



University Heights Charter School
Regular Monthly Meeting Minutes
Wednesday, April 19, 2017 – 6:30 PM

I. Opening Items -

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
Ms. Nicole Butler	Vice-President, Trustee	6/30/2018	X		
Ms. Elaine Hughes	Trustee	11/30/2017	Phone		
Katherine Liu	Trustee	12/31/2016	Resigned		
Theresa Mitchell	Trustee	2/28/2019		X	
Elizabeth Rainey-Goka	Trustee	2/28/2019	X		
Kimaada Sills	Trustee	3/30/2019		X	
Mr. Warren Tranquada	President, Trustee	10/31/2017	X		
Anuja Vejalla	Trustee	12/31/2017			
Ms. Marinne Walker	Trustee	3/30/2019			
Ms. Miyoshi Lee	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			
Shannon Burton	Principal Upper School	X		

B1. Motion to accept the resignation from Ms. Katherine Liu effective 4/19/2017.

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			
Miyoshi Lee		X				Anuja Vejalla					X
Theresa Mitchell					X	Marinne Walker		X			
Elizabeth Rainey-Goka		X									

C. Public Comment

Tohanda Nicely – Parent of 3 Children who attend UHCS. Is present to be see what the Board is about and be more involved in their student lives.

Mr. Christopher Gwazda, Physical Education Teacher - Provided the Board a proposal to become the Athletic Coordinator for the school.

Ms. Taft, Parent Coordinator – Presented her report to the Board.

Ms. Eunice Mohammed – Commented about the CHAMPS program not being offered next year. Would like to know what is going on and why it is being cancelled? Ms. Cooper commented that the program offerings are not going away, and the program is getting restructured so that it will be offered to more students with an in-house new hire and a partnership with the NJ Symphony Orchestra.

Ms. Naima Foster, Parent - Commented how the NJSO will be able to handle the number of students. Ms. Cooper commented that the schedule will be adjusted to work with the number of students and changes may be necessary as the program evolves.

D. Approval of Regular Board Minutes

1. Minutes from 3/15/17 - Board Meeting

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

E. Governance Check-In

1. Board Members Tracker

2. Prospective Members Bio

- Mr. Biancardi – prospective Board member, gave a quick bio of himself, wants to give back to the community, born and raised in Newark
- Mr. Rossi – prospective Board member, gave a quick bio of himself, would like to give back to the community and would be happy to serve as a Board member

3. Weekly email reminder for NJ Board Association Training

II. Program

A. Executive Director Comments

1. Organizational Updates

- Charter Amendment Revised
- Building Updates
 - A. Building Acquisition Update (Upper School)
 - B. Essex Regional Educational Service
 - C. Remedial Protectiveness -Biennial Certification
- Proposal for Environmental Services
 - A. Construction Bonds- Purchase Options
 - B. Corrective Action Plan
 - C. Transportation Agreements-Proposals New Site (see end of documents list)
- Next Level Transportation
- Mayor Transportation
- Leaders Transportation (recommended company for 17-18)
 - A. Lease Agreement -FYI (signature only) (see end of documents list)
- Summer School Freedom School Sub Lease
 - A. Contract for Summer School Services- Bethany
- MOU - Bethany –UHCS Partnership for Summer School
 - A. Summer School Survey Results

2. Board Updates

- May 6th Retreat (Revised - see end of documents list)

3. School Updates - FYI

- PARCC Testing Plan
- SEMI Services Proposal (see end of documents list)
- Psychiatric Services Contract -Sp. Ed. (see end of documents list)
- Lower School Principal's Report
- Upper School Principal's Report
 - Credit Recovery
- 17-18 Registration Dates (see end of documents list)
- Parent Teacher Connection Updates (see end of documents list)

- FYI-School News Letter

B. Enrollment

1. Enrollment Summary Current
2. 2017-2018 Enrollment Update
3. Pre-School Plan Update (FYI pre-school funding)

III. Compliance

A. Student Related

1. HIB – 1
2. Attendance Summary
3. Suspension Data
 - Lower School – 2
 - Upper School – 0
 - Medical - 1

B. Human Resources

1. Human Resources Report

C. NJSMART Laws Update

1. The New Jersey Department of Education Submits Final ESSA State Plan - <http://www.nj.gov/education/news/2017/0403ESSA.htm>
2. Christie Administration Releases School Performance Reports - <http://www.nj.gov/education/news/2017/0404pr.htm>
3. Federal Budget Proposal Includes Education Cuts- <https://www.njsba.org/news-publications/school-board-notes/march-21-2017-vol-xl-no-31/federal-budget-proposal-includes-education-cuts/>

IV. Resource Development

A. Grants and Gifts Update

B. Fundraising – update provided by Ms. Taft

1. Annual Fundraiser Upper School
2. Mixed Bags - \$8,057.00 – Profit \$3,893.60 (Sherri Taft)

C. Partnerships

1. NJSO
2. NJ Transit Advertising

V. Finance

- A. Payroll Expenditures – March 2017
- B. Bills List – April 2017
- C. Treasurer & Board Secretary Report – March 2017
- D. Field Trips
- E. Professional Development
- F. Summer School
 - 1. UHCS – Budget – Summer School

