



University Heights Charter School
Regular Monthly Meeting Minutes
Wednesday, February 19, 2020 – 6:30 PM
 Dial-in Number: (712) 775-7031; Access Code: 724761#

I. Opening Items

- A. Call to Order – 6:31 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, arrived 6:45pm		

C. Public Comment – NONE

D. Charter Renewal

- Motion to acknowledge the acceptance of the Charter Renewal letter from the NJDOE dated Monday, February 3, 2020.
- To approve the Corrective Action Plan as required by the Renewal Letter received by UHCS on Monday, February 3, 2020.

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

E. Approval of Regular Board Minutes

- To approve the minutes from the Board meeting held on Wednesday, January 22, 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		X				Anuja Vejalla					X
Ed Nadel					X	Marinne Walker					X
Elizabeth Rainey-Goka	2 nd	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	47	47					
PreK4	75		61	73	73	71	69	68	68					
Total	120		109	122	120	118	116	115	115					
Difference			-11	+2	0	-2	-4	-5	-5					
K	150		87	88	86	82	82	82	81					
1	150		105	95	90	91	92	91	90					
2	150		123	116	116	117	116	117	115					
3	150		120	110	109	111	113	112	111					
4	75		73	75	75	73	72	71	70					
5	75		75	76	72	72	72	69	68					
Total	750		583	560	548	546	547	542	535					
Difference			-142	-190	-202	-204	-203	-208	-215					
6	75		71	64	67	66	64	62	63					
7	75		72	76	79	75	71	67	66					
8	75		71	72	78	76	75	76	76					
Total	225		214	212	224	217	210	205	205					
Difference			-11	-13	-1	-8	-15	-20	-20					
Total All Grade	1095		906	894	892	881	873	862	855					
Total Receive Tuition	Budget 991		906	892	892	881	873	862	855					
Change from Prior Month			0	-14	0	-11	-8	-11						

III. Committee updates

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

All staff and student files are locked.

IV. Motion to Adjourn Public Session and open Closed Session – 7:10 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									

Board discussed personnel matters and HIB.

V. Motion to Adjourn Closed Session and open Public Session – 7:55 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									

VI. Board Resolutions

1. Finance

- a. Board Secretary’s and Treasurer’s Report: To approve the preliminary Secretary’s and Treasurer’s Reports for January 2020, 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 January 2020, 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 January 31, 2020.
- c. Bills List: Approve Bills List from Wednesday, January 23, 2020 to February 19, 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

January 30, 2020	314,974.84	23,395.79	338,370.63
February 14, 2020	322,917.21	24,954.34	357,871.55
Totals:	\$4,253,059.57		
9 Payrolls Remaining:	\$367,574.27	Cannot Exceed	
Payroll Budget Based on 894 Student:	\$7,561,228.00		

e. **SEMI Waiver:**

WHEREAS, N.J.A.C. 6A:23A-5.3 provides that a charter school may request a waiver of compliance with respect to the school's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2020-2021 school year; and

WHEREAS, the University Heights Charter School Board of Trustees desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students in the 2020-2021 school year, and

NOW THEREFORE BE IT RESOLVED, that the University Heights Charter School Board of Trustees hereby authorizes the Head of School to submit to the Executive County Superintendent of Schools in the County of Essex an appropriate waiver of the requirements of N.J.A.C. 6A:23A-5.3 for the 2020-2021 school year.

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

Motion to amend HR Consulting contract to allow for Executive Director search, Mercury contract to add \$3,000 for marketing, branding and public relations; and MDF up to \$3,000/month for recruiting and public relations.

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									

3. Buildings & Grounds

4. Personnel

a. To approve the following summer school stipends:

First	Last	Building	Start	Finish	Type	Stipend
Anthony	Carr	Elementary	2/11/20	6/22/20	Pre Planning	\$1,500.00
Jameelah	Surgeon	HR/District	2/11/20	6/22/20	Pre Planning	\$1,500.00
Ramona	Jackson	Food Service/District	2/11/20	6/22/20	Pre Planning	\$1,500.00
Cidi	Brown	Elementary	2/11/20	6/22/20	Pre Planning	\$750.00
Marietta	Williams	Elementary	2/11/20	6/22/20	Pre Planning	\$750.00
Eric	Thompson	Elementary	2/11/20	6/22/20	Pre Planning	\$1,500.00
Tamara	Cooper	Executive Director	2/11/20	6/22/20	Pre Planning	\$3,000.00
Wyomia	Scott	Principal/Supervisor of Teacher Effectiveness	2/11/20	6/22/20	Pre Planning	\$3,000.00

Dr. Keturah	Howell	Principal	2/11/20	6/22/20	Pre Planning	\$1,500.00
Angelyne	Rivera	C & I-Math District	2/11/20	6/22/20	Pre Planning	\$1,500.00
Marquita	Williams	C & I ELA	2/11/20	6/22/20	Pre Planning	\$1,500.00
Total:						\$18,000
FY21 Budget						
Teachers					(20 needed)	\$58,000.00
Instructional Assistants					(16 needed)	\$30,400.00
Cafeteria Aides					(5 needed)	\$7,500.00
Student Workers					(4 needed)	\$4,000.00
Custodian					(2 needed)	\$3,100.00
Secretaries					(4 needed)	\$6,200.00
Technology Coordinators					(2 needed)	\$3,100.00
School safety					(4 needed)	\$6,200.00
District Staff					(8 needed)	\$15,600.00
Total:						\$134,400

b. To approve the following new hires:

First	Last	Status	Assignment	Building	Type	10/12 Month	Start	Finish	Salary
Sahar	Mohamed	Full-Time	Instructional Assistant	Lower School	Certified	10	2/3/20	6/22/20	\$30,000.00
Erika	Gray	Full-Time	Instructional Assistant	Lower School	Non-Certified	10	3/2/20	6/22/20	\$26,000.00
Loudy	Simeus	Full-Time	Instructional Assistant	Elementary	Non-Certified	10	2/3/20	6/22/20	\$25,000.00
Tuawana	Robinson	Full-Time	Teacher	Lower School	Certified	10	2/3/20	6/22/20	\$58,500.00
Cidi	Brown	Full-Time	Intern-Elementary School	Elementary	Certified	12	2/3/20	6/22/20	\$87,380.00

c. To accept the following resignations:

First Name	Last Name	Position	Location	Certified	Terms	Date
Nicholas	Cammarano	Principal Intern	Elementary School	Certified	12-Months	2/7/2020

d. To accept the Reduction in force list approved during January 2020 Regular Board Meeting.

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

5. Curriculum/Special Education

6. Policy/Miscellaneous

- To accept the HIB report from January 23, 2020 to February 19, 2020 (14 cases, 3 founded).
- To approve the HIB report from December 17, 2019 to January 22, 2020 (17 cases, 4 founded).
- To approve the Board Retreat to be held on Saturday, March 7th from 8:30am to 2pm.

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									

VII. Motion to Adjourn Executive Session and open Public Session

- VIII. Board Member Reminders
- IX. Public Comment
- X. Motion to Adjourn Meeting – 8:04 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									