



74 HARTFORD STREET NEWARK, NEW JERSEY 07103 TEL: 973-623-1965 FAX: 973-623-8511
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**Board of Trustees Meeting Minutes
July 20, 2016
6:30pm**

I. Call to Order

The July 20, 2016 Regular Meeting of the University Heights Charter School Board of Trustees was called to order at 6:30pm by Nicole Butler, Vice Chair.

II. Sunshine Law/Public Notice Statement

The Sunshine Law/Public Notice Statement was read by Board Secretary, Karen C. Johnson.

III. Roll Call

The roll was called with the following people in attendance:

BOARD

Nicole Butler
Harold Fullilove
Elaine Hughes
Kathy Liu – **absent**
Theresa Mitchell –**absent**
Elizabeth Rainey-Goka
Kimaada Sills
Warren Tranquada – **absent**
Anuja Vejalla
Marianne Walker
Miyoshi West

Staff present were Tamara Cooper, Executive Director, Misha Simmonds, Special Advisor to Executive Director; Karen C. Johnson, Business Administrator/Board Secretary; Jessica Urban, Asst. Principal; Yvonne Wade, Dean.

IV. Approval of Regular Board Minutes for May 18, 2016 and Executive Session Minutes for May 18, 2016 and May 20, 2016 Board Retreat Minutes.

Motion by Trustee: H. Fullilove

seconded by Trustee: E. Rainey-Goka

<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			
NICOLE BUTLER	X						
HAROLD FULLILOVE	X						
ELAINE HUGHES	X						
KATHERINE LIU							X
THERESA MITCHELL							X
ELIZABETH RAINEY-GOKA	X						
KIMAADA SILLS	X						
WARREN TRANQUADA							X
ANUJA VEJALLA	X						
MIYOSHI WEST	X						

V. Public Comment

1. None at this time.

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

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

VII. Lead Person’s Report – Tamara Cooper/Misha Simmonds

1. Tamara Cooper/Misha Simmonds discussed the following:

- a. Program
 - i. Enrollment
 1. 16-0720 Enrollment
 - ii. Annual Report
 1. 2016 Annual Report
 - iii. Staff Incentive – PTO Day
- b. Compliance
 - i. Human Resources
 - 1.16-17 Stipend Rates
 - 2.Executive Assistant Job Description
 - 3.16-0720 HR Tracker
 - 4.16-0720 Professional Development
 - ii. Student Related
 1. 2015-2016 HIB-ITP District Summary
 2. 15-16 Spring EVVRS Report
- c. Security Statement of Assurance

- i. Grants & Gifts Update
 - 1. Yankee Candle Fundraiser
 - 2. NJSIG Safety Grant Application
- ii. Federal Grant
 - 1. IDEA Consolidated Budget 2016-2017

VIII. Business Administrator/Finance Report – Karen Johnson

- 1. The following items were discussed:
 - a. Bill List for July 20, 2016
 - b. Payroll expenditures for month ending June 30, 2016
 - c. Food Summary for month ending June 30, 2016
 - d. Insurance – NJSIG Insurance Renewal for 2016-2017
 - d. Contracts – Enterprise Development Center Lease Agreement
 - Office Team
 - Karson Food Service

IX. BOARD RESOLUTIONS

#1) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the following July 2016 resolution block:

2	Approval of Position Descriptions	Human Resources
3	Appointment of Staff	Human Resources
4	Approval of Emergent Hiring	Human Resources
5	Acceptance of Resignations	Human Resources
6	Approval of Stipend Rates	Human Resources
7	Approval of Stipend Activities	Human Resources
8	Approval of Offsite Professional Development	Human Resources
9	Approval of Handbooks	Policy/Plan
10	Approval of EVVRS Report (1/1/16-6/30/16)	Compliance
11	Approval of HIB-ITP Report (1/1/16-6/30/16)	Compliance
12	Approval of Annual Report	Compliance
13	Approval of Security Drill Statement of Assur.	Compliance
14	Approval of Insurance Renewal	Finance
15	Approval of Lease	Contract/Partnership
16	Approval of Contracts (Food Service)	Contract/Partnership
17	Approval of Bill List and Payroll Expenditures	Finance

