



# University Heights Charter School

## Regular Monthly Meeting Minutes

### Tuesday, June 12, 2018 – 6:30 PM

#### I. Opening Items

- A. Call to Order – 6:53 PM
- B. Sunshine Law/Public Notice Statement

The Sunshine Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which business affecting their interests is discussed or acted upon. In accordance with the provisions of this act, the University Heights Charter School Board of Trustees has caused notice of this meeting to be published by having the date, time, and place thereof posted on the parents notice board in the lobby, the website, in the Star-Ledger newspaper on May 26, 2018.

#### Roll Call

Voting Members	Role	Term Ends	Present	Absent	LA/ED
Nicole Butler	President, Trustee	6/30/2018	X		
Miyoshi Lee	Vice-President, Trustee	11/30/2018	X		
Kelly Murchison	Trustee	10/17/2020		X	
Edward Nadel	Trustee	11/15/2020	X		
Elizabeth Rainey-Goka	Trustee	2/28/2019		X	
Kimaada Sills	Trustee	3/30/2019	X		
Anuja Vejalla	Trustee	12/31/2020		X	
Marinne Walker	Trustee	3/30/2019	X		

#### Also Present

Non-Voting	Role	Present	Absent	LA/ED
Tamara Cooper	Executive Director	X		
Michael Falkowski	SBA/Board Secretary	X		

- C. Presentation by Ms. Nicole Butler – awarding both school Nurses with a Certificate of Achievement.
- D. Public Comments – None
- E. Approval of Regular Board Minutes
  1. To approve the minutes from the Board meeting held on Tuesday May 15, 2018.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Nicole Butler	1	X				Elizabeth Rainey-Goka					X
Miyoshi Lee	2	X				Kimaada Sills		X			
Kelly Murchison					X	Anuja Vejalla					X
Ed Nadel		X				Marinne Walker		X			

#### II. Executive Director Report

- A. Organizational Updates
- B. Board Updates
  - Legal: <https://www.njsba.org/services/legal/>

- Committees
- C. School Updates**
- Principal Reports - Upper, Lower & Elementary Schools
  - Parent Coordinator Report
- D. Compliance**
- Student Related
  - NJSMART Laws Update
- E. Resource Development**
- F. Enrollment – Average \$16,012/student**

