



University Heights Charter School
Regular Monthly Meeting Minutes
Wednesday, October 18, 2017 – 6:30 PM

I. Opening Items – 6:31 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
Mr. Antonio Biancardi	Trustee		X		
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. Elizabeth Rainey-Goka	Trustee	2/28/2019	X, 6:43pm		
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		
Mr. Kelly Murchison	Trustee	10/30/2020	X		

Also Present

Non-Voting	Role	Present	Absent	LA/ED
Tamara Cooper	Executive Director	X		
Michael Falkowski	SBA/Board Secretary	X		
Kethurah Williams	Elementary School Principal	X		
Wyomia Scott	Principal Lower School	X		
Sherri Taft	Parent Coordinator	X		
Danielle Sonye	Interim Principal - MS	X		

- C. Motion to Adjourn Public Session and open Executive Session (if necessary) - NONE**
- D. Motion to Adjourn Executive Session and open Public Session - NONE**
- E. Public Comments**

Monica Darko, Parent, Newark, NJ – Made a comment regarding the safety of her child, stated her 3rd grade child was slapped by a 6th grader. A lot of changes at the school, should
 Vera Wynn, Parent - 8th grade student has been suspended, has not received much contact from the school, has been suspended since October 3rd, does not know when the student would be coming back to the school. Has many questions, including how long is suspension?

Ms. Gowdali, Parent – Has concerns about the music program. Says there is no music program, and want to know what the future is for the music program. Concerned about the communication policy at the school.

Mr. Fauntoly – check 7:30 on tape – Uncle of Ms. Wynn’s student. Stated the does not take the incident lightly and is involved helping the student.

F. Board Agenda

Motion to approve **Mr. Kelly Murchison** to the Board of Trustees effective 10/18/2017, for a 3-year term.

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

G. Approval of Regular Board Minutes

1. To approve the minutes from the Board meeting held on Wednesday, September 20, 2017.

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

II. Executive Director Report

A. Organizational Updates

B. Board Updates

- Legal: <https://www.njsba.org/services/legal/>
- Committees

C. School Updates

- Principal Reports - Upper, Lower & Elementary Schools
- Parent Coordinator Report
- Technology Report

D. Compliance

- Student Related
- NJSMART Laws Update

E. Resource Development

F. Enrollment – Average \$16,012/student

Grade	18 ENR	Jul 15, 17	Aug 15, 17	Sep 15, 17	Oct 15, 17	Nov 15, 17	Dec 15, 17	Jan 15, 18	Feb 15, 18	Mar 15, 18	Apr 15, 18	May 15, 18	Jun 15, 18	Wait List
PreK3	45		45	45	45									176
PreK4	75		75	75	75									37
Total	120		120	120	120									213

Difference		0	0	0										
K	150		124	124	119									0
1	150		127	121	118									0
2	75		81	80	79									44
3	75		86	86	85									47
4	75		91	86	86									54
5	75		84	82	83									44
Total	600		593	579	570									189
Difference			-7	-21	-30									
6	75		77	73	74									0
7	50		54	54	53									0
8	50		60	60	60									12
Total	175		191	187	187									12
Difference			+ 16	+ 12	+ 12									
Loss in Aid:			-\$112k	-\$336k	-\$480k									

III. Committee updates

- a. Finance Committee
- b. Building
- c. Strategic Performance
- d. Family and Community Engagement
- e. Governance
- f. Development

IV. Board Resolutions

1. Finance

- a. Board Secretary's and Treasurer's Report: To approve the Secretary's and Treasurer's Reports for August 2017, as per the attached. Pursuant to N.J.A.C. 6A:232.11(a), the University Height Charter School Board of Trustees acknowledges receipt of the secretary's certification, and after review of the monthly financial report (appropriations section) certifies that, to the best of its knowledge, as of August 2017, no major account or fund has been over expended in violation of N.J.A.C. 6A:232.11(b), and that sufficient funds are available to meet the school's financial obligations for the remainder of the fiscal year.
- b. Transfers: Approve transfers up September 30, 2017
- c. Bills List: Approve Bills List from September 21 to October 18, 2017.
- d. Payroll: To approve the following payrolls:

- | |
|---|
| <ul style="list-style-type: none"> • September 22, 2017 • October 6, 2017 |
|---|

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

2. Contracts – NONE

3. Buildings & Grounds

- a. To approve first reading of the lease with Bethany Baptist Church from July 1, 2018 to June 31, 2023 as attached.

