

Universal Institute Charter Schools (UICS)  
Conference Call Minutes  
June 10, 2016

**Board Members Present:**

1. Mr. Sultan Ahmad, Chairman/President
2. Mr. Shahied Dawan, Treasurer
3. Dr. Emma Chappell
4. Ms. Renee Hill

*The conference call begin at 10:00AM*

**I. Old Business**

**A. Meeting Minutes\***

- i. The Meeting Minutes from April 12, 2016 were reviewed by all board members present at the June 7, 2016 Meeting. Board Members not present received electronic copies of April 12, 2016 Minutes. Board Members discussed and made corrections to the meeting minutes.
  - a. Mr. Ahmad asked for a motion to approve the April 12, 2016 Meeting Minutes with additions and corrections.
  - b. Mr. Dawan made a motion to approve the April 12, 2016 Meeting Minutes with the additions and corrections and Ms. Hill second that motion.
  - c. The April 12, 2016 Meeting Minutes were approved unanimously.

**II. New Business**

**A. Monthly Reports**

**i. Principal Report\***

- a. The Principal Report was reviewed by all board members present at the June 7, 2016 Meeting. Board Members not present received electronic copies of the Principal Report. There was discussion amongst board members regarding the Principal Report.
  1. Mr. Ahmad asked for a motion to approve the Principal Report which was presented at the June 7, 2016 board meeting.
  2. Mr. Dawan made a motion to approve the Principal Report and Dr. Chapell second that motion.
  3. The Principal Report was approved unanimously.

**ii. Family and Student Services Report and Parent Report\***

1. The FSRC and Parent Reports was reviewed by all board members present at the June 7, 2016 Meeting. Board Members not present received electronic copies of the FSRC and Parent Reports. There was discussion amongst board members regarding the FSRC and Parent Report.
  1. Mr. Ahmad asked for a motion to approve the FSRC and Parent Reports which was presented at the June 7, 2016 board meeting.

**\*Presented and reviewed during board meeting Required Board Approval**

2. Mr. Dawan made a motion to approve the FSRC and Parent Reports and Dr. Chapell second that motion.
3. The FSRC and Parent Reports were approved unanimously.

**iii. Central Office Education Report\***

1. The Central Office Report was reviewed by all board members present at the June 7, 2016 Meeting. Board Members not present received electronic copies of the Central Office Reports. There was discussion amongst board members regarding the Central Office Report.
  1. Mr. Ahmad asked for a motion to approve the Central Office Report which was presented at the June 7, 2016 board meeting.
  2. Dr. Chapell made a motion to approve the Central Office Report and Mr. Dawan second that motion.
  3. The Central Office Report was approved unanimously.

**III. Board Matters**

**a. 2016-2017 UICS School Improvement Plan\***

- i. Board members were given a copy of the School Improvement Plan at the June 7, 2016 meeting. Board members not present during the meeting received electronic copies. There was discussion amongst board members regarding the 2016-17 School Improvement Plan.
  1. Mr. Ahmad asked for a motion to approve the 2016-17 School Improvement Plan which was presented at the June 7, 2016 board meeting.
  2. Dr. Chapell made a motion to approve the 2016-17 School Improvement Plan and Ms. Hill second that motion.
  3. The 2016-17 School Improvement Plan was approved unanimously.

**b. 2016-2017 Academic Calendar\***

- i. Board members received copies of the 2016-17 Academic Calendar at the June 7, 2016 meeting. Board members not present during the meeting received electronic copies.
  4. Mr. Ahmad asked for a motion to approve the 2016-17 Academic Calendar which was reviewed at the June 7, 2016 board meeting.
  5. Dr. Chapell made a motion to approve the 2016-17 Academic Calendar and Mr. Dawan second that motion.
  6. The 2016-17 Academic Calendar was approved unanimously.

**c. Committee Reports**

**1. Finance/Audit Committee\***

**a. Financial Report**

1. Board members received copies of the Financial Report at the June 7, 2016 meeting. Board members not present during the meeting received electronic copies. There was discussion amongst board members regarding the Financial Report.

**\*Presented and reviewed during board meeting Required Board Approval**

- a. Mr. Ahmad asked for a motion to approve the Financial Report which was presented at the June 7, 2016 board meeting.
- b. Dr. Chapell made a motion to approve the Financial Report and Ms. Hill second that motion.
- c. The Financial Report was approved unanimously.

**IV. Adjournment**

- A. Mr. Ahmad asked for the meeting to be adjourned.
  - i. The board concluded its business and the conference call was adjourned at 10:11am.