Grade	18 ENR	Jul 15, 17	Aug 15, 17	Sep 15, 17	Oct 15, 17	Nov 15, 17	Dec 15, 17	Jan 15, 18	Feb 15, 18	Mar 15, 18	Apr 15, 18	May 15, 18	Jun 15, 18	Wait List
PreK3	45		45	45	45	45	45	45			45	45		0
PreK4	75		75	75	75	75	75	74			75	74		0
<b>Total</b>	<b>120</b>		<b>120</b>	<b>120</b>	<b>120</b>	<b>120</b>	<b>120</b>	<b>119</b>			<b>120</b>	<b>119</b>		<b>0</b>
<b>Difference</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-1</b>			<b>0</b>	<b>-1</b>		
<b>K</b>	<b>150</b>		<b>124</b>	<b>124</b>	<b>119</b>	<b>117</b>	<b>117</b>	<b>115</b>			<b>111</b>	<b>113</b>		<b>0</b>
<b>1</b>	<b>150</b>		<b>127</b>	<b>121</b>	<b>118</b>	<b>119</b>	<b>119</b>	<b>120</b>			<b>121</b>	<b>121</b>		<b>0</b>
<b>2</b>	<b>75</b>		<b>81</b>	<b>80</b>	<b>79</b>	<b>82</b>	<b>82</b>	<b>82</b>			<b>83</b>	<b>83</b>		<b>0</b>
<b>3</b>	<b>75</b>		<b>86</b>	<b>86</b>	<b>85</b>	<b>88</b>	<b>88</b>	<b>86</b>			<b>85</b>	<b>84</b>		<b>0</b>
<b>4</b>	<b>75</b>		<b>91</b>	<b>86</b>	<b>86</b>	<b>87</b>	<b>87</b>	<b>85</b>			<b>81</b>	<b>81</b>		<b>0</b>
<b>5</b>	<b>75</b>		<b>84</b>	<b>82</b>	<b>83</b>	<b>84</b>	<b>84</b>	<b>85</b>			<b>85</b>	<b>85</b>		<b>0</b>
<b>Total</b>	<b>600</b>		<b>593</b>	<b>579</b>	<b>570</b>	<b>577</b>	<b>577</b>	<b>573</b>			<b>566</b>	<b>567</b>		<b>0</b>
<b>Difference</b>			<b>-7</b>	<b>-21</b>	<b>-30</b>	<b>-23</b>	<b>-23</b>	<b>-27</b>			<b>-34</b>	<b>-33</b>		
<b>6</b>	<b>75</b>		<b>77</b>	<b>73</b>	<b>74</b>	<b>73</b>	<b>73</b>	<b>72</b>			<b>72</b>	<b>72</b>		<b>0</b>
<b>7</b>	<b>50</b>		<b>54</b>	<b>54</b>	<b>53</b>	<b>54</b>	<b>54</b>	<b>53</b>			<b>52</b>	<b>53</b>		<b>0</b>
<b>8</b>	<b>50</b>		<b>60</b>	<b>60</b>	<b>60</b>	<b>61</b>	<b>61</b>	<b>59</b>			<b>59</b>	<b>59</b>		<b>0</b>
<b>Total</b>	<b>175</b>		<b>191</b>	<b>187</b>	<b>187</b>	<b>188</b>	<b>188</b>	<b>184</b>			<b>183</b>	<b>184</b>		<b>0</b>
<b>Difference</b>			<b>+ 16</b>	<b>+ 12</b>	<b>+ 12</b>	<b>+13</b>	<b>+13</b>	<b>+9</b>			<b>+8</b>	<b>+9</b>		
<b>Loss in Aid:</b>			<b>-\$112k</b>	<b>-\$336k</b>	<b>-\$480k</b>	<b>-\$368k</b>	<b>-\$368k</b>	<b>-\$448k</b>						

**III. Committee updates**

- Finance Committee
- Building
- Strategic Performance
- Family and Community Engagement
- Governance
- Development

**IV. Motion to Adjourn Public Session and open Executive Session – 7:12 PM**

**V.**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Nicole Butler	1	X				Elizabeth Rainey-Goka					X
Miyoshi Lee		X				Kimaada Sills	2	X			
Kelly Murchison					X	Anuja Vejalla					X
Ed Nadel		X				Marinne Walker		X			

- TC evaluation

- Afterschool budget – increasing the cost of the aftercare program - \$250/month.
- Safety Grant – security buzzers
- Discuss all Board Resolutions
- Discuss HIB

**Motion to Adjourn Executive Session and open Public Session – 9:20pm**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Nicole Butler	1 <sup>st</sup>	X				Elizabeth Rainey-Goka					X
Miyoshi Lee		X				Kimaada Sills	2 <sup>nd</sup>	X			
Kelly Murchison					X	Anuja Vejalla					X
Ed Nadel		X				Marinne Walker		X			

**VI. Board Resolutions**

**1. Finance**

- Board Secretary’s and Treasurer’s Report: To approve the Secretary’s and Treasurer’s Reports for May 2018, as per the attached. Pursuant to N.J.A.C. 6A:232.11(a), the University Heights Charter School Board of Trustees acknowledges receipt of the secretary’s certification, and after review of the monthly financial report (appropriations section) certifies that, to the best of its knowledge, as of May 2018, no major account or fund has been over expended in violation of N.J.A.C. 6A:232.11(b), and that sufficient funds are available to meet the school’s financial obligations for the remainder of the fiscal year.
- Transfers: Approve transfers up May 31, 2018.
- Bills List: Approve Bills List from May 16, 2018 to June 12, 2018.
- Payroll: To approve the following payrolls:

• May 4, 2018	\$368,508.35
• May 18, 2018	\$361,669.19
• June 1, 2018	\$359,207.75

- To approve the following resolution concerning the **NJSIG Safety Grant**:

University Heights Charter School Board of Trustees hereby approves the submission of the grant application for the 2018 Safety Grant Program through the New Jersey Schools Insurance Group’s NJEIF Subfund for the purposes described in the application, in the amount of \$4,813.79 for the period July 1, 2018 through June 30, 2019.

