

**Universal Bluford-Daroff Meeting Minutes**  
**June 16, 2016**

**BOARD MEMBERS PRESENT:**

Mr. Sultan Ahmad  
Mr. Joel Seay  
Mr. David Fattah  
Mrs. Cheryl Seay  
Ms. Martha Wiggins

**Meeting began at 6:06pm**

**1. Meeting Minutes**

- a. Mr. Ahmad asked for a motion to approve the minutes from April 21, 2016
- b. Mr. Seay made a motion to accept the minutes and Ms. Wiggins second that motion.
- c. The meeting minutes from April 21, 2016 were approved unanimously.

**2. Monthly Reports**

**a. Bluford Reports**

**i. Principal Report**

1. Mrs. Gary-Nelson presented the Bluford Principal Report.
2. School Support Visit- June 1st identified trends and prioritized goals for the remainder of the school year and for the start of the 2016-2017 Academic School
3. Power of 3- has positively impacted student behavior in 7 out of the nine classrooms
4. Principal Gary-Nelson is interviewing candidates for the instructional coach position, assistant principal position, certified teachers and classroom assistants.
5. Goal for next year is greater accountability and the implementation of a metric system to ensure the needs of our scholars are being met to the fullest degree.
6. Consistent implementation of effective instructional practices that meet the needs of all students across all classrooms and aligns to the Pennsylvania Framework for Teaching.
7. Mrs. Gary Nelson Presented the Schools Improvement Plan. Board Members were given copies of the SIP to read along while Mrs. Gary Nelson presented.
8. Mr. Ahmad asked for a motion to accept the Bluford Principal report.
9. Mrs. Seay made a motion to accept the report and Mr. Seay second that motion.
10. The Bluford Principal report was accepted unanimously.

**ii. Bluford FSRC Report**

1. Ms. Frystal Johnson presented Bluford FSRC Update
2. June 2nd the FSRC partnered with Omega Psi Phi, Zeta Iota Iota Chapter to enlighten the Bluford community about Sickle Cell Disease and how it impacts the black community.
3. They are conducting a truancy intervention program:
  - a. (1) three unexcused absences a letter is sent home to parent,
  - (2) six unexcused absences a personal call is made to parent,
  - (3) an additional follow-up letter is sent home, (4) truancy action plan is developed, and (5) truancy court referral is sent.
4. They have had a number of events and workshops in March including:
  - a. Read Across America (Guest Readers)
  - b. Dress in your Favorite Dr. Seuss character
  - c. Math and Literacy Night
  - d. Kindergarten Open House
  - e. PSSA Parent Workshop
5. Some upcoming events include:
  - a. Wear Blue for Autism Awareness
  - b. PSSA scholar Rally

### **iii. Bluford School Advisory Council Report**

1. Meeting was held on Wednesday, June 8, 2016 to recruit new members. Ms.
2. Zenobia Shah discussed the 21st Century Program for afterschool and summer 2016. She encouraged the parents to send their children to the summer program and spread the news to other parents. Ms. Huzzy discussed the role of the School Advisory Council and give out literature pertaining to the role of the SAC, membership process and officer selections.
3. The Bluford FSRC Report and Home and School Association Report was accepted unanimously.

## **b. Daroff Reports**

### **i. Principal Report**

1. Ms. Waters presented the Daroff Principal Report.
2. Maximize academic achievement in a personalized 21st century learning environment for every scholar to graduate from high school “college and career ready”
3. Recruit, develop, retain and reward a premier workforce
4. Implement a Community School strategy to cultivate duty-honored partnerships with families, businesses, faith-based groups and community organizations to provide a sustainable system of support and care for all stakeholders
5. Promote a system-wide culture of safety, effective engagement, cultural competency, and customer service
6. Current Vacancies: 18

7. Mr. Ahmad asked for a motion to approve the Daroff Principal Report.
8. Mrs. Seay made a motion to accept the report and Mr. Seay second that motion.
9. The Daroff Principal Report was accepted unanimously.

**ii. Daroff FSRC Report**

1. Ms. Waters Presented the SAC Report.
2. Referrals to Wordsworth STS – Wordsworth has been incredibly understaffed al year. Referrals from scholars have been backed up all year and meetings with this provider have commenced to create a better pipeline of services for scholars. Evaluations that have been completed months ago still are not completed and scholars are in true need of those services.
3. 2 service referrals for homelessness-day passes provided as well as uniforms and referrals for transportation assistance.
4. Mr. Ahmad asked for a motion to approve the Daroff FSRC report and Mrs. Seay made a motion to accept the reports and Mr. Seay second that motion.
5. The Daroff FSRC report were accepted unanimously.

