

**Universal Institute Meeting Minutes**  
**December 08, 2015**

**Board Members Present:**

1. Mr. Sultan Ahmad
  2. Mr. Shahied Dawan
  3. Ms. Renee Islam
- \*No quorum

**1. Old Business**

**a. Meeting Minutes**

- i. The meeting minutes from September 10, 2015 were reviewed by all board members present.

**2. Public Comments**

- a. A parent had some questions and suggestions about different ways to retain staff members at Universal Institute.

**3. New Business**

**a. Monthly Reports**

**i. Financial Report**

1. Mr. Dawan explained the Budget Loss and Profit statement to the board

**ii. Central Office Education Report**

- i. Dr. Nixon presented the Central Office Report.
  1. The Central office is teaming up with the Human Resources department to recruit new teachers and support staff.
  2. The school support visit for Universal Institute was November 12, 2015.
    - a. During the school visit, model classrooms were identified in Language Arts, Social Studies, Math and Science.
  3. All administrators must complete the formal Classroom evaluations on or before 01/29/2016.
  4. The Central Office has identified a need for ongoing training for the Family Student and Resources Center.
  5. The principal and the assistant principal received training during the principal meeting on data analysis, effective use of data protocols and data cycles during the months of November and December.
  6. The School Support Plan was also handed out and reviewed by each board member present at the meeting.

**iii. Principal Report**

- i. Mr. Williams presented the Principal Report.
  - 1. The Principal Instructional Vision includes 3 components: Classroom essentials, Domain 3 and job embedding instructional coaching.
  - 2. There are 3 new administrative staff members, 5 new Teachers, 2 new Health and Wellness staff members and 1 new Climate staff members that have joined the Universal Institute Team.
  - 3. One of the schools goals is to establish a relationship with the Marian Anderson Recreation Center and to reconnect the UICS relationship with The Philadelphia Clef Club.
    - a. Students interested in instrument instruction will receive small group lessons during the school day.
  - 4. UICS has kicked off PBIS Under the theme: Eagles “SOAR” (Scholars, Own, Actions, Respectfully)
    - a. Scholars and classes are awarded eggs from the school community for demonstrating positive behaviors- i.e. Soaring in their behavior and/or academics.
  - 5. Universal Institute Charter Schools current enrollment is 743 scholars.
  - 6. The After School program features things like: Homework/Academic Support, Social Concerns (Conducted Coat Drive/Volunteered at a Homeless Shelter), Basketball and Sewing.

**iv. Family and Student Services Report**

- 1. Mr. Highsmith presented the Family Student and Resources Center Report.
- 2. UICS participated in the Universal Companies Turkey Drive on 11/19/2015.
- 1. UCIS is planning its first Parent Teachers’ Association (PTA) meeting.
- 2. During the upcoming quarter, the FSRC plans to restore the bulletin boards, both outside of the center, and inside of the office space.
- 3. This FSRC will identify parent empowerment and educational materials that will be used for workshops that will provide additional support.
  - a. A Parent Association is still in the works.

**v. Board Matters**

- a. Committee chairs need to be approved.

- b. Mr. Ahmad suggested Dr. Chappel as the chair of the Finance committee, Ms. Gamble as the chair of the Human Resources committee and Ms. Islam as the chair of the Academic committee.
- c. There will be a conference call held with all board members to approve the committee chairs.

**vi. Adjournment**

- i. Mr. Ahmad asked for the meeting to be adjourned.

**The board concluded its business and the meeting was adjourned at 07:13pm.**