



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
June 20, 2023 at 6:00 PM
Meeting Minutes

BOARD MEMBERS PRESENT:

1. Dr. Patricia Williams – Diaw
2. Wendell Holmes
3. Keith Pretlow

BOARD MEMBERS ABSENT:

1. Christopher Hill

Meeting called to Order at 6:05pm

I. Meeting Minutes

- i. The meeting minutes from April 18, 2023 were reviewed by board members prior to board meeting. Board members discussed and made corrections to the meeting minutes.
 - a. Dr. Diaw asked for a motion to accept and approve the April 18, 2023 Meeting Minutes with additions and corrections.
 - b. Mr. Pretlow made a motion to approve the April 18, 2023 meeting minutes with additions and Corrections and Mr. Holmes second that motion.
 - c. By a unanimous vote the April 18, 2023 meeting minutes were approved.

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

II. Committee Reports

i. Financial Report

a. Alcorn Charter School

1. **Profit/Loss and Budget Statement:** Charter Choice 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. There was discussion amongst board members regarding the Alcorn financial report.
4. Dr. Diaw asked for a motion to approve the Alcorn financial report.
5. Mr. Pretlow made a motion to accept and approve Alcorn finance report and Mr. Holmes second that motion.
6. By a unanimous vote the Alcorn financial report was accepted and approved.

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

b. Vare Charter School



1. **Profit/Loss and Budget Statement:** Charter Choice 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. There was discussion amongst board members regarding the Vare financial report.
4. Dr. Diaw asked for a motion to approve the Vare financial report.
5. Mr. Pretlow made a motion to accept and approve Vare finance report and Mr. Holmes second that motion.
6. By a unanimous vote the Vare Financial Report was accepted and approved.
 - **Board Vote:**
 - **Yes: 3**
 - **No: 0**
 - **Abstain: 0**

c. **Audenried Charter High School**

1. **Profit/Loss and Budget Statement:** Charter Choice financial management consultant. Kevin Corcoran presented the finance report for Audenried Charter School.
2. Board members were given copies the Audenried finance report which was reviewed by board members prior to the board meeting.
3. There was discussion amongst board members regarding the Audenried financial report.
4. Dr. Diaw asked for a motion to approve the Audenried financial report.
5. Mr. Pretlow made a motion to accept and approve Audenried finance report and Mr. Holmes second that motion.
6. By a unanimous vote the Audenried Financial report was accepted and approved.
 - **Board Vote:**
 - **Yes: 3**
 - **No: 0**
 - **Abstain: 0**

ii. **HR Committee Reports**

a. **Alcorn Charter School**

1. Dr. Nixon, presented the HR report for Alcorn Charter School, on behalf of the Chief Operating Officer.
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 and vacancies for the 2023-2024 School year
 - 2022-2023 Terminations and Resignations
 - New Hires and Salaries for 2023-2024 school years
4. There was discussion amongst board members regarding the Alcorn HR report.
5. Dr. Diaw asked for a motion to approve the Alcorn HR report.
6. Mr. Pretlow made a motion to accept and approve Alcorn HR report and Mr. Holmes second that motion.
7. By a unanimous vote the Alcorn HR report were accepted and approved.
 - **Board Vote:**
 - **Yes: 3**



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

b. Vare Charter School

1. Dr. Nixon presented the HR report for Vare Charter School on behalf of the Chief Operating Officer.
2. Board members were given copies the Vare HR report which was reviewed by board members prior to the board meeting.
3. The HR report included:
 - Current Vacancies and vacancies for the 2023-2024 School year
 - 2022-2023 Terminations and Resignations
 - New Hires and Salaries for 2023-2024 school years
4. There was discussion amongst board members regarding the Vare HR report.
5. Dr. Diaw asked for a motion to approve the Vare HR report.
6. Mr. Pretlow made a motion to accept and approve Vare HR report and Mr. Holmes second that motion.
7. By a unanimous vote the Vare HR report were accepted and approved
 - **Board Vote:**
 - **Yes: 3**
 - **No: 0**
 - **Abstain: 0**

