



University Heights Charter School
Regular Monthly Meeting Minutes
Wednesday, May 17, 2017 – 6:30 PM

I. Opening Items

- A. Call to Order – 6:31 pm**
- 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	X		
Ms. Miyoshi Lee	Trustee	11/30/2018	X		
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	X		
Ms. Marinne Walker	Trustee	3/30/2019	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. Prospective Board Members

- 1BU- Mr. Ed Nadel
- 2BU- Ms. Tiffany Pryce

D. Approval of Regular Board Minutes

1. Minutes from 4/19/17 - 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			
Miyoshi Lee		X				Anuja Vejalla		X			
Theresa Mitchell					X	Marinne Walker		X			
Elizabeth Rainey-Goka		X									

E. Public Comment

Ms. Iesha Jeffress – Commented that her children who are students at the school have been told they are the worst grade. Concerned about their future performance.

Ms. Stephanie Dupree – Has children who are students at the school. Was concerned that her son was in a downward spiral, but now feels that Ms. Cooper and Dr. Burton have helped to turn her son around. Her son now is very positive about the school.

Ms. Tyola Hughes – Commented that she feels like there is now people at the school that care. Very happy with the open door policy the school now has.

Ms. Monique Cooper (Employee) – Commented on positive changes at the school.

Ms. Danielle Crigler (Employee) – Commented on opportunity to take students to the Federal Courthouse in Newark for June 5th to June 9th.

Ms. L. Gowdie – Commented positively about school.

F. Approval of Regular Board Minutes

1. Minutes from 4/19/17 - 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			
Miyoshi Lee		X				Anuja Vejalla		X			
Theresa Mitchell					X	Marinne Walker		X			
Elizabeth Rainey-Goka		X									

G. Governance Check-In

1. Compliance webinars- see under compliance section
2. CEO Evaluation- Executive Session- See Warren's E-mail
3. Board on Track Task- Nominate a Board Member

II. Program

III. Executive Director Comments

A. Organizational Updates

1. Employee Contracts will be done on May 18th, after Board Meeting.

2. Building Updates
3. Board meeting from June 21 to be re-scheduled to June 14. Rationale: Last day of school will be June 15

Operational Documents

- 11OU- Newark Properties
- 10OU- Construction - rooms 101-102 and conference room - Lower School
- 9OU - Follow Up from Retreat- Expansion Plan
- 8OU- FYI- Last day June 15 - Closed on June 16 and June 19. Summer hours begin June 20th.
8:15AM to 5PM Monday through Thursday.
- 7OU- Special Education Elimination
- 6OU- Special Education Change
- 5OU- GrowKids NJ
- 4OU- ESSA Parent Communication Proposal

B. Board Updates

Prospective Board Members

- 1BU- Mr. Ed Nadel
- 2BU- Ms. Tiffany Pryce

Board Members Terms

- 3BU- Board Members Tracker
- 4BU- Board Member Nominations

1. Nominations for President of the Board of Trustees

Motion by Mr. Tranquada to appoint **Ms. Butler**, Second (2nd) by Ms. Hughes. No further nominations.

Roll Call to approve Ms. Butler as Board President effective July 1, 2017.

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

2. Nomination for new VP of the Board of Trustees

Motion by Ms. Butler to appoint Ms. Lee, Second (2nd) by Ms. Sills. No further nominations.

Roll Call to approve **Ms. Lee** as Board Vice President effective July 1, 2017.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Nicole Butler	1 st	X				Kimaada Sills	2 nd	X			
Elaine Hughes		X				Warren Tranquada		X			

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

3. Nominations for new board members - NONE

C. School Updates

- 1SU- Lower School Principal's Report
- 2SU- Upper School Principal's Report
- 3SU- Parent Coordinator Report

D. Enrollment

- 1E- May- Enrollment Summary
- 2E- 2017-2018 Enrollment Numbers

E. Summer School

- 1. Continuing to enroll students

IV. Compliance

A. Student Related

- 1SR- HIB
- 2SR- Attendance Summary 3SR- Suspension Data
 - Lower School
 - Upper School
 - Medical
- 4SR-Homebound Students

B. Human Resources

- 1HR- Human Resources Report
- 2HR- Projected Salaries 2017-2018
- 3HR- Resignations

C. NJSMART Laws Update

- 1NJ-Christie Administration Releases the 2017 Taxpayers' Guide to Education Spending
<http://www.state.nj.us/education/news/2017/0420tges.htm>
- 2NJ-Achieve NJ Regulatory Changes
<http://www.nj.gov/education/AchieveNJ/resources/2016Beyond.pdf>
- 3NJ- Statewide Assessment 2017-2018 Testing Calendar
<http://www.state.nj.us/education/assessment/20172018TestingCalendar.pdf>

