



**University Heights Charter School**  
**Regular Monthly Meeting Minutes**  
**Wednesday, January 22, 2020 – 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.

**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, 6:34 pm		

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

1. To approve the minutes from the Board meeting held on Monday, December 16, 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

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	47							
PreK4	75		61	73	73	71	69	68						

<b>Total</b>	<b>120</b>		<b>109</b>	<b>122</b>	<b>120</b>	<b>118</b>	<b>116</b>	<b>115</b>						
<b>Difference</b>			<b>-11</b>	<b>+2</b>	<b>0</b>	<b>-2</b>	<b>-4</b>	<b>-5</b>						
<b>K</b>	150		87	88	86	82	82	82						
<b>1</b>	150		105	95	90	91	92	91						
<b>2</b>	150		123	116	116	117	116	117						
<b>3</b>	150		120	110	109	111	113	112						
<b>4</b>	75		73	75	75	73	72	71						
<b>5</b>	75		75	76	72	72	72	69						
<b>Total</b>	<b>750</b>		<b>583</b>	<b>560</b>	<b>548</b>	<b>546</b>	<b>547</b>	<b>542</b>						
<b>Difference</b>			<b>-142</b>	<b>-190</b>	<b>-202</b>	<b>-204</b>	<b>-203</b>	<b>-208</b>						
<b>6</b>	75		71	64	67	66	64	62						
<b>7</b>	75		72	76	79	75	71	67						
<b>8</b>	75		71	72	78	76	75	76						
<b>Total</b>	<b>225</b>		<b>214</b>	<b>212</b>	<b>224</b>	<b>217</b>	<b>210</b>	<b>205</b>						
<b>Difference</b>			<b>-11</b>	<b>-13</b>	<b>-1</b>	<b>-8</b>	<b>-15</b>	<b>-20</b>						
<b>Total All Grade</b>	<b>1095</b>		<b>906</b>	<b>894</b>	<b>892</b>	<b>881</b>	<b>873</b>	<b>862</b>						
<b>Total Receive Tuition</b>	<b>Budget 991</b>		<b>906</b>	<b>892</b>	<b>892</b>	<b>881</b>	<b>873</b>	<b>862</b>						
<b>Change from Prior Month</b>			<b>0</b>	<b>-14</b>	<b>0</b>	<b>-11</b>	<b>-8</b>	<b>-11</b>						

### III. Committee updates

- a. Finance Committee
- b. Building
- c. Strategic Performance
- d. Family and Community Engagement
- e. Governance
- f. Development

Ms. Butler addressed the public (mostly staff) in the crowd on all the hard work the school is doing to advocate on behalf of the school to ensure the school is renewed.

### IV. Motion to Adjourn Public Session and open Closed Session – 7:06 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 adjourned to closed session to discuss personnel matters and HIB.

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					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 December 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 December 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 December 31, 2019.
- c. Bills List: Approve Bills List from December 16, 2019 to Wednesday, January 22, 2020.
- 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	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
November 27, 2019	318,943.49	22,775.81	341,719.30
December 13, 2019	327,338.71	23,170.73	350,509.44
December 20, 2019	6,107.14	467.20	6,574.34
January 15, 2020	301,965.93	22,367.44	324,333.37
<b>Totals:</b>	<b>\$3,977,319.04</b>		
<b>11 Payrolls Remaining:</b>	<b>\$325,809.92</b>	<b>Cannot Exceed</b>	
<b>Payroll Budget Based on 894 Student:</b>	<b>\$7,561,228.00</b>		

- e. To approve the revised FY19 Budget.
- f. To accept the 2018-2019 CAFR (Comprehensive Annual Financial Report) & AMR (Auditor’s Management Report).
- g. To approve the CAP (Corrective Action Plan) pertaining to the 2018-2019 CAFR.

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									

**2. Contracts**

- a. To approve FMY consultants to assist with budget development to up to \$15,000.
- b. To amend Stephen King contract not to exceed \$10,000 for mentoring support.
- c. To amend the Human Resource group contract to continue the recruitment of teachers and administrators at \$50 to \$100/hr depending on position.

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	2 <sup>nd</sup>	X			
Elizabeth Rainey-Goka		X									

**3. Buildings & Grounds**

**4. Personnel**

- a. To approve the amended Reduction of Force “staff list” effective no later February 7, 2020.
- b. To approve the following new hires:

First	Last	Status	Assignment	Building	Type	10/12 Month	Start	Finish	Salary
Maisha	Bryant	Full-Time	Long Term Substitute	Lower School	Certified	10	1/17/20	6/22/20	\$51,400.00
Aja	Ransom	Full-Time	Instructional Assistant	Lower School	Non-Certified	10	1/27/20	6/22/20	\$25,000.00
Turnell	Stubbs	Full-Time	Instructional Assistant	Lower School	Non-Certified	10	1/27/20	6/22/20	\$25,000.00
Malcom	Sweets	Full-Time	Art Teacher	Elementary	Certified	10	1/27/20	6/22/20	\$55,000.00

- c. To accept the following resignations:

First Name	Last Name	Position	Location	Certified	Terms	Date
Richard	Mensa	Instructional Assistant	Elementary	Non-Certified	10-Months	1/22/2020
Tishonda	Jones	Secretary	Jr. High	Non-Certified	12-Months	12/17/2019
Yinde	Newby	Teacher	Jr. High	Certified	10-Months	1/31/2020

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

**5. Curriculum/Special Education**

**6. Policy/Miscellaneous**

- a. To approve the HIB report from November 21, 2019 to December 16, 2019 (7 cases, 2 founded).
- b. To accept the HIB report from December 17, 2019 to January 22, 2020 (17 cases, 4 founded).

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									

- VII. Motion to Adjourn Executive Session and open Public Session
- VIII. Board Member Reminders

Motion to approve a February 19, 2020 Board meeting.

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									

- IX. Public Comment
- X. Motion to Adjourn Meeting – 8:14 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									