



University Heights Charter School
Regular Monthly Meeting Minutes
Wednesday, June 19, 2019 – 6:30 PM
 Dial-in Number: (605) 313-3829; Access Code: 514551#

I. Opening Items

- A. Call to Order – 6:35 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		
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 6:35pm		

Also Present

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

C. Public Comments

Ms. Cabrera – Commented on the school year starting off bumpy but finished off smoother than corrected. Made additional comments on looking forward to the new school year and the progress her children made.

Lance Johnson – Gave the board an update on the REACH initiative.

D. Motion to Adjourn to Closed Session – 6:40pm

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

Board adjourns to discuss litigation, contracts & personnel matters.

E. Motion to Adjourn Closed Session and Open Public Session – 7:08 pm

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

- Ms. Cooper and Ms. Butler presented the NJ Department of Education Probation letter and presented the Corrective Action Plan.
- Ms. Walker - made a comment about the State making unexpected visits and the schools staff being prepared, and act as if you are the parent of every child in the school.
- Monique Cooper - made a comment that the school has been here before and encouraged the school staff to get it done.

F. Probation Resolution

RESOLVED, that the University Heights Charter School (UHCS) received a letter dated May 23, 2019 from the New Jersey Department of Education (NJDOE); and

WHEREAS, the NJDOE placed UHCS on Probation for low performing Academic Performance; and

WHEREAS, the UHCS submitted a required remedial plan to the Office of Charter and Renaissance Schools by June 11, 2019; and

WHEREAS, at the next regularly scheduled meeting of the Board of Trustees, the Probation letter must be provided all members of the board and those in attendance for the board meeting; and

WHEREAS, board minutes demonstrating compliance with this directive must be submitted to the Essex County Office of Education and to the Office of Charter and Renaissance Schools within ten days of the board meeting;

NOW THEREFORE BE IT RESOLVED, that the UHCS Board of Trustees has notified all members of the Board of Trustees, as well as those in attendance for the board meeting on June 19, 2019 and approves the School Business Administrator to submit this resolution.

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

G. Approval of Regular Board Minutes

1. To approve the minutes from the Board meeting held on Wednesday, May 15, 2019.

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

II. Executive Director Report

Ms. Lee and Ms. Walker made positive comments about the graduation.

Ms. Taft – Kindergarten graduation on 6/20/2019, Dignitaries, Congressman, Mayor, Chief of Police, etc. will be at the school for the Celebration of Life for a student who passed away between 4 and 6:30pm. June 21st last day of school.

The administrative reports were given to the Board.

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

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
- b. Building
- c. Strategic Performance

- d. Family and Community Engagement
- e. Governance
- f. Development

IV. Motion to Adjourn Public Session and open Executive Session – 8:13 pm

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

The Board adjourns to closed session to discuss HIB matters and contracts.

V. Motion to Adjourn Executive Session and open Public Session – 8:26 pm

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Nicole Butler	1 st	X				Kimaada Sills					X
Miyoshi Lee		X				Anuja Vejalla		X			
Ed Nadel		X				Marinne Walker	2 nd	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 May 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 May 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 May 31, 2019.
- c. Bills List: Approve Bills List from May 16, 2019 to June 19, 2019.
- d. Payroll: To approve the following payrolls:

• May 17, 2019	\$398,751.70
• May 31, 2019	\$382,006.49
• June 14, 2019	\$489,373.39

- e. RESOLVED, the University Heights Board of Trustees hereby approves the submission of grant application for the 2019 Safety Grant Program through the New Jersey Schools Insurance Group’s "NJEIF or ERIC North" Subfund for the purposes described in the application, in the amount of **\$6,951.16** for the period July 1, 2019 through June 30, 2020.

