



**University Heights Charter School**  
**Regular Monthly Meeting Minutes**  
**Tuesday, October 8, 2019 – 6:30 PM**  
 Dial-in Number: (712) 775-7031; Access Code: 724761#

**I. Opening Items**

- A. Call to Order – 6:34 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.

**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	2/28/2021	X		
Kimaada Sills	Trustee	3/30/2021	X		
Anuja Vejalla	Trustee	12/31/2020		X	
Marinne Walker	Trustee	3/30/2021	X		Arrived 6:45 pm

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

1. To approve the minutes from the Board meeting held on Wednesday, September 18, 2019.

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**

- 1. Organizational Updates
- 2. Board Updates
- 3. School Updates
- 4. Compliance
- 5. Resource Development
- 6. Enrollment

Grade	20 ENR	Jul 15, 19	Aug 15, 19	Sep 15, 19	Oct 15, 19	Nov 15, 19	Dec 15, 19	Jan 15, 20	Feb 15, 20	Mar 15, 20	Apr 15, 20	May 15, 20	Jun 15, 20	Wait List
PreK3	45		48	49	47									
PreK4	75		61	73	73									
<b>Total</b>	<b>120</b>		<b>109</b>	<b>122</b>	<b>120</b>									
<b>Difference</b>			<b>-11</b>	<b>+2</b>	<b>0</b>									
<b>K</b>	<b>150</b>		<b>87</b>	<b>88</b>	<b>86</b>									
<b>1</b>	<b>150</b>		<b>105</b>	<b>95</b>	<b>90</b>									
<b>2</b>	<b>150</b>		<b>123</b>	<b>116</b>	<b>116</b>									
<b>3</b>	<b>150</b>		<b>120</b>	<b>110</b>	<b>109</b>									
<b>4</b>	<b>75</b>		<b>73</b>	<b>75</b>	<b>75</b>									
<b>5</b>	<b>75</b>		<b>75</b>	<b>76</b>	<b>72</b>									
<b>Total</b>	<b>750</b>		<b>583</b>	<b>560</b>	<b>548</b>									
<b>Difference</b>			<b>-142</b>	<b>-190</b>	<b>-202</b>									
<b>6</b>	<b>75</b>		<b>71</b>	<b>64</b>	<b>67</b>									
<b>7</b>	<b>75</b>		<b>72</b>	<b>76</b>	<b>79</b>									
<b>8</b>	<b>75</b>		<b>71</b>	<b>72</b>	<b>78</b>									
<b>Total</b>	<b>225</b>		<b>214</b>	<b>212</b>	<b>224</b>									
<b>Difference</b>			<b>-11</b>	<b>-13</b>	<b>-1</b>									
<b>Total All Grade</b>	<b>1095</b>		<b>906</b>	<b>894</b>	<b>892</b>									
<b>Total Receive Tuition</b>	<b>Budget 991</b>		<b>906</b>	<b>892</b>	<b>892</b>									
<b>Change from Prior Month</b>			<b>0</b>	<b>-14</b>	<b>0</b>									

**III. Committee updates**

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

**IV. Motion to Adjourn Public Session and open Executive Session – 6:51 pm**

The Board adjourns to executive session to discuss HIB, personnel matters, Charter renewal, budget and contract negotiations.

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									

**V. Motion to Adjourn Executive Session and open Public Session – 9:36 pm**

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									

**VI. Board Resolutions**

**1. Finance**

- a. Bills List: Approve Bills List from August 22, 2019 to September 18, 2019.
- b. To approve the **Steven Allan King** invoice in the amount of \$5,323.50.
- c. To approve changing from a bi-weekly payroll to a **semi-month payroll** effective November 1, 2019, with the schedule as follows:

The semi-monthly payrolls will be paid on the 15<sup>th</sup> and the last day of each month.

- Friday, November 1, 2019 – “Gross-Up” Payroll (pay only difference of 26 vs 24 pays, or 24 vs 22 pays)
- Friday, November 15, 2019
- Wednesday, November 27, 2019
- Friday, December 13, 2019
- Friday, December 20, 2019 (Last Day Prior to Winter Break)
- Wednesday, January 15, 2020
- Friday, January 31, 2020
- Friday, February 14, 2020
- Friday, February 28, 2020
- Friday, March 13, 2020
- Tuesday, March 31, 2020
- Wednesday, April 15, 2020
- Thursday, April 30, 2020
- Friday, May 15, 2020
- Friday, May 29, 2020
- Monday, June 15, 2020
- Friday, June 26, 2020

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	2 <sup>nd</sup>	X				Anuja Vejalla					X
Ed Nadel					X	Marinne Walker		X			
Elizabeth Rainey-Goka		X									

**2. Contracts**

- a. To authorize the retention of an **independent financial consultant** to assist the school in becoming compliant with the School’s Bond Covenants with a cost not to exceed \$20,000.
- b. To approve the architectural contract with ARRM to resolve CO issues at 74 Hartford not to exceed \$12, 000.

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									

**3. Buildings & Grounds**

**4. Personnel**

**5. Curriculum/Special Education**

- a. To approve the following class trips:

School	Date	Grade Level	Location	Cost per pupil \$8.00 / 10.00 bus	Transportation cost approximate	Scholars	CCSS	Lunch
Lower	Oct.03.2019	PreK	Wightman Farms, Morristown, NJ	\$18.00	\$1,300.00	116	P.2.2 P.2.4	Lunch provided by school
Lower	Oct. 07.2019	Second Grade	Fairfield Farm, Fairfield, NJ	\$18.00	\$1,300.00	114	L.K.4, SLK.1, SLK.1.A, SL,K.B,ELA.RI.K3	Lunch provided by school
Lower	Oct. 18, 2019	First Grade	Fairfield Farm, Fairfield, NJ	\$18.00	\$1,300.00	91	L.K.4, SLK.1, SLK.1.A, SL,K.B,ELA.RI.K3	Lunch provided by school
Lower	Oct. 22, 2019	Kindergarten	Wightman Farms, Morristown, NJ	\$18.00	\$1,300.00	86	L.K.4, SLK.1, SLK.1.A, SL,K.B,ELA.RI.K3	Lunch provided by school

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 accept the HIB report from September 19, 2019 to October 8, 2019 (2 cases, both were unfounded).
- b. To approve the HIB report from June 19, 2019 to September 18, 2019.
- c. To approve the **Charter Renewal Application** for the years 2020-2021 to 2024-2025 to be submitted to the NJ Department of Education by October 15, 2019.
- d. To approve the addition of the following Board meeting dates:
- Wednesday, December 18th at 6:30 pm
  - Thursday, February 13<sup>th</sup> at 6:30 pm
- e. To approve the 1<sup>st</sup> reading of the following policies:
- 5142.1 Administering Medications
  - 5141.4 Missing and Abused and Neglected Children Regulations

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									

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

**VIII. Board Member Reminders**

**IX. Public Comment**

**X. Motion to Adjourn Meeting – 9:40 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									

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									