



# University Heights Charter School

## Regular Monthly Meeting Minutes

### Wednesday, September 26, 2018 – 6:30 PM

#### I. Opening Items

- A. Call to Order – 6:33pm
- 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, 2018.

#### Roll Call

Voting Members	Role	Term Ends	Present	Absent	LA/ED
Nicole Butler	President, Trustee	6/30/2021	X		
Miyoshi Lee	Vice-President, Trustee	11/30/2021	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	12/31/2020		X	
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		
Wyomia Scott	Principal - Lower School	X		
Sherri Taft	Parent Coordinator		X	
Katrina Paige	Principal – Elementary School	X		
Kethurah Williams-Howell	Principal – Junior High	X		

- C. Public Comments – NONE
- D. Approval of Regular Board Minutes

1. To approve the minutes from the Board meeting held on Wednesday August 15, 2018.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Nicole Butler	2 <sup>nd</sup>	X				Kimaada Sills	1 <sup>st</sup>	X			
Miyoshi Lee		X				Anuja Vejalla					X
Ed Nadel					X	Marinne Walker		X			
Elizabeth Rainey-Goka		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	19 ENR	Jul 15, 18	Aug 15, 18	Sep 15, 18	Oct 15, 18	Nov 15, 18	Dec 15, 18	Jan 15, 19	Feb 15, 19	Mar 15, 19	Apr 15, 19	May 15, 19	Jun 15, 19	Wait List
PreK3	45		47	45										96
PreK4	75		77	75										76
<b>Total</b>	<b>120</b>		<b>124</b>	<b>120</b>										<b>172</b>
<b>Difference</b>			<b>+4</b>	<b>0</b>										
<b>K</b>	150		119	114										0
<b>1</b>	150		134	139										0
<b>2</b>	150		144	137										0
<b>3</b>	75		91	87										74
<b>4</b>	75		96	90										78
<b>5</b>	75		91	86										104
<b>Total</b>	<b>675</b>		<b>675</b>	<b>653</b>										<b>256</b>
<b>Difference</b>			<b>0</b>	<b>-22</b>										
<b>6</b>	75		89	82										78
<b>7</b>	75		75	72										56
<b>8</b>	50		57	56										46
<b>Total</b>	<b>200</b>		<b>221</b>	<b>210</b>										<b>180</b>
<b>Difference</b>			<b>+21</b>	<b>+10</b>										
<b>Total All Grade</b>	<b>995</b>		<b>1020</b>	<b>983</b>										<b>608</b>
<b>Loss in Aid:</b>														

**III. Committee updates**

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

**IV. Motion to Adjourn Public Session and open Executive Session – 7:32 pm**

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

Topics:

- Facility
- Personnel Matters
- HIB

**Motion to Adjourn Executive Session and open Public Session – 8:22 pm**

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

**V. Board Resolutions**

**1. Finance**

- a. Board Secretary’s and Treasurer’s Report: To approve the Secretary’s and Treasurer’s Reports for July & August 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 July & August 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 August 31, 2018.
- c. Bills List: Approve Bills List from August 16, 2018 to September 26, 2018
- d. Payroll: To approve the following payrolls:

• August 6, 2018	\$25,297.75
• August 9, 2018	\$139,419.24
• August 23, 2018	\$138,800.21
• September 7, 2018	\$348,017.93
• September 21, 2018	\$345,415.18

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

**2. Contracts**

- a. To approve the proposal by **Alpyne, LLC** to redesign the UHCS website at a cost of \$1,850.

- b. To approve the proposal by **Lloyd & Lloyd, LLC** to provide Counseling, Mental Health Support, Student Workshops and Staff Development Workshops at a cost of \$41,800 for the 2018-2019 school year.
- c. To approve the production agreement with **SQ Production** at a cost of \$6,350.
- d. To approve the proposal by **DocuSafe, LLC** to provide records management services at the following Cost:
  - Monthly Storage of 160 Letter/Legal Boxes - \$25
  - Initial Pickup Cost - \$179.20
  - Materials - \$400
  - Indexing of Files - \$2,080
- e. To approve an agreement between UHCS and the **New Jersey Schools Insurance Group (NJSIG)** renewing membership in the joint insurance fund for the period commencing July 1, 2018 and terminating July 1, 2021.
- f. To approve the License agreement between **The North Ward Center, Inc** and UHCS for use of **Gymnasium**.
- g. To approve the following Memorandum of Understanding(s):
  - NJIT Career Development Series and Public Service
  - Pillar College
  - Bloomfield College
  - NJCU
- h. To approve the temporary cleaning contract with **Nova Services** at \$15,600/month for the 3 schools – not to exceed \$40,000 in total, pending public bid.
- i. To approve the **Visual Protection Security Services, Corp.** to provide security services at the following rates, not to exceed \$40,000 in total, pending public bid:
  - Unarmed Security - \$19.25/hr
  - Armed Security - \$29.75/hr