- To approve the **Afterschool Program Budget** for the 2018-2019 school year.
- To approve the mileage reimbursement request for **Dr. Williams-Howell** in the amount of \$153.53.
- RESOLUTION OF UNIVERSITY HEIGHTS CHARTER SCHOOL, INC. AUTHORIZING EXECUTION AND DELIVERY OF CERTAIN DOCUMENTS IN CONNECTION WITH THE ISSUANCE BY THE NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY OF ITS BONDS TO FINANCE THE ACQUISITION OF 66-78 MORRIS AVENUE, NEWARK AND OTHER MATTERS IN CONNECTION THEREWITH**

**WHEREAS**, University Heights Charter School, Inc. (the “School”) has made application to the New Jersey Economic Development Authority (the “Authority”) for a loan in an amount not to exceed \$14,500,000 (the “Loan”) to finance the acquisition of certain land and school facilities located at 66-

78 Morris Avenue, Newark, New Jersey (the “Premises”), in which the School operated a public charter school; and

**WHEREAS**, it is expected and intended that the Authority will fund the Loan with the proceeds of Charter School Revenue Bonds (University Heights Charter School Project), Series 2018 in a par amount equal to the principal amount of the Loan (the “Bonds”); and

**WHEREAS**, it is expected and intended that the Bonds will be sold at public sale by RBC Capital Markets, LLC (the “Underwriter”) pursuant to the terms of a Bond Purchase Agreement (the “Bond Purchase Agreement”) to be entered into among the Authority, the School and the Underwriter, a preliminary official statement (the “Preliminary Official Statement”) and an official statement (the “Official Statement”); and

**WHEREAS**, the proceeds of the Bonds will be loaned to the School from the Authority pursuant to a Loan Agreement and other related documents to be entered into by the School (the “Loan Documents”); and

**WHEREAS**, the School previously authorized entering into the Loan and the execution and delivery of the Loan Documents pursuant to its Resolution No. IV.1.e. dated May 15, 2018; and

**WHEREAS**, the School desires to authorize (i) the issuance of the Bonds on its behalf; (ii) the execution and delivery of the Bond Purchase Agreement and such other documents, instruments and certificates as are determined to be necessary or appropriate to facilitate the issuance of the Bonds by the Authority (the “Bond Documents”); and (iii) the execution and delivery of such other documents or instructions and the taking of any other actions necessary or reasonable to effect the transactions contemplated herein;

**NOW THEREFORE, BE IT HEREBY RESOLVED THAT:**

1. The above recitals are incorporated herein by reference.
2. The School hereby authorizes the issuance of the Bonds by the Authority on its behalf.
3. The School hereby authorizes each of the President, Vice President, Secretary or Treasurer of the School (each an “Authorized Officer”) to execute and deliver the Bond Purchase Agreement, in form and substance approved by an Authorized Officer, in consultation with special counsel, agreeing to the terms of the purchase and sale of the Bonds by the Authority to the Underwriter to be sold at public sale.
4. Each Authorized Officer is hereby authorized to execute and deliver such security documents, including mortgage and security agreements, assignments of leases and rents and other security documents as shall be determined to be necessary or appropriate to secure the Bonds by an Authorized Officer, in consultation with special counsel and bond counsel to the Authority.
5. In connection with the sale and marketing of the Bonds, each Authorized Officer is hereby authorized (i) to provide such information deemed necessary or advisable to the Underwriter and its counsel in connection with the preparation of the Preliminary Official Statement and final Official Statement (ii) to execute and deliver a Continuing Disclosure Agreement in form and

substance approved by an Authorized Officer, in consultation with special counsel in connection with the continuing provision of financial and operating information as required by the Securities and Exchange Commission and (iii) execute and deliver such other Bond Documents as are necessary or appropriate to facilitate the issuance of the Bonds by the Authority and the purchase and sale of the Bonds by the Underwriter.

