



Public Meeting of the Board of Trustees  
for  
Universal Institute Charter School  
*Meeting held Virtually via Zoom*  
*October 30, 2023 at 6:00 PM*  
**Meeting Minutes**

**Board Members Present:**

1. Salima Rabb
2. David Thompson

**Board Members Absent:**

1. Michelle Martin

**Meeting called to Order at 6:05pm**

**I. Meeting Minutes**

- a. The Meeting Minutes from August 28, 2023 were reviewed by board members prior to board meeting. Board Members discussed and made corrections to the meeting minutes.
  1. Ms. Rabb asked for a motion to accept and approve the August 28, 2023 Meeting Minutes with additions and corrections.
  2. Mr. Thompson made a motion to approve the August 28, 2023 Meeting Minutes with additions and Corrections and Ms. Rabb second that motion.
  3. By unanimous vote the August 28, 2023 Meeting Minutes were approved.

➤ **Board Vote:**

- **Yes: 2**
- **No: 0**
- **Abstain: 0**

**II. 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. Ms. Rabb asked for a motion to approve the Institute Financial Report.
5. Mr. Thompson made a motion to accept and approve Institute Finance report and Ms. Rabb second that motion.
6. By unanimous vote the Institute Financial Report was accepted and approved.

➤ **Board Vote:**

- **Yes: 2**
- **No: 0**
- **Abstain: 0**

**ii. HR Committee Reports**

**a. Institute Charter School**

1. Dr. Nixon presented the HR report for Institute Charter School, on behalf of the Chief Operating Officer.



2. Board members were given copies the Institute 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
  - 2023-2024 Terminations and Resignations
  - New Hires and Salaries for 2023-2024 school year
4. There was discussion amongst board members regarding the Institute HR report.
5. Ms. Rabb asked for a motion to approve the Institute HR report.
6. Mr. Thompson made a motion to accept and approve Institute HR report and Ms. Rabb second that motion.
7. By a unanimous vote the Institute HR report was accepted and approved.
  - **Board Vote:**
    - **Yes: 2**
    - **No: 0**
    - **Abstain: 0**

### iii. Facilities Committee Reports

#### a. Institute Charter School

1. Lawrence Threadgill 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. The facilities department submitted request for proposals and/or quotes for repairs for the roof leak over the multipurpose room.
4. License and Inspections annual inspections has been scheduled for the following vendors (fire alarm, sprinklers, electrical, kitchen Ansul system, back flow/standpipe, generator, elevator)
5. There was discussion amongst board members regarding the Institute facilities report.
6. Ms. Rabb asked for a motion to approve the Institute facilities report.
7. Mr. Thompson made a motion to accept and approve Institute facilities report and Ms. Rabb second that motion.
8. By unanimous vote the Institute facilities report was accepted and approved.
  - **Board Vote:**
    - **Yes: 2**
    - **No: 0**
    - **Abstain: 0**

### III. Presentations

#### i. Institute Monthly Reports

##### a. Principal Williams presented the principal report for Institute.

1. Institute's total enrollment is 561. 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 has a goal to achieve a ten (10) percent gain in all subject of scholars performing proficient or advanced.
4. Institute will continue to promote a system-wide culture of safety, effective engagement, cultural competency, and customer service
5. There was some discussion regarding the Institute Principal report
6. Ms. Rabb asked for a motion to approve the Institute Principal Report
7. Mr. Thompson made a motion to approve the Institute Principal Report and Ms. Rabb second that motion.
8. By unanimous vote the Institute Principal Report was approved.

➤ **Board Vote:**

- **Yes: 2**
- **No: 0**
- **Abstain: 0**

ii. **Central Office Report**

- a. Dr. Nixon presented the Central Office report for UICS.
  1. Dr. Nixon presented the 2023-2024 ACE Summer Preview draft report for Institute.
  2. The Charter School Office released the rating for the charter school performance and compliance in 2 domains:
    - Academic Success
    - Organizational Compliance and Viability
  3. Central Office is working with the principal to challenge the current ratings of “Does Not Meet Standard” for the 2 domains and provided supporting documents and evidence.
  4. The CSO will provide feedback once they review the supporting documents and change the ratings to “Meets Standard”.
  5. There was some discussion regarding the Central Office report.
  6. Ms. Rabb asked for a motion to approve the Central Office report.
  7. Mr. Thompson made a motion to approve the Central Office report and Ms. Rabb second that motion.
  8. By unanimous vote the Central Office report was approved.

