



74 HARTFORD STREET NEWARK, NEW JERSEY 07103 TEL: 973-623-1965 FAX: 973-623-8511
WWW.UHCS-NEWARK.ORG

**Board of Trustees Meeting Minutes
August 19, 2015
6:30pm**

I. Call to Order

The August 19, 2015 Regular Meeting of the University Heights Charter School Board of Trustees was called to order at 6:30pm by Warren Tranquada, Board President.

II. Sunshine Law/Public Notice Statement

The Sunshine Law/Public Notice Statement was read by Board Chair, Warren Tranquada.

III. Roll Call

The roll was called with the following people in attendance:

BOARD

Ellen Brown - **absent**
Nicole Butler - **absent**
Kecia Daniels – **via teleconference**
Harold Fullilove
Elaine Hughes - **absent**
Kathy Liu – **via teleconference**
Warren Tranquada
Anuja Vejalla - **via teleconference**
Lillian Whitaker - **absent**
Vera Wynn

Staff present were Misha Simmonds, Executive Director; Karen C. Johnson, Business Administrator/Board Secretary; Maria Picone, Elementary School Principal.

IV. Approval of Regular Board Minutes for June 17, 2015 and Executive Session Minutes for June 17, 2015.

Motion by Trustee: **W. Tranquada**

seconded by Trustee: **H. Fullilove**

<i>Record of Board Vote X – Indicates Votes AB-Absent NV-No Vote</i>				
Board Member	Yes	No	NV	AB
ELLEN BROWN				X
NICOLE BUTLER				X
KECIA DANIELS	X			
HAROLD FULLILOVE	X			
ELAINE HUGHES				X
KATHERINE LIU	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA	X			
LILLIAN WHITAKER				X
VERA WYNN	X			

V. President’s Report- Warren Tranquada, Board Chair

1. Governance Check-in (training, terms, compliance, assessment)

VI. Public Comment

1. None at this time.

VII. Lead Person’s Report – Misha Simmonds

1. Misha Simmonds, Executive Director/Lead Person discussed the following:

- a. Program
 - i. Annual Report
 1. Annual Report – final submission
 - ii. Goals for 2015-2016
 1. Overall Goal Tracker Update
 2. Governance Goal Tracker Update
 3. Staff Goal Tracker Update
 - iii. Staff Recruitment and Retention
 1. Professional Development Tracker Update
 2. HR Resolution Attachments
 3. Organization Chart for 2015-2016
 4. Stipend Rates for 2015-2016
 - iv. Development
 1. Bergen Grant Proposal
 2. Development Tracker
 3. Provident Bank Foundation Grant Application
 4. Roberts Award Application 2015

- v. Enrollment
 - 1. Enrollment Tracker
- vi. Policy Handbooks
 - 1. Parent Scholar Handbook 2015-2016
 - 2. UHCS Safety & Security Plan
 - 3. UHCS Staff Handbook
 - 4. Volunteer Handbook

VIII. Business Administrator/Finance Report – Karen Johnson

- 1. The following items were discussed:
 - a. Bill List for August 19, 2015
 - b. Payroll expenditures for month ending July 31, 2015

IX. BOARD RESOLUTIONS

#1) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the following August main resolution block:

2	Appointment of Staff	Human Resources
3	Approval Emergent Hiring	Human Resources
4	Appointment of Vice Principals	Human Resources
5	Appointment of Substitute Staff	Human Resources
6	Acceptance of Resignations	Human Resources
7	Approval of Stipend Rates	Human Resources
8	Approval of Stipend Activities	Human Resources
9	Approval of Bonus	Human Resources
10	Approval of Offsite Professional Development	Human Resources
11	Approval of Handbooks	Policy/Plan
12	Approval of Safety & Security Plan	Policy/Plan
13	Approval of Petty Cash	Finance
14	Approval to Join NJEIF	Finance
15	Approval of Insurance Renewal	Finance
16	Approval of Annual Report	Compliance
17	Approval of Contracts (Food Service, Security, Aftercare)	Contract/Partnership
18	Approval of Bill List and Payroll Expenditures	Finance
19	Approval of Board Secretary/Treasurers' Report	Finance

Motion by Trustee: **W. Tranquada**

seconded by Trustee: **H. Fullilove**

<i>Record of Board Vote</i>	<i>X – Indicates Votes</i>	<i>AB-Absent</i>	<i>NV-No Vote</i>				
Board Member				Yes	No	NV	AB
ELLEN BROWN							X
NICOLE BUTLER							X
KECIA DANIELS				X			
HAROLD FULLILOVE				X			
ELAINE HUGHES							X

KATHERINE LIU	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA	X			
LILLIAN WHITAKER				X
VERA WYNN	X			

#2) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the list of staff appointments.

