



University Heights Charter School

Regular Monthly Meeting Minutes

Monday, December 16, 2019 – 6:30 PM

Dial-in Number: (712) 775-7031; Access Code: 724761#

I. Opening Items – 6:30 am

A. Call to Order

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.

Roll Call

Voting Members	Role	Term Ends	Present	Absent	LA/ED
Nicole Butler	President, Trustee	6/30/2021	X		
Miyoshi Lee	Vice-President, Trustee	11/30/2021		X	
Edward Nadel	Trustee	11/15/2020		X	
Elizabeth Rainey-Goka	Trustee	2/28/2021	X		
Kimaada Sills	Trustee	3/30/2021	X		
Anuja Vejalla	Trustee	12/31/2020		X	
Marinne Walker	Trustee	3/30/2021	X		

C. Public Comment – NONE

D. Approval of Regular Board Minutes

- To approve the minutes from the Board meeting held on Wednesday, November 20, 2019.

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

II. Executive Director Report

- Organizational Updates
- Board Updates
- School Updates
- Compliance
- Resource Development
- Enrollment

Grade	20 ENR	Jul 15, 19	Aug 15, 19	Sep 15, 19	Oct 15, 19	Nov 15, 19	Dec 15, 19	Jan 15, 20	Feb 15, 20	Mar 15, 20	Apr 15, 20	May 15, 20	Jun 15, 20	Wait List
PreK3	45		48	49	47	47	47							
PreK4	75		61	73	73	71	69							

Total	120		109	122	120	118	116							
Difference			-11	+2	0	-2	-4							
K	150		87	88	86	82	82							
1	150		105	95	90	91	92							
2	150		123	116	116	117	116							
3	150		120	110	109	111	113							
4	75		73	75	75	73	72							
5	75		75	76	72	72	72							
Total	750		583	560	548	546	547							
Difference			-142	-190	-202	-204	-203							
6	75		71	64	67	66	64							
7	75		72	76	79	75	71							
8	75		71	72	78	76	75							
Total	225		214	212	224	217	210							
Difference			-11	-13	-1	-8	-15							
Total All Grade	1095		906	894	892	881	873							
Total Receive Tuition	Budget 991		906	892	892	881	873							
Change from Prior Month			0	-14	0	-11	-8							

III. Committee updates

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

IV. Motion to Adjourn Public Session and open Closed Session – 6:48 pm

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

Board adjourns to discuss budget as it pertains to staffing, HIB cases and staffing matters.

V. Motion to Adjourn Closed Session and open Public Session

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

VI. Board Resolutions

1. Finance

- Board Secretary's and Treasurer's Report:** To approve the preliminary Secretary's and Treasurer's Reports for November 2019, 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 November 2019, 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 November 30, 2019.
- Bills List:** Approve Bills List from September 19, 2019 to November 21, 2019 to December 16, 2019.
- Payroll:** To approve the following payrolls:

Date	Gross Payroll	Employer Taxes	Total
July 2, 2019	123,002.43	9,409.83	132,412.26
July 3, 2019	54,652.60	4,180.92	58,833.52
July 9, 2019	119,792.16	8,730.43	128,522.59
July 18, 2019	89,279.87	6,830.10	96,109.97
July 25, 2019	109,799.75	7,651.41	117,451.16
August 8, 2019	120,354.79	8,466.44	128,821.23
August 22, 2019	106,828.52	7,325.93	114,454.45
September 6, 2019	338,483.98	24,983.07	363,467.05
September 20, 2019	366,086.64	27,075.59	393,162.23
October 4, 2019	368,637.04	27,273.55	395,910.59
October 18, 2019	350,251.07	25,711.44	375,962.51
November 8, 2019	154,315.34	11,125.54	165,440.88
November 15, 2019	359,328.06	25,710.86	385,038.92
November 27, 2019	318,943.49	22,775.81	341,719.30
December 15, 2019	327,338.71	23,170.73	350,509.44
Totals:	\$3,307,094.45		
13 Payrolls Remaining:	\$299,454.27	Cannot Exceed	
Payroll Budget Based on 894 Student:	\$7,200,000.00		

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

2. Contracts

- To approve the following contracts:
 - FMY Consultants – Independent Financial Consultant - \$15,000
 - Mercury Public Affairs – Governmental Relations - \$4,000

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

3. Buildings & Grounds

4. Personnel

- a. To approve the Reduction of Force “staff list” effective no later January 15th.
- b. To approve the following stipends:

First	Last	Activity	Building	Start	Finish	Time	Type	Stipend
Sharon	McIver	PLC-SPED	District	12/10/2019	6/22/2020	One- time	Certified	\$1,500.00

- c. To accept the following resignations:

First Name	Last Name	Position	Location	Certified	Terms	Date
Latisha	Gamble	Instructional Assistant	Lower	Non-Certified	10-Months	12/2/2019

- d. To accept the following leave of absence:

First Name	Last Name	Position	Location	Certified	Terms	Date
Nicole	George	Instructional Assistant	Elementary	Non-Certified	10-Months	1/2/2020-3/31/2020

- e. To accept the following terminations:

First Name	Last Name	Position	Location	Certified	Terms	Date
Adquill	Lee	Instructional Assistant	Lower	Non-Certified	10-Months	12/20/2019
Aurora	Moore	Instructional Assistant	Lower	Non-Certified	10-Months	12/20/2019
Christopher	Turner	Instructional Assistant	Jr. High School	Non-Certified	10-Months	12/20/2019

- f. To approve removing Mrs. Sherri Taft and adding Ms. Ramona Jackson as the sponsor representative for the NJ Division of Family Development Family Child Care/Approved Home program.

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

5. Curriculum/Special Education

6. Policy/Miscellaneous

- a. To accept the HIB report from November 21, 2019 to December 16, 2019 (7 cases, 2 founded).
- b. To approve the HIB report from October 9, 2019 to November 20, 2019 (4 cases, all unfounded).
- c. To accept the following gift from Lloyd & Lloyd:
 - December Parent Workshop “Beating the Winter Blues” – value of \$150

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

VII. Motion to Adjourn Executive Session and open Public Session

VIII. Board Member Reminders

IX. Public Comment

X. Motion to Adjourn Meeting - 8:02 pm

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