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

2. Contracts

- a. BE IT RESOLVED: that the University Heights Charter School, upon the recommendation of the School Director, hereby approves the contract with **Feeding Our Children, Inc.** as the Food Services Vended Meals provider for the 2019/2020 school year. The per meal prices are as follows:
 - Breakfast: \$1.26
 - Lunch: \$2.44
 - Snack: \$0.63
- b. To accept the Debate Workshops and Debate counseling donations offered by **Lloyd & Lloyd** at no cost to the school.
- c. To approve the contract with **School Business Office LLC** for the 2019/2020 school year which represents a decrease of 3% from the 2018-2019 school year contract.
- d. To approve the contact with **Johnston Law Firm** for the 2019/2020 school year with no increase in hourly rates.
- e. To approve the proposal by **Dr. Dionne Ledford** to provide consultation services to improve special education programming and services not to exceed \$3250 for Services Cost Category #1 or \$1500 for Services Cost Category #2.
- f. To approve the contract with **DWEST Consulting** to provide professional development for the administrative team from July 1, 2019 to August 9, 2019 at a cost of \$7,100.
- g. To approve the contract with **Global Sustainable Solutions** providing consulting services on the Corrective Action plans at \$225/hr not to exceed \$10,000.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Nicole Butler		X			From (e)	Kimaada Sills					X
Miyoshi Lee	1 st	X				Anuja Vejalla		X			
Ed Nadel	2 nd	X				Marinne Walker		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
Antwionette	Pelham	New	Instructional Assistant	Elementary	Non-Certified	10	5/6/2019	6/21/2019	
Cierra	Brown	New	Instructional Assistant	Elementary	Non-Certified	10	4/17/2019	6/21/2019	
Patria	Taylor	New	Instructional Assistant	Elementary	Non-Certified	10	4/29/2019	6/21/2019	

- b. To approve the following terminations:

Name	Building	Position	Type	Contract	Term Date	Salary
Sherley Exantus	Jr. High School	Instructional Assistant	Non-Certified	10-Month	5/28/2019	\$27,810.00

- c. To accept the following resignations:

Name	Building	Position	Type	Contract	Term Date	Salary
Shiree	Slade	Director of C & I	District	Certified	12-Months	8/1/2019

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Nicole Butler		X				Kimaada Sills					X
Miyoshi Lee	1 st	X				Anuja Vejalla		X			
Ed Nadel		X				Marinne Walker		X			

Elizabeth Rainey-Goka	2 nd	X									
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5. Curriculum/Special Education

6. Policy/Miscellaneous

- a. To approve the submittal of the **School Security Drill Statement of Assurance**.
- b. To approve the submittal of the **Lead Testing Statement of Assurance**.
- c. BE IT RESOLVED: that the University Heights Charter School, upon the recommendation of the Education Director, hereby appoints Ms. Tamara Cooper as the Affirmative Action Officer, pursuant to N.J.A.C 6:4-1.4 for the 2019/2020 school year.
- d. To approve the Affirmative Action Team consisting of [REDACTED], to conduct the Needs Assessment and develop a Comprehensive Equity Plan.
- e. The Board of Trustees hereby authorizes the submission of the **Comprehensive Equity Plan** for School Years 2019-20 through 2021-22 to the Essex County Office of Education.
- f. To approve the HIB report from March 21, 2019 to May 15, 2019.
- g. To accept the HIB report from May 16, 2019 to June 19, 2019.
- h. To approve the following Board Meeting Schedule for the 2019-2020 school year.

- Wednesday, August 14, 2019 – 6:30 pm
- Wednesday, September 18, 2019 – 6:30 pm
- Wednesday, November 20, 2019 – 6:30 pm
- Wednesday, January 22, 2020 – 6:30 pm
- Wednesday, March 18, 2020 – 6:30 pm
- Wednesday, May 20, 2020 – 6:30 pm
- Wednesday, June 17, 2020 – 6:30 pm

NOTE: *No Meetings – July, October, December 2019; February, April 2020*

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		X				Kimaada Sills					X
Miyoshi Lee	2 nd	X				Anuja Vejalla		X			
Ed Nadel	1 st	X				Marinne Walker		X			
Elizabeth Rainey-Goka		X									

VIII. Board Member Reminders

IX. Public Comment

X. Motion to Adjourn Meeting -8:29 pm

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