



**University Heights Charter School**  
**Regular Monthly Meeting Minutes**  
**Wednesday, November 20, 2019 – 6:30 PM**  
 Dial-in Number: (712) 775-7031; Access Code: 724761#

**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.

**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		

**C. Public Comment**

Ms. Monique Cooper – (staff, one of the founders) commented that she had seen it all since the beginning, believes the school is moving in the right direction.

**D. Approval of Regular Board Minutes**

- 1. To approve the minutes from the Board meeting held on Tuesday, October 8, 2019.

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									

Ms. Butler recognized the staff for all their hard work this year getting the school off to a good start and the work to prepare the school for the renewal and renewal visit.

**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	47								
PreK4	75		61	73	73	71								
<b>Total</b>	<b>120</b>		<b>109</b>	<b>122</b>	<b>120</b>	<b>118</b>								
<b>Difference</b>			<b>-11</b>	<b>+2</b>	<b>0</b>	<b>-2</b>								
<b>K</b>	<b>150</b>		<b>87</b>	<b>88</b>	<b>86</b>	<b>82</b>								
<b>1</b>	<b>150</b>		<b>105</b>	<b>95</b>	<b>90</b>	<b>91</b>								
<b>2</b>	<b>150</b>		<b>123</b>	<b>116</b>	<b>116</b>	<b>117</b>								
<b>3</b>	<b>150</b>		<b>120</b>	<b>110</b>	<b>109</b>	<b>111</b>								
<b>4</b>	<b>75</b>		<b>73</b>	<b>75</b>	<b>75</b>	<b>73</b>								
<b>5</b>	<b>75</b>		<b>75</b>	<b>76</b>	<b>72</b>	<b>72</b>								
<b>Total</b>	<b>750</b>		<b>583</b>	<b>560</b>	<b>548</b>	<b>546</b>								
<b>Difference</b>			<b>-142</b>	<b>-190</b>	<b>-202</b>	<b>-204</b>								
<b>6</b>	<b>75</b>		<b>71</b>	<b>64</b>	<b>67</b>	<b>66</b>								
<b>7</b>	<b>75</b>		<b>72</b>	<b>76</b>	<b>79</b>	<b>75</b>								
<b>8</b>	<b>75</b>		<b>71</b>	<b>72</b>	<b>78</b>	<b>76</b>								
<b>Total</b>	<b>225</b>		<b>214</b>	<b>212</b>	<b>224</b>	<b>217</b>								
<b>Difference</b>			<b>-11</b>	<b>-13</b>	<b>-1</b>	<b>-8</b>								
<b>Total All Grade</b>	<b>1095</b>		<b>906</b>	<b>894</b>	<b>892</b>	<b>881</b>								
<b>Total Receive Tuition</b>	<b>Budget 991</b>		<b>906</b>	<b>892</b>	<b>892</b>	<b>881</b>								
<b>Change from Prior Month</b>			<b>0</b>	<b>-14</b>	<b>0</b>	<b>-11</b>								

### III. Committee updates

Ms. Cooper gave an update with the meeting with the Friends Of group.

- a. Finance Committee
- b. Building – did not happen
- c. Strategic Performance
- d. Family and Community Engagement – did not happen
- e. Governance
- f. Development

### IV. Motion to Adjourn Public Session and open Closed Session – 6:59 pm

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									
-----------------------	--	---	--	--	--	--	--	--	--	--	--

Board adjourns to closed session to discuss HIB cases, charter renewal, enrollment, and budget.

**V. Motion to Adjourn Closed Session and open Public Session – 8:09 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									

**VI. Board Resolutions**

**1. Finance**

- a. Board Secretary’s and Treasurer’s Report: To approve the preliminary Secretary’s and Treasurer’s Reports for September & October 2019, 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 September & October 2019, 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 October 31, 2019.
- c. Bills List: Approve Bills List from September 19, 2019 to November 20, 2019.
- d. Payroll: To approve the following payrolls:

