



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

I. Opening Items - 6:35 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 January 9, 2017.

Roll Call

Voting Members	Role	Term Ends	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, 7:45pm		
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, 7:38 pm		
Marinne Walker	Trustee	3/30/2019	X		
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

- Minutes from 2/15/17 - Board Meeting

Minutes will be updated to reflect Ms. Sills was present in person and started the meeting in person.

2. Minutes from 2/28/17- Special Board Meeting

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

D. Governance Check-In – NONE

II. Program

A. Executive Director Comments

1. Organizational Updates

- Enrollment - Trend Report
- Building Updates
- Rental
- Standard & Poor's Financial Services LLC
- Therapy Source Contract - Speech Replacement for leave
- PARCC Updates- Testing Plan
- Parent Survey Results
- RICE Notice
- Legal
- Lobby Day –Trenton
- Leadership Newark Board Match Reception - March 1st.
- Board Recruitment Updates
- Recruitment of Staff Carney & Sandoe
- Assessment of School Nutrition Program
- Assessment of Current Benefits
- Transportation updates - Bus Service
- 2017-2018 Budget (Benefits cost, rental cost, FTE)

2. Board Updates

- Proposed Retreat Dates - April 29th - May 5th (See agenda)

3. School Updates

- Lower School Principal's Report – Ms. Picone
 - 3rd Round of Assessments has started – STEP Reading
 - 3rd Round of Math Assessments completed
 - Attendance Initiative Update - Attendance committee has been setup
 - Home Visit Update
- Upper School Principal's Report – Dr. Burton
 - Update on ELA Interim Assessment
 - Community Service update
 - Suspensions, new schedule, new course & State exam prep update

- Open Houses Monthly Through May
- UHCS Talent Show
- Enrollment

B. Enrollment

1. Enrollment Summary – per attached

III. Compliance

A. Student Related Issues

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

B. Human Resources

1. To be discussed in finance.

C. NJSMART Laws Update

1. Christie Announces Public Charter School Decisions - <http://www.nj.gov/education/news/2017/0301charter.htm>
2. NJSMART- State Wide Assessment Schedule 2017-2018
3. PARCC Data Helping Educators Improve
4. EVERY STUDENT SUCCEEDS ACT Assessments under Title I, Part A & Title I- Time Line - Where we are.
5. ESSA- Creating a in Multiple Languages Compliant Parent Communication Strategy http://info.transact.com/hubfs/eBooks/Compliant%20Parent%20Strategy/TransACT_Parent_Communication.pdf
6. ESSA - Fact Sheet -<http://www.state.nj.us/education/ESSA/plan>
7. Board Member Input on Education Funding- <https://www.njsba.org/newspublications/school-board-notes/february-28-2017-vol-xl-no-28/statelegislators-see-board-member-input-education-funding/>
8. Federal Guidelines on Transgender Student Accommodations- <https://www.njsba.org/news-publications/school-board-notes/february-28-2017-volxl-no-28/new-federal-guidance-transgender-student-accommodations-willlittle-impact-state-njsba/>

IV. Resource Development

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

1. GRANTS SUBMITTED
 - Healthcare Foundation
 - Victoria Foundation
 - Mockingbird Foundation
2. DONATIONS
 - Accept donations from Booster Fundraiser
3. ADMINISTRATIVE
 - 2015-16 Donor Annual Report
 - Save the Date Cards
 - NJTransit Bus stop and bus advertising
 - UHEP

B. Fundraising – update provided by Ms. Taft

Updates

1. Branding and Marketing Magnets - Parent Coordinator
2. UHCS Talent Show

UPDATES

- BN Bookfair
- Booster Fundraiser
- May 25 event

V. Finance

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

VI. Board Resolutions

148 March 2017 Main Resolution Block

149 Approval of Draft 2017-2018 Budget Summary Finance

It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached Draft 2017-2018 Budget Summary Submission.

150 ~~Appointment of Staff~~ Human Resources

~~It is hereby resolved that the Board of Trustees of University Heights Charter School approves the emergent hires.~~

151 Approval of Emergent Hires Human Resources

It is hereby resolved that the Board of Trustees of University Heights Charter School approves the emergent hires.

152 Approval of Staff Leave Human Resources

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

153 Acceptance of Resignations Human Resources

It is hereby resolved that the Board of Trustees of University Heights Charter School approves the following list of resignations.

154 Approval of Duties & Stipends Human Resources

It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached duties and stipends.

155 Approval of Professional Development Human Resources

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

156 Approval of Field Trips Compliance

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

157 Approval of Suspensions Compliance

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

158 Approval of Contracts Contract/Partnership

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

159 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.

160 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.

161 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.

162 Approval of Fundraisers Finance

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

~~**163 Approval of HIB Investigation Report Compliance**~~

~~It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached HIB Investigation Reports.~~

Vote on 148 – 163, excludes: 150-154, 163

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

VII. Executive Session – 7:38 pm

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

- Personnel Matter
- Legal Update

VIII. Close Executive Session – 7:47 pm

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

164 Approval of Termination

It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached termination resolution for Victoria Merdita.

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

IX. Closing Public Session – 7:49 pm

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