summer.

IV. Committee Reports

A. Finance and Audit Committee Report

- i. Michael Horsey of Horsey, Buckner & Heffler presented the financial report for the eleven-month period ending May 31, 2026. He thanked the Board and administration for the opportunity to serve the school and commended Universal's financial oversight and cooperation. Mr. Horsey reported that favorable operating results continued through the end of the fiscal year and summarized the following financial highlights:

1. Cash on hand totaled \$13,955,301, an increase of approximately \$1.62 million over the prior-year period.
 2. Year-to-date revenue totaled \$15,290,994, approximately \$1.02 million higher than the comparable prior-year period.
 3. Net income was approximately \$2,000,665, representing an increase of approximately \$254,617 over the prior-year period.
 4. The current ratio was 8.35, substantially exceeding the School District of Philadelphia financial-health benchmark of 1.25.
 5. Cash reserves represented approximately 356 days of operating expenses, approaching one full year of operating liquidity and substantially exceeding the benchmark of 45 to 60 days.
 6. Revenue variances included approximately \$297,020 unfavorable in local sources, \$4,701 unfavorable in state sources, and \$20,725 favorable in federal sources. Favorable instructional and support-service expense variances more than offset the unfavorable revenue and non-instructional variances.
- ii. Mr. Horsey concluded that Universal Creighton remained in a strong and sustainable financial position and thanked the Board and staff for their continued partnership. The Board accepted the Finance and Audit Committee Report.

Motion: Evelyn Johns. **Second:** Dr. Beth Ann Harwell.

Board Vote: Yes: 5 | No: 0 | Abstain: 0

A. Facilities Committee Report

- i. Lawrence Threadgill, Director of Facilities, presented the Facilities Committee Report and described the school's planned end-of-year and summer facility work.
 1. The Facilities Department was preparing for summer repairs and the remodeling of several areas in the main building.
 2. The nurse's office was scheduled for improvements before the start of the 2026-2027 school year.
 3. The rear steps and railing in the courtyard required repair. A contractor proposal had been received, and Mr. Threadgill was seeking additional pricing consideration.
 4. Facilities recommended the purchase of new lunchroom tables for both cafeteria areas, including the main building and little schoolhouse.
 5. Damaged classroom windows in several main-building classrooms were being addressed through vendor pricing and planned replacement.
 6. Sam Wexler Plumbing and Heating installed a replacement backflow system in the little schoolhouse after the older system was damaged following neighborhood water-department work.

The Board accepted the Facilities Committee Report.

Motion: Evelyn Johns. **Second:** Dr. Beth Ann Harwell.

Board Vote: Yes: 5 | No: 0 | Abstain: 0

V. Presentations

A. Principal's Report

- i. Principal Wendy Baldwin presented a year-end summary of school operations, academics, student enrichment, and school culture. She characterized the 2025-2026 school year as highly positive and highlighted the collective effort of Creighton's staff.
 1. Scholars participated in numerous enrichment opportunities, including the school play, spelling bee, assemblies, educational trips, and Creighton's inaugural art show.
 2. The school completed its first full year of instruction following staff completion of Science of Reading training in August 2025.
 3. Creighton implemented a different foundational-skills coding program in kindergarten through Grade 2 and strengthened alignment between special education and general education programming to better meet student needs.
 4. Teachers deepened implementation of standards-aligned instruction and completed the first full year of the new STEELS-aligned science program, Activate Learning.
 5. The school strengthened mathematics pedagogy through professional development focused on fractions and administered the PSSA online for the first time.

6. Although the school continued to address attendance and student-suspension concerns, Principal Baldwin reported that staff remained child-centered, supported one another, and maintained a safe, nurturing environment for teaching and learning each day.
- ii. Principal Baldwin thanked the school team and expressed enthusiasm for the 2026-2027 school year. The Board accepted the Principal's Report.

Motion: Evelyn Johns. **Second:** Dr. Beth Ann Harwell.

Board Vote: Yes: 5 | No: 0 | Abstain: 0

B. Central Office Report - Annual Charter Evaluation

- i. Dr. Nixon presented the School District of Philadelphia Charter Schools Office Annual Charter Evaluation (ACE) report and reviewed the three evaluation domains. She explained that the school was in the fourth year of its five-year charter term and summarized the school's renewal trajectory.
 1. In the Academic Success domain, the school met the standard in English language arts and mathematics proficiency and met the growth standard in English language arts and mathematics. Science growth was not measured because of the state's implementation of new STEELS standards.
 2. Dr. Nixon stated that the academic results would satisfy the applicable overall threshold if renewal were assessed on the years reviewed.
 3. In Organizational Compliance and Viability, the Charter Schools Office identified concerns involving ELL Access. The school failed to access 1 scholar as required by PDE guidelines.
 4. In Financial Health and Sustainability, the school met standard in every area for 2024-2025. Dr. Nixon stated that the school remained on a positive trajectory for renewal while emphasizing the goal of meeting standard in every category.
- ii. Dr. Nixon invited follow-up questions after the trustees' review of the complete ACE materials. No questions were raised, and the Board accepted the Central Office Report.