➤ **Board Vote:**

- **Yes: 2**
- **No: 0**
- **Abstain: 0**

IV. **Board Action Items**

i. **Universal Institute Charter School**

a. **Resolution I23-24-008: 2023-2024 HR Personnel Hires and Salaries**

1. Ms. Rabb asked for a motion to accept and approve Resolution I23-24-008.
2. Mr. Thompson made a motion to accept and approve Resolution I23-24-008 and Ms. Rabb second that motion.
3. By a majority vote Resolution I23-24-008 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 2023 - 2024 HR hires, to which include the salary and benefits of employees.



- **Board Vote:**
  - **Yes: 2**
  - **No: 0**
  - **Abstain: 0**

**b. Resolution I23-24-009: 2023-2024 HR Personnel Terminations**

1. Ms. Rabb asked for a motion to accept and approve Resolution I23-24-009.
2. Mr. Thompson made a motion to accept and approve Resolution I23-24-009 and Ms. Rabb second that motion.
3. By a majority vote Resolution I23-24-009 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 2023 - 2024 HR terminations, to which include the termination of salary and benefits of employees.

- **Board Vote:**
  - **Yes: 2**
  - **No: 0**
  - **Abstain: 0**

**c. Resolution I23-24-010: Policy Update: Code of Conduct**

1. Ms. Rabb asked for a motion to accept and approve Resolution I23-24-010.
2. Mr. Thompson made a motion to accept and approve Resolution I23-24-010 and Ms. Rabb second that motion.
3. By a majority vote Resolution I23-24-010 was approved.

**RESOLVED**, that the Board of Trustees hereby authorize the execution, delivery, and performance by Universal Education Company, through the Superintendent or her designee, to update and revise the Code of Conduct and bring the code of conduct in compliance with federal guidelines and PA Charter Law requirements.

- **Board Vote:**
  - **Yes: 2**
  - **No: 0**
  - **Abstain: 0**

**d. Resolution I23-24-011: Policy Update: Wellness Policy**

1. Ms. Rabb asked for a motion to accept and approve Resolution I23-24-011.
2. Mr. Thompson made a motion to accept and approve Resolution I23-24-011 and Ms. Rabb second that motion.
3. By a majority vote Resolution I23-24-011 was approved.

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

- **Board Vote:**
  - **Yes: 2**
  - **No: 0**
  - **Abstain: 0**



e. **Resolution I23-24-012: 2023-2024 Service Agreement: Clef Club**

1. Ms. Rabb asked for a motion to accept and approve Resolution I23-24-012.
2. Mr. Thompson made a motion to accept and approve Resolution I23-24-012 and Ms. Rabb second that motion.
3. By a majority vote Resolution I23-24-012 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 Philadelphia Clef Club for the period commencing November 1, 2023 through June 30, 2024

➤ **Board Vote:**

- **Yes: 2**
- **No: 0**
- **Abstain: 0**

f. **Resolution I23-24-013: 2023-2024 Service Agreement: Mad Beats Philly**

1. Ms. Rabb asked for a motion to accept and approve Resolution I23-24-013.
2. Mr. Thompson made a motion to accept and approve Resolution I23-24-013 and Ms. Rabb second that motion.
3. By a majority vote Resolution I23-24-013 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 Mad Beatz Philly for the period commencing November 1, 2023 through June 30, 2024.

➤ **Board Vote:**

- **Yes: 2**
- **No: 0**
- **Abstain: 0**

g. **Resolution I23-24-014: Technology Purchase Request: Comcast Phone System**

1. Ms. Rabb asked for a motion to accept and approve Resolution I23-24-014.
2. Mr. Thompson made a motion to accept and approve Resolution I23-24-014 and Ms. Rabb second that motion.
3. By a majority vote Resolution I23-24-014 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 contract for a new phone system and equipment from **Comcast** in an amount not to exceed **\$22,208.40** for Institute.

➤ **Board Vote:**

- **Yes: 2**
- **No: 0**
- **Abstain: 0**

V. **Public Comment**

- a. Ms. Rooney, Literacy Coach, comment regarding facility changes and available outdoor space for scholars.

VI. **Adjournment**

- a. The meeting concluded at 6:53 p.m.