Motion by Trustee: H. Fullilove

seconded by Trustee: M. West

<i>Record of Board Vote</i>	<i>X – Indicates Votes</i>	<i>AB-Absent</i>	<i>NV-No Vote</i>	
<i>Board Member</i>	<i>Yes</i>	<i>No</i>	<i>NV</i>	<i>AB</i>
NICOLE BUTLER	X			
HAROLD FULLILOVE	X			
ELAINE HUGHES	X			
KATHERINE LIU				X
THERESA MITCHELL				X
ELIZABETH RAINEY-GOKA	X			
KIMAADA SILLS	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA				X
MIYOSHI WEST	X			

#2) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the list of position descriptions for 2016-2017.

Motion by Trustee: H. Fullilove

seconded by Trustee: M. West

<i>Record of Board Vote</i>	<i>X – Indicates Votes</i>	<i>AB-Absent</i>	<i>NV-No Vote</i>	
<i>Board Member</i>	<i>Yes</i>	<i>No</i>	<i>NV</i>	<i>AB</i>
NICOLE BUTLER	X			
HAROLD FULLILOVE	X			
ELAINE HUGHES	X			
KATHERINE LIU				X
THERESA MITCHELL				X
ELIZABETH RAINEY-GOKA	X			
KIMAADA SILLS	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA				X
MIYOSHI WEST	X			

#3) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the list of staff appointments for 2016-2017.

Motion by Trustee: H. Fullilove

seconded by Trustee: M. West

<i>Record of Board Vote X – Indicates Votes AB-Absent NV-No Vote</i>				
<i>Board Member</i>	<i>Yes</i>	<i>No</i>	<i>NV</i>	<i>AB</i>
NICOLE BUTLER	X			
HAROLD FULLILOVE	X			
ELAINE HUGHES	X			
KATHERINE LIU				X
THERESA MITCHELL				X
ELIZABETH RAINEY-GOKA	X			
KIMAADA SILLS	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA				X
MIYOSHI WEST	X			

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

Motion by Trustee: H. Fullilove

seconded by Trustee: M. West

<i>Record of Board Vote X – Indicates Votes AB-Absent NV-No Vote</i>				
<i>Board Member</i>	<i>Yes</i>	<i>No</i>	<i>NV</i>	<i>AB</i>
NICOLE BUTLER	X			
HAROLD FULLILOVE	X			
ELAINE HUGHES	X			
KATHERINE LIU				X
THERESA MITCHELL				X
ELIZABETH RAINEY-GOKA	X			
KIMAADA SILLS	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA				X
MIYOSHI WEST	X			

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

Motion by Trustee: H. Fullilove

seconded by Trustee: M. West

<i>Record of Board Vote X – Indicates Votes AB-Absent NV-No Vote</i>				
<i>Board Member</i>	<i>Yes</i>	<i>No</i>	<i>NV</i>	<i>AB</i>
NICOLE BUTLER	X			
HAROLD FULLILOVE	X			
ELAINE HUGHES	X			
KATHERINE LIU				X
THERESA MITCHELL				X
ELIZABETH RAINEY-GOKA	X			
KIMAADA SILLS	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA				X
MIYOSHI WEST	X			

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

Motion by Trustee: H. Fullilove

seconded by Trustee: M. West

<i>Record of Board Vote X – Indicates Votes AB-Absent NV-No Vote</i>				
<i>Board Member</i>	<i>Yes</i>	<i>No</i>	<i>NV</i>	<i>AB</i>
NICOLE BUTLER	X			
HAROLD FULLILOVE	X			
ELAINE HUGHES	X			
KATHERINE LIU				X
THERESA MITCHELL				X
ELIZABETH RAINEY-GOKA	X			
KIMAADA SILLS	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA				X
MIYOSHI WEST	X			