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

4. Personnel

- a. To approve the following new hires:

First	Last	Status	Assignment	Building	Type	10/12 Month	Start	Finish	Salary
Michael	Schwartz	New	Teacher	Elementary	Certified	10	10/2/17	6/22/18	\$53,000.00
David	McDowell	New	Custodian	Elementary	Non-Certified	12	10/2/17	6/30/18	\$24,000.00
Maricor	Escalona	New	Teacher	Lower School	Certified	10	9/27/17	6/22/18	\$50,000.00
Erica	Marcinczky	New	Teacher	Elementary	Certified	10	9/26/17	6/22/18	\$50,000.00
Michelle	Pearl	New	Teacher	Lower School	Certified	10	9/25/17	6/22/18	\$50,000.00
Sandra	Shultz	New	Data Coordinator	District	Non-Certified	10	10/9/17	6/22/18	\$90,000.00
Ivette	Febo	New	Director of Compliance	District	Certified	12	10/2/17	6/22/18	\$98,000.00
Otoniel	Castro	New	Custodian-Part-Time	Elementary	Non-Certified	12	10/10/17	6/22/18	\$12,000.00
Jessie	Garrett	New	Custodian-Part-Time	Elementary	Non-Certified	12	10/12/17	6/22/18	\$12,000.00
Wyomia	Scott	New	Principal	Elementary	Certified	12	10/2/17	6/22/18	\$111,000.00
Sanjay	Desai	New	Teacher	Elementary	Certified	12	10/18/17	6/22/18	\$55,000.00

- b. To approve the following stipends:

First	Last	Activity	Building	Start	Finish	Time	Type	Stipend
Stephone	Gaines	Performing Arts	District	8/28/2017	6/22/2018	One-time	Certified	\$2,500.00
Hannah	Sego	Performing Arts	District	8/28/2017	6/22/2018	One-time	Certified	\$2,500.00
Christopher	Vitale	PLC-Dean	District	8/28/2017	6/22/2018	One-time	Certified	\$1,500.00
Angericka	Brice	Lead IA	District	8/28/2017	6/22/2018	One-time	Non-Certified	\$3,000.00
Tina	Garcia	Cross Country	District	8/28/2017	6/22/2018	One-time	Certified	\$750.00
Brian	Griffin	Flag Football	District	8/28/2017	6/22/2018	One-time	Non-Certified	\$750.00
Gwen	Gunn-Ingram	Admin Inter	Middle School	8/28/2017	10/31/2017	One-time	Certified	\$1,000.00
Danielle	Sonye	Interim Principal	Middle School	8/28/2017	6/22/2018	As Needed	Certified	\$5,000.00

- c. To accept the following resignations:

First	Last	Assignment	Building	Type	Contract	Last Day	Reason Given
Christopher	Malone	Custodian	Elementary	Non-Certified	12	10/5/2017	Personal
Amy	Brancato	Vice Principal	Lower	Certified	12	10/13/2017	Personal

- d. To approve the following professional development for the 2017-18 school year:

Other Dates	Workshop	Location	NTE Cost	Participants
10/17 or 11/17	School Visits-Virginia Beach, VA and Henrico County VA	Virginia Beach/Henrico Cty VA	No Fee	M. Picone
9/22-4/15	Superintendent Academy	Chicago	\$3,900.00	T. Cooper
10/3/2017	New Jersey Charter School Conference (3 People)	New Jersey	\$800.00	T. Cooper, M. Picone, S. Slade
10/27-10/30	IB Conference/Global Curriculum	Netherlands	\$5,100.00	4 Administrators

11/15-11/18/2017	NAEYC Annual Conference	Atlanta, Georgia	\$1,020	M. Picone; J. Alphonse
3/23/18 - 3/26/18	ASCD Annual Conference	Boston, MA	\$862	C. Marler-Hausen

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

5. Curriculum/Special Education

- a. To approve the following field trips:

Submitted	Destination	Date of Trip	Organizer	Grades	Bus Needed?	Lunch Needed?
10/9/17	Alstede Farms	Nov. 9, 2017	Ms. Andres	K	Yes	Yes
10/9/17	Wightman Farm, Morristown	November 2017	Ms. Tyler	1st Grade	Yes	Yes
10/9/17	UHCS Community Worker to Visit School	November 2017	Ms. Andres	K	No	No

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

6. Policy/Miscellaneous

- a. To approve the HIB Self-Assessment for the 2016-17 school year.
b. ~~To accept the October HIB report.~~

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

V. Board Member Reminders

- a. Governance Training
b. New board members: Fingerprinting & Ethics Filing
c. NJ School Boards Workshop, Atlantic City, NJ – October 23 – 26, 2017
d. Future Board Meetings – Wednesday, November 15th, 2017

VI. Motion to Adjourn Public Session and Adjourn to Executive Session – 7:55pm

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

Discussion Topics:

1. Student matters in regards to suspension
2. Restroom gender discussion
3. Personnel matters

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

VII. Motion to Adjourn to Executive Session and Open Public Session – 8:53 pm

To approve the following personnel motions:

1. To accept the resignation of Nicole Schueler as duly memorialized.
2. To confirm the separation of employment of S.B. effective December 1, 2017 as duly authorized by the Board President, with consultation of counsel.
3. To accept Oct 2017 HIB report.

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

VIII. Motion to Adjourn Meeting - 8:54 pm

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