First	Last	Status	Assignment	Building	Type	Contract	Start	Finish	Salary	Pro-rate
Angelo	Montesino	New	Grade 6 Math	Upper	Teacher	10-month	9/1/2015	6/16/2016	\$51,500	\$48,925
Pamela	Damon	New	Cafeteria Aide	Lower	Aide	10-month	9/1/2015	6/16/2016	\$17,000	\$16,150
LeShannon	Wright	New	School Aide	Lower	Aide	10-month	9/1/2015	6/16/2016	\$19,000	\$18,050
Camille	Turner	New	School Aide	Lower	Aide	10-month	9/1/2015	6/16/2016	\$19,000	\$18,050
Stadeisha	Sims	New	Instructional Assistant	Lower	Asst.	10-month	9/15/2015	6/16/2016	\$25,000	\$22,500

Motion by Trustee: **W. Tranquada**

seconded by Trustee: **H. Fullilove**

<i>Record of Board Vote X – Indicates Votes AB-Absent NV-No Vote</i>				
Board Member	Yes	No	NV	AB
ELLEN BROWN				X
NICOLE BUTLER				X
KECIA DANIELS	X			
HAROLD FULLILOVE	X			
ELAINE HUGHES				X
KATHERINE LIU	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA	X			
LILLIAN WHITAKER				X
VERA WYNN	X			

#3) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the list of emergent hires.

First	Last	Status	Assignment	Contract	Start	Finish
Pamela	Damon	Non-Certified	LS- Cafeteria Aide	10 month	9/1/2015	6/16/2016
Trisha	Bruno	Non-Certified	LS-Instruct. Assist	10 month	9/1/2015	6/16/2016
Stadeisha	Sims	Non-Certified	LS-Instruct. Assist	10 month	9/15/2015	6/16/2016

Motion by Trustee: W. Tranquada

seconded by Trustee: H. Fullilove

<i>Record of Board Vote X – Indicates Votes AB-Absent NV-No Vote</i>				
Board Member	Yes	No	NV	AB
ELLEN BROWN				X
NICOLE BUTLER				X
KECIA DANIELS	X			
HAROLD FULLILOVE	X			
ELAINE HUGHES				X
KATHERINE LIU	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA	X			
LILLIAN WHITAKER				X
VERA WYNN	X			

#4) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the following vice principal appointments for the 2015-2016 school year:

***Toni Tagliareni**

***Jessica Urban**

Motion by Trustee: W. Tranquada

seconded by Trustee: H. Fullilove

<i>Record of Board Vote X – Indicates Votes AB-Absent NV-No Vote</i>				
Board Member	Yes	No	NV	AB
ELLEN BROWN				X
NICOLE BUTLER				X
KECIA DANIELS	X			
HAROLD FULLILOVE	X			
ELAINE HUGHES				X
KATHERINE LIU	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA	X			
LILLIAN WHITAKER				X
VERA WYNN	X			

#5) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the list of substitute staff appointments.

<u>First</u>	<u>Last</u>	<u>Type</u>	<u>Start</u>	<u>Finish</u>	<u>Stipend</u>
Neeraja	Sriramar	Teacher	9/15/2015	6/17/2015	\$100/day
Angelita	Jones-Wilcher	Teacher	9/15/2015	6/17/2015	\$100/day
Tyree	Thomas	Assistant	9/15//2015	6/17/2015	\$100/day

Motion by Trustee: W. Tranquada

seconded by Trustee: H. Fullilove

<i>Record of Board Vote X – Indicates Votes AB-Absent NV-No Vote</i>				
Board Member	Yes	No	NV	AB
ELLEN BROWN				X
NICOLE BUTLER				X
KECIA DANIELS	X			
HAROLD FULLILOVE	X			
ELAINE HUGHES				X
KATHERINE LIU	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA	X			
LILLIAN WHITAKER				X
VERA WYNN	X			

#6) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the list of staff resignations.

