



**University Heights Charter School**  
**Regular Monthly Meeting Minutes**  
**Wednesday, September 18, 2019 – 6:30 PM**  
 Dial-in Number: (712) 775-7031; Access Code: 724761#

**I. Opening Items – 6:33 pm**

- A. Call to Order**
- 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, arrived 6:55pm		Departed, 9:00pm
Marinne Walker	Trustee	3/30/2021	X		

- C. Public Comment**
- D. Approval of Regular Board Minutes**

1. To approve the minutes from the Board meeting held on Wednesday, August 21, 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									

**II. Executive Director Report**

1. Organizational Updates
2. Board Updates
3. School Updates
4. Compliance
5. Resource Development
6. Enrollment – As of September 11, 2019, down 99 students from original FY20 Budget, equates to approximate decrease of \$1.5M in revenue

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										
PreK4	75		61	73										
<b>Total</b>	<b>120</b>		<b>109</b>	<b>122</b>										
<b>Difference</b>			<b>-11</b>	<b>+2</b>										
K	150		87	88										
1	150		105	95										
2	150		123	116										
3	150		120	110										
4	75		73	75										
5	75		75	76										
<b>Total</b>	<b>750</b>		<b>583</b>	<b>560</b>										
<b>Difference</b>			<b>-142</b>	<b>-190</b>										
6	75		71	64										
7	75		72	76										
8	75		71	72										
<b>Total</b>	<b>225</b>		<b>214</b>	<b>212</b>										
<b>Difference</b>			<b>-11</b>	<b>-13</b>										
Total All Grade	1095		906	894										
Total Receive Tuition	Budget 991		906	892										
Change from Prior Month			0	-14										

**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 - 6:50 pm**

Board adjourns to executive session to discuss budget, litigation, staffing and employee matters.

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									

**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	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									

## VI. Board Resolutions

### 1. Finance

- a. Board Secretary's and Treasurer's Report: To approve the preliminary Secretary's and Treasurer's Reports for July & August 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 July & August 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 August 31, 2019.
- c. Bills List: Approve Bills List from August 22, 2019 to September 18, 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)	364,813.92	TBD	TBD
<b>Totals:</b>	<b>\$1,427,008.02</b>		
<b>20 Payroll Remaining:</b>	<b>\$288,649.60</b>	<b>Cannot Exceed</b>	
<b>Payroll Budget Base on 894 Student:</b>	<b>\$7,200,000.00</b>		

- e. To approve the revised 2019-2020 Budget based on revenue from 894 students.

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

### 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
Crystal	Covington	New	Teacher	Elementary	Certified	10	9/4/2019	6/30/2020	\$60,000.00
Cidi	Brown	New	District Coach	District	Certified	12	8/26/2019	6/30/3030	\$83,000.00
Khalil	Franklin	New	Instructional Assistant-PT	Lower School	Non-Certified	10	8/26/2019	6/30/2020	\$12,500.00
Richard	Mensa	New	Instructional Assistant	Elementary	Non-Certified	10	9/13/2019	6/22/2020	\$30,000.00

Mutahaanah	Peacock	New	Transition Coor	Jr. High School	Certified	10	8/26/2019	6/22/2020	\$55,000.00
Christopher	Lewis	New	Instructional Assistant	Jr. High School	Non-Certified	10	9/4/2019	6/22/2020	\$28,000.00
Niema	Jones	New	Instructional Assistant	Lower School	Non-Certified	10	8/26/2019	6/22/2020	\$30,000.00
Greg	LaFortune	New	Teacher	Lower School	Certified	10	8/26/2019	6/22/2020	\$50,000.00
Fatima	Obe	New	Teacher	Lower School	Certified	10	8/26/2019	6/22/2020	\$50,000.00
Dominique	Flowers	New	Instructional Assistant	Elementary	Non-Certified	10	8/26/2019	6/22/2020	\$30,000.00
Aaliyah	Woodson	New	Instructional Assistant	Elementary	Non-Certified	10	8/26/2019	6/22/0202	\$28,000.00
Mallory	Gadye	New	Instructional Assistant	Lower School	Non-Certified	10	8/26/2019	6/22/2020	\$30,000.00
Allyson	Sherwood	New	Teacher	Elementary	Certified	10	8/26/2019	6/22/2020	\$74,500.00
Hager	Saad	New	Teacher	Lower School	Certified	10	8/26/2019	6/22/2020	\$51,000.00
Yasmin	Feitar	New	Teacher	Lower School	Certified	10	8/26/2019	6/22/2020	\$50,000.00
Isaiah	Gomez	New	Teacher	Elementary	Certified	10	8/26/2019	6/22/2020	\$60,000.00
Scott	Theodore	New	Instructional Assistant	Jr. High School	Non-Certified	10	8/26/2019	6/22/2020	\$30,000.00
Shelia	Newton-Moses	New	Teacher	Jr. High School	Certified	10	9/16/2019	6/22/2020	\$74,500.00
Ahmed	Monsoor	New	Teacher	Jr. High School	Certified	10	9/2/2019	6/22/0202	\$62,000.00

b. To accept the following resignations:

Name	Building	Position	Type	Contract	Term Date	Salary
Yasmin	Feitar	Teacher	Lower School	Certified	10 Months	Personal
Hager	Saad	Teacher	Lower School	Certified	10 Months	Personal

c. To approve the Reduction of Force “staff list” effective October 1, 2019.

d. ~~To approve the attached Professional Development request.~~

- ~~J. Surgeon 9/20, 1/23, 4/1 NJASA HR Professionals, Trenton, NJ \$500~~

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									

## 5. Curriculum/Special Education

### 6. Policy/Miscellaneous

a. To accept the HIB report from June 19, 2019 to 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					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 – 9:38 pm

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