

Universal Bluford-Daroff Meeting Minutes
February 18, 2016

BOARD MEMBERS PRESENT:

Mr. Sultan Ahmad
Mr. Joel Seay
Mr. Mark Allen
Ms. Martha Thomas Wiggins
Mr. David Fattah

Meeting began at 6:09pm

1. New Board Members

- a. The two new board members, Ms. Martha Thomas Wiggins and Mr. Mark Allen, were introduced and each of them spoke about their background.

2. Meeting Minutes

- a. Mr. Ahmad asked for a motion to approve the minutes from January 21, 2016.
- b. Mr. Seay made a motion to accept the minutes and Ms. Wiggins second that motion.
- c. The meeting minutes from January 21, 2016 were approved unanimously.

3. Monthly Reports

a. Bluford Reports

i. Principal Report

1. Ms. Gary-Nelson presented the Bluford Principal Report.
2. The teachers have started using higher order thinking questions in their lesson plans.
3. Tuesdays and Thursdays are utilized as test taking days in literacy and math for the PSSA's
4. February's Professional Development is focused on using assessment in instruction.
5. There are 4 Scholars who have been referred to Wordsworth as of 1/25/16.
 - a. There are 29 scholars currently being serviced by Wordsworth receiving at least 15 hours of service per week.
6. January's reward for PBIS is playing the staff in basketball for 30 minutes.
7. The school has now collected 70% of the medical consent forms for students.
8. Wake up calls are still being done for students who are having a hard time getting up for school.

9. Mr. Ahmad asked for a motion to approve the Bluford Principal report.
10. Mr. Seay made a motion to accept the report and Mr. Allen second that motion.
11. The Bluford Principal report was accepted unanimously.

ii. Bluford FSRC Report

1. They have had a number of events in January and February.
2. Upcoming events include:
 - a. 2/25/2016-A Walk Through History- Black History Month Concert Mr. Ahmad asked for a motion to approve the Bluford Principal and FSRC Report.
 - b. In March, they will have Read Across America, Movie Night and Staff vs. Scholar Basketball game
3. Mr. Ahmad asked for a motion to accept the FSRC report
4. Mr. Allen made the motion to accept the report and Mr. Fattah second that motion.
5. The Bluford FSRC Report was accepted unanimously.

b. Daroff Reports

i. Principal Report

1. Ms. Catanch- Bradley presented the Daroff Principal report.
2. The Central Office came to Daroff on February 17th and were able to monitor and give feedback.
3. One of the main goals is making sure that every student is able and comfortable to speak up in the classroom.
4. The vacancy gap is closing.
 - a. Vacancies Filled: Office Assistant, 1 Classroom Assistant and a Long term SPED teacher.
5. The CLI Model visit has been rescheduled to March PD Day.
6. On February 19th there will be a gender town hall to go over some gender safety issues
7. Daroff is still fully enrolled.
8. There will be a full week of activities for Black History Month.
9. Mr. Ahmad asked for a motion to approve the Daroff Principal Report.
10. Mr. Seay made a motion to accept the report and Ms. Wiggins second that motion.
11. The Daroff Principal Report was accepted unanimously.

ii. Daroff SAC Report

1. Ms. Tanine Jones Presented the SAC Report.
2. Starting in March, parents will be able to meet with the SAC on Thursdays.
3. The Graduation Coach Campaign will be coming to Daroff on March 16th.

4. In order to get more parent participation there will be letters going home to parents to let them know about each SAC meeting.
5. The SAC has a \$250.00 budget for the school year.

iii. Daroff FSRC Report

1. The FSRC has an annual Blood Drive coming up on 02/28
2. There are 19 referrals to Wordsworth STS
3. Tentative events:
 - a. CPR class for parents
 - b. Parent Café
 - c. Spirit of Philadelphia trip
4. Mr. Ahmad asked for a motion to approve the Daroff FSRC and SAC reports.
5. Mr. Seay made a motion to accept the reports and Mr. Allen second that motion.
6. The Daroff FSRC and SAC reports were accepted unanimously.

c. The Central Office

- i. Dr. Johnson and Dr. Nixon presented the Central Office Report
 1. February starts budget season for Universal.
 2. There is a 9 step process in place to prepare the budget:
 - a. School budget review, budget process overview, submit final school models, school budget and scheduling models distributed to school principals, finalize school budget, school budgets presentations, approval of the final budget, upload 2016-2017 school schedules to PowerSchool and the board budget presentations.
 3. February 12th was the Winter Learning Institute and it was a success.
 4. During the Instructional Rounds, the Central Office saw some excellent best practices exhibited in Bluford and Daroff.
 5. Schools are given their quantitative and qualitative data the day of the Instructional Rounds
 - a. They are also given a 30, 60 and 90day work plan.
 6. Universal Bluford has been rated second in their peer group.
 7. The Educator Effectiveness, a state evaluation system, is being implemented at Universal Daroff for teachers and principals.
 8. Mr. Ahmad asked for a motion to approve the Central Office report.
 9. Mr. Seay made a motion to accept the report and Ms. Wiggins second that motion.
 10. The Central Office report was approved unanimously

d. Facilities Committee

- i. Mr. Seay presented the Facilities report
 1. All of the issues at Daroff have been taken care of.

2. Most of the building issues Bluford had has been taken care of.
3. Mr. Ahmad asked for a motion to approve the Facilities committee report.
4. Ms. Wiggins made a motion to accept the report and Mr. Allen second that motion.
5. The Facilities Committee report was approved unanimously.

e. Finance Committee

- i.** Mr. Fattah educated everyone on the changes that could take place within the SRC.

4. Public Comments

- a. A parent had a question about her child's report card and she was directed to the Principal.

5. Adjournment

- a. The meeting concluded.