



University Heights Charter School
Regular Monthly Meeting Minutes
Wednesday, August 16, 2017 – 6:30 PM

I. Opening Items – 6:32 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 May 26, 2017.

Roll Call

Voting Members	Role	Term Ends	Present	Absent	LA/ED
Ms. Nicole Butler	President, Trustee	6/30/2018	X		
Ms. Elaine Hughes	Trustee	11/30/2017	X		
Ms. Miyoshi Lee	Vice-President, Trustee	11/30/2018	X		
Ms. Theresa Mitchell	Trustee	2/28/2019		X	
Ms. Elizabeth Rainey-Goka	Trustee	2/28/2019	X		
Ms. Kimaada Sills	Trustee	3/30/2019	X		
Mr. Warren Tranquada	Trustee	10/31/2017		X	
Ms. Anuja Vejalla	Trustee	12/31/2017		X	
Ms. Marinne Walker	Trustee	3/30/2019	X, 6:39 pm		
Mr. Antonio Biancardi	Trustee		X		

Also Present

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

C. Introduction of New Staff

D. Motion to Go into Executive Session – 6:35 pm

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Antonio Biancardi		X				Elizabeth Rainey-Goka		X			
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			

Topics:

- Student Matter
- Personnel Matters

E. Motion to Adjourn Executive Session and open Public Session – 7:35 pm

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

F. Public Comments - NONE

G. Approval of Regular Board Minutes

1. To approve the minutes from the Board Meeting held on June 14, 2017

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

H. Governance Check-In

- 1G- <https://www.njsba.org/services/legal/>
- 2G- Mandatory Training - Reach out to Mike Falkowski
- 3G- New Members to be voted on in September- Eric Nadel
- 4G- Review of Committees

Close Session

- 5G Legal Change of School Name- Thomas Johnston
- 6G- Legal Counsel for Personnel Concern- Thomas Johnson

II. Program

III. Executive Director Comments

A. Organizational Updates

- 10U- Building Updates and Proposed Financing Schedule (Morris Ave.)
- 20U- UHEP Update and Next Steps (Proposed Lunch September 8, 2017)
- 30U- Lease Renewal Agreement/Certificate of Incumbency - St. Lucy's FYI
- 40U- Ribbon Cutting Ceremony Update
- 50U-Construction Updates
- 60U-Annual Report (emailed to Julie Bundt August 1, 2017)
- 70U-PARCC Updates and Tier Updates
- 80U-Lease Agreement- Hartford St.
- 90U-Aftercare Program Proposal

10OU-Technology Updates-Operational Cost/Auction List
11OU-Construction Updates-15OU- Overbudget- \$50,000.00- requested to move money over to this line from overage in benefits saving
12OU- Summer School Updates
13OU - Evaluation Tool Updated- FYI
14OU- Recognition of High Performing Teachers
15OU-Recognition of Ms. Hughes and Ms. Ingram for handling bus accident
16OU- Re-post the bid for services for Security
17OU-Request to add a new position Supervisor of Operations- oversight of technology, maintenance, safety, contracts etc.
18OU-Review of Possible Partnership with BCI for tutoring- discuss in September
19OU- Review of School Name- discuss in September
20OU-Contracts

B. Board Updates

1BU- Edward Nadel- need to schedule lunch with him in September- vote

C. School Updates

1SU- Upper School Principal's Report
2SU- Lower School Principal's Report
3SU-Elementary School Principal's Report- Welcome New Principal
4SU- Parent Coordinator Report

D. Enrollment

1E- Enrollment Summary - 2017-2018 School
2E- Enrollment Numbers -Verification of Families

IV. Compliance

A. Student Related

B. Human Resources

1. Stipend List
2. New Hires

C. NJSMART Laws Update

V. Resource Development

A. Development Updates

1DU- Developing the part-time coordinator position

VI. Finance

- A. Payroll
- B. Bills List

- 1JB – June 30 Bill list
- 2JB – July Bills List
- 3JB – August Bills List

- C. Treasurer’s Report / Board Sec Report
- D. Field Trips
- E. Professional Development

1PD- Professional Development

VII. Board Resolutions

237	August 2017 Resolution	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the following resolution blocks:
238	Appointment of Staff	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached appointment of staff.
239	Appointment of Title II Staff	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the Title II staff.
240	Approval of New Position	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the creation of the Supervisor of Operations.
241	Approval of Duties & Stipends	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the Duties & Stipends as attached.
242	Approval of Professional Development	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the Professional Development as attached.
243	Approval of Contracts	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the contracts as attached.
244	Approval of Bills List & Payroll	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the Bills List & Payroll as attached.
245	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 as attached.
246	Acceptance of Grant & Donations	<p>It is hereby resolved that the Board of Trustees of University Heights Charter School approves the ESEA and IDEA Grants.</p> <p>a. To accept the following grant awards for the 2017-2018 school year:</p> <ul style="list-style-type: none"> • ESEA Title I: \$464,312 • ESEA Title IIA: \$50,511 • ESEA Title III: \$1,428 • ESEA Title IV: \$10,000 • IDEA Basic: \$ 130,739 • IDEA Preschool: \$ 3,695 <p>b. ESEA Grant: To approve the submission of the FY2018 ESEA Grant to the NJDOE.</p>

		c. IDEA Grant: To approve the submission of the FY2018 IDEA Grant to the NJDOE. d. Victory Foundatoin Grant
247	Approval of Special Education Changes	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the Special Education Changes.
248	Motion to remove	Motion to approve the removal of Ms. Theresa Mitchell form the Board of Trustees effect 8/16/2017.
249	Motion to Approve Student Settlement	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the settlement agreement with student Y.A.
250	Motion to Approve	Motion to confirm separation of employment of employee [identifier] and to authorize the Executive Director, in consultation with counsel, to memorialize terms of same, subject to Board ratification.

251	Approval of Personnel	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the Personnel as attached with the addition of the following: Sandra Schultz, Lower School Principal Salary: 115,000, Start Date: TBD Terms: 12 months, Certified
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Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Antonio Biancardi				X		Elizabeth Rainey-Goka		X			
Nicole Butler	2 nd	X				Kimaada Sills	1	X			
Elaine Hughes		X				Warren Tranquada					X
Miyoshi Lee	1 st				X	Anuja Vejalla					X
Theresa Mitchell		X				Marinne Walker		X			

VIII. Motion to Adjourn – 8:40 pm

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