Motion by Trustee: W. Tranquada

seconded by Trustee: H. Fullilove

<i>Record of Board Vote X – Indicates Votes AB-Absent NV-No Vote</i>				
Board Member	Yes	No	NV	AB
ELLEN BROWN				X
NICOLE BUTLER				X
KECIA DANIELS	X			
HAROLD FULLILOVE	X			
ELAINE HUGHES				X
KATHERINE LIU	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA	X			
LILLIAN WHITAKER				X
VERA WYNN	X			

#7) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the list of stipend rates for 2015-2016.

Hourly Rates

Type of Work	Non-Certificated Staff	Certificated Staff
Planning & Professional Development	\$25/hour	\$30/hour
Active Work-Related Tasks <ul style="list-style-type: none"> •Duties (Breakfast, Study Hall) •Afterschool Activities •Enrollment, Registration, Recruiting •Child Study Team 	\$30/hour	\$36/hour

Day Rates

Substitute Teacher \$100/day

Annual/Semester Rates

Instructional Leaders	\$1500/year (\$750/semester)
Team Leaders	\$1000/year (\$500/semester)
Mentor (Traditional Route)	\$550/year (set by NJDOE)
Mentor (Alternate Route)	\$1,000/year (set by NJDOE)
Completion of Relay Alternate Route Program	\$1000/year (\$500/semester)

Motion by Trustee: W. Tranquada

seconded by Trustee: H. Fullilove

<i>Record of Board Vote X – Indicates Votes AB-Absent NV-No Vote</i>				
Board Member	Yes	No	NV	AB
ELLEN BROWN				X
NICOLE BUTLER				X
KECIA DANIELS	X			
HAROLD FULLILOVE	X			
ELAINE HUGHES				X
KATHERINE LIU	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA	X			
LILLIAN WHITAKER				X
VERA WYNN	X			

#8) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the list of stipend activities.

First	Last	Activity	Building	Start	Finish	Time	Type	Stipend
Tiffany	Caldwell	Afterschool HW Club	Upper	8/24/2015	6/17/2016	MTWTh 4:15-5:15	Non-Certified	\$30/hour
Dana	Diaz	Afterschool Study Hall 3-4	Upper	8/24/2015	6/17/2016	MTWTh 4:15-5:15	Non-Certified	\$30/hour
Ashley	Powell	Afterschool Study Hall 5-6	Upper	8/24/2015	6/17/2016	MTWTh 4:15-5:15	Non-Certified	\$30/hour
Asha	Daley	Afterschool Study Hall 7-8	Upper	8/24/2015	6/17/2016	MTWTh 4:15-5:15	Certified	\$36/Hour
Monique	Cooper	Afterschool Study Hall Backup	Upper	8/24/2015	6/17/2016	MTWTh 4:15-5:15	Non-Certified	\$30/Hour
Tonya	Hughes	Afterschool Coordinator	Upper	8/24/2015	6/17/2016	MTWTh 4:15-6:15	Non-Certified	\$30/hour
Tiffany	Caldwell	Duty: Breakfast	Upper	8/24/2015	6/17/2016	Daily 7am-8am	Non-Certified	\$30/hour
Rana	Hamed	Duty: Breakfast	Upper	8/24/2015	6/17/2016	Daily 7am-8am	Non-Certified	\$30/hour
Monique	Cooper	Duty: Breakfast	Upper	8/24/2015	6/17/2016	Daily 7am-8am	Non-Certified	\$30/hour
Tonya	Hughes	Duty: Breakfast	Upper	8/24/2015	6/17/2016	Daily 7am-8am	Non-Certified	\$30/hour

Motion by Trustee: W. Tranquada

seconded by Trustee: H. Fullilove

<i>Record of Board Vote</i>	<i>X – Indicates Votes</i>	<i>AB-Absent</i>	<i>NV-No Vote</i>				
Board Member	Yes	No	NV	AB			
ELLEN BROWN				X			
NICOLE BUTLER				X			
KECIA DANIELS	X						
HAROLD FULLILOVE	X						
ELAINE HUGHES							X
KATHERINE LIU	X						
WARREN TRANQUADA	X						
ANUJA VEJALLA	X						
LILLIAN WHITAKER							X
VERA WYNN	X						

#9) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the issuance of bonus salary for Misha Simmonds in the amount of \$5,000, determined as part of his evaluation for the 2014-2015 school year.

Motion by Trustee: W. Tranquada

seconded by Trustee: H. Fullilove

<i>Record of Board Vote</i>	<i>X – Indicates Votes</i>	<i>AB-Absent</i>	<i>NV-No Vote</i>				
Board Member	Yes	No	NV	AB			
ELLEN BROWN				X			
NICOLE BUTLER				X			
KECIA DANIELS	X						
HAROLD FULLILOVE	X						

ELAINE HUGHES				X
KATHERINE LIU	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA	X			
LILLIAN WHITAKER				X
VERA WYNN	X			

#10) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the list of off-site professional development.