c. Audenried Charter High School

1. Dr. Nixon, presented the HR report for Audenried Charter School on behalf of the Chief Operating Officer.
2. Board members were given copies the Audenried HR report which was reviewed by board members prior to the board meeting.
3. The HR report included:
 - Current Vacancies and vacancies for the 2023-2024 School year
 - 2022-2023 Terminations and Resignations
 - New Hires and Salaries for 2023-2024 school years
4. There was discussion amongst board members regarding the Audenried HR report.
5. Dr. Diaw asked for a motion to approve the Audenried HR report.
6. Mr. Pretlow made a motion to accept and approve Audenried HR report and Mr. Holmes second that motion.
7. By a unanimous vote the Audenried HR report were accepted and approved.
 - **Board Vote:**
 - **Yes: 3**
 - **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. Dr. Diaw asked for a motion to approve the Alcorn facilities report.
5. Mr. Pretlow made a motion to accept and approve Alcorn facilities report and Mr. Holmes second that motion.
6. By a unanimous vote the Alcorn facilities report were accepted and approved.
 - **Board Vote:**
 - **Yes: 3**
 - **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. Dr. Diaw asked for a motion to approve the Vare facilities report.
5. Mr. Pretlow made a motion to accept and approve Vare facilities report and Mr. Holmes second that motion.
6. By a unanimous vote the Vare facilities report were accepted and approved.
 - **Board Vote:**
 - **Yes: 3**
 - **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. Dr. Diaw asked for a motion to approve the Audenried facilities report.
5. Mr. Pretlow made a motion to accept and approve Audenried facilities report and Mr. Holmes second that motion.
6. By a unanimous vote the Audenried facilities report were accepted and approved.
 - **Board Vote:**
 - **Yes: 3**
 - **No: 0**
 - **Abstain: 0**

iv. Academic Committee Report

- a. Dr. Diaw presented an oral academic committee report for Alcorn, Vare and Audenried.
 1. There was discussion amongst board members regarding the academic committee report.



III. Presentations

i. Central Office Report

1. Universal will offer Summer Programs, Ready, Set, Read Camp and Extended School Year.
2. Dr. Nixon presented the 2022-2023 ACE-R draft report for Alcorn, Audenried and Vare.
3. Alcorn is currently in the Charter Renewal process. During the renewal process the Charter School Office will rate the charter school performance and compliance in 3 domains:
 - Academic Success
 - Organizational Compliance and Viability
 - Financial Health and Sustainability
4. Central Office is working with the principal to challenge the current ratings of “Approaches Standard” for the 3 domains and provided supporting documents and evidence.
5. The CSO will provide feedback once they review the supporting documents.
6. There was some discussion regarding the Central Office Report.
7. Dr. Diaw asked for a motion to approve the Central Office Report.
8. Mr. Pretlow made a motion to approve the Central Office Report and Mr. Holmes second that motion.
9. By a unanimous vote the Central Office Report was approved.
 - **Board Vote:**
 - **Yes: 3**
 - **No: 0**
 - **Abstain: 0**

IV. Board Action Items

i. Universal Alcorn Charter School

a. Resolution AL22-23-012: 2023-2024 Board Calendar

1. Dr. Diaw asked for a motion to accept and approve Resolution AL22-23-012.
2. Mr. Pretlow made a motion to accept and approve Resolution AL22-23-012 and Mr. Holmes second that motion.
3. By a majority vote Resolution AL22-23-012 was approved.

RESOLVED, that the Board of Trustees authorize Universal Education Management, through the Superintendent or her designee, in the form attached, to produce the 2023 - 2024 Board Meeting Calendar, which reflects Board Meetings will begin September 1, 2023, through June 30, 2024, to reflect meetings to be held throughout the school year.

➤ **Board Vote:**

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

b. Resolution AL22-23-013: 2023-2024 Operating Budget

1. Dr. Diaw asked for a motion to accept and approve Resolution AL22-23-013.
2. Mr. Pretlow made a motion to accept and approve Resolution AL22-23-013 and Mr. Holmes second that motion.
3. By a majority vote Resolution AL22-23-013 was approved.



RESOLVED, that the Board of Trustees authorizes the Universal Community Homes, through the Chief Financial Officer or his designee, in the form attached, to produce the 2023 - 2024 Operating Budget, to which include the salary and benefits of employees, other operating expenses and revenue for the period commencing July 1, 2023, through June 30, 2024.

➤ **Board Vote:**

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

c. Resolution AL22-23-014: Policy Update: Conflict of Interest Policy

1. Dr. Diaw asked for a motion to accept and approve Resolution AL22-23-014.
2. Mr. Pretlow made a motion to accept and approve Resolution AL22-23-014 and Mr. Holmes second that motion.
3. By a majority vote Resolution AL22-23-014 was approved.

RESOLVED, that the Board of Trustees hereby authorize the execution, delivery, and performance by Universal Community Homes, through the Chief Financial Officer or his designee, to update and revise the conflict of interest policy and bring the policy in compliance with federal guidelines and PA Charter Law requirements.

