



**University Heights Charter School**  
**Regular Monthly Meeting Minutes**  
**Wednesday, December 13, 2017 – 6:30 PM**

**I. Opening Items**

**A. Call to Order – 6:30 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 May 26, 2017.

**Roll Call**

Voting Members	Role	Term Ends	Present	Absent	LA/ED
Antonio Biancardi	Trustee	8/16/2020	X		
Nicole Butler	President, Trustee	6/30/2018	X		
Miyoshi Lee	Vice-President, Trustee	11/30/2018	X		
Kelly Murchison	Trustee	10/17/2020	X		
Edward Nadel	Trustee	11/15/2020	X		
Elizabeth Rainey-Goka	Trustee	2/28/2019	X		
Kimaada Sills	Trustee	3/30/2019	X		
Anuja Vejalla	Trustee	12/31/2017		X	
Marinne Walker	Trustee	3/30/2019		X	

**Also Present**

Non-Voting	Role	Present	Absent	LA/ED
Tamara Cooper	Executive Director	X		
Brian Falkowski	Acting SBA/Board Secretary	X		
Wyomia Scott	Principal Lower School	X		
Sherri Taft	Parent Coordinator	X		
Lanada Avinger	Principal - MS	X		
Kethurah Williams-Howell	Principal Upper School	X		
Maria Picone	Director of Early Learning	X		

**C. Motion to Adjourn Public Session and open Executive Session (if necessary) – Not Necessary**

**D. Motion to Adjourn Executive Session and open Public Session**

**E. Public Comments**

1. 6:32 PM Rivera Winn – Gave letter to Board from her child.
2. 6:33 PM Ms. Craigler – Spoke about opportunity for a Civil Rights speaker proposal.
3. 6:34 PM Frank Hughes – Concern over the culture of discipline trumping a culture of academic rigor.
4. 6:40 PM Monique Cooper – Responded Mr. Hughes, and agreed but said teachers are working.

**F. Approval of Regular Board Minutes**

1. To approve the minutes from the Board meeting held on Wednesday, November 15, 2017.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Antonio Biancardi		X				Elizabeth Rainey-Goka		X			
Nicole Butler	1 <sup>st</sup>	X				Kimaada Sills		X			
Miyoshi Lee	2 <sup>nd</sup>	X				Anuja Vejalla					X
Kelly Murchison		X				Marinne Walker		X			
Ed Nadel		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

### 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	45								176
PreK4	75		75	75	75	75								37
<b>Total</b>	<b>120</b>		<b>120</b>	<b>120</b>	<b>120</b>	<b>120</b>								<b>213</b>
<b>Difference</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>								
K	150		124	124	119	117								0
1	150		127	121	118	119								0
2	75		81	80	79	82								0
3	75		86	86	85	88								33
4	75		91	86	86	87								54
5	75		84	82	83	84								22
<b>Total</b>	<b>600</b>		<b>593</b>	<b>579</b>	<b>570</b>	<b>577</b>								<b>109</b>
<b>Difference</b>			<b>-7</b>	<b>-21</b>	<b>-30</b>	<b>-23</b>								
6	75		77	73	74	73								0
7	50		54	54	53	54								0
8	50		60	60	60	61								11
<b>Total</b>	<b>175</b>		<b>191</b>	<b>187</b>	<b>187</b>	<b>188</b>								<b>11</b>
<b>Difference</b>			<b>+ 16</b>	<b>+ 12</b>	<b>+ 12</b>	<b>+13</b>								
<b>Loss in Aid:</b>			<b>-\$112k</b>	<b>-\$336k</b>	<b>-\$480k</b>	<b>-\$368k</b>								

Ms. Butler spoke about revisiting the Strategic Plan and congratulated the accolades the staff presented. Ms. Butler requested that the current leadership team revisit the Strategic Plan and present any needed revisions to the Board of Trustees.

## 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 November 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 November 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 November 30, 2017.
- c. Bills List: Approve Bills List from November 16 to December 13, 2017.
- d. Payroll: To approve the following payrolls:

- November 17, 2017
- December 1, 2017

- e. Audit: To accept the FY17 Comprehensive Annual Financial Report (CAFR) and Audit Management Report (AMR), no findings or recommendations.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Antonio Biancardi		X				Elizabeth Rainey-Goka		X			
Nicole Butler	1 <sup>st</sup>	X				Kimaada Sills	2 <sup>nd</sup>	X			
Miyoshi Lee		X				Anuja Vejalla					X
Kelly Murchison		X				Marinne Walker		X			
Ed Nadel		X									

