



74 HARTFORD STREET NEWARK, NEW JERSEY 07103 TEL: 973-623-1965 FAX: 973-623-8511
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**Board of Trustees Meeting Minutes
June 17, 2015
6:30pm**

I. Call to Order

The June 17, 2015 Regular Meeting of the University Heights Charter School Board of Trustees was called to order at 6:32pm 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

Kenna Baudin
Ellen Brown – **via telephone**
Kecia Daniels – **absent**
Harold Fullilove
Elaine Hughes
Kathy Liu
Warren Tranquada
Anuja Vejalla - **via telephone**
Lillian Whitaker –**arrived at 6:45pm**
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 May 20, 2015 and Executive Session Minutes for May 20, 2015.

Motion by Trustee: **K. Liu**

seconded by Trustee: **V. Wynn**

<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
KENNA BAUDIN	X			
ELLEN BROWN			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)
2. Appointment of Board Member

#) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the appointment of Nicole Butler as a Trustee for a three year term, from June 2015 to June 2018.

Motion by Trustee: **Warren Tranquada**

seconded by Trustee: **Harold 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
KENNA BAUDIN	X			
ELLEN BROWN	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			

VI. Public Comment

1. Mr. Hughes, spouse of Tyola Hughes addressed the board.
2. Tyola Hughes, School Aide addressed the board regarding her employment.

VII. Lead Person's Report – Misha Simmonds

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

- a. Program

- i. Recruitment and Placement
 1. UHCS Scholar 2
 2. HS Placement Results
 3. UHCS Enrollment Update for Round 2
 4. DOE Approval of One Newark System
- ii. Staff Recruitment and Retention
 1. Staff Appointments for 2015-2016
- iii. Federal Grants
 1. 2016 IDEA Grant Summary
 2. 2016 NCLB Budget Summary
- iv. Development
 1. Donation Tracker
 2. Grant Application Tracker
 3. UHCS App to M & T Charitable Foundation
- v. Compliance
 1. HIB-ITP Report
 2. Spring EVVRS Report
 3. Title I Staff
 4. Resolution Attachments
 5. School Drill Report
 6. Security Drill Statement Assurance

VIII. Business Administrator/Finance Report – Karen Johnson

1. The following items were discussed:
 - a. Bill List for June 17, 2015
 - b. Payroll expenditures for month ending May 31, 2015
 - c. Food Summary for month ending May 31, 2015
 - d. Board Secretary/Treasurers' Report for May 2015
 - e. Contracts – Karson Food Service 2015-2016
 - f. Auditor's Proposal

IX. BOARD RESOLUTIONS

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

- 224 Appointment of Staff
- 225 Acceptance of Resignations
- 226 Approval of Duties and Stipends
- 227 Approval of Off-Site Professional Development
- 228 Approval of Suspensions
- 229 Approval of EVVRS Report (1/1/15-6/30/15)
- 230 Approval of HIB-ITP Report (1/1/15-6/30/15)
- 231 Approval of Security Drill Statement of Assurance
- 232 Approval of Title I Staff
- 233 Approval of Auditors
- 234 Approval of Bill List & Payroll Expenditures
- 235 Approval of Board Secretary Report
- 236 Acceptance of NCLB Grant
- 237 Acceptance of IDEA Grant
- 238 Approval of Refusal of Title III Funding
- 239 Approval of Contract

Motion by Trustee: Warren Tranquada **seconded by Trustee: H. Fullilove**

Record of Board Vote	X – Indicates Votes	AB-Absent	NV-No Vote				
Board Member	Yes	No	NV	AB			
KENNA BAUDIN	X						
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						

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

Motion by Trustee: Warren Tranquada

seconded by Trustee: H. Fullilove

Record of Board Vote	X – Indicates Votes	AB-Absent	NV-No Vote		
Board Member	Yes	No	NV	AB	
KENNA BAUDIN	X				
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				

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

Motion by Trustee: Warren Tranquada

seconded by Trustee: H. Fullilove

Record of Board Vote	X – Indicates Votes	AB-Absent	NV-No Vote		
Board Member	Yes	No	NV	AB	
KENNA BAUDIN	X				
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				

#226) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the list of duties and stipends.

