Universal Creighton Charter School

Board Meeting Minutes

May 17, 2016

Meeting called to order at 6:08PM

Board Members present:
Mr. Sultan Ahmad
Mr. Curtis Savoy
Mr. Garland Thompson
Ms. Gail Greene

1. **Meeting Minutes**
    a. Mr. Ahmad asked for a motion to table review of the minutes from February 9, 2016.
    b. Mr. Savoy made a motion to table the minutes and it was second by Ms. Greene.
    c. The meeting minutes from February 9, 2016 were tabled unanimously.
2. **Public Comment**
        i. All public comments were held off to the end of meeting to allow time for the meeting to be translated by Ms. Van Tsang, Bilingual Counselor Assistant.
3 **Monthly Reports**
    a. **Principal Report**
        i. Ms. Wendy Baldwin presented the Principal Report.
            1. Creighton leadership team is working to recruit, develop, retain and reward a premier workforce
            2. Creighton currently has three classroom teacher vacancies.
                a. Three ELL teacher vacanies
                b. There is one noon time aids vacancy open.
                c. This is less vacancies than the previous school year.
            3. Creighton implements the Literacy, Math, Science and Social Studies academic programs.
                a. Teachers collaborate weekly to plan lessons based on the best practices.
            4. Creighton has maintained its partnerships at the school are:
                a. LaSalle GPIC, the Children's Literacy Initiative and the Experience Corp.
            5. Strategically implementing the PBIS program that pro-actively addresses student behavior before it develops into a concern.
            6. The leadership team has been continuously reaching out to various local businesses to establish a partnership.
            7. All students reading levels have been assessed
            8. All students math proficiency levels have been assessed..
                a. Student Benchmark data have been analyzed.

9. There is currently 755 students enrolled at Creighton.
10. Mr. Ahmad asked for a motion to approve the Principal Report.
11. Mr. Thompson made a motion to accept the Principal Report and it was second by Ms. Greene.
12. The Principal report was approved unanimously.

b. Family and Student Services Report (FSRC Report)

i. Ms. Maria Luisa Canales presented the FSRC report.

1. The Black history Assembly in February had 55 parents in attendance.
2. The Title 1 meeting in March had 12 parents in attendance.
3. The Principal Roundtable in April had 23 parents in attendance.
4. There was a number of different events from February through April that little to no parent participation..
5. Mr. Ahmad asked for a motion to approve the FSRC Report.
6. Mr. Thompson made a motion to accept the FSRC Report and it was second by Ms. Greene.
7. The FSRC report was approved unanimously.

c. **Central Office Education Report**

i. The Central Office Report was presented by Dr. Nixon.

1. Central Office is partnering with the Human Resources department to actively recruit high quality certified teachers.
    a. The recruitment of highly qualified teachers and staff is necessary if Universal is to achieve the goals set forth in the charter agreement.
    b. There have been teachers recruited for the 2016-2017 school year.
2. The central office team in the process of revising the 2015-2016 Academic Plan. The revised plan will be updated based on numerous data sources
3. Central Office is in the process of creating a data department that can strengthen data use, process and systems to drive change and improve performance.
    a. This is a high level position to provide guidance and analysis skills.
    b. The position cannot be filled until June when the budget is approved.
4. The proposed 2016-2017 school budgets reflect additional staff to support
    a. 2 additional Instructional Coaches
    b. 3 Instructional Coaches for ELL as the ELL role has been expanded.
5. Mr. Ahmad asked for a motion to approve the Universal Creighton Central Office Report.

6. Mr. Thompson made a motion to accept the Report and it was second by Ms. Greene.
7. The Central Office report was approved unanimously.

4. Board Matters

a. Board Action Items

ii. Dr. Nixon Presented the 2016-2017 academic calendar while the board read along.
   1. Mr. Ahmad asked for a motion to accept the 2016-2017 academic calendar
   2. Mr. Thompson made a motion to accept the 2016-2017 academic calendar and Mr. Savoy seconded that motion.
   3. The motion to accept the 2016-2017 academic calendar was approved unanimously

iii. Ms. Finney presented a summary of the E-Signature resolution authorizing Dr. Nixon the use of E-signature for all PDE contracts and agreements for Creighton.
   1. Mr. Ahmad asked for a motion to accept the E-Signature resolution for Dr. Nixon.
   2. Mr. Thompson made a motion to accept the E-Signature resolution for Dr. Nixon and Mr. Savoy seconded that motion.
   3. The motion to accept the E-Signature resolution was approved unanimously

iv. Dr. Nixon presented the Uniform Guidance Grant Policies the Board was presented with copies to review.
   1. Mr. Ahmad asked for a motion to accept and adopt the UGGP for Creighton
   2. Mr. Thompson made a motion to accept and adopt the UGGP for Creighton and Ms. Greene seconded that motion.
   3. The motion to accept the accept and adopt the UGGP for Creighton was approved unanimously

v. Ms. Baldwin presented the 2016-2017 School Improvement Plan for Creighton.
   1. Mr. Ahmad asked for a motion to accept the 2016-2017 School Improvement Plan for Creighton.
   2. Mr. Thompson made a motion to accept 2016-2017 School Improvement Plan for Creighton and Ms. Greene seconded that motion.
   3. The motion to accept the accept 2016-2017 School Improvement Plan for Creighton was approved unanimously

vi. The board reviewed the 2016-2017 Board Meeting Calendar for Creighton.
   4. Mr. Ahmad asked for a motion to accept the 2016-2017 Board Calendar for Creighton.

5. Mr. Savoy made a motion to accept 2016-2017 board meeting calendar for Creighton and Ms. Greene seconded that motion.
6. The motion to accept the accept 2016-2017 board meeting calendar for Creighton was approved unanimously

vii. Mr. Islam presented the board with amendments to the bylaws for Creighton.

7. Mr. Ahmad asked for a motion to table the amended bylaws for Creighton to allow board members to review further.
8. Mr. Thompson made a motion to table the bylaws and Mr. Savoy seconded that motion.
9. The motion to table the bylaws was approved unanimously

b. Committee Reports

i. Ms. Greene presented the Finance Report.

1. Mr. Ahmad asked for a motion to accept the Profit and Loss Budget report as it was presented.
2. Mr. Thompson made a motion to accept the Profit and Loss Budget report as it was presented and Mr. Savoy second that motion.
3. The motion to accept the Profit and Loss Budget report was approved unanimously.

ii. Mr. Savoy presented the Academic Committee Report. Mr. Savoy will submit recommendations to board liaison.

1. Mr. Ahmad asked for a motion to accept Academic Committee report as it was presented.
2. Mr. Thompson made a motion to accept the Academic Committee report as it was presented and Mr. Savoy second that motion.
3. The motion to accept the Academic Committee report was approved unanimously.

iii. Mr. Savoy presented the Academic Committee Report. Mr. Savoy will submit recommendations to board liaison.

1. Mr. Ahmad asked for a motion to accept the HR Committee report as it was presented.
2. Mr. Thompson made a motion to accept the HR Committee report as it was presented and Mr. Savoy second that motion.
3. The motion to accept the HR Committee report was approved unanimously.

5. **Adjournment**

i. Mr. Ahmad asked for a motion to adjourn the meeting.
ii. Mr. Thompson made the motion to adjourn the meeting.
iii. The motion was seconded by Mr. Savoy.

The board concluded its business at 7:38PM and the meeting was adjourned.