Motion by Trustee: W. Tranquada

seconded by Trustee: H. Fullilove

<i>Record of Board Vote X – Indicates Votes AB-Absent NV-No Vote</i>				
Board Member	Yes	No	NV	AB
ELLEN BROWN				X
NICOLE BUTLER				X
KECIA DANIELS	X			
HAROLD FULLILOVE	X			
ELAINE HUGHES				X
KATHERINE LIU	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA	X			
LILLIAN WHITAKER				X
VERA WYNN	X			

#11) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the policy handbooks:

- Staff**
- Parent & Scholar**
- Volunteer**

Motion by Trustee: W. Tranquada

seconded by Trustee: H. Fullilove

<i>Record of Board Vote X – Indicates Votes AB-Absent NV-No Vote</i>				
Board Member	Yes	No	NV	AB
ELLEN BROWN				X
NICOLE BUTLER				X
KECIA DANIELS	X			
HAROLD FULLILOVE	X			
ELAINE HUGHES				X

KATHERINE LIU	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA	X			
LILLIAN WHITAKER				X
VERA WYNN	X			

#12) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the Safety & Security Plan.

Motion by Trustee: **W. Tranquada**

seconded by Trustee: **H. Fullilove**

<i>Record of Board Vote X – Indicates Votes AB-Absent NV-No Vote</i>				
Board Member	Yes	No	NV	AB
ELLEN BROWN				X
NICOLE BUTLER				X
KECIA DANIELS	X			
HAROLD FULLILOVE	X			
ELAINE HUGHES				X
KATHERINE LIU	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA	X			
LILLIAN WHITAKER				X
VERA WYNN	X			

#14) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the resolution to join the New Jersey Schools Insurance Group & the Indemnity and Trust Renewal Agreement.

Motion by Trustee: **W. Tranquada**

seconded by Trustee: **H. Fullilove**

<i>Record of Board Vote X – Indicates Votes AB-Absent NV-No Vote</i>				
Board Member	Yes	No	NV	AB
ELLEN BROWN				X
NICOLE BUTLER				X
KECIA DANIELS	X			
HAROLD FULLILOVE	X			
ELAINE HUGHES				X
KATHERINE LIU	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA	X			
LILLIAN WHITAKER				X
VERA WYNN	X			

#15) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the insurance coverage for 2015-2016.

Motion by Trustee: **W. Tranquada**

seconded by Trustee: **H. Fullilove**

<i>Record of Board Vote</i>	<i>X – Indicates Votes</i>	<i>AB-Absent</i>	<i>NV-No Vote</i>	
Board Member	Yes	No	NV	AB
ELLEN BROWN				X
NICOLE BUTLER				X
KECIA DANIELS	X			
HAROLD FULLILOVE	X			
ELAINE HUGHES				X
KATHERINE LIU	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA	X			
LILLIAN WHITAKER				X
VERA WYNN	X			

#16) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the Annual Report for 2015-2016.

Motion by Trustee: **W. Tranquada**

seconded by Trustee: **H. Fullilove**

<i>Record of Board Vote</i>	<i>X – Indicates Votes</i>	<i>AB-Absent</i>	<i>NV-No Vote</i>	
Board Member	Yes	No	NV	AB
ELLEN BROWN				X
NICOLE BUTLER				X
KECIA DANIELS	X			
HAROLD FULLILOVE	X			
ELAINE HUGHES				X
KATHERINE LIU	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA	X			
LILLIAN WHITAKER				X
VERA WYNN	X			

#17) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the list of contracts.