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

Motion by Trustee: H. Fullilove

seconded by Trustee: M. West

<i>Record of Board Vote</i>	<i>X – Indicates Votes</i>	<i>AB-Absent</i>	<i>NV-No Vote</i>	
<i>Board Member</i>	<i>Yes</i>	<i>No</i>	<i>NV</i>	<i>AB</i>
NICOLE BUTLER	X			
HAROLD FULLILOVE	X			
ELAINE HUGHES	X			
KATHERINE LIU				X
THERESA MITCHELL				X
ELIZABETH RAINEY-GOKA	X			
KIMAADA SILLS	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA				X
MIYOSHI WEST	X			

#8) 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: H. Fullilove

seconded by Trustee: M. West

<i>Record of Board Vote</i>	<i>X – Indicates Votes</i>	<i>AB-Absent</i>	<i>NV-No Vote</i>	
<i>Board Member</i>	<i>Yes</i>	<i>No</i>	<i>NV</i>	<i>AB</i>
NICOLE BUTLER	X			
HAROLD FULLILOVE	X			
ELAINE HUGHES	X			
KATHERINE LIU				X
THERESA MITCHELL				X
ELIZABETH RAINEY-GOKA	X			
KIMAADA SILLS	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA				X
MIYOSHI WEST	X			

#9) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the handbook.

Motion by Trustee: H. Fullilove

seconded by Trustee: M. West

<i>Record of Board Vote</i>	<i>X – Indicates Votes</i>	<i>AB-Absent</i>	<i>NV-No Vote</i>	
<i>Board Member</i>	<i>Yes</i>	<i>No</i>	<i>NV</i>	<i>AB</i>
NICOLE BUTLER	X			
HAROLD FULLILOVE	X			
ELAINE HUGHES	X			
KATHERINE LIU				X
THERESA MITCHELL				X
ELIZABETH RAINEY-GOKA	X			
KIMAADA SILLS	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA				X
MIYOSHI WEST	X			

#10) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the EVVRS Report for (1/1/16 – 6/30/16).

Motion by Trustee: H. Fullilove

seconded by Trustee: M. West

<i>Record of Board Vote</i>	<i>X – Indicates Votes</i>	<i>AB-Absent</i>	<i>NV-No Vote</i>	
<i>Board Member</i>	<i>Yes</i>	<i>No</i>	<i>NV</i>	<i>AB</i>
NICOLE BUTLER	X			
HAROLD FULLILOVE	X			
ELAINE HUGHES	X			
KATHERINE LIU				X
THERESA MITCHELL				X
ELIZABETH RAINEY-GOKA	X			
KIMAADA SILLS	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA				X
MIYOSHI WEST	X			

#11) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the HIB-ITP Report for (1/1/16 – 6/30/16).

Motion by Trustee: H. Fullilove

seconded by Trustee: M. West

<i>Record of Board Vote X – Indicates Votes AB-Absent NV-No Vote</i>				
<i>Board Member</i>	<i>Yes</i>	<i>No</i>	<i>NV</i>	<i>AB</i>
NICOLE BUTLER	X			
HAROLD FULLILOVE	X			
ELAINE HUGHES	X			
KATHERINE LIU				X
THERESA MITCHELL				X
ELIZABETH RAINEY-GOKA	X			
KIMAADA SILLS	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA				X
MIYOSHI WEST	X			

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

Motion by Trustee: H. Fullilove

seconded by Trustee: M. West

<i>Record of Board Vote X – Indicates Votes AB-Absent NV-No Vote</i>				
<i>Board Member</i>	<i>Yes</i>	<i>No</i>	<i>NV</i>	<i>AB</i>
NICOLE BUTLER	X			
HAROLD FULLILOVE	X			
ELAINE HUGHES	X			
KATHERINE LIU				X
THERESA MITCHELL				X
ELIZABETH RAINEY-GOKA	X			
KIMAADA SILLS	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA				X
MIYOSHI WEST	X			

#13) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the Security Drill Statement of Assurance.