Motion by Trustee: Warren Tranquada

seconded by Trustee: H. Fullilove

Record of Board Vote	X – Indicates Votes	AB-Absent	NV-No Vote		
Board Member	Yes	No	NV	AB	
KENNA BAUDIN	X				
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				

#227) 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: Warren Tranquada

seconded by Trustee: H. Fullilove

Record of Board Vote	X – Indicates Votes	AB-Absent	NV-No Vote		
Board Member	Yes	No	NV	AB	
KENNA BAUDIN	X				
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				

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

Motion by Trustee: Warren Tranquada

seconded by Trustee: H. Fullilove

Record of Board Vote	X – Indicates Votes	AB-Absent	NV-No Vote	
Board Member	Yes	No	NV	AB
KENNA BAUDIN	X			
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			

#229) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the Electronic Violence and Vandalism Reporting System Report for the period 1/1/15-6/30/15.

Motion by Trustee: Warren Tranquada

seconded by Trustee: H. Fullilove

Record of Board Vote	X – Indicates Votes	AB-Absent	NV-No Vote	
Board Member	Yes	No	NV	AB
KENNA BAUDIN	X			
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			

#232) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the list of Title I staff for 2014-2015.

Motion by Trustee: Warren Tranquada

seconded by Trustee: H. Fullilove

Record of Board Vote	X – Indicates Votes	AB-Absent	NV-No Vote	
Board Member	Yes	No	NV	AB
KENNA BAUDIN	X			
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			

#233) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the Olugbenga Olabintan as School Auditor for the 2014-2015 fiscal year.

Motion by Trustee: Warren Tranquada

seconded by Trustee: H. Fullilove

Record of Board Vote	X – Indicates Votes	AB-Absent	NV-No Vote	
Board Member	Yes	No	NV	AB
KENNA BAUDIN	X			
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			

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

-Bill List for \$376,671.65 for June 17, 2015

-Payroll for month ending May 31, 2015 totaling \$580,673.27

Motion by Trustee: Warren Tranquada

seconded by Trustee: H. Fullilove

Record of Board Vote	X – Indicates Votes	AB-Absent	NV-No Vote	
Board Member	Yes	No	NV	AB
KENNA BAUDIN	X			
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			

#235) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the Board Secretary and Treasurers’ Reports for month ending May 31, 2015

Motion by Trustee: Warren Tranquada

seconded by Trustee: H. Fullilove

Record of Board Vote	X – Indicates Votes	AB-Absent	NV-No Vote	
Board Member	Yes	No	NV	AB
KENNA BAUDIN	X			
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			

#236) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the NCLB Consolidated Grant Application including:

-Title I Part A: \$449,374

-Title II Part A: \$2,905

-Title III (if the school can participate in the consortium): \$2,841

Motion by Trustee: Warren Tranquada

seconded by Trustee: K. Liu

Record of Board Vote	X – Indicates Votes	AB-Absent	NV-No Vote		
Board Member	Yes	No	NV	AB	
KENNA BAUDIN	X				
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				

#237) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the IDEA Grant Application including:

-IDEA Basic: \$118,176

-IDEA Preschool: \$3,386

Motion by Trustee: Warren Tranquada

seconded by Trustee: K. Liu

Record of Board Vote	X – Indicates Votes	AB-Absent	NV-No Vote		
Board Member	Yes	No	NV	AB	
KENNA BAUDIN	X				
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				

#238) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the refusal of Title III funding of \$2,841 for 2015-2016 unless the school can join a consortium.