Motion by Trustee: **W. Tranquada**

seconded by Trustee: **H. Fullilove**

<i>Record of Board Vote</i>	<i>X – Indicates Votes</i>	<i>AB-Absent</i>	<i>NV-No Vote</i>	
Board Member	Yes	No	NV	AB
ELLEN BROWN				X
NICOLE BUTLER				X
KECIA DANIELS	X			
HAROLD FULLILOVE	X			
ELAINE HUGHES				X
KATHERINE LIU	X			
WARREN TRANQUADA			X	
ANUJA VEJALLA	X			
LILLIAN WHITAKER				X
VERA WYNN	X			

#18) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the following attachments:

-Bill List for \$449,902.67 for August 19, 2015

-Payroll for month ending July 31, 2015 totaling \$142,808.74

Motion by Trustee: **W. Tranquada**

seconded by Trustee: **H. Fullilove**

<i>Record of Board Vote</i>	<i>X – Indicates Votes</i>	<i>AB-Absent</i>	<i>NV-No Vote</i>	
Board Member	Yes	No	NV	AB
ELLEN BROWN				X
NICOLE BUTLER				X
KECIA DANIELS	X			
HAROLD FULLILOVE	X			
ELAINE HUGHES				X
KATHERINE LIU	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA	X			
LILLIAN WHITAKER				X
VERA WYNN	X			

#19) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the Board Secretary and Treasurers' Reports for month ending June 30, 2015. – TABLED.

Motion by Trustee:		seconded by Trustee:			
Record of Board Vote	X – Indicates Votes	AB-Absent	NV-No Vote		
Board Member	Yes	No	NV	AB	
KENNA BAUDIN					
ELLEN BROWN					
NICOLE BUTLER					
KECIA DANIELS					
HAROLD FULLILOVE					
ELAINE HUGHES					
KATHERINE LIU					
WARREN TRANQUADA					
ANUJA VEJALLA					
LILLIAN WHITAKER					
VERA WYNN					

#20) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the following development resolution block:

- | | | |
|----|-----------------------------------|-------------|
| 21 | Approval of Grant Proposals | Fundraising |
| 22 | Acceptance of Grant and Donations | Fundraising |

Motion by Trustee: W. Tranquada		seconded by Trustee: H. Fullilove			
Record of Board Vote	X – Indicates Votes	AB-Absent	NV-No Vote		
Board Member	Yes	No	NV	AB	
ELLEN BROWN				X	
NICOLE BUTLER				X	
KECIA DANIELS	X				
HAROLD FULLILOVE			X		
ELAINE HUGHES				X	
KATHERINE LIU	X				
WARREN TRANQUADA	X				
ANUJA VEJALLA	X				
LILLIAN WHITAKER				X	
VERA WYNN	X				

#21) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the following grant proposal:

-Roberts Award	CHAMPS Music Program	\$25,000
-Bergen Foundation	CHAMPS Music Program	\$15,000
-Provident Foundation	CHAMPS program	\$15,000

Motion by Trustee: **W. Tranquada**

seconded by Trustee: **H. Fullilove**

<i>Record of Board Vote</i>	<i>X – Indicates Votes</i>	<i>AB-Absent</i>	<i>NV-No Vote</i>				
Board Member	Yes	No	NV	AB			
ELLEN BROWN				X			
NICOLE BUTLER				X			
KECIA DANIELS	X						
HAROLD FULLILOVE			X				
ELAINE HUGHES				X			
KATHERINE LIU	X						
WARREN TRANQUADA	X						
ANUJA VEJALLA	X						
LILLIAN WHITAKER				X			
VERA WYNN	X						

#22) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the following grant proposal:

-Thenen Foundation	CHAMPS Music Program	\$5,000
-M & T Bank	Stage & Sound System	\$5,000
-Geraldine R. Dodge Foundation	Employee Match	\$100

Motion by Trustee: **W. Tranquada**

seconded by Trustee: **H. Fullilove**

<i>Record of Board Vote</i>	<i>X – Indicates Votes</i>	<i>AB-Absent</i>	<i>NV-No Vote</i>				
Board Member	Yes	No	NV	AB			
ELLEN BROWN				X			
NICOLE BUTLER				X			
KECIA DANIELS	X						
HAROLD FULLILOVE			X				
ELAINE HUGHES				X			
KATHERINE LIU	X						
WARREN TRANQUADA	X						
ANUJA VEJALLA	X						
LILLIAN WHITAKER				X			
VERA WYNN	X						

#23) Motion to go into Executive Session – Not at this time.

Motion by Trustee:

seconded by Trustee:

Record of Board Vote	X – Indicates Votes	AB-Absent	NV-No Vote		
Board Member				Yes	No
KENNA BAUDIN					
ELLEN BROWN					
KECIA DANIELS					
HAROLD FULLILOVE					
ELAINE HUGHES					
KATHERINE LIU					
WARREN TRANQUADA					
ANUJA VEJALLA					
LILLIAN WHITAKER					
VERA WYNN					

Meeting adjourned at 7:40pm.

Respectfully submitted,

Karen C. Johnson
Board Secretary