

## **Universal Institute Meeting Minutes**

### **April 12, 2016**

#### **Board Members Present:**

1. Mr. Sultan Ahmad, Chairman/President
2. Mr. Shahied Dawan, Treasurer
3. Ms. Renee Islam
4. Mrs. Faatimah Gamble
5. Dr. Emma Chappell
6. Mr. Kenneth Gamble

#### **Others Present**

1. Dr. Penny Nixon
2. Dr. Kendra Johnson
3. Mr. Jeffery Williams, Principal
4. Norris Bacon, Assistant Principal
5. Shirl Ishmael, Assistant Principal

*\*New Board Liaison arrived to meeting late at 6:28PM, therefore any reports and/or information presented before this time are not documented in the meeting minutes\**

#### **I. Old Business**

##### **A. Meeting Minutes**

- i. The meeting minutes from December 8, 2015 were reviewed by all board members present.

#### **II. Public Comments**

- A. There were no public comments during the beginning of the meeting.

#### **III. New Business**

##### **A. Monthly Reports**

##### **i. Principal Report**

- a. 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 is 1 new Teacher, and 1 new Health and Wellness staff member that have joined the Universal Institute Team.
  3. UICS have achieved its goal to establish a relationship with the Marian Anderson Recreation Center and to reconnect the UICS relationship with The Philadelphia Clef Club, while establishing a relationship with the Christian Street YMCA
    - a) The Boys Basketball team are able to utilize the Marian Anderson Recreation Center to Practice twice a week.
    - b) Scholars participate in once a week Music Theory class along with target instruction in piano at the Philadelphia Clef Club.

- c) Scholars in grades K-2 participate in weekly Safety Around Water classes at the Christian Street YMCA.
- 4. One of the schools goals is to resolve the lack of communication between the schools families to communicate with the school as well as for the school to send communications out to our families and stakeholders.
- 5. UICS PBIS: PSSA Focus
  - a) Scholars will be able to enter one ticket into a raffle each day of the PSSA by: Being on time and Following all PSSA's Do's and Don'ts
  - b). There will be a drawing at the end of testing for a chance to win prizes.
- 6. Universal Institute Charter School current enrollment is 731 scholars.
- 7. Celebration of Success was hosted at the Clef Club on Thursday, April 7, 2016 and Friday, April 8, 2016.
  - a). There were 4 shows, (2 each day), to accommodate all scholars and parents. Some of the Program Highlights included performances: Clef Club Musicians and UICS Scholars, UICS Music classes and Odunde 365

## **ii. Family and Student Services Report**

- i. Mr. Williams presented the Family Student and Resources Center Report.
  - 1. FSRC hosted the UICS Home and School Association (HSA) meeting and official Open House on February 8, 2016. A number of parents, families and scholars attended and were able to visit the newly decorated FSRC space
  - 2. The FSRC also competed in the UICS Black History Door Competition during the month of February. UICS scholars assisted with the door preparation and selected historic figures from the African American community and prepared information for public view. The FSRC placed third in the competition and was awarded a trophy.
  - 3. The FSRC, in conjunction with the UICS Social Awareness Committee, sponsored a book drive. Students, faculty, staff, and the community collected over 1, 200 books. The books will be sent to children in Sierra Leone, West Africa through an organization connected with West Chester University.
  - 4. The case manager also attended a meeting at the Philadelphia Food Bank to obtain certification to begin the process to open UICS Food Pantry.
  - 5. The Outreach and Exchange Connection Closet was cleaned and stocked during this quarter to include school uniforms, breakfast bars, coats, and lost-and-found items.
  - 6. FSRC is continuing to conduct workshops for scholars to prepare them for the PSSA. PSSA handouts are being given to parents to provide vital tips for both students and parents in preparation for the test.
  - 7. FSRC established hours of operation for computer use. Scholars have been utilizing the computers in the morning during check-in.

