



University Heights Charter School

Regular Monthly Meeting Minutes

Wednesday, April 18, 2018 – 6:30 PM

I. Opening Items

A. Call to Order – 6:44 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		LA – 6:56
Nicole Butler	President, Trustee	6/30/2018	X		
Miyoshi Lee	Vice-President, Trustee	11/30/2018	X - Phone		
Kelly Murchison	Trustee	10/17/2020			LA – 7:04 PM
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	12/31/2020	X - Phone		LA – 7:18 PM
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 – Junior High	X		
Kethurah Williams-Howell	Principal – Elementary School	X		
Maria Picone	Director of Early Learning	X		

C. Motion to Adjourn Public Session and open Executive Session (if necessary)

D. Motion to Adjourn Executive Session and open Public Session

E. Public Comments

- Melissa Cabrerra explained her problems of the school. She claimed the school does not communicate well and it is leading to problems and that teachers are no longer here for the right reasons.

F. Approval of Regular Board Minutes

- To approve the minutes from the Board meeting held on Wednesday, March 21, 2018.

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	1	X				
Miyoshi Lee		X				Anuja Vejalla						X
Kelly Murchison					X	Marinne Walker		X				
Ed Nadel	2	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	45	45			45			0
PreK4	75		75	75	75	75	75	74			75			0
Total	120		120	120	120	120	120	119			120			0
Difference			0	0	0	0	0	-1			0			
K	150		124	124	119	117	117	115			111			0
1	150		127	121	118	119	119	120			121			0
2	75		81	80	79	82	82	82			83			0
3	75		86	86	85	88	88	86			85			0
4	75		91	86	86	87	87	85			81			0
5	75		84	82	83	84	84	85			85			0
Total	600		593	579	570	577	577	573			566			0
Difference			-7	-21	-30	-23	-23	-27			-34			
6	75		77	73	74	73	73	72			72			0
7	50		54	54	53	54	54	53			52			0
8	50		60	60	60	61	61	59			59			0
Total	175		191	187	187	188	188	184			183			0
Difference			+16	+12	+12	+13	+13	+9			+8			
Loss in Aid:			-\$112k	-\$336k	-\$480k	-\$368k	-\$368k	-\$448k			-\$544k			

III. Committee updates

- Finance Committee
- Building
- Strategic Performance
- Family and Community Engagement
- Governance
- Development

IV. Board Resolutions

1. Finance

- a. Board Secretary’s and Treasurer’s Report: To approve the Secretary’s and Treasurer’s Reports for March 2018, as per the attached. Pursuant to N.J.A.C. 6A:232.11(a), the University Heights 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 March 2018, 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 March 31, 2018.
- c. Bills List: Approve Bills List from March 22, 2018 to April 18, 2018.
- d. Payroll: To approve the following payrolls:

• March 23, 2018	\$377,703.82
• April 6, 2018	\$351,913.43

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	2	X			
Miyoshi Lee		X				Anuja Vejalla		X			
Kelly Murchison		X				Marinne Walker		X			
Ed Nadel		X									

2. Contracts

- a. To approve the contract for **TransAct Services** for the 2018/2019 school year at a cost of \$5,326.

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

3. Buildings & Grounds - none

4. Personnel

- a. To approve the following new hires:

First	Last	Status	Assignment	Building	Type	10/12 Month	Start	Finish	Salary
Jamar	Chavis	New	Custodian	Elementary	Non-Certified	12	4/9/2018	6/30/2018	
Luvy	Gibson	New	Custodian	Elementary	Non-Certified	12	3/7/2018	6/30/2018	
Tiffany	Johnson	New	Custodian	Elementary	Non-Certified	12	4/16/2018	6/30/2018	

- b. To accept the following resignations:

First	Last	Assignment	Building	Type	Contract	Last Day	Reason Given
Joanna	Williams	Instructional Assistant	Upper School	Non-Certified	10-Months	4/17/2018	Personal

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

5. Curriculum/Special Education - None

6. Policy/Miscellaneous

- a. To accept the revised Strategic Plan.

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

V. Board Member Reminders

- a. Future Board Meetings – Wednesday, May 16, 2018 (need to approve renewals prior to the 15th)
Revised to be Tuesday, May 15, 2018.

VI. Motion to Adjourn Public Session and Open Executive Session

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	2	X			
Miyoshi Lee		X				Anuja Vejalla		X			
Kelly Murchison		X				Marinne Walker		X			
Ed Nadel		X									

Topics:

- HIB reports

VII. Motion to Adjourn to Executive Session and Open Public Session

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

VIII. Motions

- a. To accept the April HIB report.
b. To approve the March 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		X				Kimaada Sills	1	X			
Miyoshi Lee		X				Anuja Vejalla		X			
Kelly Murchison		X				Marinne Walker	2	X			
Ed Nadel		X									

IX. Motion to Adjourn Meeting – 8:34 PM

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