➤ **Board Vote:**

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

d. Resolution AL22-23-015: School Comprehensive Plan

1. Dr. Diaw asked for a motion to accept and approve Resolution AL22-23-015.
2. Mr. Pretlow made a motion to accept and approve Resolution AL22-23-015 and Mr. Holmes second that motion.
3. By a majority vote Resolution AL22-23-015 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 Title I Comprehensive Plan for Alcorn.

➤ **Board Vote:**

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

e. Resolution AL22-23-016: PA Future Ready Comprehensive Plan Portal

1. Dr. Diaw asked for a motion to accept and approve Resolution AL22-23-016.
2. Mr. Pretlow made a motion to accept and approve Resolution AL22-23-016 and Mr. Holmes second that motion.
3. By a majority vote Resolution AL22-23-016 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 due in PDE's Future Ready Comprehensive Planning Portal for Alcorn



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

f. Resolution AL22-23-017: Facilities Repair Request: Delta Brothers

1. Dr. Diaw asked for a motion to accept and approve Resolution AL22-23-017.
2. Mr. Prelow made a motion to accept and approve Resolution AL22-23-017 and Holmes second that motion.
3. By a majority vote Resolution AL22-23-017 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 execute and deliver a service agreement with **Delta Brothers Inc. for floor demo and repairs** in an amount not to exceed **\$19,500** for Alcorn

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

ii. Universal VARE Charter School

a. Resolution V22-23-013: 2023-2024 Board Calendar

1. Dr. Diaw asked for a motion to accept and approve Resolution V22-23-013.
2. Mr. Pretlow made a motion to accept and approve Resolution V22-23-013 and Mr. Holmes second that motion.
3. By a majority vote Resolution V22-23-013 was approved.

RESOLVED, that the Board of Trustees authorize Universal Education Management, through the Superintendent or her designee, in the form attached, to produce the 2023 - 2024 Board Meeting Calendar, which reflects Board Meetings will begin September 1, 2023, through June 30, 2024, to reflect meetings to be held throughout the school year.

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

b. Resolution V22-23-014: 2023-2024 Operating Budget

1. Dr. Diaw asked for a motion to accept and approve Resolution V22-23-014.
2. Mr. Pretlow made a motion to accept and approve Resolution V22-23-014 and Mr. Holmes second that motion.
3. By a majority vote Resolution V22-23-014 was approved.

RESOLVED, that the Board of Trustees authorizes the Universal Community Homes, through the Chief Financial Officer or his designee, in the form attached, to produce the 2023 - 2024 Operating Budget, to which include the salary and benefits of employees, other operating expenses and revenue for the period commencing July 1, 2023, through June 30, 2024.



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

c. Resolution V22-23-015: Policy Update: Conflict of Interest Policy

1. Dr. Diaw asked for a motion to accept and approve Resolution V22-23-015.
2. Mr. Pretlow made a motion to accept and approve Resolution V22-23-015 and Mr. Holmes second that motion.
3. By a majority vote Resolution V22-23-015 was approved.

RESOLVED, that the Board of Trustees hereby authorize the execution, delivery, and performance by Universal Community Homes, through the Chief Financial Officer or his designee, to update and revise the conflict of interest policy and bring the policy in compliance with federal guidelines and PA Charter Law requirements.

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

d. Resolution V22-23-016: School Comprehensive Plan

1. Dr. Diaw asked for a motion to accept and approve Resolution V22-23-016.
2. Mr. Pretlow made a motion to accept and approve Resolution V22-23-016 and Mr. Holmes second that motion.
3. By a majority vote Resolution V22-23-016 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 Title I Comprehensive Plan for Alcorn.

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

e. Resolution V22-23-017: PA Future Ready Comprehensive Plan Portal

1. Dr. Diaw asked for a motion to accept and approve Resolution V22-23-017.
2. Mr. Pretlow made a motion to accept and approve Resolution V22-23-017 and Mr. Holmes second that motion.
3. By a majority vote Resolution V22-23-017 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 due in PDE's Future Ready Comprehensive Planning Portal for Alcorn

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



iii. **Universal Aunderied Charter School**

a. **Resolution AU22-23-018: 2023-2024 Board Calendar**

1. Dr. Diaw asked for a motion to accept and approve Resolution AU22-23-018
2. Mr. Pretlow made a motion to accept and approve Resolution AU22-23-018 and Mr. Holmes second that motion.
3. By a majority vote Resolution AU22-23-018 was approved.

RESOLVED, that the Board of Trustees authorize Universal Education Management, through the Superintendent or her designee, in the form attached, to produce the 2023 - 2024 Board Meeting Calendar, which reflects Board Meetings will begin September 1, 2023, through June 30, 2024, to reflect meetings to be held throughout the school year.

