



**University Heights Charter School**  
**Regular Monthly Meeting Minutes**  
**Wednesday, February 15, 2017 – 6:30 PM**

**I. Opening Items - 6:36 pm**

**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 on July 16, 2016 and Spanish-language El Coqui on July 26, 2016.

**Roll Call**

Voting Members	Role	Term	Present	Absent	LA/ED
Nicole Butler	Vice-President, Trustee	6/30/2018	X		
Elaine Hughes	Trustee	11/30/2017	X		
Katherine Liu	Trustee	12/31/2016		X	
Theresa Mitchell	Trustee	2/28/2019		X	
Elizabeth Rainey-Goka	Trustee	2/28/2019	X		
Kimaada Sills	Trustee	3/30/2019	X		
Warren Tranquada	President, Trustee	10/31/2017	X		
Anuja Vejalla	Trustee	12/31/2017		X	
Marinne Walker	Trustee	3/30/2019	X, on phone		
Miyoshi West	Trustee	11/30/2018	X		

**Also Present**

Non-Voting	Role	Present	Absent	LA/ED
Tamara Cooper	Executive Director	X		
Michael Falkowski	SBA/Board Secretary	X		
Ramona Williams	Accountant		X	
Maria Picone	Elementary School Principal	X		
Sherri Taft	Parent Coordinator	X		
Ronice Bruce	Director of Development	X		
Shannon Burton	Principal Upper School	X		

**C. Approval of Regular Board Minutes – TABLED**

**D. Governance Check-In – Tamara Cooper, Executive Director**

Ms. Cooper discussed:

- Board Survey
- Suggested change to committee meeting calendar
- Board Goals

Mr. Tranquada commented on the Committee Meeting Calendar, suggested scheduling meetings in advance for better attendance. Ms. Hughes also commented on better notice of committee meetings. Ms. West suggested getting materials a week in advance, and thanked Ms. Cooper for getting materials out earlier this meeting. Discussion among Board regarding growing the Board to 15 per revised By-laws.

Introductions of Mr. Michael Falkowski, SBA and Dr. Shannon Burton, Upper School Principal

## **II. Public Comment**

- Monique Cooper, UHCS employee – has seen the school go up, down and drown and is very pleased with swift change and is happy today

## **III. Program**

### **A. Executive Director Comments**

Summary

#### **1. School Updates**

- Parent Coordinator Report – Sherri Taft

Comments during Ms. Taft's report: Ms. West commented about the air conditioning issue. Ms. Cooper discussed that there is a list of items that are being addressed including the air conditioning. A discussion was held with Ms. Cooper and the Board about changing the school schedule to align with Newark Public Schools. There were concerns over parents scheduling summer camp and students losing progress over the summer. Discussion about having summer school and budgeting for in the future.

- Dr. Burton gave the Board an introduction of his experience.
- Lower School Principal's Report – Ms. Picone went over her report as attached.
- Upper School Principal's Report – Dr. Burton went over his report as attached.
- FYI- Middle School Proposal / Lower School Proposal (New Site) – Ms. Picone gave an overview of the space based on the requirements of the NJ Pre-k Program. Discussion amongst the Board on utilization of unused space, setup of the additional space and strategy to execute lease on new space.
- New site walkthrough - March 2, 2017- 2:00PM
- Parent School Connection Meetings

#### **2. Organizational**

- Rental Agreement (expected date to receive Feb.17)
- Building Updates

- FYI - Org. Survey administered
- The New Teacher Project - Insight survey
- FYI-Professional Responsibilities form
- Job Fairs - Virtual Job Fair- 2/3; 3/1 -Baltimore; 3/24 NYC
- Indoor Air Quality Plan
- Security Updates Proposal
- Maternity/Paternity/Adoption Leave
- Sick Days Bank (We would like to offer to employees to assist with medical/ maternity/paternity/adoption leave)

## **B. Enrollment**

## **IV. Compliance**

### **A. Student Related Issues**

1. HIB - 4 cases- Mid-year HIB Report submitted
2. Attendance
3. Suspension Data
  - Medical Suspensions- Upper School – 16
  - Lower School- 0
  - Suspensions LS - 4
  - Suspensions US - 0