6. Each Authorized Officer is further authorized to execute, acknowledge and deliver on behalf of the School and in consultation with special counsel, any certificates, agreements, instruments or other documents as may be necessary or appropriate to facilitate the issuance of the Bonds by the Authority, the making of the Loan to the School, the acquisition of the Premises and otherwise to effect the transactions contemplated by this Resolution in accordance with the terms hereof, the execution and delivery of any of the foregoing documents or the doing of any act or thing being conclusive evidence as to the appropriateness thereof and as to the authority of such Authorized Officer to so execute and deliver any such document and do any such act or thing.

7. Each Authorized Officer is hereby further authorized to take such other actions or to execute such documents, instruments, affidavits, agreements or certificates as may be deemed necessary or desirable in furtherance of the authorizations set forth in this Resolution.

8. Any actions taken prior to the date hereof with respect to the Loan, the issuance of the Bonds by the Authority or the acquisition of the Premises are hereby ratified and affirmed in all respects.

9. This resolution shall take effect immediately.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Nicole Butler	1 <sup>st</sup>	X				Elizabeth Rainey-Goka			X		
Miyoshi Lee	2 <sup>nd</sup>	X				Kimaada Sills		X			
Kelly Murchison			X			Anuja Vejalla			X		
Ed Nadel		X				Marinne Walker		X			

## 2. Contracts

- a. BE IT RESOLVED: that the University Heights Charter School, upon the recommendation of the School Directors, hereby approves the contract with **Preferred Meals** as the Food Services Vended Meals provider for the rest of the 2018-2019 school year. The per meal prices are as follows:
  - Breakfast: \$ 1.10
  - Lunch: \$ 2.19
  - Snack: \$ 0.70
- b. To approve the contract with **School Business Office LLC** for the 2018/2019 school year.
- c. To approve the contact with **Johnston Law Firm** for the 2018/2019 school year.
- d. To approve the contract with **MAMO TRANS, LL C** to provide pupil transportation services (2 Shuttles per day for 185 days) for \$33,300.00.
- e. To approve Memorandum of Understanding and Agreement between **NJIT Career Development Services – Community and Public Service** and University Heights Charter School.
- f. To approve the contact for All Covered to provide IT Manages Services up to \$70k.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Nicole Butler	1 <sup>st</sup>	X				Elizabeth Rainey-Goka					X
Miyoshi Lee		X				Kimaada Sills	2 <sup>nd</sup>	X			
Kelly Murchison					X	Anuja Vejalla					X
Ed Nadel		X				Marinne Walker		X			

g. To approve the contract with **Bethany Cares Inc.** for the Summer School Program.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Nicole Butler	1 <sup>st</sup>	X				Elizabeth Rainey-Goka			X		
Miyoshi Lee		X				Kimaada Sills				X	
Kelly Murchison					X	Anuja Vejalla					X
Ed Nadel					X	Marinne Walker	2 <sup>nd</sup>	X			

### 3. Buildings & Grounds

#### 4. Personnel

- a. To adopt a modified version of the Chapter 78 Healthcare Contribution tables to cap employee contributions for Health Insurance at 20%.
- b. To approve Ms. Tamara Cooper retention bonus for FY18 \$9,630.
- c. To approve 7.5% performance bonus for 2017-2018 school year for the following staff:

- Dr. Shiree Slade
- Dr. Keturah Williams-Howell
- Wyomia Scott
- Brenda Bembry
- Sherri Taft
- Jameelah Surgeon

d. To approve the following new hires:

First	Last	Status	Assignment	Building	Type	Contract	Start	Finish	Salary
Lisa	Goodall	New	RTI Coordinator	Elementary	Non-Certified	12-Month	6/15/2018	7/1/2019	
David	Bilenker	New	Special Education Principal	District	Certified	12-Month	6/12/2018	7/1/2019	
Rasheemah	Ward	New	Instructional Assistant	Lower School	Non-Certified	10-Month	8/27/2018	6/21/2019	
Lance	Miller	New	PE/Health Teacher	Jr. High School	Certified	10-Month	6/6/2018	6/22/2018	
Lance	Miller	New	PE/Health Teacher	Jr. High School	Certified	10-Month	8/27/2018	6/21/2019	
Nyya	Burgwyn	New	Instructional Assistant	Lower School	Non-Certified	10-Month	8/27/2018	6/21/2019	
Bonnie	Garcia	New	PreK Teacher	Lower School	Certified	10-Month	8/27/2018	6/21/2019	
Ruqaiyyah	Beatty	New	Instructional Assistant	Lower School	Non-Certified	10-Month	8/27/2018	6/21/2019	
Daija	Broady	New	District Coach	District	Certified	12-Month	7/1/2018	7/1/2019	
Natasha	Armand	New	Instructional Assistant	Lower School	Non-Certified	10-Month	8/27/2018	6/21/2009	

e. To accept the following resignations:

