

**Universal Bluford-Daroff Meeting Minutes**  
**July 16, 2015**

**Attendance:**

1. SULTAN AHMAD, CHAIRMAN
2. DAVID FATTAH
3. CHERYL SEAY
4. JOEL SEAY

**Also Present:**

1. HORACE ROONEY
2. ALYA CATANCH-BRADLEY
3. GWENDOLYN MINNICK
4. DR. KENDRA JOHNSON
5. ERICKA WASHINGTON
6. JULISA EPPS
7. MU'MIN ISLAM, ESQ
8. TANINE JONES

**Meeting Began at 6:33pm**

**1. Meeting Minutes**

- a. Mr. Ahmad made a motion to approve the minutes from June 18, 2015
- b. Correction made: There were public comments during the last meeting
- c. The meeting minutes from June 18, 2015 were approved unanimously.

**2. Monthly Reports**

**a. Legal Report**

- i. Mr. Islam gave the legal updates
  1. We are scheduled for our August renewal of the charter. Those dates are August, 17, 18, 19. We are also tentatively scheduled for the 21<sup>st</sup> and 22<sup>nd</sup>.
  2. As part of our legal strategy there will be a petition party on July 22, 2015 from 4-6pm at Universal Bluford.
  3. We have been given 10 recommendations by the school district to comply with to maintain the charter and we have responded to almost all of them.
  4. We have to add two additional board members who have to have a background in financing and academics.
  5. Board trainings need to be submitted by October. We will discuss this in the august board meeting.
  6. Statement of financial interest are still outstanding. Will send an outline of how the forms should be filled out.
  7. The Annual Report has to be completed by August1<sup>st</sup>. It is not available at this time but once it is, will have a meeting/ conference call to approve it.

8. The board has to have a meeting to vote and approve that 75% of teachers are certified and 100% of teachers are highly qualified according to the No Child Left Behind Act by August 1<sup>st</sup>.
9. Mr. Islam explained that if there is a large turnout at the Hearing on August 17<sup>th</sup> the hearing officer may reschedule to a later date.
10. Mr. Islam will make a written report to the board to lay out the term limits for each board member and have it available at the next board meeting.
11. The Legal Report was accepted as read

**b. Academic Report**

- i. Ms. Washington, Dr. Johnson and Ms. Bradley presented the Academic Report.
- ii. The results from the last achievement tests that covers the 2014-2015 year will be available in August and the board will get a copy of those results prior to the next board meeting.
  1. The test is more rigorous now because it requires the scholar to read and analyze and it emphasizes reading for grades 3-8.
  2. This is the first year the test was different and it is expected that the schools, including the suburban schools may not do as well on the test.
  3. When the scores for the achievement test are released the state will also release the information explaining how the test were graded.
  4. The research team will be doing a correlation study to help us better understand the test results from the state assessment and to help determine how our benchmarks are predicting success on the state assessment.
- iii. The oncoming K scholars have been invited to do a four-week program every day for the same four hours as everyone else starting to learn cognitive skills that are new.
- iv. There should be small group instruction in all of the literacy classes. So, when you look at balanced literacy, there should be a balance of reading and writing, but more so, there is time for individuality.
- v. The school received the CLI Grant (Children's Literacy Initiative) which allows coaches to come in and work with principals and teachers to help them with strategies for early literacy.
- vi. The counseling and Family Student Resource Center staff will act as a liaison, so that they can inform the parent if their child needs special services and how to get them.
- vii. In the fall, we should see a decrease in the amount of time between authorization, evaluation and the start of services for parents/scholars that need it.
- viii. Mr. Ahmad made a motion to approve the Academic Plan
- ix. The board unanimously approved the Academic Plan.

**c. Admissions Policy Report**

- i. There has been an emphasis on working with FSRC to ensure that parents are not turned away when coming for admission.
- ii. Everyone has been trained to understand that you are required to ask for these documents, and as long as parents have those, then they are to be enrolled as long as they are in the catchment area.
- iii. The enrollment process has been aligned with the Pennsylvania school code as well as the charter agreement with the school district.
- iv. The different ways a parent can enroll and the different languages on the enrollment forms have been updated and has been added to the website.
- v. Mr. Ahmad made a motion to approve the Admissions Policy for 2015-2016.
- vi. The board unanimously approved the Admissions Policy.