Motion: Evelyn Johns. **Second:** Dr. Beth Ann Harwell.

Board Vote: Yes: 5 | No: 0 | Abstain: 0

C. Climate, Culture and Safety Report

- i. Kelli Woods, Director of Climate and Culture, presented the Climate, Culture and Safety Report concerning security improvements, staff training, and emergency preparedness for Universal Creighton.
 1. More than 60 cameras had been installed, and the school's analog camera system had been upgraded.
 2. Staff continued to use controlled-access badge readers at the front and rear entrances of both buildings.
 3. Protective bollards were scheduled for installation at the front of the school during June or July 2026.
 4. Creighton's School Security Officer has Pennsylvania Act 67 certification.
 5. All Creighton staff completed PCCD-certified training in situational awareness, trauma-informed practices, suicide and bullying awareness, substance-use awareness, emergency drills, and threat assessment. Training certificates were maintained in the main office.
 6. The dean completed additional professional development concerning the Code of Conduct, suicide prevention, trauma-informed care, drug and alcohol awareness, restorative practices, alternatives to suspension, threat assessment, Safe2Say Something, and the role of school-security professionals under applicable education laws.
 7. Creighton maintained a threat-assessment team and was updating its Emergency Operations Plan for the 2026-2027 school year through an annual review and improvement process.

The Board accepted the Climate, Culture and Safety Report.

Motion: Evelyn Johns. **Second:** Dr. Beth Ann Harwell.

Board Vote: Yes: 5 | No: 0 | Abstain: 0

VI. Public Comment

- i. Chair Greene opened the public-comment period. Dr. Nixon advised participants that the Board would not address individual scholar, individual staff, or individual financial matters during the public meeting.

1. Jasmine Johnson, a special education teacher at Universal Creighton, addressed the Board regarding the employee 403(b) retirement plan. Chair Greene thanked Ms. Johnson and stated that the matter would be followed up with Human Resources.

No additional public comment was offered.

VII. Board Action Items

A. Universal Creighton Charter School

a. Resolution C25-26-022: 2026-2027 Operating Budget

RESOLVED, that the Board of Trustees approves the Universal Creighton Charter School operating budget for the fiscal year beginning July 1, 2026 and ending June 30, 2027, reflecting projected revenues of \$16,482,543, projected expenses of \$15,962,960, and projected net income of \$519,583, substantially in the form presented by Chief Financial Officer Wallace Dawan.

Motion: Dr. Beth Ann Harwell. **Second:** Evelyn Johns.

Board Vote: Yes: 5 | No: 0 | Abstain: 0

The resolution was adopted unanimously.

b. Resolution C25-26-023: 2026-2027 Board Meeting Calendar

RESOLVED, that the Board of Trustees approves the 2026-2027 public-meeting calendar, with virtual meetings through Zoom scheduled for September 22, 2026; November 10, 2026; January 12, 2027; March 9, 2027; May 11, 2027; and June 8, 2027, at 6:00 p.m., subject to public notice and access requirements.

Motion: Evelyn Johns. **Second:** Dr. Beth Ann Harwell.

Board Vote: Yes: 5 | No: 0 | Abstain: 0

The resolution was adopted unanimously.

c. Resolution C25-26-024: Facilities Purchase Request - School Outfitters

RESOLVED, that the Board of Trustees authorizes the purchase of new lunchroom tables from School Outfitters for the cafeteria areas in the main building and little schoolhouse, in a total amount not to exceed \$48,482.46, substantially in accordance with the purchase request and vendor materials presented to the Board.

Motion: Dr. Beth Ann Harwell. **Second:** Evelyn Johns.

Board Vote: Yes: 5 | No: 0 | Abstain: 0

The resolution was adopted unanimously.

d. Resolution C25-26-025: Facilities Purchase Request - Jani-Icon

RESOLVED, that the Board of Trustees authorizes the Jani-Icon proposal for floor and carpet cleaning services in the main building and little schoolhouse, in a total amount not to exceed \$17,566.37, substantially in accordance with the vendor proposal presented to the Board.

Motion: Dr. Beth Ann Harwell. **Second:** Evelyn Johns.

Board Vote: Yes: 5 | No: 0 | Abstain: 0

The resolution was adopted unanimously.

e. Resolution C25-26-026: Technology Purchase Request - CDW

RESOLVED, that the Board of Trustees authorizes the purchase of thirty-five Motorola MOTOTRBO R2 two-way radios from CDW in the total amount of \$22,468.25. The Board reviewed comparison pricing and determined the CDW proposal to be the most advantageous of the proposals presented.

Motion: Evelyn Johns. **Second:** Dr. Beth Ann Harwell.

Board Vote: Yes: 5 | No: 0 | Abstain: 0

The resolution was adopted unanimously.

f. Resolution C25-26-027: Technology Purchase Request - Apple Inc.

RESOLVED, that the Board of Trustees authorizes the purchase from Apple Inc. of eighty 13-inch MacBook Neo computers for the eighth-grade class, together with three-year AppleCare+ coverage as stated in Apple Proposal No. 2112557786, in the total amount of \$46,640.

Motion: Evelyn Johns. **Second:** Dr. Beth Ann Harwell.

