

Universal Bluford-Daroff Meeting Minutes
January 21, 2016

BOARD MEMBERS PRESENT:

Sultan Ahmad
Joel Seay
Cheryl Seay

Meeting began at 6:09pm

1. Meeting Minutes

- a. Mr. Ahmad asked for a motion to approve the minutes from December 17, 2015.
- b. Mr. Seay made a motion to accept the minutes and Mrs. Seay second that motion.
- c. The meeting minutes from December 17, 2015 were approved unanimously.

2. Monthly Reports

a. Daroff Reports

i. Principal Report

1. The new Assistant Principal Ms. Waters presented the Principal Report.
2. Zero period focuses on professional development.
3. The after school program has been focusing on more curriculum instead of homework.
4. There have been 3 new staff members added: 1 first grade teacher and 2 math teachers.
5. The school no longer has problems with the buzzer system, there has been a new buzzer installed.
6. There are monthly data meetings held to review data and focus on improving teaching and learning.
7. Formal observations have begun and will be completed for every instructional staff member prior to the end of the month.
8. In the month of December and beginning of January, there have been no issues with neighboring schools
9. Universal Daroff is still fully enrolled.
10. PBIS is working- Scholars are looking forward to weekly and monthly rewards and decreasing the incidents so they can attend.

ii. Daroff SAC Report

1. Ms. Tanine Jones Presented the SAC Report.
2. There was not a monthly SAC meeting this month.
3. The January newsletter has been completed.
4. The SAC officers will begin to meet the 1st Thursday of the month to discuss any concerns, the 3rd Thursday of the month to discuss

the newsletter and will they will have the SAC meeting on the 3rd Wednesday of every month.

5. Mr. Ahmad asked for a motion to approve the Daroff Principal and SAC Reports.
6. Mr. Seay made a motion to accept the reports and Mrs. Seay second that motion.
7. The Daroff Principal and SAC Reports were accepted unanimously.

b. Bluford Reports

i. Principal Report

1. Ms. Gary-Nelson presented the Bluford Principal Report.
2. There is a 96% daily attendance rate.
3. The school has been making morning wake up calls to get the additional 4% of the students in.
4. The reading stamina has increased for grades K-3.
5. The school progress report says that Bluford is #2 in their peer group.
6. On January 27th from 1-4 there will be professional development.
 - a. The math teachers will be leading the professional development session.
7. All formal observations will be completed by January 29th.
8. The School Home Base Center is working on attaining all of the medical consent forms for students.
9. Benchmark teachers have created instructional centers to reinforce skills that may not be mastered.

ii. Bluford FSRC Report

1. They have had a number of workshops and community events in December and January.
2. Upcoming events include:
 - a. January 25-29, 2016 – National School Choice Week
 - b. STEM trip to Adventure Aquarium
 - c. #TBT (Throwback Thursday) Bluford Best Memories (scholars will express their best memories at Bluford thus far by poster board, skits/plays, rap poems, bulletin board, etc. around the school halls)
 - d. Mini Me Day. (Tribute to Bluford exceptional Staff) Scholars choose their favorite staff member, and the scholar and staff member dress alike
3. Mr. Ahmad asked for a motion to approve the Bluford Principal and FSRC Report.
4. Mr. Seay made a motion to accept the reports and Mrs. Seay second that motion.
5. The Bluford Principal and FSRC Report were accepted unanimously.

c. The Central Office

i. Dr. Johnson presented the Central Office Report

1. The schools are still using the Danielson model which is helping the staff to ensure that scholars are showing educational growth.
2. Bluford has been ranked #2 in their peer group and they are doing really great work.
3. The school visits will continue to focus on the Instructional Leadership Team.
 - a. Daroff will be the last school on the list of school visits.
4. Discovery Steaming Plus is a resource that has been provided to every teacher in the Universal network.
 - a. This program allows virtual field trips and communication with anyone who has access to the program.
5. Daroff is doing a great job of working on the community in the school.
6. Daroff was ranked #5 out of 46 in their peer group.
7. The District Office has agreed to become more aggressive with the Math prep.
8. Mr. Ahmad asked for a motion to approve the Central Office Report.
9. Mr. Seay made a motion to accept the report and Mrs. Seay second that motion.
10. The Central Office Report was approved unanimously

d. Financial Report

i. Profit and Loss Budget

1. Mr. Dawan presented the July 2015-June 2016 Financial Report for Bluford and Daroff.
 - a. The profit and loss statements for Universal Bluford and Universal Daroff were reviewed.
 - b. Mr. Ahmad asked for a motion to approve the Bluford and Daroff Financial Report.
 - c. Mr. Seay made a motion to accept the reports and Mrs. Seay second that motion.
 - d. The Bluford and Daroff Financial Report were both accepted unanimously.

ii. Audit Reports

1. Mr. Dawan presented the Audit Report ending June 2015 for Bluford and Daroff.
 - a. The Audit Report for Universal Bluford and Universal Daroff were reviewed by the board members.
 - b. Mr. Dawan explained the report in detail.
 - c. Mr. Ahmad asked for a motion to approve the Bluford and Daroff Audit Report ending June 2015.

- d. Mr. Seay made a motion to accept the reports and Mrs. Seay second that motion.
- e. The Bluford and Daroff Audit Report ending June 2015 were both accepted unanimously.

e. HR Committee

- i. Mrs. Seay presented the HR committee report.
 - a. Both schools are interviewing candidates to fill any vacant positions.
- 2. There is a new Assistant Principal that has started at Universal Daroff: Ms. Waters.
- 3. Mr. Ahmad asked for a motion to approve the HR committee report.
- 4. Mr. Seay made a motion to accept the report and Mrs. Seay second that motion.
- 5. The HR committee report was approved unanimously.

f. Facilities Committee

- i. Mr. Seay presented the Facilities Report
 - 1. All of the issues at Daroff have been taken care of.
 - 2. Mr. Ahmad asked for a motion to approve the Facilities committee report.
 - 3. Mrs. Seay made a motion to accept the report and Mr. Seay second that motion.
 - 4. The Facilities committee report was approved unanimously.

g. Nomination Committee

- i. Mr. Ahmad presented the nomination committee report.
 - 1. There have been two people who have been approved to join the board

3. Public Comments

- a. A parent expressed her gratitude to Universal because her child has shown tremendous growth since attending the school.

4. Adjournment

- a. The meeting concluded.