**2. Contracts - NONE**

**3. Buildings & Grounds**

**RESOLUTION OF UNIVERSITY HEIGHTS CHARTER SCHOOL OF EXCELLENCE A NJ NONPROFIT CORPORATION AUTHORIZING SUBMISSION OF NOTICE TO CA NEWARK MA 66-78 URBAN RENEWAL, LLC DISCLAIMING THE OPTION RIGHT AND EXECUTION AND DELIVERY OF AN AMENDED AND RESTATED LEASE AGREEMENT AND EXECUTION AND DELIVERY OF AN AMENDMENT TO ITS CERTIFICATE OF INCORPORATION TO CHANGE ITS NAME AND OTHER MATTERS IN CONNECTION THEREWITH**

**WHEREAS**, University Heights Charter School of Excellence a NJ Nonprofit School (the “School”), is a public charter school operating in Newark, New Jersey;

**WHEREAS**, pursuant to that certain Lease Agreement dated February 20, 2013, by and between CA Newark 66-78 MA Urban Renewal, LLC, as landlord (the “Landlord”), and the School, as tenant (the “Original Lease”), relating to the premises located at 66-78 Morris Avenue,

Newark, New Jersey (the “Premises”), as amended by that certain First Amendment to Lease Agreement dated as of February 19, 2014, by and between the Prior Landlord and the School (the “First Amendment”), and as further amended by that certain Second Amendment to Lease Agreement dated as of February 19, 2014, by an between the Prior Landlord and the School (the “Second Amendment” and, collectively with the Original Lease and the First Amendment, the “Lease”), the School has the option to purchase the Premises from the Landlord (the “Option”);

**WHEREAS**, the School has determined that in lieu of exercising the Option, it would be more beneficial for University Heights Educational Facilities, Inc. (“UHEF”), a non-profit organization created to provide support services to the School, including facilities development and leasing, acquire the Premises from Landlord and continue to lease the Premises to the School under an amended and restated lease;

**WHEREAS**, the School acknowledges that in order to acquire the Premises, UHEF would (a) assume the debt of Landlord under that certain \$7,680,000 Qualified School Construction Bond issued by the New Jersey Economic Development Authority to finance the Premises and (b) borrow an additional sum of funds necessary to pay the purchase price of the Premises to Landlord (the “Assumption and New Debt”) and that School as tenant may be required to provide certain ongoing financial, enrollment, testing and other data and information concerning operations of the School in connection therewith;

**WHEREAS**, the School desires to provide the Landlord with a notice disclaiming the School’s right to exercise the Option (the “Notice”);

**WHEREAS**, in connection with the sale of the Premises to UHEF, the School desires to enter into an amended and restated lease agreement with UHEF (the “A&R Lease Agreement”), on terms and conditions satisfactory to the School and its counsel;

**WHEREAS**, the School has determined to change its corporate and operating name to “University Heights Charter School, Inc.”;

**NOW THEREFORE, BE IT HEREBY RESOLVED THAT:**

1. The above recitals are incorporated herein by reference.
2. The School hereby authorizes the delivery of the Notice disclaiming the Option. Each of the President, Vice President, Secretary or Treasurer of the School (each an “Authorized Officer”) is hereby authorized to execute and deliver the Notice in form and substance satisfactory to such Authorized Officer.
3. The School hereby authorizes the execution and delivery of the A&R Lease Agreement. Each Authorized Officer is hereby further authorized to execute and deliver A&R Lease Agreement in form and substance satisfactory to the Authorized Officer with the advice of the School’s building committee and counsel, such Authorized Officer’s signature on the A&R Lease Agreement to be conclusive evidence of such approval.

4. The School hereby authorizes the provision of such financial, enrollment, testing and other data and information and may reasonably be requested by UHEF or its lenders in connection with the Assumption and New Debt by UHEF and hereby authorizes the Authorized Officer to execute and deliver any documents or certifications or instruments in connection therewith.

5. Each Authorized Officer is hereby further authorized and directed to take whatever legal actions are necessary to change the name of the School from “University Heights Charter School of Excellence a NJ Nonprofit School” to “University Heights Charter School, Inc.” All other provisions of the Certificate of Incorporation shall remain the same.

6. Each Authorized Officer is hereby further authorized to take such other actions or to execute such documents, instruments, affidavits, agreements or certificates as may be deemed necessary or desirable in furtherance of the authorizations set forth in this resolution.

7. Any actions taken prior to the date hereof with respect to the Notice, the A&R Lease Agreement or the change in the School’s name are hereby ratified and affirmed in all respects.