Board Vote: Yes: 5 | No: 0 | Abstain: 0

The resolution was adopted unanimously.

g. Resolution C25-26-028: Curriculum Purchase Request - EPS Learning

RESOLVED, that the Board of Trustees authorizes the purchase of instructional materials from EPS Learning under the quote presented to the Board, including applicable delivery charges, in the total amount of \$14,382.97.

Motion: Evelyn Johns. **Second:** Dr. Beth Ann Harwell.

Board Vote: Yes: 5 | No: 0 | Abstain: 0

The resolution was adopted unanimously.

h. Resolution C25-26-029: Curriculum Purchase Request - Activate Learning

RESOLVED, that the Board of Trustees authorizes the purchase of STEELS-aligned science instructional materials and related resources from Activate Learning under Quote Nos. 031504 and 031505, in a combined total amount not to exceed \$49,850.30.

Motion: Evelyn Johns. **Second:** Dr. Beth Ann Harwell.

Board Vote: Yes: 5 | No: 0 | Abstain: 0

The resolution was adopted unanimously.

i. Resolution C25-26-030: Curriculum Purchase Request - Great Minds

RESOLVED, that the Board of Trustees authorizes the purchase of Great Minds instructional resources, including Eureka Math 2, Wit & Wisdom, digital licenses, print materials, kits, manipulatives, and associated shipping, under the quotes presented to the Board, in a combined total amount not to exceed \$59,488.84.

Motion: Evelyn Johns. **Second:** Dr. Beth Ann Harwell.

Board Vote: Yes: 5 | No: 0 | Abstain: 0

The resolution was adopted unanimously.

j. Resolution C25-26-031: Curriculum Purchase Request - 95 Percent Group

RESOLVED, that the Board of Trustees authorizes the purchase of literacy instructional resources and related materials from 95 Percent Group under Quote No. Q-155945, in the grand total amount of \$18,874.

Motion: Evelyn Johns. **Second:** Dr. Beth Ann Harwell.

Board Vote: Yes: 5 | No: 0 | Abstain: 0

The resolution was adopted unanimously.

k. Resolution C25-26-032: 2026-2027 Service Agreement - Karen Reinhardt Educational Consultant

RESOLVED, that the Board of Trustees approves the Professional and Consultant Services Agreement with Karen Reinhardt Educational Consultant for mathematics instructional consulting from August 1, 2026 through June 30, 2027. Services include nine weeks of in-person classroom support and thirty days of virtual support, for total compensation of \$125,000 inclusive of compensation and travel expenses, subject to the terms and conditions of the agreement.

Motion: Dr. Beth Ann Harwell. **Second:** Evelyn Johns.

Board Vote: Yes: 5 | No: 0 | Abstain: 0

The resolution was adopted unanimously.

l. Resolution C25-26-033: 2026-2027 Service Agreement - Horsey, Buckner & Heffler

RESOLVED, that the Board of Trustees approves the Business Services Agreement with Horsey, Buckner & Heffler for financial-management, budgeting, reporting, compliance, and related services for the period July 1, 2026 through June 30, 2027, at an annual management fee of \$83,580, billed monthly in advance, subject to the terms and conditions of the agreement.

Motion: Dr. Beth Ann Harwell. **Second:** Evelyn Johns.

Board Vote: Yes: 5 | No: 0 | Abstain: 0

The resolution was adopted unanimously.

m. RESOLUTION C25-26-034 - FRCPP State-Required Reports

RESOLVED, that the Board of Trustees approves the applicable FRCPP and other state-required financial reports and Comprehensive Plans presented for Universal Creighton Charter School and authorizes the Superintendent/CEO and Chief Financial Officer or designee to submit the reports and plans to the Pennsylvania Department of Education and to make any non-substantive corrections required for filing.

Motion: Dr. Beth Ann Harwell. Second: Dr. Zenida Driver.

Board Vote: Yes: 5 | No: 0 | Abstain: 0

The resolution was adopted unanimously.

n. RESOLUTION C25-26-035 – Student Professional Services Request: EOM Consultants LLC

RESOLVED, that the Board of Trustees approves the Professional and Consultant Services Agreement with EOM Consultants LLC for the completion of 174 student physicals at a compensation of 125.00 per physical on May 28, 2026, June 2, 2026 and June 4, 2026 .

Motion: Dr. Beth Ann Harwell. Second: Dr. Zenida Driver.

Board Vote: Yes: 5 | No: 0 | Abstain: 0

The resolution was adopted unanimously

VIII. Announcements

- i. Chair Greene thanked the trustees and school leadership for the opportunity to work with a committed team that cared deeply about scholars, families, staff, and the community. She recognized the school's programs and expressed her intention to continue the work during the upcoming year.
- ii. Principal Baldwin thanked Chair Greene and the Board for their support and stated that the school's work remained focused on advancing the interests of scholars. Board members also expressed appreciation for the leadership of Chair Greene and Dr. Nixon.

IX. Adjournment

- i. There being no further business before the Board, Chair Greene adjourned the meeting at 6:46 p.m. No formal motion or second was requested for adjournment.