

Universal Academy Board Meeting Minutes Emergency Meeting – October 29, 2025

LTTS Charter School Inc. dba Universal Academy

Emergency Board Meeting held via Zoom

Date: October 29, 2025

Time: 1:05 PM – 1:29 PM

Call to Order

The Emergency Board Meeting of LTTS Charter School Inc. dba Universal Academy was called to order at 1:05 PM by Board President Janice Blackman. A quorum was verified with four members present.

A. Roll Call; Establishment of Quorum

Board Members Present:

- Janice Blackman, Board President
- Diane Moser, Board Member
- Yolanda Brown, Board Member
- Dr. Dana Job, Superintendent

Staff/Guests Present:

- Andrea Butcher, Central Office
- Derek Eugene (Absent)
- Guest

Quorum Verified: Yes (4 of 5 members present)

B. Public Comments (At each regular meeting, the Board will set aside no less than 2 minutes and no more than 3 minutes to afford the general public an opportunity to speak to the Board on any matter concerning the education of students and the business of the Board. If there are no public communications or comments, the board will proceed to other business. Please be advised that Board Meetings are meetings open to the public, not public meetings. The presiding officer reserves the right to set a time limit for public comments and other reasonable restrictions in accordance with applicable law.) **No public Comments**

C. Receive and approve Minutes of previous meeting(s).

Approval of Previous Minutes

The Board reviewed the minutes from the previous meeting held on August 25, 2025. There were no corrections or changes noted.

Motion: To approve the minutes from the August 25, 2025 Board Meeting.

Motion by: Janice Blackman

Second by: Diane Moser

Vote: **Motion passed 4-0**

D. Review, discuss and possible action/approval to....

1. Technology Contract

Dr. Dana Job presented the proposed technology contract with Splendid Technology. This contract will upgrade the district's internet infrastructure to a 10G/5G fiber optic system, providing improved internet service and connectivity at both the Irving and Coppel campuses. It includes installation of cabling for portables and expansion of network ports.

Motion: To approve the technology contract with Splendid Technology for upgraded internet and cabling services.

Motion by: Diane Moser

Second by: Janice Blackman

Vote: **Motion passed 4-0**

2. Resolution of Compliance with Texas Education Code §11.005

Dr. Dana Job presented a resolution of compliance required by the Texas Education Code §11.005 and §28.002 regarding Diversity, Equity, and Inclusion (DEI) compliance. The resolution affirms that Universal Academy will maintain practices that promote equitable and respectful environments consistent with state requirements.

Motion: To approve the Resolution of Compliance with Texas Education Code §11.005 and §28.002.

Motion by: Janice Blackman

Second by: Yolanda Brown

Vote: **Motion passed 4-0**

Informational Briefings

Dr. Dana Job provided updates on the following topics:

- **COVID-19 Update:** A few cases reported at each campus. Continued mask use, social distancing, and cleaning protocols.
- **Enrollment:** Current total enrollment is 1,407 students. Pre-K3 enrollment recently opened, with 15 total students enrolled.
- **Events:** Recent 'Trunk or Treat' events held successfully at both campuses. Photos and updates shared on school social media.
- **Assessments:** Campus benchmark testing for grades 3-11 is underway and results will be shared at the next meeting.

Financial Update

The business office reported that the annual financial audit is underway with Laport. The district is transitioning from QuickBooks to Ascender software. There have been minor reconciliation issues, but they are being resolved. Updated financials will be presented at the next board meeting.

Contracts for Approval

****Samsara Transportation System:**** The transportation monitoring system contract (Samsara) will be extended for four months at a reduced cost of approximately \$4,000 total, as the district transitions to a new platform.

****Maintenance Contract Adjustment:**** The board discussed increasing the maintenance contract due to expanded service duties. The proposal authorizes the superintendent to increase the vendor's compensation by \$4,500–\$6,000 per month effective September 2, 2025.

Motion: To authorize the superintendent, Dr. Dana Job, to execute an amended maintenance contract with the current vendor for an increase between \$4,500 and \$6,000 per month.

Motion by: Janice Blackman

Second by: (Not specified)

Vote: ****Motion passed 4–0****

****Exterior Window Contract:**** The board discussed the need for improved window coverings for student privacy and safety following the installation of clear glass by a previous vendor. The proposal includes a new contract for exterior shading/security coverings estimated at \$71,000. Final vendor scope and window count are pending review by legal counsel.

Motion: To authorize the superintendent, Dr. Dana Job, to negotiate and enter into a contract for exterior window coverings pending verification of scope, warranty, and cost.

Motion by: Janice Blackman

Second by: Yolanda Brown

Vote: ****Motion passed 4–0****

E. Closed Session-

None

F. Reconvened to Open Session-

None

Adjournment

Motion: To adjourn the meeting.

Motion by: Yolanda Brown

Second by: Diane Moser

Vote: **Motion passed 4-0**

The Emergency Board Meeting of LTTS Charter School Inc. dba Universal Academy was adjourned at 1:29 PM. The next regular Board Meeting is scheduled for January 22, 2026, at the Coppell campus.