First Name	Last Name	Position	Location	Certified	Terms	Date	Reason
Kristine	Hyde	Teacher	Elementary	Certified	10-Month	6/22/2018	Personal
Evelina	Andres	Teacher	Lower School	Certified	10-Month	6/22/2018	Personal
Patrice	Hunt	Teacher	Lower School	Certified	10-Month	6/22/2018	Personal
Danielle	Sonye	Assistant Principal	Elementary	Certified	12-Month	6/8/2018	Personal
Jamie	Harmer	School Nurse	Jr. High School	Certified	10-Month	6/22/2018	Personal
April	Mason	Teacher	Lower School	Certified	10-Month	6/22/2018	Personal
Megan	Gerity	Teacher	Lower School	Certified	10-Month	6/22/2018	Personal
Amalia	Garcia	Teacher	Lower School	Certified	10-Month	6/22/2018	Personal

f. To approve the summer professional development as per the attached PD Tracker.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Nicole Butler	1 <sup>st</sup>	X				Elizabeth Rainey-Goka					X
Miyoshi Lee	2 <sup>nd</sup>	X				Kimaada Sills		X			
Kelly Murchison					X	Anuja Vejalla					X
Ed Nadel		X				Marinne Walker		X			

## 5. Curriculum/Special Education

## 6. Policy/Miscellaneous

a. To approve the following Board Meeting Schedule for the 2018-2019 school year.

- Wednesday, August 15, 2018 – 6:30 pm
- Wednesday, September 26, 2018 – 6:30 pm
- Wednesday, November 14, 2018 – 6:30 pm
- Wednesday, January 16, 2019 – 6:30 pm
- Wednesday, March 20, 2019 – 6:30 pm
- Wednesday, May 15, 2019 – 6:30 pm
- Wednesday, June 19, 2019 – 6:30 pm

**NOTE: No Meetings – July, October, December 2018; February, April 2019**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Nicole Butler	1 <sup>st</sup>	X				Elizabeth Rainey-Goka					X
Miyoshi Lee		X				Kimaada Sills	2 <sup>nd</sup>	X			
Kelly Murchison					X	Anuja Vejalla					X
Ed Nadel		X				Marinne Walker		X			

## ADDITIONAL MOTIONS

To approve the purchase student furniture up \$11,500.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Nicole Butler	1 <sup>st</sup>	X				Elizabeth Rainey-Goka					X
Miyoshi Lee		X				Kimaada Sills		X			
Kelly Murchison					X	Anuja Vejalla					X
Ed Nadel		X				Marinne Walker	2 <sup>nd</sup>	X			

To accept the June HIB report.  
 To approve the May HIB report.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Nicole Butler	1 <sup>st</sup>	X				Elizabeth Rainey-Goka					X
Miyoshi Lee		X				Kimaada Sills	2 <sup>nd</sup>	X			
Kelly Murchison					X	Anuja Vejalla					X
Ed Nadel		X				Marinne Walker		X			

**VII. Board Member Reminders**

**VIII. Public Comment**

**Madeline Carrano** – Mr. Carrano (husband) spoke on behalf of wife and commented on the non-renewal of Madeline. Ms. Carrano commented on what role she did for UHCS and the extra hours that were put in to keep the office she worked in going. Requests were made to get a formal answer on to why Ms. Carrano was non-renewed.

**IX. Motion to Adjourn Meeting – 9:51 pm**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Nicole Butler	1 <sup>st</sup>	X				Elizabeth Rainey-Goka					X
Miyoshi Lee		X				Kimaada Sills	2 <sup>nd</sup>	X			
Kelly Murchison					X	Anuja Vejalla					X
Ed Nadel		X				Marinne Walker		X			