Motion by Trustee: H. Fullilove

seconded by Trustee: M. West

<i>Record of Board Vote X – Indicates Votes AB-Absent NV-No Vote</i>				
<i>Board Member</i>	<i>Yes</i>	<i>No</i>	<i>NV</i>	<i>AB</i>
NICOLE BUTLER	X			
HAROLD FULLILOVE	X			
ELAINE HUGHES	X			
KATHERINE LIU				X
THERESA MITCHELL				X
ELIZABETH RAINEY-GOKA	X			
KIMAADA SILLS	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA				X
MIYOSHI WEST	X			

#14) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the NJSIG Insurance Renewal for 2016-2017.

Motion by Trustee: H. Fullilove

seconded by Trustee: M. West

<i>Record of Board Vote X – Indicates Votes AB-Absent NV-No Vote</i>				
<i>Board Member</i>	<i>Yes</i>	<i>No</i>	<i>NV</i>	<i>AB</i>
NICOLE BUTLER	X			
HAROLD FULLILOVE	X			
ELAINE HUGHES	X			
KATHERINE LIU				X
THERESA MITCHELL				X
ELIZABETH RAINEY-GOKA	X			
KIMAADA SILLS	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA				X
MIYOSHI WEST	X			

#15) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees approved the Enterprise Development Center (EDC) Lease Agreement.

Motion by Trustee: H. Fullilove

seconded by Trustee: M. West

<i>Record of Board Vote X – Indicates Votes AB-Absent NV-No Vote</i>				
<i>Board Member</i>	<i>Yes</i>	<i>No</i>	<i>NV</i>	<i>AB</i>
NICOLE BUTLER	X			
HAROLD FULLILOVE	X			
ELAINE HUGHES	X			
KATHERINE LIU				X
THERESA MITCHELL				X
ELIZABETH RAINEY-GOKA	X			
KIMAADA SILLS	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA				X
MIYOSHI WEST	X			

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

Motion by Trustee: H. Fullilove

seconded by Trustee: M. West

<i>Record of Board Vote X – Indicates Votes AB-Absent NV-No Vote</i>				
<i>Board Member</i>	<i>Yes</i>	<i>No</i>	<i>NV</i>	<i>AB</i>
NICOLE BUTLER	X			
HAROLD FULLILOVE	X			
ELAINE HUGHES	X			
KATHERINE LIU				X
THERESA MITCHELL				X
ELIZABETH RAINEY-GOKA	X			
KIMAADA SILLS	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA				X
MIYOSHI WEST	X			

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

-Bill List for \$444,528.61 for July 20, 2016

-Payroll for month ending June 30, 2016 totaling \$483,621.08

Motion by Trustee: H. Fullilove

seconded by Trustee: M. West

<i>Record of Board Vote</i>	<i>X – Indicates Votes</i>	<i>AB-Absent</i>	<i>NV-No Vote</i>	
<i>Board Member</i>	<i>Yes</i>	<i>No</i>	<i>NV</i>	<i>AB</i>
NICOLE BUTLER	X			
HAROLD FULLILOVE	X			
ELAINE HUGHES	X			
KATHERINE LIU				X
THERESA MITCHELL				X
ELIZABETH RAINEY-GOKA	X			
KIMAADA SILLS	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA				X
MIYOSHI WEST	X			

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

- | | | |
|----|----------------------------|-------------|
| 19 | Approval of Grant Proposal | Fundraising |
| 20 | Acceptance of IDEA Grant | Grant |
| 21 | Approval of Fundraiser | Fundraising |