### **iii. Parent Report**

- i. Ms. Yasmeen Porter, President of the HSA, presented the parent report.
  1. The HSA is up and running and currently working on getting more parent participation and closing the communication gap between UICS and parents.
  2. HSA has created a Facebook page to advance in communicating with parents and families.
  3. Board members will work with HSA for improving parent participation.

## **IV. Central Office Education Report**

### **A. 21<sup>st</sup> Century Summer Acceleration Program 2016**

- i. Dr. Johnson presented the Central Office Report.
  - a. The Central office is kicking off its 21<sup>st</sup> Century Accelerated Learning Summer Academy.
    1. The Program will operate from July 5 – July 29, 2016, for all Universal Charter Schools scholars
      - a) The program will available at alternative Universal Charter School locations.
      - b) Universal Institute scholars will have to attend the program at an alternative location.
      - c) Services available will include: nurses at each location, breakfast and lunch provided.
    2. The Central Office will distribute its 21st Century extended day handbook to principals and distribute the flyer and application to scholars.
    3. The Central Office will post teacher/paraprofessional extended year employment application April 18, 2016
      - a) Application acceptance closes May 2, 2016.
      - b) Application status shared with candidates May 16, 2016.
    4. The summer school professional development will be held June 28, 2016 and the summer school room set-up will be June 29, 2016.
  - b. Mr. Ahmad called for Motion to approve Central Office report
    1. Mr. Gamble made a motion to approve the Central Office Report and Dawan second that Motion. The Central office report was approved unanimously.

## **V. Board Matters**

### **A. 2016-2017 UICS Board Calendar Approval\***

- i. Mr. Ahmad asked for a motion to accept the 2016-2017 Board Meeting Calendar.
  - a. Mr. Ahmad called for a motion to accept the 2016-2017 Board meeting calendar
  - b. Ms. Hill made a motion to accept the 2016-2017 board meeting calendar and Mr. Dawan second that motion. The 2016-2017 Board Meeting Calendar was approved unanimously

### **B. Uniform Guidance Grant Policies Review and Approval\***

- i. Board members received copies of Uniform Guidance Grant policies for review. No resolution was determined.

- ii. Mr. Ahmad called a motion to approve and adopt Uniform Guidance Grant policies. Mr. Dawan made a Motion to adopt Uniform Grant Guidance policies and to have a conference call for an official vote. Dr. Chappell second that motion.
- iii. There will be a conference call during the first week of May for resolution regarding Uniform Guidance Grant Policies.

**C. E-Signature Approval**

- i. **Mr. Ahmad called for a Motion for a resolution.**
  - a. Mr. Dawan made a Motion to except resolution for Dr. Nixon as UICS E-Signer for PDE. Ms. Hill second that motion. Motion to except resolution for Dr. Nixon as UICS E-Signer was approved unanimously.
  - b. Mr. Dawan made a Motion to permit Dr. Nixon to use E-signature for UICS E-Signer for PDE. Ms. Hill second that motion. Motion to permit Dr. Nixon to use E-signature for PDE was approved unanimously.

**D. Election of Board Officers**

- i. Mr. Ahmad nominated Dr. Chappel as the Board Secretary, Ms. Hill as Vice Chair of Board as well as Chair of the Academic committee, and Mr. Gamble as Chair of the Facilities committee.
- ii. Mr. Ahmad called for a motion to accept all the filled board member vacancies.
- iii. Mr. Gamble made a motion to accept all the nominated board members to fill board vacancies and Mrs. Gamble seconded that motion. The motion to accept all the nominated board members to fill board vacancies was approved unanimously.

**E. Committee Reports**

**ii. Finance/Audit Committee\***

**a. Financial Report**

1. Mr. Dawan presented the Budget Loss and Profit statement
2. Mr. Ahmad called for a motion to accept the Finance Report
3. Mr. Gamble made a motion to accept the Finance Report and Ms. Hill second that motion. The motion to accept the finance report was approved unanimously.

**VI. Adjournment**

- A. Mr. Ahmad asked for the meeting to be adjourned.
  - i. **The board concluded its business and the meeting was adjourned at 07:54pm.**