

**Universal Institute Meeting Minutes**  
**June 7, 2016**

**Board Members Present:**

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

*The meeting begin at 6:19*

**I. Old Business**

**A. Meeting Minutes\***

- i. The meeting minutes from April 12, 2016 were reviewed by all board members present April 12, 2016 minutes were tabled.

**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. UISC is preparing to close out the school year strong with on 8 days remaining.
  3. 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.
  4. There are 2 new Instructional Coaches, 1 new Teacher, and a new Assistant Principal that have joined the Universal Institute Team.
  5. UICS is actively recruiting for the 2016-17 School year:
    - a. Grade 5 Science and Social Studies Teacher, Grade 6 Math and Social Studies, Grade 7 English and Language Arts and Social Studies, and Special Education Liaison
  6. UICS have been dealing with the challenge with communication, It has been an outstanding problem for our families to communicate with the school as well as for the school to send communications out to our families and stakeholders
  7. All areas have been identified however the in ability to fix quickly is due to the lack of facility staff.
  8. One of the schools goals is to make the Book Drive for Sierra Leone an annual event. This year scholars collected over 2000 books.

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9. UICS has established a new partnership with Philadelphia Community Youth Corp in Jenkintown, PA. Scholars visited PCYC and came back redirecting other scholars.
10. UICS spoke with City Councilman, Kenyatta Johnson in regards to establishing PCYC in South Philadelphia at UICS.
11. UICS Move Up Day is scheduled for Thursday June 16, 2016 for Kindergarten and 8<sup>th</sup> grade scholars.
12. Universal Institute Charter School current enrollment is 731 scholars.

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

1. Mr. Tyrone presented the Family Student and Resources Center Report.
  1. FSRC provided services to **386** individuals during this reporting period
  2. The FSRC promoted a job fair that was held at the University of the Sciences on May 21, 2016.
  3. The FSRC, is still working to grow the Home and School Association.
  4. FSRC continues to support UICS Health Services in its effort to increase the number consents for treatment that are signed by parents and on file. Through collaborative efforts, UICS has reached its goal of more than 75% compliance.

**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 collaborate with student government for book drive.
  3. HSA plan to meet 3 Wednesday's during the month of July to prepare for the 2016-17 school year.

**IV. Central Office Education Report\***

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

- i. Dr. Cruz presented the Central Office Report.
  1. The Central Office have 6 goals that will contribute as a guideline achieve the Universal Education mission.
    - a. 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"
    - b. The second goal is Recruit, develop, retain and reward a premier workforce
    - c. 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
    - d. The fourth goal is Promote a system-wide culture of safety, effective engagement, cultural competency, and customer service

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- e. The fifth goal is Strengthen data use, processes and systems to drive change and improve academic performance
  - f. 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 adoption of a Humanities, Social Studies and African-American Studies curriculum is proposed to ensure that scholars have access to rigorous curriculum and core program materials in the humanities.
  4. The proposed 2016-2017-school budget reflects additional staff to support academic achievement.
  5. The Literacy and Math Curriculum is currently undergoing an audit to ensure that the curriculum is updated to reflect feedback from 2 teachers and administrators
  6. 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.
  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.

**V. Board Matters**

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

- i. Mr. Williams presented the 2016-17 School Improvement Plan.
- ii. Board members were given a copy of the School Improvement Plan to read along while Mr. Williams presented.

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

- i. Board members received copies of the 2016-17 Academic Calendar to review.

**C. Committee Reports**

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

**a. Financial Report**

1. Mr. Dawan presented the Budget Loss and Profit statement

**VI. Public Comment**

1. Two UICS teachers comment how the change in administration will have a negative impact on entire school community.

**VII. Adjournment**

**A. Mr. Ahmad asked for the meeting to be adjourned.**

- i. The board concluded its business and the meeting was adjourned at 07:46pm.

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