



University Heights Charter School
Regular Monthly Meeting Minutes
Wednesday, March 18, 2020 – 6:30 PM
 Dial-in Number: (712) 775-7031; Access Code: 724761#

I. Opening Items

- A. Call to Order – 6:43 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	

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

1. To approve the minutes from the Board meeting held on Wednesday, February 19, 2020.

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									

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

IV. Motion to Adjourn Public Session and open Closed Session – 7:19 pm

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									

Board adjourned to closed session to discuss charter renewal, coronavirus plans, budget (personnel) and HIB.

V. Motion to Adjourn Closed Session and open Public Session – 8:38 pm

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Nicole Butler	2 nd					Kimaada Sills					
Miyoshi Lee	1 st					Anuja Vejalla					

Ed Nadel						Marinne Walker					
Elizabeth Rainey-Goka											

VI. Board Resolutions

1. Finance

- a. Board Secretary's and Treasurer's Report: To approve the preliminary Secretary's and Treasurer's Reports for February 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 February 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 February 29, 2020.
- c. Bills List: Approve Bills List from February 20, 2020 to March 18, 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
February 28, 2020	317,502.42	23,815.54	341,317.96
March 13, 2020	324,158.00	24,295.93	348,453.93
Totals:	\$4,894,719.99		
7 Payrolls Remaining:	\$380,929.72	Cannot Exceed	
Payroll Budget Based on 894 Student:	\$7,561,228.00		

- e. To approve the submittal of the FY21 Budget to the NJDOE.

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									

2. Contracts

To approve **ServicePro** for school virus disinfection if needed.

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					X	Marinne Walker					X
Elizabeth Rainey-Goka		X									

3. Buildings & Grounds - NONE

4. Personnel

To accept the resignation of Dr. Howell effective June 30, 2020.

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									

5. Curriculum/Special Education - NONE

6. Policy/Miscellaneous

- a. To approve the HIB report from January 23, 2020 to February 19, 2020 (14 cases, 3 founded).
- b. To accept the HIB report February 20, 2020 to March 18, 2020 (6 case, 2 founded).
- c. To approve the next board meeting to be held on Wednesday, April 22, 2020.
- d. To approve the 2020-2021 Calendar.
- e. To approve the submittal of the UHCS org chart to NJDOE.

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									

VII. Motion to Adjourn Executive Session and open Public Session

VIII. Board Member Reminders

- Wednesday, May 20, 2020 – 6:30 pm
- Wednesday, June 17, 2020 – 6:30 pm

IX. Public Comment

X. Motion to Adjourn Meeting – 8:48 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									