➤ **Board Vote:**

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

b. **Resolution AU22-23-019: 2023-2024 Operating Budget**

1. Dr. Diaw asked for a motion to accept and approve Resolution AU22-23-019
2. Mr. Pretlow made a motion to accept and approve Resolution AU22-23-019 and Mr. Holmes second that motion.
3. By a majority vote Resolution AU22-23-019 was approved.

RESOLVED, that the Board of Trustees authorizes the Universal Community Homes, through the Chief Financial Officer or his designee, in the form attached, to produce the 2023 - 2024 Operating Budget, to which include the salary and benefits of employees, other operating expenses and revenue for the period commencing July 1, 2023, through June 30, 2024.

➤ **Board Vote:**

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

c. **Resolution AU22-23-020: Policy Update: Conflict of Interest Policy**

1. Dr. Diaw asked for a motion to accept and approve Resolution AU22-23-020.
2. Mr. Pretlow made a motion to accept and approve Resolution AU22-23-020 and Mr. Holmes second that motion.
3. By a majority vote Resolution AU22-23-020 was approved.

RESOLVED, that the Board of Trustees hereby authorize the execution, delivery, and performance by Universal Community Homes, through the Chief Financial Officer or his designee, to update and revise the conflict of interest policy and bring the policy in compliance with federal guidelines and PA Charter Law requirements.

➤ **Board Vote:**

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



d. Resolution AU22-23-021: School Comprehensive Plan

1. Dr. Diaw asked for a motion to accept and approve Resolution AU22-23-021.
2. Mr. Pretlow made a motion to accept and approve Resolution AU22-23-021 and Mr. Holmes second that motion.
3. By a majority vote Resolution AU22-23-021 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 Title I Comprehensive Plan for Alcorn.

➤ **Board Vote:**

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

e. Resolution AU22-23-022: PA Future Ready Comprehensive Plan Portal

1. Dr. Diaw asked for a motion to accept and approve Resolution AU22-23-022.
2. Mr. Pretlow made a motion to accept and approve Resolution AU22-23-022 and Mr. Holmes second that motion.
3. By a majority vote Resolution AU22-23-022 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 due in PDE's Future Ready Comprehensive Planning Portal for Alcorn

➤ **Board Vote:**

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

f. Resolution AU22-23-023: Curriculum Purchase Request: IXL

1. Dr. Diaw asked for a motion to accept and approve Resolution AU22-23-023.
2. Mr. Pretlow made a motion to accept and approve Resolution AU22-23-023 and Mr. Holmes second that motion.
3. By a majority vote Resolution AU22-23-023 was approved.

RESOLVED, the Board of Trustees hereby authorizes the execution, delivery, and performance by Universal Education Company, through the Superintendent or her designee, of a purchase for instructional supplies from **IXL** for education curriculum in an amount not to exceed **\$44,900.00** for Audenried.

Board Vote:

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

g. Resolution AU22-23-024: Facilities Purchase request: Wireless Communications

1. Dr. Diaw asked for a motion to accept and approve Resolution AU22-23-024.
2. Mr. Pretlow made a motion to accept and approve Resolution AU22-23-024 and Mr. Holmes second that motion.
3. By a majority vote Resolution AU22-23-024 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, of a purchase of two-way radios from **Wireless Communications and Electronics** in an amount not to exceed **\$21,954** for Audenried

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

h. Resolution AU22-23-025: Facilities Purchase Request: DTL Mechanical

1. Dr. Diaw asked for a motion to accept and approve Resolution AU22-23-025.
2. Mr. Pretlow made a motion to accept and approve Resolution AU22-23-025 and Mr. Holmes second that motion.
3. By a majority vote Resolution AU22-23-025 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 excute and deliver an agreement for repairs of the HVAC system from **DTL Mechanical** in an amount not to exceed **\$9,600** for Audenried

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

i. Resolution AU22-23-026: Facilities Purchase request: Comcast Phone System

1. Dr. Diaw asked for a motion to table Resolution AU22-23-026.
2. Mr. Holmes made a motion to table Resolution AU22-23-026 and Mr. Pretlow second that motion.
3. By a majority vote Resolution AU22-23-026 was Tabled

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

V. Public Comments

- a. There were no public comments.

VI. Adjournment

- a. Mr. Pretlow made a motion to adjourn, and Mr. Holmes second that motion.
- b. By unanimous vote the motion to adjourn passed.
- c. The meeting concluded at 8:10 p.m.