Date	Gross Payroll	Employer Taxes	Total
July 2, 2019	123,002.43	9,409.83	132,412.26
July 3, 2019	54,652.60	4,180.92	58,833.52
July 9, 2019	119,792.16	8,730.43	128,522.59
July 18, 2019	89,279.87	6,830.10	96,109.97
July 25, 2019	109,799.75	7,651.41	117,451.16
August 8, 2019	120,354.79	8,466.44	128,821.23
August 22, 2019	106,828.52	7,325.93	114,454.45
September 6, 2019	338,483.98	24,983.07	363,467.05
September 20, 2019 (preliminary)	366,086.64	27,075.59	393,162.23
October 4, 2019	368,637.04	27,273.55	395,910.59
October 18, 2019	350,251.07	25,711.44	375,962.51
November 8, 2019	154,315.34	11,125.54	165,440.88
November 15, 2019	359,328.06	25,710.86	385,038.92
<b>Totals:</b>	<b>\$2,660,812.25</b>		
<b>15 Payroll Remaining:</b>	<b>\$302,612.52</b>	<b>Cannot Exceed</b>	
<b>Payroll Budget Based on 894 Student:</b>	<b>\$7,200,000.00</b>		

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									

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Nicole Butler						Kimaada Sills					
Miyoshi Lee						Anuja Vejalla					
Ed Nadel						Marinne Walker					
Elizabeth Rainey-Goka											

**2. Contracts**

**3. Buildings & Grounds**

**4. Personnel**

- a. To approve the following new hires:

First	Last	Status	Assignment	Building	Type	10/12 Month	Start	Finish	Salary
Lakecia	Lucas	New	Behavior Specialist	Elementary	Non-Certified	10	11/12/19	6/30/20	\$55,000.00
Monique	Ballard-Cooper	Position change	Instructional Assistant Lead/Truancy	District	Non-Certified	10	11/6/19	6/22/20	\$56,329.00
Christopher	Malone	New	PT-Cafeteria Aide	Elementary	Non-Certified	10	11/11/19	6/22/20	\$15,000.00
Erole	Alexandre	Position Change	Technology Manager	District	Non-Certified	12	11/19/10	6/30/20	No Change

- b. To accept the following resignations:

First Name	Last Name	Position	Location	Certified	Terms	Date
Christopher	Vitale	District Truancy Officer	District	Non-Certified	12 Months	11/15/2019
Marlon	Calliste	Technology Manager	District	Non-Certified	12 Months	11/18/2019
Crystal	Covington	Teacher	Lower School	Certified	10-Months	12/20/2019
Benjamin	Green	Teacher	Elementary School	Certified	10-Months	12/20/2019
Lauren	Raffelli	Teacher	Elementary School	Certified	10-Months	12/20/2019
Latisha	Gamble	Instructional Assistant	Lower School	Non-Certified	10-Months	12/20/2019

- c. To approve the stipend list as attached.

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									

**5. Curriculum/Special Education**

**6. Policy/Miscellaneous**

- a. To approve the HIB report from September 19, 2019 to October 8, 2019 (2 cases, both were unfounded).
- b. To accept the HIB report from October 9, 2019 to November 20, 2019 (4 cases, all unfounded).
- c. To approve the 2<sup>nd</sup> and final reading of the following policies:
  - 5142.1 Administering Medications
  - 5141.4 Missing and Abused and Neglected Children Regulations
- d. Motion to approve a revised school year calendar extending winter break to Friday, January 3, 2020 with students returning on Monday, January 6, 2020. A day will be added at the end of the school year.
- e. To accept the donation from Schoolcraft for 30 Shoprite gift cards at \$20 for UHCS families for Thanksgiving.

- f. To accept the matching donation from Life Photography for Shoprite gift cards.
- g. To accept donations of Turkeys from Shoprite.
- h. To approve the HIB Self-Assessment for the 2018-2019 school year.
- i. To approve the Newark Universal Enrollment System-Memorandum of Understanding between University Heights Charter School and Newark Board of Education for enrollment for the 2020-2021 school year.
- j. To approve 1 additional PTO day for all staff you be used by June 1, 2020.

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									

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

**VIII. Board Member Reminders**

**IX. Public Comment**

**X. Motion to Adjourn Meeting – 8:13pm**

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									