### **B. Human Resources**

1. New Hires
2. Resignations
3. Staff appointments

### **C. NJSMART Laws Update**

1. EVERY STUDENT SUCCEEDS ACT Assessments under Title I, Part A & Title I- Time Line - Where we are.
2. ESSA- Creating a in Multiple Languages Compliant Parent Communication Strategy [http://info.transact.com/hubfs/eBooks/Compliant%20Parent%20Strategy/TransACT\\_Parent\\_Communication.pdf](http://info.transact.com/hubfs/eBooks/Compliant%20Parent%20Strategy/TransACT_Parent_Communication.pdf)
3. ESSA - Fact Sheet -<http://www.state.nj.us/education/ESSA/plan/>
4. RICE NOTICE update - <https://www.njsba.org/news-publications/school-board-notes/february-14-2017-vol-xl-no-26/appellate-court-rules-rice-notice-case-impact-boards-anticipated/>
5. Special Education Notice- <https://www.njsba.org/news-publications/school-board-notes/february-14-2017-vol-xl-no-26/school-districts-must-update-special-ed-policies/>
6. SEMI - State Education Medicaid Initiative - <http://www.state.nj.us/treasury/administration/semi-mac/semi-mac.shtml>

## V. Resource Development

### A. Grants and Gifts Update – updated provided by Ms. Bruce

1. \$50K Grant request submitted to the Victoria Foundation to support UHCS Parent Ambassador Collaborative
2. \$100K Grant request submitted Hyde & Watson to support the UHCS Music Program
3. \$25K grant request to the Healthcare Foundation of NJ to support Alternative Discipline Program
4. Whole Foods Salad Bars to School grant request

### B. Fundraising

#### Approval

- Development request- Purchase of Promotional/ Fundraiser Magnets and Window Decals \$1.50 ea for minimum of 250 = \$375.00
- BN Bookfair Contract
- Read-A-Thon
- Parent Coordinator - World's Finest Chocolates parent fundraiser
- Upper School - approval to fundraiser for the 8th grade class
- Upper School- Candy/Flower grams - to fund Spring Show

#### Updates

- iHeartUHCS Appeal launches February 13. Asking parents, families, community, and friends of UHCS to Give Where their :heart"Learns. The goal is to raise \$2-5K
- Spirit Wear Fundraiser - The online store closes on Jan. 30.

### C. Fundraising

#### 1. MEETINGS

- Laura Duksta, NY Times Best Seller Children's Book Author will do story time with our Lower School scholars.
- Cobblestone Multimedia re: partnership to provides music and video production instruction to students as part of the Music Proposal.
- Community Food Bank - follow-up from previous meeting to partner as a site for scholars to get weekend meals.
- Wight Foundation and NJ SEEDS re: math and English coaches working with UHCS.
- NJBAEO re: UHCS Parent Ambassador Collaborative

#### 2. 10 Yr Anniversary & Alumni Celebration

- Breakfast with Andre Agassi

**VI. Finance**

- A. Payroll Expenditures – January 2017**
- B. Bills List – February 2017**
- C. Treasurer & Board Secretary Report – January 2017**
- D. Field Trips**
- E. Professional Development as of February 2017**

**VII. Board Resolutions**

- |            |   |                        |
|------------|---|------------------------|
| <b>123</b> | <b>February Resolution Block</b>        | <b>Compliance</b>      |
| <b>124</b> | <b>Approval of Appointment of Staff</b> | <b>Human Resources</b> |

It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached staff appointments.

- |            |                                    |                        |
|------------|------------------------------------|------------------------|
| <b>125</b> | <b>Approval of Emergent Hiring</b> | <b>Human Resources</b> |
|------------|------------------------------------|------------------------|

It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached emergent hires for 2016-2017.

