



University Heights Charter School
Regular Monthly Meeting Minutes
Wednesday, May 15, 2019 – 6:30 PM
 Dial-in Number: (605) 313-3829; Access Code: 514551#

I. Opening Items

- A. Call to Order -6:39 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, 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, phone		
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		

Also Present

Non-Voting	Role	Present	Absent	LA/ED
Michael Falkowski	SBA/Board Secretary	X		
Sherri Taft	Parent Coordinator		X	
Wyomia Scott	Acting Executive Director / Principal - Lower School	X		
Kethurah Williams-Howell	Principal – Jr. High	X		
Sean Glasco	Interim Principal - Elementary			

C. Public Comments

Melissa Cabrera – Commented on an incident at the school when DYFUS was called. Did not feel the call from the school was appropriate and stated that the incident was fake and not a real case. State that her child will still attend UHCS next year, even though the necessary services are not provided to her child.

Father of Student (name was not understood) – Commented that his child attends the school, but he is no longer happy with the school because of the many changes that have occurred. Stated that his child grades have declined because of all the changes. Commented on the many conversations that have occurred with various administrators and staff. Child was able to improve grades, but they were not updated in the system. Mother of Student - Commented that the problem with the grades in Powerschool were supposed to be fixed, but they were not.

D. Approval of Regular Board Minutes

- To approve the minutes from the Board meeting held on Thursday April 18, 2019.

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

II. Executive Director Report

Mr. Lance Johnson presented the R.E.A.C.H. Initiative.

- Organizational Updates
- Board Updates
- School Updates
- Compliance
- Resource Development
- Enrollment

Ms. Butler commented that she would like to receive the School Update reports 2-weeks prior to the Board meeting and would have further discussion on what should be presented.

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		45		45		44		43		
PreK4	75		77	75		74		74		73		73		
Total	120		124	120		119		119		117		116		
Difference			0	0		-1		-1		-3		-4		
K	150		119	114		114		115		110		109		
1	150		134	139		135		134		133		130		
2	150		144	137		136		136		129		128		
3	75		91	87		84		82		80		80		
4	75		96	90		91		91		87		87		
5	75		91	86		85		84		83		83		
Total	675		675	653		645		642		622		617		
Difference			0	-22		-30		-33		-53		-58		
6	75		89	82		81		78		76		76		
7	75		75	72		72		72		71		70		
8	50		57	56		57		57		55		55		
Total	200		221	210		210		207		204		201		
Difference			+21	+10		+10		+70		+4		+1		
Total All Grade			1020	983		974		968		943		934		
Total Receive Tuition	995 (945)		995	973		964		961		939		933		

III. Committee updates

- a. Finance Committee – Mr. Falkowski provided an update
- b. Building – discussions have occurred regarding constructing additional space in existing occupied spaces
- c. Strategic Performance - none
- d. Family and Community Engagement – Ms. Taft has had 2 meeting in the past month, including a community fair
- e. Governance - None
- f. Development - None

IV. Motion to Adjourn Public Session and open Executive Session – 7:54 pm

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

The Board adjourns to executive session to discuss:

- a. HIB Report
- b. Personnel discussion
- c. Legal Updates
- d. Facility Negotiations

V. Motion to Adjourn Executive Session and open Public Session – 8:46 pm

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Nicole Butler	1 st	X				Kimaada Sills	2 nd	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 Secretary’s and Treasurer’s Reports for March & April 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 March & April 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 April 30, 2019.
- c. Bills List: Approve Bills List from March 21, 2019 to May 15, 2019.
- d. Payroll: To approve the following payrolls:

• March 8, 2019	\$385,702.61
• March 21, 2019	\$373,645.70

• April 5, 2019	\$355,992.56
• April 18, 2019	\$379,424.74
• May 3, 2019	\$368,582.58

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

2. Contracts

- To approve the contract with the **NJ Charter Schools Association** to provide **renewal services** up to \$11,200.
- To approve the Memorandum of Understanding with **Bethany Cares** to provide instructional services for up to 10 teachers for a maximum of 150 UHCS **Summer School** students, written curriculum outline for each class and payroll services for teachers as a cost of \$20,000 for the 2019-2020 school year.
- To approve the proposal #19-284 & 19-287 from **Garden State Environmental** to provide a NJ Dept of Health Indoor Environmental Health Assessment at a cost of \$1,500/each.
- To approve the proposal with **HR consulting Group LLC** to provide HR services at \$100/hr, not to exceed \$15,000/year.
- To approve the partnership with the Ed Serv commission for the grant program as attached.

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

3. Buildings & Grounds

- To approve the **sublease agreement** with **Bethany Cares-Freedom School** from June 24, 2019 to August 2, 2019 in the amount of \$11,500.
- To approve the Addendum to the **Lease Agreement** between St. Lucy Roman Catholic Church and UHCS as attached.

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

4. Personnel

- To approve the 2019-2020 rehire staffing list.
- To approve the following new hires:

First	Last	Status	Assignment	Building	Type	10/12 Month	Start	Finish	Salary
Sana	Mirza	New	Instructional Assistance	Elementary	Non Certified	10	4/4/2019	6/21/2019	
Coles	Saniyyah	New	Case Manager	Elementary	Certified	10	5/13/2019	6/21/2019	

c. To accept the following resignations:

Name	Building	Position	Type	Contract	Term Date	Salary
Brudnicki, Matthew	Elementary	Teacher	Certified	10	4/9/2018	
Deloatch, Philip	Elementary	Instructional Assistant	Non-Certified	10	5/2/2019	

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

5. Curriculum/Special Education

6. Policy/Miscellaneous

- a. To accept the HIB report from March 21, 2019 to May 15, 2019.
- b. To approve the 2nd and final reading of the **Solicitation Policy**.

VII. Motion to Adjourn Executive Session and open Public Session

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

VIII. Board Member Reminders

IX. Public Comment

X. Motion to Adjourn Meeting -8:50pm

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