



**University Heights Charter School**  
**Regular Monthly Meeting Minutes**  
**Wednesday, May 13, 2020 – 5:15 PM**  
 Dial-in Number: (712) 775-7031; Access Code: 724761#

**I. Opening Items**

- A. Call to Order – 5:26 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, April 22, 2020.

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									

**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		47	47		
PreK4	75		61	73	73	71	69	68	68		70	70		
<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>115</b>		<b>117</b>	<b>117</b>		
<b>Difference</b>			<b>-11</b>	<b>+2</b>	<b>0</b>	<b>-2</b>	<b>-4</b>	<b>-5</b>	<b>-5</b>		<b>-3</b>	<b>-3</b>		
<b>K</b>	150		87	88	86	82	82	82	81		83	83		
<b>1</b>	150		105	95	90	91	92	91	90		90	90		
<b>2</b>	150		123	116	116	117	116	117	115		116	116		
<b>3</b>	150		120	110	109	111	113	112	111		112	112		
<b>4</b>	75		73	75	75	73	72	71	70		68	68		
<b>5</b>	75		75	76	72	72	72	69	68		69	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>535</b>		<b>538</b>	<b>538</b>		
<b>Difference</b>			<b>-142</b>	<b>-190</b>	<b>-202</b>	<b>-204</b>	<b>-203</b>	<b>-208</b>	<b>-215</b>		<b>-212</b>	<b>-212</b>		
<b>6</b>	75		71	64	67	66	64	62	63		65	65		
<b>7</b>	75		72	76	79	75	71	67	66		66	66		
<b>8</b>	75		71	72	78	76	75	76	76		75	75		
<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>205</b>		<b>206</b>	<b>206</b>		
<b>Difference</b>			<b>-11</b>	<b>-13</b>	<b>-1</b>	<b>-8</b>	<b>-15</b>	<b>-20</b>	<b>-20</b>		<b>-19</b>	<b>-19</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>855</b>		<b>861</b>	<b>861</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>855</b>		<b>861</b>	<b>861</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>	<b>-7</b>		<b>+6</b>	<b>0</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 Closed Session – 5:58 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		X				Anuja Vejalla					X
Ed Nadel		X				Marinne Walker					X
Elizabeth Rainey-Goka	2 <sup>nd</sup>	X									

The Board adjourns to closed session to discuss HIB, staffing renewals, COVID-19 related issues and PPP loan.

**V. Motion to Adjourn Closed Session and open Public Session – 6:51 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					X
Elizabeth Rainey-Goka	2 <sup>nd</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 April 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 April 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 April 30, 2020.
- c. Bills List: Approve Bills List from April 23 to May 13, 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
March 27, 2020	311,950.71	23,367.27	335,317.98
April 15, 2020	290,136.81	21,680.78	311,817.59
April 20, 2020	27,504.00	2,104.12	29,608.12

e. **PPP Loan Approval**

**Be it Resolved**, that the University Heights Charter School Board of Trustees desires to apply for and accept a Paycheck Protection Program (PPP) loan offered by United States Small Business Administration (SBA); and

**Whereas**, the U.S.A. is undergoing a crisis in health care, economics and education due to the Coronavirus Pandemic; and

**Whereas**, Congress has addressed the current crisis by passing the Coronavirus Aid, Relief and Economic Security Act (CARES Act); and

**Whereas**, the University Heights Charter School is eligible to receive a loan under the rules in effect at the time this application is submitted that have been issued by the Small Business Administration (SBA) implementing the Paycheck Protection Program under Division A, Title I of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) (the Paycheck Protection Program Rule); and

**Whereas**, the CARES Act provides assistance to Non-Profit organizations to alleviate some of the economic stress; and

**Whereas**, the Board of Trustees feels there is currently economic uncertainty which makes this loan request necessary to support the ongoing operations of the school;

**Whereas**, examples of economic uncertainty include reduction in State Charter Aid, tax revenue shortfalls from municipalities in this fiscal year 2020, late State Aid Payments beginning in fiscal year 2021, and delayed tax revenue from municipalities during your 2021 fiscal year;

**Whereas**, New Jersey Charter schools do not have the ability to raise revenues from taxes;

**Whereas**, the funds will be used to retain workers and maintain payroll or make mortgage interest payments, lease payments, and utility payments as specified under the Paycheck Protection Program Rule; and

**Whereas**, the Board understands that if the funds are knowingly used for unauthorized purposes, the Federal Government may hold the Board legally liable, such as for charges of fraud; and

**Whereas**, the Board understands that loan forgiveness will be provided for the sum of documented payroll costs, covered mortgage interest payments, covered rent payments, and covered utilities, and not more than 25% of the forgiven amount may be for non-payroll costs; and

**Whereas**, during the period beginning on February 15, 2020 and ending on December 31, 2021, the Applicant has not and will not receive another loan under the Paycheck Protection Program; and

**Whereas**, the Board understands that knowingly making a false statement to obtain a guaranteed loan from SBA is punishable under the law, including under 18 USC 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 USC 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a federally insured institution, under 18 USC 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000; and

**Whereas**, the maturity date is two (2) years from the date of the Note and the interest rate is fixed at 1.00%; and

**Whereas**, there is no guidance by the State of NJ relating to PPP loans for Charter School and understands the school’s auditing firm may give the school a finding and recommendation for not paying off an unsecured loan prior to June 30, 2020; and

**Whereas**, the Board Secretary shall sign the PPP loan documents on behalf of the Board and will not be held, in any way, liable for any false certifications; and

**Whereas**, the Board Secretary will only apply for the loan conversion to a grant upon satisfying the requirements of the program and Board Approval; and

**Therefore, Be It Resolved**, that the University Heights Charter School Board of Trustees accepts and approves the PPP loan through Industrial Bank in the amount of \$1,914,770.00.

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									

**2. Contracts**

**3. Buildings & Grounds**

**4. Personnel**

- a. To approve the rescinding the resignation Sturdivant, Jonathan.
- b. To approve the re-hire staff list for the 2020-2021 school year with all salaries frozen at current rate to be evaluated by Board for potential increases by December 2020.
- c. To approve the Executive Director’s personnel changes as the per the Director’s report.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Nicole Butler		X				Kimaada Sills	1 <sup>st</sup>	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 April 23, 2020 to May 13, 2020 (0 cases, 0 founded).
- b. To approve the HIB report from March 19 to April 22, 2020 (0 cases).
- c. To approve the Early Childhood Plan and Budget for the 2020-2021 school year.
- d. To approve the Director’s recommendation for virtual summer school to all students.
- e. To approve expenses related to a virtual graduation not to exceed \$5,000.

f. To accept the Independent Consultant’s financial assessment report.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Nicole Butler		X				Kimaada Sills	2 <sup>nd</sup>	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 - NONE**

**VIII. Board Member Reminders**

- Wednesday, June 17, 2020 – 6:30 pm

**IX. Public Comment - NONE**

**X. Motion to Adjourn Meeting – 6:55 pm**

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