



**University Heights Charter School**  
**Regular Monthly Meeting Minutes**  
**Wednesday, August 21, 2019 – 6:30 PM**  
 Dial-in Number: (712) 775-7031; Access Code: 724761#

**I. Opening Items**

- A. Call to Order – 6:32 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 August 15, 2019.

**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, 6:50pm		

**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		
Kethurah Williams-Howell	Principal – Jr. High	X		
Wendy Munoz	Principal – Elementary School	X		
Steven King	Consultant	X		
Rick Pressler	Consultant	X		

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

1. To approve the minutes from the Board meeting held on Wednesday, June 19, 2019.

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

**II. Executive Director Report**

- 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		48											62
PreK4	75		61											0
<b>Total</b>	<b>120</b>		<b>109</b>											<b>62</b>
<b>Difference</b>			<b>-11</b>											
<b>K</b>	<b>150</b>		<b>87</b>											<b>0</b>
<b>1</b>	<b>150</b>		<b>105</b>											<b>0</b>
<b>2</b>	<b>150</b>		<b>123</b>											<b>0</b>
<b>3</b>	<b>150</b>		<b>120</b>											<b>0</b>
<b>4</b>	<b>75</b>		<b>73</b>											<b>25</b>
<b>5</b>	<b>75</b>		<b>75</b>											<b>7</b>
<b>Total</b>	<b>750</b>		<b>583</b>											<b>32</b>
<b>Difference</b>			<b>-142</b>											
<b>6</b>	<b>75</b>		<b>71</b>											<b>17</b>
<b>7</b>	<b>75</b>		<b>72</b>											<b>15</b>
<b>8</b>	<b>75</b>		<b>71</b>											<b>9</b>
<b>Total</b>	<b>225</b>		<b>214</b>											<b>41</b>
<b>Difference</b>			<b>-11</b>											
<b>Total All Grade</b>	<b>1095</b>		<b>906</b>											<b>135</b>
<b>Total Receive Tuition</b>	<b>Budget 991</b>		<b>906</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 – 7:20 pm**

Board adjourns to closed session to discuss contracts, personnel and budget.

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									

**V. Motion to Adjourn Executive Session and open Public Session – 8:19 pm**

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					X
Elizabeth Rainey-Goka	1 <sup>st</sup>	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 June 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 June 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 June 30, 2019.
- c. Bills List: Approve Bills List from June 20, 2019 to August 21, 2019.
- d. Payroll: To approve the following payrolls:

• July 2, 2019	132,412.26
• July 3, 2019	58,833.52
• July 11, 2019	128,522.59
• July 18, 2019	96,109.97
• July 25, 2019	117,451.16
<b>Total:</b>	<b>\$533,329.50</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									

### 2. Contracts

- a. To approve the contract with **Children's Literacy Initiative** for provide PD for the 2019-2020 school year in the amount of **\$54,855.00**.
- b. To approve the contract with **CORE** to provide Middle School Math Academy and Teaching Problem Solving Through Mathematical Modeling and Other Math Applications for the 2019-2020 school year in the amount of **\$27,315**.
- c. To approve the contract with **Dr. L. Hanes & Associates** to provide Student Support Services for the 2019-2020 school year per the attached fee schedule.
- d. To approve **Phoenix Advisors LLC** to consult with continuing disclosure obligations pursuant to the 2018 bonds for the 2019-2020 school year not to exceed \$2000.
- e. To approve **Building Security Services, Inc.** to provide security services for the 2019-2020 school year per attached contracts.
- f. To approve the contract with **CTE (Center for Teacher Effectiveness)** to provide PD for the 2019-2020 school year at a cost of **\$19,946.60**.
- g. To approve the contract with **Illuminate Education** for student licenses for Illuminate Data and Assessment for the 2019-2020 school year at a cost of **\$12,834.11**.
- h. To approve the contract with **Willams Educational Consulting, LLC** to provide educational consulting at \$1,600/day not to exceed **\$40,000**.

