



**UNIVERSITY
HEIGHTS
CHARTER SCHOOL**
Character ★ Scholarship ★ Leadership

University Heights Charter School
Regular Board Meeting

June 28, 2021

Date and Time

Monday, June 28, 2021 at 5:00 PM EDT

Location

Zoom Webinar

Agenda

Purpose Presenter Time

I. Opening Items 5:00 PM Opening Items

A. Call the Meeting to Order 5 m

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.

C. Record Attendance and Guests

| Voting Members | Role | Term Ends | Present | Absent | LA/ED |
|-----------------------|-------------------------|------------|---------|--------|--|
| Miyoshi Lee | President, Trustee | 11/30/2021 | X | | |
| Nicole Butler | Vice-President, Trustee | 06/30/2021 | X | | |
| Elizabeth Rainey-Goka | Trustee | 2/28/2022 | | X | |
| Kimaada Sills | Trustee | 3/30/2022 | X | | |
| Marinne Walker | Trustee | 3/30/22 | X | | Arrived during executive session – 6:45 pm |
| Yana Gutierrez | Trustee | 9/15/2023 | X | | |
| Michelle Nelson | Trustee | 2/17/2024 | X | | |

Board Resolutions

I. Executive Session motion

To enter into closed executive session (first) for purposes of conducting one (1) Donaldson Hearings

Annual evaluation of the Head of Schools

Employment contract for the Interim Business Administrator

Employment contracts for newly hired staff

2021-22 salaries of staff

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|-----------------------|--------|-----|----|---------|--------|-----------------|--------|-----|----|---------|--------|
| Lee | | X | | | | Kimaada Sills | | X | | | |
| Butler | 1st | X | | | | Marinne Walker | | X | | | |
| Yana Gutierrez | 2nd | X | | | | Michelle Nelson | | X | | | |
| Elizabeth Rainey-Goka | | | | | X | | | | | | |

Motion carried

II. Motion to open the meeting to public session

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|-----------------------|--------|-----|----|---------|--------|-----------------|--------|-----|----|---------|--------|
| Lee | | X | | | | Kimaada Sills | | X | | | |
| Butler | 1st | X | | | | Marinne Walker | | X | | | |
| Yana Gutierrez | | X | | | | Michelle Nelson | 2nd | X | | | |
| Elizabeth Rainey-Goka | | | | | X | | | | | | |

Motion carried

III. Motion to open the meeting to public comments

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|-----------------------|--------|-----|----|---------|--------|-----------------|--------|-----|----|---------|--------|
| Lee | | X | | | | Kimaada Sills | | X | | | |
| Butler | | X | | | | Marinne Walker | | X | | | |
| Yana Gutierrez | 2nd | X | | | | Michelle Nelson | 1st | X | | | |
| Elizabeth Rainey-Goka | | | | | X | | | | | | |

Motion carried

No public comments

Motion to close the public comment period.

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|-----------------------|--------|-----|----|---------|--------|-----------------|--------|-----|----|---------|--------|
| Lee | | X | | | | Kimaada Sills | | X | | | |
| Butler | 1st | X | | | | Marinne Walker | | X | | | |
| Yana Gutierrez | | X | | | | Michelle Nelson | 2nd | X | | | |
| Elizabeth Rainey-Goka | | | | | X | | | | | | |

Motion carried.

III. Head of Schools

- a. Security Drill Statement of Assurance for the 2020-21 year

V. Approval of Summer hours – days and hours of operation

VII. Personnel

To approve the following appointments, terminations, resignations, transfers, title changes and stipends

Appointment of Kenneth R. Weinheimer as PACO (Public Agency Compliance Officer) effective immediately, with no change in salary

Approval of settlement agreement.

VIII. Finance

- a. Board Secretary's and Treasurer's Report: To approve the Secretary's and Treasurer's Reports for May 2021, 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 2021, 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.

b. Transfers: Approve transfers up May 31, 2020.

c. Bills List: Approve Bills List from May 14, 2020 to June 17, 2020.

d. Payroll: To approve the following payrolls:

May 14, 2021: \$357,871.58

May 31, 2021: \$369,535.66

June 15, 2021: \$388,229.21

June 18, 2021: \$347,438.45

June 30, 2021: \$84,728.99

IX. Contracts

To approve the following contracts:

- a. New Jersey Schools Insurance Group North Jersey Educational Insurance Fund Indemnity and Trust Agreement Resolution to Join/Renew Membership (July 1, 2021 – July 1, 2024 at 12:01 a.m.)
- b. Property and Casualty Insurance coverage per Renewal Exhibit (premiums and coverages) for July 1, 2021 – June 30, 2022
- c. Johnston Law Group - \$275/hr principals and counsel, \$245/hr associates, \$115/hr paralegal (Attachment)
- d. Maschio Food Service for an emergency food service contract for summer school from July 6 – July 29, 2021