8. This resolution shall take effect immediately.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Antonio Biancardi		X				Elizabeth Rainey-Goka		X			
Nicole Butler	1 <sup>st</sup>	X				Kimaada Sills		X			
Miyoshi Lee		X				Anuja Vejalla					X
Kelly Murchison		X				Marinne Walker	2 <sup>nd</sup>	X			
Ed Nadel		X									

**4. Personnel**

a. To approve the following new hires:

First	Last	Status	Assignment	Building	Type	10/12 Month	Start	Finish	Salary
Otoniel	Castro	New	Custodian	Elementary	Non-Certified	12	11/21/2017	6/30/2018	\$24,000.00
Jason	Lockhart	Position change	Instructional Assistant	Lower School	Non-Certified	10	11/20/2017	6/22/2018	\$30,000.00
Sharon	Mclver	New	Teacher	Middle School	Certified	10	12/4/2017	6/22/2018	\$54,000.00

b. To approve the following stipends:

First	Last	Activity	Building	Start	Finish	Time	Type	Stipend
Julia	Russ	PLC	District	10/3/2017	6/22/2018	One- time	Certified	\$1,050.00
Julia	Russ	Coach	District	11/9/2017	6/22/2018	One- time	Certified	\$1,400.00
Gwen	Gunn-Ingram	Lead Sped	District	11/20/2017	6/30/2018	One- time	Certified	\$5,000.00

c. To accept the following resignations:

First	Last	Assignment	Building	Type	Contract	Last Day	Reason Given
Kashiff	Foster	Dean	Upper	Certified	10-Months	12/6/2017	Personal
Jessie	Garrett	Custodian	District	Non-Certified	12-Months	11/30/2017	Personal
Soham	Patel	Teacher	Teacher	Certified	10-Months	12/21/2017	Personal
Sandra	Schultz	Data Coordinator	District	Non-Certified	12-Months	12/21/2017	Personal

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

Dates	Workshop	NTE Cost	Participants	Cost
12/4-12/5/2017	Solution Tree: Overcoming the Achievement Gap Trap	California	Sherri Taft, Wyomia Scott, Lanada Avinger, Kethurah Williams-Howell	
2/23/18 & 3/20/18	Maximizing Essential Math Skills and Concepts	New Jersey		\$375 pp
2/21/2018	Master Schedule Building Workshop	California		\$600
Online (Various Dates)	Universal Behavior Management 101	Online		\$90
2/9/2018	Responsive Classroom	New York		\$229

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Antonio Biancardi		X				Elizabeth Rainey-Goka		X			
Nicole Butler	1 <sup>st</sup>	X				Kimaada Sills		X			
Miyoshi Lee	2 <sup>nd</sup>	X				Anuja Vejalla					X
Kelly Murchison		X				Marinne Walker		X			
Ed Nadel		X									

**5. Curriculum/Special Education – NONE**

**6. Policy/Miscellaneous**

- To accept food donations from the Salvation Army of Stapleton, Staten Island for families of UHCS.
- To accept the donation of books from Nicole Butler, Warren Tranquada, and Ms. Darko.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Antonio Biancardi	1 <sup>st</sup>	X				Elizabeth Rainey-Goka		X			
Nicole Butler		X				Kimaada Sills	2 <sup>nd</sup>	X			
Miyoshi Lee		X				Anuja Vejalla					X
Kelly Murchison		X				Marinne Walker		X			
Ed Nadel		X									

**V. Board Member Reminders**

- Governance Training
- New board members: Fingerprinting & Ethics Filing (Ms. Lee, what governance training is needed? Entire Board looking for information regarding training and fingerprinting.)
- Future Board Meetings – Wednesday, January 17, 2018

**VI. Motion to Adjourn Public Session and Enter to Executive Session – 7:55 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 <sup>st</sup>	X				Kimaada Sills		X			
Miyoshi Lee	2 <sup>nd</sup>	X				Anuja Vejalla					X
Kelly Murchison		X				Marinne Walker		X			
Ed Nadel		X									

**Topics:**

- HIB reports were discussed.

**VII. Motion to Adjourn to Executive Session and Open Public Session – 8:00 pm**

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

**VIII. Motions**

- a. To accept the December HIB report.
- b. To approve the November HIB report.

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

**IX. Motion to Adjourn Public Session and Enter to Executive Session – 7:55 PM**

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

**Topics:**

- Personnel Matters
- Legal Matters

**X. Motion to Adjourn Executive Session and Open Public Session – 8:15 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	2nd	X			
Miyoshi Lee	1st	X				Anuja Vejalla					X
Kelly Murchison		X				Marinne Walker		X			
Ed Nadel		X									

**XI. Motion to Adjourn – 8:16pm**

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