**c. The Central Office**

- i. Dr. Johnson presented the Central Office Report for both Bluford and Daroff.
  1. The Central Office have 6 goals that will contribute as a guideline achieve the Universal Education mission.
    - i. The first goal is to maximize academic achievement in a personalized 21st century learning environment for every scholar to graduate from high school “college and career ready”
    - ii. The second goal is Recruit, develop, retain and reward a premier workforce
    - iii. The third goal is implement a Community School strategy to cultivate duty-honored partnerships with families, businesses, faith based groups and community organizations to provide a sustainable system of support and care for all stakeholders
    - iv. The fourth goal is Promote a system-wide culture of safety, effective engagement, cultural competency, and customer service
    - v. The fifth goal is Strengthen data use, processes and systems to drive change and improve academic performance
    - vi. The sixth goal is Inspire and nurture learning, creativity, innovation and entrepreneurship through technology and strategic school redesign

2. The Central Office team is in the process of revising the Academic Plan. The revised plan will be updated based on numerous data sources.
3. The goal is to bring City Year back to help with one-on-one support.
4. Dr. Johnson and Principal Gary-Nelson team up to strategize a plan to increase academics and the financial budget.
5. The 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. There will be several database that teachers can use.
6. Technology will be the tool for corrective measures.
7. The Central Office identified a need for ongoing training and changes to the Family Student Resource Center (FSRC).
8. Central Office staff provides on-site supports to the principal and Assistant principals on climate, culture, and safety.
9. The Spring School Support visit was held on May 18, 2016. The board was presented with a copy of the School Support Plan for Bluford and Daroff.
10. Mr. Ahmad asked for a motion to approve the Central Office report.
11. Mrs. Seay made a motion to accept and approve the report and Mr. Seay second that motion.
12. The Central Office report was approved unanimously

**d. Facilities Committee**

- i. Mr. Seay presented the Facilities report
  1. There were no updates for the facilities committee.
    - a. Mr. Seay will email all findings and recommendations.
  2. Mr. Ahmad asked for a motion to approve the Facilities committee report.
  3. Mrs. Seay made a motion to accept the report and Ms. Wiggins second that motion.
  4. The Facilities Committee report was approved unanimously.

**e. Finance Committee**

- i. The Board was presented with a copy of the Finance Report
  - a. Profit and Loss Budget Report was reviewed.
- ii. Mr. Ahmad asked for a motion to accept and approve finance report.
  - a. Mr. Seay made a motion to accept and approve finance report as presented. Ms. Seay second that motion.
  - b. The finance Committee report was approved unanimously.

**f. HR Committee**

- i. Mrs. Seay presented the HR Committee Report

1. HR committee have concerns regarding trauma training for teachers and staff in both schools. .
2. There is a lack of consistency in teaching staff.
3. There is a need for climate control.
  - a. Daroff currently have 5 climate specialist
4. Classroom aids are need in upper grades to help control climate
5. Need protocol when handling students with special needs.
  - a. will email all finding and recommendations.
6. Mr. Ahmad asked for a motion to approve the HR committee report.
7. Mr. Seay made a motion to accept the report and Ms. Wiggins second that motion.
8. The HR Committee report was approved unanimously.

**g. Academic Committee**

- i. Ms. Wiggins presented the Academic Committee Report
  1. There was a school visit to Daroff. The academic committee is looking to become more involved in the special education needs.
  2. Academic committee commend both schools on improvement.
  3. Advise the schools need more resources.
  4. Mr. Ahmad asked for a motion to approve the Academic committee report.
  5. Mrs. Seay made a motion to accept the report and Mr. Seay second that motion.
  6. The Academic Committee report was approved unanimously.

**3. Board Matters**

- a. The board was presented with a copy of the 2016-17 Daroff School Improvement Plan. Ms. Waters presented the 2016-17 Daroff School Improvement Plan.
- b. The board was presented with a copy of the 2016-17 Bluford School Improvement Plan. Mrs. Gary-Nelson presented the 2016-17 Bluford School Improvement Plan.
  1. Mr. Ahmad asked for a motion to approve the School Improve Plan for both Bluford and Daroff.
  2. Mr. Seay made a motion to approve the School Improve Plan for both Bluford and Daroff. and Mrs. Seay second that motion.
  3. The 2016-17 School Improve Plan for both Bluford and Daroff was approved unanimously.
- c. The Board reviewed and discussed the 2016-2017 Amended Board Calendar.
  1. Mr. Ahmad asked for a motion to approve the 2016-2017 Amended Board Calendar
  2. Mr. Seay made a motion to approve the 2016-2017 Amended Board Calendar and Mrs. Seay second that motion.
  3. The 2016-17 Amended Board Calendar was approved unanimously.

- d. Mr. Ahmad asked for a motion to skip July meeting and resume in August. Ms. Wiggins made a motion to skip the July meeting and resume in August. Mr. Seay Second that motion. The Board unanimously approved to skip the July meeting and resume in August.

**4. Public Comments**

- a. There were no public comments.

**5. Adjournment**

- a. Mr. Ahmad asked for a motion to adjourn meeting.
- b. Mr. Seay made a motion to adjourn and Mrs. Seay second that motion.
- c. The meeting concluded at 8:05pm.