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|-----------------------|---|--|
| <del><b>126</b></del> | <del><b>Approval of Staff Leave</b></del> | <del><b>Human Resources - TABLED</b></del> |
|-----------------------|---|--|

~~It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached staff leave for 2016-2017.~~

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| <del><b>127</b></del> | <del><b>Approval of Duties and Stipends</b></del> | <del><b>Human Resources - TABLED</b></del> |
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~~It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached duties and stipends.~~

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| <b>128</b> | <b>Approval of Professional Development</b> | <b>Human Resources</b> |
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It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached professional development for 2016-2017.

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| <b>129</b> | <b>Approval of Field Trips</b> | <b>Compliance</b> |
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It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached field trips for 2016-2017.

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| <b>130</b> | <b>Approval of Suspensions</b> | <b>Compliance</b> |
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It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached suspensions for 2016-2017.

**131 Approval of Contracts Contract /Partnerships**

It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached contracts for 2016-2017.

**132 Approval of Bill List & Payroll Finance**

It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached bill list and payroll 2016-2017.

**133 Approval of Board Secretary / Treasurer's Report Finance**

It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached Board Secretary/ Treasurer's report 2016-2017.

~~**134 Approval of Financial Questionnaire Finance-- TABLED**~~

~~It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached comprehensive annual financial report for 2016-2017.~~

**135 Acceptance of Grants and Donations Finance**

It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached grants and donations for 2016-2017.

**136 Approval of Fundraiser Finance**

It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached fundraisers for 2016-2017.

**137 Approval of SEMI Waiver Compliance**

It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached SEMI WAIVER for 2016-2017.

**138 Approval of Indoor Air Quality Plan Compliance**

It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached indoor air quality plan for 2016-2017.

**139 Approval of Security Updates Costs Compliance**

It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached security updates for 2016-2017.

~~140 Approval of Athletic Director Proposal Human Resources - TABLED~~

~~It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached Athletic Director proposal for 2016-2017.~~

**141 Approval of New Maternity/Paternity/Adoption Policy Compliance**

It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached maternity/paternity/adoption leave.

**142 Approval of Sick Days Bank Human Resources**

It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached sick days bank.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Nicole Butler	2 <sup>nd</sup>	X				Kimaada Sills		X			
Elaine Hughes		X				Warren Tranquada	1 <sup>st</sup>	X			
Katherine Liu					X	Anuja Vejalla					X
Theresa Mitchell					X	Marinne Walker		X			
Elizabeth Rainey-Goka		X				Miyoshi West		X			

**VIII. Executive Session – 9:19 pm**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Nicole Butler		X				Kimaada Sills	2 <sup>nd</sup>	X			
Elaine Hughes		X				Warren Tranquada	1 <sup>st</sup>	X			
Katherine Liu					X	Anuja Vejalla					X
Theresa Mitchell					X	Marinne Walker		X			
Elizabeth Rainey-Goka		X				Miyoshi West		X			

- Legal matter - mediation case
- HIB Case details
- Employee settlement agreement

**IX. Close Executive Session – 9:44 pm**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Nicole Butler	2 <sup>nd</sup>	X				Kimaada Sills		X			
Elaine Hughes		X				Warren Tranquada	1 <sup>st</sup>	X			
Katherine Liu					X	Anuja Vejalla					X
Theresa Mitchell					X	Marinne Walker		X			
Elizabeth Rainey-Goka		X				Miyoshi West		X			

It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached HIB investigation reports for 2016-2017.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Nicole Butler	1 <sup>st</sup>	X				Kimaada Sills		X			
Elaine Hughes		X				Warren Tranquada	2 <sup>nd</sup>	X			
Katherine Liu					X	Anuja Vejalla					X
Theresa Mitchell					X	Marinne Walker		X			
Elizabeth Rainey-Goka		X				Miyoshi West		X			

**X. Closing Public Session – 9:47 pm**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Nicole Butler	2 <sup>nd</sup>	X				Kimaada Sills		X			
Elaine Hughes		X				Warren Tranquada	1 <sup>st</sup>	X			
Katherine Liu					X	Anuja Vejalla					X
Theresa Mitchell					X	Marinne Walker		X			
Elizabeth Rainey-Goka		X				Miyoshi West		X			