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

### 3. Buildings & Grounds

#### 4. Personnel

- a. To approve the following new hires:

First	Last	Status	Assignment	Building	Type	10/12 Month	Start	Finish	Salary
Veronica	Agrelo	N	Teacher	Lower	Certified	10	8/27/18	6/21/19	
Krina	Shah	N	Teacher	Lower	Certified	10	8/27/18	6/21/19	
Lauren	Muszynski	N	Teacher	Lower	Certified	10	8/27/18	6/21/19	
Tara	Branch	N	Teacher	Lower	Certified	10	8/27/18	6/21/19	
Manana	Yusufov	N	Teacher	Lower	Certified	10	8/27/18	6/21/19	
Tameeka	Walker	N	Teacher	Lower	Certified	10	8/27/18	6/21/19	
Nathalie	Casco	N	Teacher	Lower	Certified	10	8/27/18	6/21/19	
Nichole	Jones	N	Dean	Jr. High	Certified	12	8/27/18	6/30/19	
Michael	Vignola	N	Teacher	Jr. High	Certified	10	8/27/18	6/21/19	
Matthew	Brudnicki	N	Teacher	Elementary	Certified	10	8/27/18	6/21/19	

Sadiqua	Harvard	N	Vice Principal	Elementary	Certified	12	8/27/18	6/30/19	
Danielle	Taggart	N	Teacher	Lower	Certified	10	8/27/19	6/1/19	
Tiffany	Williams	N	Inst. Assist.	Lower	Non-Cert	10	9/4/18	6/21/19	
Emily	Velez	N	Teacher	Lower	Certified	10	9/4/18	6/21/19	
Ernestine	Bembry	N	Cafeteria Aide	Lower	Non-Cert	10	9/4/18	6/21/19	
Angelina	Taylor-Spurgeon	N	Teacher	Elementary	Certified	10	8/27/18	6/21/19	
Latisha	Gamble	N	Inst. Assist.	Lower	Non-Cert	10	10/15/18	6/21/19	
Avonne	Muhammad	N	Teacher	Teacher	Certified	10	10/1/18	6/21/19	
Samiyah	Salih	N	Inst. Assist.	Lower	Non-Cert	10	10/15/18	6/21/19	
Calleigh	Vincent	N	Teacher	Lower	Certified	10	10/15/18	6/21/19	
Shakema	Bell	N	Office Associate	Lower	Non-Cert	12	10/1/18	6/30/19	
Adquill	Lee	N	Teacher	Elementary	Certified	10	10/1/18	6/21/19	
Regina	Pierson	N	Office Associate	Elementary	Non-Cert	12	9/27/18	6/30/19	
Glady	Sosa	N	Office Associate	Lower	Non-Cert	12	10/1/18	6/30/19	
Benjamin	Green	N	Teacher	Lower	Certified	10	9/17/18	6/21/19	
Tasha	Branch	N	Inst. Assist.	Lower	Non-Cert	10	9/12/18	6/21/19	
Quondora	Hall	N	Teacher	Elementary	Certified	10	10/8/18	6/30/19	
Mariah	Thomas	N	Office Associate	Lower	Non-Cert	12	10/8/18	6/30/19	
Aisha	Godfrey	N	Inst. Assist.	Elementary	Non-Cert	10	9/26/18	6/21/19	
Jana	Muhammed	N	Assist. Principal	Jr. High	Certified	12	12/31/18	6/30/19	
James	Laster	N	Administrator of Elementary	Elementary	Certified	12	10/11/18	6/30/19	

- b. To approve the following resignation:
- Danielle Harris, Coach – Effective August 28, 2018.
- c. To accept the following resignations:

