



Public Meeting of the Board of Trustees
for
Universal Institute Charter School
Meeting held Virtually via Zoom
September 30, 2021 at 6:00 PM
Meeting Minutes

Board Members Present:

1. Mr. Kenneth Gamble
2. Mrs. Faatimah Gamble
3. Salima Rabb

Meeting called to Order at 6:05pm

I. Meeting Minutes

- a. The Meeting Minutes from June 17, 2021 were reviewed by board members prior to board meeting. Board Members discussed and made corrections to the meeting minutes.
 1. Mrs. Gamble asked for a motion to accept and approve the June 17, 2021 Meeting Minutes with additions and corrections.
 2. Mr. Gamble made a motion to approve the June 17, 2021 Meeting Minutes with additions and Corrections and Ms. Rabb second that motion.
 3. By a majority vote the June 17, 2021 Meeting Minutes were approved.

➤ **Board Vote:**

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

II. Superintendent Remarks

- a. Dr. Nixon presented the Superintendents remarks.
 1. Universal schools welcomed scholars back into the buildings for 100% in-person learning for the first time in 18 months.
 2. School opening is off to a great start in all Universal schools.
 3. Universal continues to provide timely communication to the school community including Board member, administration, teachers, staff, students, and families.
 4. Universal Schools continue to follow the guidance of government and public health officials and medical professionals.
 5. The conditions surrounding the COVID-19 pandemic are dynamic. Universal will continue to closely monitor it.

III. Committee Reports

i. Financial Report

a. Institute Charter School

1. **Profit/Loss and Budget Statement:** Charter Choice Financial Management Consultant. Jesse Bean Presented the Finance Report for Institute Charter School.
2. Board members were given copies the Institute finance report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Institute Financial Report.
4. Mrs. Gamble asked for a motion to approve the Institute Financial Report.



5. Mr. Gamble made a motion to accept and approve Institute Finance report and Ms. Rabb second that motion.
6. By a majority vote the Institute Financial Report was accepted and approved unanimously.

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

ii. Academic Committee Reports

a. Institute Charter School

1. There was no Academic Committee Report

iii. HR Committee Reports

a. Institute Charter School

1. Karina Dean presented the HR Report for Institute Charter School.
2. Board members were given copies the Institute HR report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Institute HR Report.
4. Mrs. Gamble asked for a motion to approve the Institute HR Report.
5. Mr. Gamble made a motion to accept and approve Institute HR report and Ms. Rabb second that motion.
6. By a majority vote the Institute HR Report were accepted and approved unanimously.

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

iv. Facilities Committee Reports

b. Institute Charter School

1. Latoya Finney Presented the Facilities Report for Institute Charter School.
2. Board members were given copies the Institute facilities report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Institute facilities report.
4. Mrs. Gamble asked for a motion to approve the Institute facilities report.
5. Ms. Rabb made a motion to accept and approve Institute facilities report and Mr. Gamble second that motion.
6. By a majority vote the Institute Facilities Report were accepted and approved unanimously.

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

IV. Presentations

i. Institute Monthly Reports



a. Principals Williams presented the Principal report for Institute

1. Institute's total enrollment is 545. Institute enrollment cap is 620.
2. Institute implements Positive Behavioral Intervention and Supports (PBIS) through a Multi-Tiered System of Support (MTSS) for behavior. The three (3) tiered system is as follows:
 - a. Tier 1- the base level of school behavior that is applied to all scholars as school policy
 - b. Tier 2- Develop individual positive behavior support plans, including: mentorship, monthly team meetings with STS providers, Group Counseling and individual counseling
 - c. Tier 3- referral for evaluation for specialized services, Bi-weekly agency and school based meetings.
3. Institute's leadership team is in the process of identifying scholars that are in need of behavioral support. There are 6 scholars that carried over from the previous school year.
4. Institute has a goal to achieve a ten (10) percent gain in all subject of scholars performing proficient or advanced.
5. Institute will continue to promote a system-wide culture of safety, effective engagement, cultural competency, and customer service
6. There was some discussion regarding the Institute Principal report
7. Mrs. Gamble asked for a motion to approve the Institute Principal Report
8. Mr. Gamble made a motion to approve the Institute Principal Report and Ms. Rabb second that motion.
9. By a majority vote the Institute Principal Report was approved unanimously.
 - **Board Vote:**
 - **Yes: 3**
 - **No: 0**
 - **Abstain: 0**

ii. Central Office Report

- a. Dr. Nixon presented the school reopening plan for the 2021-2022 academic year
 1. Over the past several months, Universal Schools followed the guidance of government and public health officials and medical professionals. .
 2. The conditions surrounding the COVID-19 pandemic are dynamic. Universal will continue to closely monitor the situation and adjust the school opening plan as needed.
 3. All Universal Schools reopen for 100% in-person learning on August 31, 2021.
 4. Dr. Nixon established a COVID-19 response team that coordinates all things COVID in all the school buildings, including but not limited to testing, responding to positive test results and exposure.
 5. The COVID response team created all letters and/or correspondence to notify parents of COVID case within the schools building and exposures procedures.
 6. The COVID response team maintain a dashboard on the school websites.
 7. There was some discussion about the Central Office Report.
 8. Mrs. Gamble asked for a motion to approve the Central Office Report.
 9. Ms. Rabb made a motion to approve the Central Office Report and Mr. Gamble second that motion.
 10. By a majority vote the Central Office Report was approved unanimously.