- i. To approve the three (3) contracts with **Solution Tree, Inc.** to provide PD at a cost of **\$25,603.40.**
- j. To approve the contract with **Rutgers Center for Literacy Development** to provide 2 days PD at a cost of **\$2,200.**
- k. To approve the contract with **Rutgers Center for Literacy Development** to provide 96 days of coaching days **\$115,000.**
- l. To approve the contract with **Roots and Bridges** to provide consulting services for Parent Engagement & Partnerships at a cost of **\$4k - \$5.5k monthly** not to exceed \$11,000.
- m. To approve the copier contract with **Document Solutions** for \$1,619.99/month.
- n. To approve the contract with **Infradapt** to provide IT services at \$5,108.50/month with an additional fee of \$5,108.50 as a setup fee, for a total of **\$66,401.50.**

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		X				Anuja Vejalla		X			
Ed Nadel					X	Marinne Walker		X			
Elizabeth Rainey-Goka	2 <sup>nd</sup>	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
Eric	Thompson	New	School Administrator	Elementary	Certified	12	7/29/2019	6/30/2020	\$102,000.00
Wendy	Munoz	New	School Administrator	Elementary	Certified	12	8/1/2019	6/30/2020	\$130,000.00
LaGreta	Brown	New	Chief Operations Officer	District	Certified	12	8/12/2019	6/30/2020	\$125,000.00
Shanimarie	Ogilvie	New	Director of Curriculum & Instruction	District	Certified	12	10/31/2019	6/30/2020	\$95,000.00
Dr. Donne	Johnson	New	Coordinator of Special Education	District	Certified	12	8/19/2019	6/30/2020	\$95,000.00
Cynthia	Llames	New	Teacher	Lower School	Certified	10	8/26/2019	6/22/2020	\$60,000.00
Annette	Irving	New	Teacher	Jr. High School	Certified	10	8/26/2019	6/22/2020	\$72,400.00
Vanetta	Gay	New	Teacher	Jr. High School	Certified	10	8/26/2019	6/22/2020	\$80,000.00
Randolph	Dorecent	New	Teacher	Elementary	Certified	10	8/26/2019	6/22/2020	\$58,000.00
Lauren	Raffaelli	New	Teacher	Elementary	Certified	10	8/26/2019	6/22/2020	\$51,000.00
Christopher	Lewis	New	Instructional Assistant	District	Non-Certified	10	8/26/2019	6/22/2020	\$28,000.00
Jasmine	Blue	New	Instructional Assistant	District	Non-Certified	10	8/26/2019	6/22/2020	\$28,000.00
Tina	Jenkins	New	Instructional Assistant	District	Non-Certified	10	8/26/2019	6/22/2020	\$30,000.00
Dionelo	Alvarez	New	Instructional Assistant	District	Non-Certified	10	8/26/2019	6/22/2020	\$30,000.00
Neima	Jones	New	Instructional Assistant	District	Non-Certified	10	8/26/2019	6/22/2020	\$28,000.00
Tanika	Cook-Nelson	New	Instructional Assistant	District	Non-Certified	10	8/26/2019	6/22/2020	\$28,000.00
Seidah	Battle	New	Instructional Assistant	District	Non-Certified	10	8/26/2019	6/22/2020	\$28,000.00
Melissa	Aumente	New	Instructional Assistant	District	Non-Certified	10	8/26/2019	6/22/2020	\$30,000.00
Emelyn	Alcivar	New	Instructional Assistant	District	Non-Certified	10	8/26/2019	6/22/2020	\$30,000.00
Sujay	Cowell	New	Instructional Assistant	District	Non-Certified	10	8/26/2019	6/22/2020	\$12,500.00
Victoria	Bradley	New	Instructional Assistant	District	Non-Certified	10	8/26/2019	6/22/2020	\$28,000.00
Na'Jee	Emond	New	Instructional Assistant	District	Non-Certified	10	8/26/2019	6/22/2020	\$30,000.00
Kamila	Addo-Mills	New	Instructional Assistant	District	Non-Certified	10	8/26/2019	6/22/2020	\$30,000.00
Aida	Herrera	New	Instructional Assistant	District	Non-Certified	10	8/26/2019	6/22/2020	\$30,000.00
Melissa	Caberera	New	Instructional Assistant	District	Non-Certified	10	8/26/2019	6/22/2020	\$28,000.00
Marietta	Williams	New	Instructional Lead Coach	District	Certified	10	8/26/2019	6/22/2020	\$90,000.00