First	Last	Assignment	Building	Type	Contract	Last Day	Reason Given
Rana	Sejal	Teacher	Lower School	Certified	10-Months	8/8/2018	Personal
Joseph	Hromy	Teacher	Jr. High	Certified	10-Months	8/28/2018	Personal
Gina	Cintron	Instructional Assistant	Lower School	Non-Certified	10-Months	8/24/2018	Personal
Angerica	Brice	Instructional Assistant	Lower School	Non-Certified	10-Months	8/24/2018	Personal
Trisha	Bruno	Teacher	Lower School	Certified	10-Months	8/22/2018	Personal
Samanatha	Deaver	Teacher	Lower School	Certified	10-Months	8/22/2018	Personal
Charles	Robinson	Custodian	Jr. High	Non-Certified	12-Months	8/20/2018	Personal
Krishna	Tyler	Teacher	Lower School	Certified	10-Months	8/16/2018	Personal
Lauren	Worthington	Teacher	Elementary	Certified	10-Months	8/2/2018	Personal
Povielle	Williams	Cafeteria	Elementary	Certified	10-Months	07/31/2018	Personal
Philipa	Sutherland	RTI	District	Certified	10-Months	8/30/2018	Personal
Beatty	Broukian	Teacher	Lower School	Certified	10-Months	8/22/2018	Personal
Stephanie	Bowers	Teacher	Lower School	Certified	10-Months	8/22/2018	Personal
Michael	Vignola	Teacher	Elementary	Certified	10-Months	9/25/2018	Personal
Shelby	Atkins	Office Associate	Lower School	Non-Certified	12-Months	9/28/2018	Personal
Lauren	Piombo	Instructional Assistant	Lower School	Non-Certified	10-Months	10/4/2018	Personal
Tameeka	Walker	Teacher	Lower School	Certified	10-Months	9/21/2018	Personal

- d. To approve the following stipends:

First	Last	Activity	Building	Start	Finish	Time	Type	Stipend
Brenda	Bembry	Interim Accountant	District	6/27/2018	10/31/2019	One-Time		\$7,000.00
Dr. Sherri	Slade	C & I Aftercare	District	7/1/2018	6/30/2019	One-Time		\$10,000.00
Wyomia	Scott	PIRT Coordinator	District	7/1/2018	6/30/2019	One-Time		\$10,000.00
Dr. Keturah	Williams-Howell	Development Coordinator	District	7/1/2018	6/30/2019	One-Time		\$10,000.00

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

e. To approve the following professional development:

Start Date	End Date	Workshop	Location	Cost	Participants
11/2/2018	11/2/2018	ASCD Conference	Tennessee	\$3,300.00	3 Administrators
9/1/2018	10/3/18-10/4/2018	Director of Special Services	Springfield, NJ	\$700.00	1 Administrator
10/23/2018	10/24/2018	Solutions for Standards-Based Grading Workshop	Centennial, CO	\$2,000.00	1 Administrator
10/25/2018	10/25/2018	Identifying Levels of Mastery: Proficiency Scales Workshop	Centennial, CO	\$500.00	1 Administrator
11/12/18	11/14/18	PLC Learning Communities at Work	Atlanta, GA	Up to \$1200	1 Administrator
12/12/18	12/14/18	Math in a PLC at work Summit	San Antonio, TX	Up to \$1200	1 Administrator
<del>1/23/19</del>	<del>1/25/19</del>	<del>RTI at work</del>	<del>Stafford (Houston) TX</del>	<del>\$689.00</del>	<del>1 Administrator</del>
<del>3/20/19</del>	<del>3/21/19</del>	<del>Instructional Coaching Workshop</del>	<del>Lincoln, NE</del>	<del>\$539.00</del>	<del>1 Administrator</del>
<del>4/15/19</del>	<del>4/16/19</del>	<del>The New Art &amp; Science of Teaching</del>	<del>Atlanta, GA</del>	<del>\$539.00</del>	<del>1 Administrator</del>
11/27/2018	11/30/2018	CLASS Training need for PreK Certification/Two Session Pre K	Miami, FL	Up to \$3500	2-3 Teachers
11/12	11/12/2018-11/14/2018	Professional Learning Communities @Work	Atlanta, GA	Up to \$22,500	10 Teachers
<del>7/10/2019</del>	<del>7/10-7/19</del>	<del>2019 NAESP Pre K-8 Principals Conference</del>	<del>Orlando, FL</del>	<del>\$2,029.00</del>	<del>4 Principals</del>
<del>9/24/2018</del>	<del>01/29/2019-02/02/2019</del>	<del>CEC Special Education Convention</del>	<del>Indianapolis, Indiana</del>	<del>\$1,880.00</del>	<del>Davelaargreen, Celita</del>
10/5/2018	10/5/2018	SHRM-Recertification Training/Membership	Virtual	\$2,000.00	J. Surgeon

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

- f. To approve the eliminate of Director of Accountability position immediately.
- g. To approve the elimination of all maintenance positions with the exception of Mr. Watson, effective immediately.

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

**5. Curriculum/Special Education**

- a. To approve the placement of student TH at **Westbridge Academy**.
- b. To approve the placement of student DR at **Washington Academy**.

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

**6. Policy/Miscellaneous**

- a. To approve the **HIB Self-Assessment** report.
- b. To accept the September HIB report.
- c. To accept the receipt of the **Security Drill Statement of Assurance**.
- d. To accept the receipt of the **Statement of Assurance Regarding the Use of Paraprofessional Staff**.

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

**VI. Board Member Reminders**

**VII. Public Comment**

**VIII. Motion to Adjourn Meeting – 8:45 pm**

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