

**Universal Creighton Meeting Minutes**  
**September 22, 2015**

**Attendance:**

1. SULTAN AHMAD
2. CURTIS SAVOY
3. JERMAINE MILLHOUSE

**Meeting Began at 6:20pm**

**1. Meeting Minutes**

- a. Mr. Ahmad asked for a motion to approve the minutes from May 12, 2015.
- b. Mr. Savoy made the motion to approve the minutes and Mr. Millhouse second that motion.
- c. The meeting minutes from May 12, 2015 were approved unanimously.

**2. Monthly Reports**

**a. Financial Report**

- i. The board reviewed the July 2015- June 2016 budget:
  1. The total income is \$1,852,963.26, the budget is 8,821,037.00 and we are -\$6,968,073.74 over budget. This is 21% of the budget.
  2. The total expenses are \$1,897,898.40 the budget is 8,821,037.00 and we are -\$6,923,138.60 over the expense budget. This is 21.5% of the budget
- ii. Mr. Ahmad asked for a motion to approve the July 2015- June 2016 budget.
- iii. Mr. Savoy made the motion to approve the budget and Mr. Millhouse second that motion.
- iv. The July 2015- June 2016 budget was approved unanimously.

**b. Principal Report**

- i. Ms. Baldwin gave the principal report.
  1. Work is being done to continue to work on the comprehensive school plan.
  2. Creighton is actively trying to start a Home and School Association.
  3. This year there will be a mentoring component added to the Positive Behavior Intervention Program (PBIS).
  4. Some key partnerships include LaSalle Greater Philadelphia.
  5. The school year will begin with some parent workshops including Hispanic Heritage Month Celebration, Bully Awareness and Prevention, Volunteerism, and Special Education Services.
- ii. Ms. Canals spoke about Home and School
  1. There are 7-12 parents who are interested in joining the home and school program.
  2. They will kick off Hispanic Heritage Month on October 16<sup>th</sup>; there will language workshops available.
  3. Mr. Ahmad asked for a motion to approve the Creighton Principal and Home and School reports.

4. Mr. Savoy made the motion to approve the Principal and Home and School report and Mr. Millhouse Second that motion.
5. The Principal and Home and School report was approved unanimously.

**c. Central Office Report**

- i. Dr. Nixon presented the Central Office Report
  1. The Central Office is working hard to fill all vacant teacher positions.
  2. The school support visits will begin in October.
    - a. Dr. Nixon is sending a 10-12 page document to assist.
  3. There will be continuous professional development within Creighton.
  4. Universal has partnerships with children's literacy initiative grades K-3 and with LaSalle University.
  5. The central office has the Universal Leader ("Leader") that is distributed to the Staff and Principals.
    - a. They will make sure the board members also get the "Leader".

**d. The Firm Foundations Report**

- i. Dr. Nixon presented The Firm Foundations Report
- ii. The Firm Foundations Induction Institute will provide novice teachers with practical training and learning experiences including:
  1. • Professional Development • Individual Discovery and Reflection • Seminar on Current Issues in Education •
- iii. All teachers within who have not completed an approved induction program within the State of PA must participate in the Firm Foundations Institute.
- iv. Cohort members will be engaged in activities intended to allow time for personal reflection of their professional practice.
- v. Institute participants will begin each professional development session by investigating current problems and issues in American education.
- vi. Mr. Ahmad asked for a motion to approve the Central Office and Firm Foundations Report.
- vii. Mr. Savoy made the motion to approve the Central Office and Firm Foundations Report and Mr. Millhouse Second that motion.
- viii. The Central Office and Firm Foundations Report was approved unanimously.

**e. SAC Report**

- i. A written report was given the Principals, staff and board members but was not read aloud.

**f. FRSC Report**

- i. The FSRC has a variety of workshops they are doing including the Adult Literacy workshop, Bullying Awareness, CPR Training and Drug and Alcohol Prevention workshops.
- ii. The FSRC also has a variety of parental involvement activities including The Creighton News Letter, Black History Celebration and the Winter Concert.

- iii. Mr. Ahmad asked for a motion to approve the FSRC Report.
- iv. Mr. Savoy made the motion to approve the FSRC Report and Mr. Millhouse Second that motion.
- v. The FSRC report was approved unanimously.

### **3. Board Matters**

#### **a. New Board Member**

- i. Ms. Gail Greene's resume was given to the board well in advance to review.
- ii. Ms. Gail Greene has an extensive background in accounting and finance.
- iii. Mr. Ahmad asked for a motion to accept Ms. Greene as the new board member of Creighton.
- iv. Mr. Savoy made the motion to approve Ms. Greene as the new board member of Creighton and Mr. Millhouse Second that motion.
- v. Ms. Greene was accepted unanimously as the new board member of Universal Creighton.

#### **b. Board Term Limits**

- i. Moving forward there will be two sets of Term limits for each board member.
  - 1. Class A, which is members who serve three years; and Class B, which is members who serve five years.
- ii. Mr. Ahmad asked for a motion to accept the Board Term Limits.
- iii. Mr. Savoy made the motion to accept the Board Term Limits and Mr. Millhouse second the motion.
- iv. The board term limits were approved unanimously.

#### **c. Committee Structure**

- i. Moving forward there will be 5 standing committees:
  - 1. The facilities committee, the nomination committee, the academic committee, the HR committee and the finance committee.
- ii. The following chairs were suggested:
  - 1. The Facilities Committee- Mr. Millhouse
  - 2. The HR Committee- Mr. Savoy
  - 3. The Academic Committee- Mr. Thompson
  - 4. The Finance Committee- Ms. Greene
  - 5. The Nomination Committee- Mr. Ahmad
- iii. Mr. Ahmad asked for a motion to accept the Committee Structure.
- iv. Mr. Savoy made the motion to accept the Committee Structure and Mr. Millhouse second the motion.
- v. The Committee Structure was approved unanimously.

#### **d. Board Training**

- i. There will be a series of board training taking place over the next few months including topics such as: Conflicts of Interests, Code of Ethics, Responsibility of Charter School Governing Board and The Sunshine Law.
- ii. Mr. Ahmad asked for a motion to accept the board training topics.
- iii. Mr. Savoy made the motion to accept the board training topics and Mr. Millhouse second the motion.
- iv. The board training topics were approved unanimously.

#### **e. Additional Meeting**

- i. Mr. Ahmad asked for a motion to accept February 9, 2016 as the additional board meeting date.
- ii. Mr. Savoy made the motion to accept the additional meeting date and Mr. Millhouse second the motion.
- iii. The board unanimously approved February 9, 2016 as the next meeting date.

**f. Public Comments**

- i. There were no public comments made

**The board concluded its business and the meeting was adjourned.**