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

iii. Corporate Office Report

1. There was no Corporate Office report.

V. Board Action Items

i. Universal Institute Charter School

a. Resolution I21-22-000: 2021-2022 HR Personnel Hires and Salaries

1. Mrs. Gamble asked for a motion to accept and approve Resolution I21-22-000.
2. Ms. Rabb made a motion to accept and approve Resolution I21-22-000 and Mr. Gamble second that motion.
3. By a majority vote Resolution I21-22-000 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 2021 - 2022 HR hires, to which include the salary and benefits of employees.

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

b. Resolution I21-22-001: 2021-2022 HR Personnel Terminations

1. Mrs. Gamble asked for a motion to accept and approve Resolution I21-22-001.
2. Ms. Rabb made a motion to accept and approve Resolution I21-22-001 and Mr. Gamble second that motion.
3. By a majority vote Resolution I21-22-001 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 2021 - 2022 HR terminations, to which include the termination of salary and benefits of employees

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

c. Resolution I21-22-002: Lease Reimbursement

1. Mrs. Gamble asked for a motion to accept and approve Resolution I21-22-002.
2. Ms. Rabb made a motion to accept and approve Resolution I21-22-002 and Mr. Gamble second that motion.
3. By a majority vote Resolution I21-22-002 was approved.

RESOLVED, that the Board of Trustees authorizes Universal Community Homes, through the Chief Financial Officer or his



designee, in the form attached, to produce FY21 lease reimbursement for the period ending June 30, 2021.

➤ **Board Vote:**

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

d. Resolution I21-22-003: Service Consultant Agreement: HPJMM

1. Mrs. Gamble asked for a motion to accept and approve Resolution I21-22-003.
2. Ms. Rabb made a motion to accept and approve Resolution I21-22-003 and Mr. Gamble second that motion.
3. By a majority vote Resolution I21-22-003 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 Contract with HPJMM for the period commencing July 1, 2021 through June 30, 2022.

➤ **Board Vote:**

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

e. Resolution I21-22-004: Service Consultant Agreement: Pillars of Peace

1. Mrs. Gamble asked for a motion to accept and approve Resolution I21-22-004.
2. Ms. Rabb made a motion to accept and approve Resolution I21-22-004 and Mr. Gamble second that motion.
3. By a majority vote Resolution I21-22-004 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 Contract with Pillars of Peace for the period commencing July 1, 2021 through June 30, 2022.

➤ **Board Vote:**

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

f. Resolution I21-22-005: Service Consultant Agreement: Q. M. Glass

1. Mrs. Gamble asked for a motion to accept and approve Resolution I21-22-005.
2. Ms. Rabb made a motion to accept and approve Resolution I21-22-005 and Mr. Gamble second that motion.
3. By a majority vote Resolution I21-22-005 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 Contract with Q.M. Glass for the period commencing July 1, 2021 through June 30, 2022.

➤ **Board Vote:**

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



- g. Resolution I21-22-006: Service Consultant Agreement: Phila. Community Youth Court**
1. Mrs. Gamble asked for a motion to accept and approve Resolution I21-22-006.
 2. Ms. Rabb made a motion to accept and approve Resolution I21-22-006 and Mr. Gamble second that motion.
 3. By a majority vote Resolution I21-22-006 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 Contract with PCYC for the period commencing July 1, 2021 through June 30, 2022.

➤ **Board Vote:**

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

- h. Resolution I21-22-007: Service Consultant Agreement: Restorative Consortium**
1. Mrs. Gamble asked for a motion to accept and approve Resolution I21-22-007.
 2. Ms. Rabb made a motion to accept and approve Resolution I21-22-007 and Mr. Gamble second that motion.
 3. By a majority vote Resolution I21-22-007 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 Contract with Restorative Consortium for the period commencing July 1, 2021 through June 30, 2022.

➤ **Board Vote:**

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

- i. Resolution I21-22-008: Service Consultant Agreement: Psychology Services**
1. Mrs. Gamble asked for a motion to accept and approve Resolution I21-22-008.
 2. Ms. Rabb made a motion to accept and approve Resolution I21-22-008 and Mr. Gamble second that motion.
 3. By a majority vote Resolution I21-22-008 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 Contract with _____ for the period commencing July 1, 2021 through June 30, 2022.

➤ **Board Vote:**

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

- j. Resolution I21-22-009: Purchase Request: Chromebooks**
1. Mrs. Gamble asked for a motion to accept and approve Resolution I21-22-009.
 2. Ms. Rabb made a motion to accept and approve Resolution I21-22-009 and Mr. Gamble second that motion.
 3. By a majority vote Resolution I21-22-009 was approved.

RESOLVED, that the Board of Trustees authorizes Universal Education Company, through the Superintendent or her designee, in



the form attached, to purchase Chromebooks from _____ in an amount not to exceed _____.

➤ **Board Vote:**

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

VI. Public Comments

- a. Tandra Rogers, Parent, commented regarding transportation issues with school buses.

VII. New Business

a. Board Nominations new member

- a. Ms. Rabb made a motion to open the floor for nominations, Mr. Gamble second that motion.
- b. By a majority vote the motion to open the floor for nominations passed.
- c. The Board discussed the vacancy for a board member.
- d. Mr. Gamble made a motion to nominate Ms. Michelle Martin to be a member of the Board of Trustees for Universal Institute Charter School, Ms. Rabb second that motion.
- e. By a majority vote the motion to nominate Ms. Michelle Martin as a member of the Board of Trustees for Universal Institute was accepted and approved.

➤ **Board Vote:**

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

VIII. Adjournment

- a. The meeting concluded at 8:29 p.m.