Motion to approve the motions under the Head of Schools report, Statement of Assurance, summer hours, personnel, finance and contracts

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|-----------------------|--------|-----|----|---------|--------|-----------------|--------|-----|----|---------|--------|
| Lee | | X | | | | Kimaada Sills | 1st | X | | | |
| Butler | | X | | | | Marinne Walker | | X | | | |
| Yana Gutierrez | 2nd | X | | | | Michelle Nelson | | X | | | |
| Elizabeth Rainey-Goka | | | | | X | | | | | | |

Motion carried

IX. Motion to approve the University Heights Charter School 2021-22 School Calendar

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|-----------------------|--------|-----|----|---------|--------|-----------------|--------|-----|----|---------|--------|
| Lee | | X | | | | Kimaada Sills | | X | | | |
| Butler | | X | | | | Marinne Walker | 1st | X | | | |
| Yana Gutierrez | 2nd | X | | | | Michelle Nelson | | X | | | |
| Elizabeth Rainey-Goka | | | | | X | | | | | | |

Motion to amend the motion to approve the 2021-22 School Calendar to include all names of Federally recognized holidays and other readily identifiable holidays.

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|-----------------------|--------|-----|----|---------|--------|-----------------|--------|-----|----|---------|--------|
| Lee | | X | | | | Kimaada Sills | | X | | | |
| Butler | 1st | X | | | | Marinne Walker | | X | | | |
| Yana Gutierrez | 2nd | X | | | | Michelle Nelson | | X | | | |
| Elizabeth Rainey-Goka | | | | | X | | | | | | |

Motion carried

Motion to Motion to approve the University Heights Charter School 2021-22 School Calendar, as amended.

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|-----------------------|--------|-----|----|---------|--------|-----------------|--------|-----|----|---------|--------|
| Lee | | | X | | | Kimaada Sills | | X | | | |
| Butler | | X | | | | Marinne Walker | 1st | X | | | |
| Yana Gutierrez | 2nd | X | | | | Michelle Nelson | | X | | | |
| Elizabeth Rainey-Goka | | | | | X | | | | | | |

Motion carried: 5 yes, 1 no, 1 absent

Motion to approve the contract with the Essex Regional Educational Service Commission for transportation services for July 1, 2021 – July 30, 2022.

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|-----------------------|--------|-----|----|---------|--------|-----------------|--------|-----|----|---------|--------|
| Lee | | X | | | | Kimaada Sills | | | | X | |
| Butler | 2nd | X | | | | Marinne Walker | | X | | | |
| Yana Gutierrez | 1st | X | | | | Michelle Nelson | | X | | | |
| Elizabeth Rainey-Goka | | | | | X | | | | | | |

Motion carried.

Trustee Term extension

Motion to approve extending the term of office for Board of Trustees member Ms. Nicole Butler to December 31, 2021.

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|-----------------------|--------|-----|----|---------|--------|-----------------|--------|-----|----|---------|--------|
| Lee | | X | | | | Kimaada Sills | | X | | | |
| Butler | | X | | | | Marinne Walker | | X | | | |
| Yana Gutierrez | 2nd | X | | | | Michelle Nelson | 1st | X | | | |
| Elizabeth Rainey-Goka | | | | | X | | | | | | |

Motion carried.

Motion to approve a performance bonus for the 2020-21 fiscal year to Dr. C. Oliver-Hawley, CEO/Head of Schools in the amount of \$7,000.

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|-----------------------|--------|-----|----|---------|--------|-----------------|--------|-----|----|---------|--------|
| Lee | | X | | | | Kimaada Sills | | X | | | |
| Butler | | X | | | | Marinne Walker | | X | | | |
| Yana Gutierrez | 1st | X | | | | Michelle Nelson | 2nd | X | | | |
| Elizabeth Rainey-Goka | | | | | X | | | | | | |

Motion carried.

XI. Reminders and announcements

None

XII. Motion to adjourn

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|-----------------------|--------|-----|----|---------|--------|-----------------|--------|-----|----|---------|--------|
| Lee | | X | | | | Kimaada Sills | | X | | | |
| Butler | 1st | X | | | | Marinne Walker | | X | | | |
| Yana Gutierrez | | X | | | | Michelle Nelson | 2nd | X | | | |
| Elizabeth Rainey-Goka | | | | | X | | | | | | |

Motion carried

9:47 pm

Respectfully submitted,



Kenneth R. Weinheimer

Interim Business Administrator/Board Secretary