- b. To approve the following stipends:

First	Last	Activity	Buidling	Start	Finish	Time	Type	Stipend
Shaza	Osman	PLC Lead Pre K 3	Lower School	8/26/2019	6/22/2020	On-time		\$1,500.00
Veronica	Agrelo	PLC Lead Pre K 3	Lower School	8/26/2019	6/22/2020	On-time		\$1,500.00
Emily	Grejda	PLC Lead 1st Grade	Lower School	8/26/2019	6/22/2020	On-time		\$1,500.00
Lauren	Rhoades	PLC Lead 2nd Grade	Lower School	8/26/2019	6/22/2020	On-time		\$1,500.00
Nia	Burwyn	PLC Lead	Lower School	8/26/2019	6/22/2020	On-time		\$1,500.00
Marquita	Williams	PLC Lead 3rd	Elementary	8/26/2019	6/22/2020	On-time		\$1,500.00
Sandra	Green	Master Classroom	Elementary	8/26/2019	6/22/2020	On-time		\$2,000.00
Marquita	Williams	Master Classroom	Elementary	8/26/2019	6/22/2020	On-time		\$2,000.00
Kamilia	Mackey	Master Classroom	Elementary	8/26/2019	6/22/2020	On-time		\$2,000.00
Jonathan	Sturdivant	Master Classroom	Elementary	8/26/2019	6/22/2020	On-time		\$2,000.00
Angelyne	Rivera	Master Classroom	Elementary	8/26/2019	6/22/2020	On-time		\$2,000.00
Katisha	Swan	Pre K Masterclass Room Teacher	Lower School					\$7,500.00

c. To accept the following resignations:

Name	Building	Position	Type	Contract	Term Date	Salary
Aisha	Godfrey	Instructional Assistant	Lower School	Non-Certified	10 Months	Personal
Samiyah	Salih	Instructional Assistant	Lower School	Non-Certified	10 Months	Personal
Amanda	Sinatra	Instructional Assistant	Lower School	Non-Certified	10 Months	Personal
David	McDowell	Custodian	Lower School	Non-Certified	10 Months	Personal
Lisa	Marshall	Teacher/Coach	Jr. High School	Certified	10 Months	Personal
Christine	Loadholt	Teacher	Lower School	Certified	10 Months	Personal
Jenny	Williams	Teacher	Elementary School	Certified	10 Months	Personal
Alexis	Kiel	Teacher	Lower School	Certified	10 Months	Personal
Tara	Branch	Teacher	Jr. High School	Certified	10 Months	Personal
Dajia	Broady	Coach	District	Certified	12 Months	Personal
Lauren	Biggiani	School Counselor	Jr. High School	Certified	10 Months	Personal
Jana	Mohammed	Vice Principal	Elementary School	Certified	12 Months	Personal

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

5. Curriculum/Special Education

- a. To approve the NJDOE Tuition Contract for an Approved private school for students with disabilities between UHCS, Newark Public Schools and Westbridge Academy for student T.H.; whereas Newark Public Schools as the District of Residence will pay for the tuition.

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 report from May 16, 2019 to June 19, 2019.

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

VII. Motion to Adjourn Executive Session and open Public Session - NONE

VIII. Board Member Reminders

IX. Public Comment

X. Motion to Adjourn Meeting – 8:26 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									