Motion by Trustee: Warren Tranquada

seconded by Trustee: K. Liu

Record of Board Vote	X – Indicates Votes	AB-Absent	NV-No Vote	
Board Member	Yes	No	NV	AB
KENNA BAUDIN	X			
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			

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

-Karson Foods (Breakfast - \$1.12, Lunch - \$2.34, Snack - \$.51)

Motion by Trustee: Warren Tranquada

seconded by Trustee: H. Fullilove

Record of Board Vote	X – Indicates Votes	AB-Absent	NV-No Vote	
Board Member	Yes	No	NV	AB
KENNA BAUDIN	X			
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			

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

241 Approval of Grant Proposals Fundraising
 242 Acceptance of Grant Fundraising
 243 Acceptance of Donations Fundraising

Motion by Trustee: Warren Tranquada seconded by Trustee: K. Liu

Record of Board Vote	X – Indicates Votes	AB-Absent	NV-No Vote	
Board Member	Yes	No	NV	AB
KENNA BAUDIN	X			
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			

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

-M & T Bank Charitable Foundation Stage & Sound System \$15,000
 -Roberts Foundation CHAMPS program \$25,000

Motion by Trustee: Warren Tranquada seconded by Trustee: K. Liu

Record of Board Vote	X – Indicates Votes	AB-Absent	NV-No Vote	
Board Member	Yes	No	NV	AB
KENNA BAUDIN	X			
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			

#242) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees accepted the list of grants.

Motion by Trustee: Warren Tranquada

seconded by Trustee: K. Liu

Record of Board Vote	X – Indicates Votes	AB-Absent	NV-No Vote	
Board Member	Yes	No	NV	AB
KENNA BAUDIN	X			
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			

#243) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees accepted the list of donations.

Motion by Trustee: Warren Tranquada

seconded by Trustee: K. Liu

Record of Board Vote	X – Indicates Votes	AB-Absent	NV-No Vote	
Board Member	Yes	No	NV	AB
KENNA BAUDIN	X			
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			

#244) Motion to go into Executive Session - at 7:45pm.

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
KENNA BAUDIN	X			
ELLEN BROWN	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			

#245) Motion to go resume Public Executive Session - at 9:00pm.

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
KENNA BAUDIN	X			
ELLEN BROWN				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			

#246) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved banning S.B. from school property, pending further review.

Motion by Trustee: **H. Fullilove** seconded by Trustee: **K. Liu**

Record of Board Vote X – Indicates Votes AB-Absent NV-No Vote				
Board Member	Yes	No	NV	AB
KENNA BAUDIN	X			
ELLEN BROWN	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			

#247) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees revoked the ban of T.H. from school property.

Motion by Trustee: **H. Fullilove** seconded by Trustee: **K. Liu**

Record of Board Vote	X – Indicates Votes	AB-Absent	NV-No Vote		
Board Member	Yes	No	NV	AB	
KENNA BAUDIN	X				
ELLEN BROWN	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				

#248) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the HIB reports.

Motion by Trustee: **H. Fullilove** seconded by Trustee: **K. Liu**

Record of Board Vote	X – Indicates Votes	AB-Absent	NV-No Vote		
Board Member	Yes	No	NV	AB	
KENNA BAUDIN	X				
ELLEN BROWN	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				

#249) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees appointed Misha Simmonds as Executive Director from July 1, 2015 to June 30, 2016 with an annual salary of \$165,000.

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	
KENNA BAUDIN	X				
ELLEN BROWN	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				

#250) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees accepted the resignation of Kenna Baudin from the Board of Trustees effective June 17, 2015.

Motion by Trustee: K. Baudin

seconded by Trustee: W. Tranquada

Record of Board Vote	X – Indicates Votes	AB-Absent	NV-No Vote		
Board Member	Yes	No	NV	AB	
KENNA BAUDIN	X				
ELLEN BROWN	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				

Meeting adjourned at 9:10pm.

Respectfully submitted,

Karen C. Johnson
Board Secretary