Motion by Trustee: M. West

seconded by Trustee: K. Sills

<i>Record of Board Vote</i>	<i>X – Indicates Votes</i>	<i>AB-Absent</i>	<i>NV-No Vote</i>	
<i>Board Member</i>	<i>Yes</i>	<i>No</i>	<i>NV</i>	<i>AB</i>
NICOLE BUTLER	X			
HAROLD FULLILOVE			X	
ELAINE HUGHES	X			
KATHERINE LIU				X
THERESA MITCHELL				X
ELIZABETH RAINEY-GOKA	X			
KIMAADA SILLS	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA				X
MIYOSHI WEST	X			

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

Motion by Trustee: M. West

seconded by Trustee: K. Sills

<i>Record of Board Vote X – Indicates Votes AB-Absent NV-No Vote</i>				
<i>Board Member</i>	<i>Yes</i>	<i>No</i>	<i>NV</i>	<i>AB</i>
NICOLE BUTLER	X			
HAROLD FULLILOVE			X	
ELAINE HUGHES	X			
KATHERINE LIU				X
THERESA MITCHELL				X
ELIZABETH RAINEY-GOKA	X			
KIMAADA SILLS	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA				X
MIYOSHI WEST	X			

#20) NOW THEREFORE, BE IT RESOLVED that the University Heights Charter School Board of Trustees acceptance of IDEA Consolidated Budget for 2016-2017.

Motion by Trustee: M. West

seconded by Trustee: K. Sills

<i>Record of Board Vote X – Indicates Votes AB-Absent NV-No Vote</i>				
<i>Board Member</i>	<i>Yes</i>	<i>No</i>	<i>NV</i>	<i>AB</i>
NICOLE BUTLER	X			
HAROLD FULLILOVE			X	
ELAINE HUGHES	X			
KATHERINE LIU				X
THERESA MITCHELL				X
ELIZABETH RAINEY-GOKA	X			
KIMAADA SILLS	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA				X
MIYOSHI WEST	X			

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

Motion by Trustee: M. West

seconded by Trustee: K. Sills

<i>Record of Board Vote X – Indicates Votes AB-Absent NV-No Vote</i>				
<i>Board Member</i>	<i>Yes</i>	<i>No</i>	<i>NV</i>	<i>AB</i>
NICOLE BUTLER	X			
HAROLD FULLILOVE			X	
ELAINE HUGHES	X			
KATHERINE LIU				X
THERESA MITCHELL				X
ELIZABETH RAINEY-GOKA	X			
KIMAADA SILLS	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA				X
MIYOSHI WEST	X			

#22) Motion to go into Executive Session - at 8:00pm.

Motion by Trustee: H. Fullilove

seconded by Trustee: M. West

<i>Record of Board Vote X – Indicates Votes AB-Absent NV-No Vote</i>				
<i>Board Member</i>	<i>Yes</i>	<i>No</i>	<i>NV</i>	<i>AB</i>
NICOLE BUTLER	X			
HAROLD FULLILOVE	X			
ELAINE HUGHES	X			
KATHERINE LIU				X
THERESA MITCHELL				X
ELIZABETH RAINEY-GOKA	X			
KIMAADA SILLS	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA				X
MIYOSHI WEST	X			

#23) Motion to resume Public Session - at 8:22pm.

Motion by Trustee: W. Tranquada

seconded by Trustee: N. Butler

<i>Record of Board Vote</i>	<i>X – Indicates Votes</i>	<i>AB-Absent</i>	<i>NV-No Vote</i>	
<i>Board Member</i>	<i>Yes</i>	<i>No</i>	<i>NV</i>	<i>AB</i>
NICOLE BUTLER	X			
HAROLD FULLILOVE				X
ELAINE HUGHES	X			
KATHERINE LIU				X
THERESA MITCHELL	X			
ELIZABETH RAINEY-GOKA	X			
KIMAADA SILLS	X			
WARREN TRANQUADA	X			
ANUJA VEJALLA	X			
MIYOSHI WEST	X			

Meeting adjourned at 8:23 pm.

Respectfully submitted,

Karen C. Johnson
Board Secretary