**d. Principal Report**

**i. Daroff**

1. Ms. Bradley gave the principals report.
  - a. Ms. Bradley transitioned to be the new principal as of July 1<sup>st</sup>, 2015.
2. A math coach will be added to help scholars in the math area and to respond to instructional shifts.
3. Universal Daroff and Universal Bluford will have to hold after school programming and starting in September as part of the Cohort 7 grant compliance.
  - a. In order to make the Cohort 7 grant more accessible for renewal they may have to slightly decrease the amount of the grant by reducing the amount of after school scholar's participants.
4. There will be a Career Fair held on July 29, 2015 from 10:00 to 2:00.
  - a. During the fair HR will be there to interview and have teachers do demo lessons and then offer them positions on the spot.
5. The Summer Academy has 160 scholars daily, but went up to as high as 174. There are 25 incoming K scholars and a second kindergarten teacher has been added to accommodate small group size.
6. Daily enrollment is holding steady and there are numerous parents coming in for kindergarten; Kindergarten will have 115 scholars.
7. Black Women in Sports is coming to the school.
8. There will be a clinic on July 30 for lacrosse and field hockey.
9. Part of the 21st Century grant is the emphasis on parent engagement.
  - a. There will be two joint bus trips between Daroff and Bluford on July 25<sup>th</sup> and August 1st from 10am to 2pm at the

Franklin Institute. The tickets and buses will be paid for and the families are invited to attend.

10. The Home and School Association will have their own bank account and will follow the bylaws.
11. On July 22, 2015 there will be having testing done for adult basic education and the GED.
12. The Safe Foundation Back to School Festival will be on Saturday, August 15.
13. There will be 12 interviews next week to fill positions with Highly Qualified teachers.
14. Mr. Ahmad made a motion to accept the principal's report and conclude the Daroff section.
15. The board unanimously accepted the principal's report.

**e. Principal Report**

**i. Bluford**

1. Mr. Rooney gave the Bluford Principals Report
2. In order provide more focused instruction, Bluford should go back to having no more than 25 students per class room.
3. SSR is going to be promoted and monitored for the teachers.
4. Universal is going to be departmentalizing, which is grades 3-6, we and will analyze which teachers have the best results in a given subject area and then place them to teach that given subject area.
  - a. Teaching one subject area should increase their ability to teach with fidelity.
5. Bluford will be incorporating Cornell notes for the teachers, and we will be modeling these reading strategies through professional development.
6. Problem based learning and error analysis will be incorporated in math strategies.
7. The Discovery Education program, which is a computer program to give the students bi-weekly formative assessments, will be used to help with academic success.
8. One of the main focuses is to make sure the students are actually learning what they are being taught so teachers can tailor their lessons accordingly.
9. Additional staffing will also change: There will be 5 climate specialists and 2 Dean's; one will be the dean of students and the other will be in a FSRC position.
10. Involvement in academics and athletic programs will be incentive based for the students.
11. There are still LS vacancies and literacy vacancies that have been approached aggressively to fill. Fill. The UC hiring fair was very helpful in that regard.

- a. Interviews will include demo lessons to see what skills each person brings to the table.
- 12. Another focus is problem based strategies which gives students a problem and they have to solve it using the information they learned.
- 13. Mr. Ahmad made a motion to accept the principal's report and conclude the Bluford section.
- 14. The board unanimously accepted the principal's report.
- f. Nominating Committee Report**
  - i. There is no report.
- g. Audit and Finance Committee**
  - i. The chairman of the Audit and Finance Committee is David Fattah
  - ii. There is no report.
- h. HR/ Personnel Committee**
  - i. The chairman of the HR committee is Cherly Seay.
  - ii. The background check affidavit needs to be submitted and approved.
  - iii. There is no report.
- i. Academic Committee Report**
  - i. The chairman of the Academic Committee is Glenn Ellis
  - ii. There is no report
- j. Facilities Committee Report**
  - i. There is no report
  - ii. The chairman of the Facilities Committee is Joel Seay
- 3. Board Matters**
  - i. No board matters
- 4. Public Comments**
  - i. Public comments were made after meeting, not to reflect on record

**The board concluded its business and the meeting was adjourned at 8:30pm**