VI. Board Resolutions

165.	April 2017 Resolution Block	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the following resolution blocks:	Board
166.	Approval to leave State Health Benefits Plan	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached resolution to leave the State Health Benefits Plan	Compliance
167.	Amendment of Bylaws Policy Plan	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the Amendment of Bylaws and Policy Plan	Board
168.	Appointment of Staff	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached Appointment of Staff	Board
169.	Approval of Emergent Hires	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached Emergent Hires	Board
170.	Approval of Staff Leave	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the Leave of Staff	Board
171.	Acceptance of Resignations	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached list of Resignations	Finance
172.	Approval of Duties and Stipends	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached list of Duties and Stipends	Board
173.	Approval of Professional Development	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached list of Professional Development	Board

174.	Approval of Field Trips	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached list of Field Trips	Compliance
175.	Approval of Suspensions	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached list of Suspensions.	Finance
176.	Approval of Bill List and Payroll	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached Bill List and Payroll	Finance
177.	Approval of Board Secretary / Treasurer's Report	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the Board Secretary/ Treasurer's Report	Finance
178.	Approval of Grant Proposals	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached Grand Proposals	Finance
179.	Acceptance of Grants and Donations	It is hereby resolved that the Board of Trustees of University Heights Charter School Accepts the attached Grants and Donations	Compliance
180.	Approval of SBO to seek competitive proposals for Vended Meal Services for 2017-2018 School Year.	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the motion to seek competitive proposals for Vended Meals for the 2017-2018 year	Board
181.	Approval of SBO to seek competitive proposals for Security Services for 2017-2018 School Year.	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the motion to seek competitive proposals for Security Services for the 2017-2018 year.	Compliance
182.	Approval of the Corrective Action Plan for the 2015- 2016 CAFR (Comprehensive Annual Financial Report)	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the Corrective Action Plan for the 2015-2016 CAFR	Compliance
183.	Approval of Contracts Compliance	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached contracts.	
184.	Approval to Eliminate Notarized Contracts	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the approve elimination of a notarized contracts.	

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			
Miyoshi Lee			X				Anuja Vejalla						X
Theresa Mitchell						X	Marinne Walker			X			
Elizabeth Rainey-Goka			X										

189.	Approval of Bethany Cares – Freedom School SUBLEASE Agreement.	It is hereby resolved that the Board of Trustees of University Heights Charter School approve the SUBLEASE Agreement contract between University Height Charter School and Bethany Cares – Freedom School.	
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Voting Members		Motion	Yes	No	Abstain	Absent	Voting Members		Motion	Yes	No	Abstain	Absent
Nicole Butler		1 st	X				Kimaada Sills						X
Elaine Hughes			X				Warren Tranquada		2 nd	X			
Miyoshi Lee					X		Anuja Vejalla						X
Theresa Mitchell						X	Marinne Walker					X	
Elizabeth Rainey-Goka			X										

190.	Approval of NJSO contract.	It is hereby resolved that the Board of Trustees of University Heights Charter School approve the contract between University Height Charter School and the New Jersey Symphony Orchestra with terms as described on the attached agreement commencing September 1, 2017.	
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Voting Members		Motion	Yes	No	Abstain	Absent	Voting Members		Motion	Yes	No	Abstain	Absent
Nicole Butler		1 st	X				Kimaada Sills						X
Elaine Hughes			X				Warren Tranquada					X	
Miyoshi Lee		2 nd	X				Anuja Vejalla						X
Theresa Mitchell						X	Marinne Walker			X			
Elizabeth Rainey-Goka			X										

VII. Motion to Enter Executive Session - 8:13 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			
Miyoshi Lee			X				Anuja Vejalla						X
Theresa Mitchell						X	Marinne Walker			X			
Elizabeth Rainey-Goka			X										

Topics:

- HIB Report
- Employee Matter – M.A.
- Separation Agreement – K.G.
- Legal Matter

VIII. Motion to Return to Public Session - 8:43 pm

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			
Miyoshi Lee	2 nd	X				Anuja Vejalla					X
Theresa Mitchell					X	Marinne Walker		X			
Elizabeth Rainey-Goka		X									

185.	Approval of HIB Investigation Report	It is hereby resolved that the Board of Trustees of University Heights Charter School accepts the HIB investigation Report.	
186.	Rice Notice	It is hereby resolved that the Board of Trustees of University Heights Charter School approve the termination of employee M.A. effective 4/19/2017.	
187.	Contract Separation Agreement	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the separation agreement with employee K.J.	

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			
Miyoshi Lee		X				Anuja Vejalla					X
Theresa Mitchell					X	Marinne Walker		X			
Elizabeth Rainey-Goka		X									

IX. Motion to Return to Public Session - 8:44 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			
Miyoshi Lee		X				Anuja Vejalla					X
Theresa Mitchell					X	Marinne Walker		X			
Elizabeth Rainey-Goka		X									