New Legislature Bills

4. Combatting Steroid Abuse [A-2353/S-367](#) establishes measures to deter the use of steroids and performance-enhancing supplements among the state's middle school and high school students-
<https://www.njsba.org/news-publications/school-board-notes/february-14-2017-vol-xl-no-26/legislative-update-6/>
5. Bus Driver Testing Pilot Program [S-2364/A-3946](#) (P.L.2017, c.10) establishes a "Commercial Driver License Testing Pilot Program" to provide for commercial driver license (CDL) testing by private third-party vendors
6. New Lead-Screening Standards [S-1830/A-3411](#) (P.L.2017, c.7) amends the state statutes related to childhood lead poisoning to require that the N.J. Department of Health (NJDOH) regulations regarding testing for, and responses to, elevated blood lead levels in children be consistent with the most recent recommendations of the federal Centers for Disease Control and Prevention (CDC).
7. Military Uniforms at Graduation [A-4019/S-2491](#) permits eligible students who are members of United States Armed Forces to wear military uniforms at high school graduation.
8. Transportation Safety Task Force [S-1910](#) establishes a Task Force on Safety in School Transportation.
9. Head Injury Safety Programs [S-2348](#) broadens existing law to provide that students participating in intramural sports programs will be included in the student-athlete head injury safety program, and that the coaches of intramural sports programs must complete a safety training program.
10. Nourishing Young Minds Initiative [S-2819](#) would establish a non-lapsing revolving fund in the New Jersey Department of Agriculture to be known as the "Nourishing Young Minds Initiative Fund."-to provide support and funding to child food and nutrition programs in the state
11. Recovery School Admissions [S-2950](#) requires sending districts to enter into an agreement with the school district that has established the recovery high school if a student from the sending district seeks admittance into the recovery high school and the placement is considered clinically appropriate by a certified alcohol and drug counselor or a licensed clinical alcohol and drug counselor. The bill eliminates the input of district boards of education and superintendents in these situations.
12. Computer Science Endorsement A-3870 directs the State Board of Education to authorize a computer science education endorsement to the instructional certificate.
13. HIB Immunity [A-4457](#) extends immunity to certain private school officials who report incidents of harassment, intimidation, or bullying (HIB).
<https://www.njsba.org/news-publications/school-board-notes/february-14-2017-vol-xl-no-26/legislative-update-6/>

D. Trustee Mandatory Training

Mandatory Training
1MT- NJSBA Census Form

V. Resource Development

A. Development Updates

1DU - UHCS Spring Open House

B. Fundraising

- 1F- 2017-2018 Proposed Grants and Events
- 2F- UHEP Give 5

C. Partnerships

- 1PAR- New Jersey Transit Marketing Proposal

VI. Finance

A. Payroll Expenditures

- 1P- Payroll Expenditures
- 2P- 2017-2018 Payroll Schedule

B. Bills List

- 1BL- May Bill list

C. Treasurer’s Report

- 1TR- UHCS Financial Update
- 2TR- Board Sec. Report General Fund
- 3TR- Board Sec. Report Special Revenue
- 4TR- Treasurer's Report
- 5TR- Food Service Analysis
- 6TR- Development Fund Report

Bank Account Signers – effective July 1, 2017

- 1) Nicole Butler
- 2) Miyoshi Lee
- 3) Michael Falkowski
- 4) Tamara Cooper

D. Field Trips

- 1FT- Field Trips
- 2FT- Summer School Field Trips

E. Professional Development

- 1PD- Professional Development

VII. Board Resolutions

189	May 2016- Main Resolution Block	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the following resolution blocks:	Board
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190	Appointment of staff	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached appointment of staff	Board
191	Approval of staff leave	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the leave of staff	Board
192	Acceptance of resignations	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached list of resignations	Board
193	Approval of emergent hires	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached list of emergent hires	Board
194	Approval of duties & stipends	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached list of duties and stipends	Board
195	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	Board
196	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
197	Approval of suspensions	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached list of suspensions	Board
198	Approval of homebound students	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached list of homebound students	Compliance
199	Approval of contracts	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached contracts	Finance
200	Approval of bill list & payroll	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached bill list and payroll	Finance
201	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
202	Approval of grants and proposals	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached grand and proposals	Finance
203	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
204	Approval of bank account signers	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the bank account signers as amended.	Board
205	Approval of NJCRI-300R submission	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the	Compliance

		NJCRI-300R submission	
206	Approval of Form 990 Submission	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the form 990 submission	Compliance
207	Approval of SEMI Assurance	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the SEMI Assurance	
208	Approval of President of the Board of Trustees	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the appointment the president of the Board of Trustees.	
209	Approval of VP of the Board of Trustees	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the appointment the vice-president of the Board of Trustees.	
210	Approval of nomination of Board Members	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the nominations for Board Member Rick Little.	
211	Approval of June Board meeting date change	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the change of the June board meeting date from 6/21 to 6/14.	
212	Approval of Special Education services changes	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the Special Education services changes	
213	Approval of up to 1.5 million dollars for building costs and procurement	It is hereby resolved that the Board of Trustees of University Heights Charter School approves up to 1.5 million dollars for building costs and procurement.	
214	Calendar for Board Meetings 2017 – 2018 (3 rd Wednesday)	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the calendar for Board Meetings in 2017-2018 to be every 3 rd Wednesday.	

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									

VIII. Motion to Enter Executive Session – 9:03 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:

- Suspension & HIB Report
- Staff Renewals

IX. Motion to Return to Public Session – 9:53 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		X			
Miyoshi Lee		X				Anuja Vejalla		X			
Theresa Mitchell					X	Marinne Walker		X			
Elizabeth Rainey-Goka		X									

215	Acceptance of HIB investigation reports		
216	Suspension		
217	Approve modified renewal list		

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

X. Motion to adjourn– 9:59 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		X			
Miyoshi Lee		X				Anuja Vejalla		X			
Theresa Mitchell					X	Marinne Walker		X			
Elizabeth Rainey-Goka		X									

I, Michael Falkowski, Board Secretary of University Heights Charter School in the County of Essex, State of New Jersey, HEREBY CERTIFY the minutes of a meeting of the Board duly called and held on May 17, 2017.



Michael Falkowski
Board Secretary