

Universal Academy School Board Meeting

Regular Meeting Minutes

Date: February 2, 2026

Time: 9:34 AM – 10:20 AM

Location: Zoom (Recorded) 1001 E. Sandy Lake Road Coppell, TX 75019

I. Call to Order

The Regular Meeting of the Universal Academy School Board was called to order at **9:34 AM** on Monday, February 2, 2026.

II. Roll Call

Board Members Present:

- Janice Blackmon
- Dr. Dana Jobe
- Yolanda Brown
- Diane Moshier

Board Members Absent:

- Sandra Hall
- Dr. Sharon Greggs

Others Present:

- Andrea Butcher, Central Office, CFO
- Principal Sandra Clark(Coppell)

A quorum was established.

III. Approval of Previous Minutes

The Board reviewed the minutes from the **October 29, 2025** meeting. A correction was noted to the spelling of **Diane Moshier's** name.

Motion: Approve minutes as corrected

- Moved by: Diane Moshier
- Seconded by: Yolanda Brown
- Vote: Unanimous

Result: Minutes approved.

IV. Agenda Items Tabled

The following items were tabled pending further review:

1. Lifetouch Photography Contract (2026–2027)
 2. E-Rate Vendor Contracts (under attorney review)
 3. Board Policy Updates (pending legislative workshop)
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V. Annual Audit Report – Fiscal Year Ending August 31, 2025

Presented by **Andrea Butcher**, CFO

A review of the audit was conducted, and the board had no questions or further discussion. The board accepted the audit.

Motion: Accept the FY 2025 Annual Audit

- Moved by: Janice Blackmon
- Seconded by: Diane Moshier
- Vote: Unanimous

Result: Audit approved.

VI. Charter Expansion Resolution – Bridgeway Preparatory Academy

The Board considered a resolution authorizing Universal Academy to pursue charter expansion by assuming control of Bridgeway Preparatory Academy in Carrollton, subject to TEA approval and due diligence.

The campus will operate as **Universal Academy Carrollton**.

The resolution also includes designation as a **Highly Qualified Campus**, enabling access to grant funding of approximately \$900,000.

Motion: Approve expansion resolution and campus designation

- Moved by: Janice Blackmon
- Seconded by: Diane Moshier
- Vote: Unanimous

Result: Resolution approved.

VII. Informational Reports

A. Health & Safety

- Isolated COVID cases at campuses
- Continued cleaning protocols and parent notifications

B. Enrollment

Campus enrollment was reviewed by each individual Campus

Pre-K3 classes expanded at Irving and Coppell.

C. Academic & Campus Activities

- Spelling Bee (Coppell)
 - Honor Society canned food drive
 - STAR tutoring initiated at both campuses
 - Benchmark assessments underway
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D. Technology

- E-Rate grant awarded
 - Infrastructure upgrades pending vendor approvals
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E. Financial Update (December 2025 Dashboard)

Mrs. Butcher shared her dashboard. She conducted a financial update and review based on her update Administration is implementing financial adjustments.

F. Human Resources

- Hiring underway for Pre-K teachers and aides
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VIII. Adjournment

Motion: Adjourn meeting at **10:20 AM**

- Moved by: Janice Blackmon
- Seconded by: Diane Moshier
- Vote: Unanimous

Meeting adjourned.
