



University Heights Charter School
Regular Monthly Meeting Minutes
Wednesday, June 17, 2020 – 6:30 PM
 Dial-in Number: (712) 775-7031; Access Code: 724761#

I. Opening Items

- A. Call to Order – 6:33 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

Dr. Moses – Presented a proposal though Ms. Cooper to add a Honor Society Lead Person.

D. Approval of Regular Board Minutes

1. To approve the minutes from the Board meeting held on Wednesday, May 13, 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									

Ms. Butler – congratulated the school for getting through end of the school year.

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		
Total	120		109	122	120	118	116	115	115		117	117		
Difference			-11	+2	0	-2	-4	-5	-5		-3	-3		
K	150		87	88	86	82	82	82	81		83	83		
1	150		105	95	90	91	92	91	90		90	90		
2	150		123	116	116	117	116	117	115		116	116		
3	150		120	110	109	111	113	112	111		112	112		
4	75		73	75	75	73	72	71	70		68	68		
5	75		75	76	72	72	72	69	68		69	69		
Total	750		583	560	548	546	547	542	535		538	538		
Difference			-142	-190	-202	-204	-203	-208	-215		-212	-212		
6	75		71	64	67	66	64	62	63		65	65		
7	75		72	76	79	75	71	67	66		66	66		
8	75		71	72	78	76	75	76	76		75	75		
Total	225		214	212	224	217	210	205	205		206	206		
Difference			-11	-13	-1	-8	-15	-20	-20		-19	-19		
Total All Grade	1095		906	894	892	881	873	862	855		861	861		
Total Receive Tuition	Budget 991		906	892	892	881	873	862	855		861	861		
Change from Prior Month			0	-14	0	-11	-8	-11	-7		+6	0		

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 – 7:31 pm

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

Board adjourns to closed session to discuss personnel matters, HIB, COVID-19, contract negotiation, and staff evaluations.

V. Motion to Adjourn Closed Session and open Public Session – 8:32 pm

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

VI. Board Resolutions

1. Finance

- a. Board Secretary’s and Treasurer’s Report: To approve the preliminary Secretary’s and Treasurer’s Reports for May 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 May 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 May 31, 2020.
- c. Bills List: Approve Bills List from May 14, 2020 to June 17, 2020.
- d. Payroll: To approve the following payrolls:

Date	Total
May 15, 2020	\$338,728.09
May 29, 2020	\$344,186.82

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			X	Marinne Walker					X
Elizabeth Rainey-Goka	2 nd	X									

2. Contracts

- a. **To approve the following contracts:**
 - Global Sustainable Solutions up to \$15k
 - Attuned - \$50,000
 - MDF Strategies – \$3,500/month up to 6-months
 - Johnson Law Group - \$275/hr principals and counsel, \$245/hr associates, \$115/hr paralegal

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

3. Buildings & Grounds

4. Personnel

- a. To approve the contract with **Ms. Darice Gonzalez** as the School Business Administrator/Board Secretary for the remainder of the 2019/2020 school year starting June 18, 2020, and the 2020/2021 school year.
- b. To approve the following appointments for the remainder of the 2019/2020 school year starting June 18, 2020, and the 2020/2021 school year.

Position/Appointment	Name
Business Administrator/Board Secretary	Ms. Darice Gonzalez
Public Agency Compliance Officer (PACO)	Ms. Darice Gonzalez
Custodian of School Records	Ms. Darice Gonzalez
Qualified Purchasing Agent	Ms. Darice Gonzalez

- c. To approve Ms. Darice Gonzalez as a signor of all **school bank accounts** where Mr. Michael Falkowski is a signor, effective June 18, 2020.
- d. Motion to approve the settlement agreement in the matter bearing employee #504, in accordance with the terms therein.

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

5. Curriculum/Special Education

6. Policy/Miscellaneous

- a. To approve the following 2020/2021 Board Calendar, with meetings to be held at 6:30pm:

Note: Meetings on 3rd Wednesday of each month

- July 15, 2020
- August 19, 2020
- September 16, 2020
- October 21, 2020
- November 18, 2020
- December 16, 2020
- January 20, 2021
- February 17, 2021
- March 17, 2021
- April 21, 2021
- May 19, 2021
- June 16, 2021

- b. To approve the HIB report from April 23, 2020 to May 13, 2020 (0 cases, 0 founded).
- c. To accept the HIB report from May 14, 2020 to June 17, 2020 (0 cases).

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									

VII. Motion to Adjourn Executive Session and open Public Session

VIII. Public Comment

IX. Motion to Adjourn Meeting – 8:36pm

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