

University Heights Charter School

March 17, 2021 Board Meeting Agenda

**Opening Items 6:30 PM**

* 1. .Call the Meeting to Order
	2. Sunshine Law/Public Notice Statement

## 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.

* 1. Record Attendance and Guests

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Voting Members** | **Role** | **Term Ends** | **Present** | **Absent** | **LA/ED** |
| Miyoshi Lee  |   President, Trustee  | 6/30/2021  |  |  |   |
| Nicole Butler  | Vice-President, Trustee  | 11/30/2021  |  |  |   |
| Elizabeth Rainey-Goka  | Trustee  | 2/28/2021  |  |  |  |
| Kimaada Sills  | Trustee  | 3/30/2021  |  |  |   |
| Marinne Walker | Trustee | 3/30/21 |  |  |   |
| Yanna Gutierrez  | Trustee  | 9/15/2023  |  |  |  |
| Michelle Nelson | Trustee | 2/17/2024 |  |  |  |

 D Motion to Appoint the following Board Members to One Year Terms:

1. Rainey Goka-3/1/2021-2/28/2022
2. K. Sills-4/1/21-3/30/22
3. M. Walker-4/1/21-3/30/22

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Voting Members** | **Motion** | **Yes** | **No** | **Abstain** | **Absent** | **Voting Members** | **Motion** | **Yes** | **No** | **Abstain** | **Absent** |
| Nicole Butler  |  |  |  |  |  | Kimaada Sills |  |  |  |  |  |
| Miyoshi Lee  |  |  |  |  |  | Marinne Walker  |  |  |  |  |  |
| Yanna Gutierrez |  |  |  |  |  | Michelle Nelson |  |  |  |  |  |
| Elizabeth Rainey-Goka  |  |  |  |  |  |  |  |  |  |  |  |

* 1. Approval of Regular & Executive Board Meeting Minutes-February 17, 2021 Board Meeting

 Minutes

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Voting Members** | **Motion** | **Yes** | **No** | **Abstain** | **Absent** | **Voting Members** | **Motion** | **Yes** | **No** | **Abstain** | **Absent** |
| Nicole Butler  |  |  |  |  |  | Kimaada Sills |  |  |  |  |  |
| Miyoshi Lee  |  |  |  |  |  | Marinne Walker  |  |  |  |  |  |
| Yanna Gutierrez |  |  |  |  |  | Michelle Nelson |  |  |  |  |  |
| Elizabeth Rainey-Goka  |  |  |  |  |  |  |  |  |  |  |  |

## III. Public Comments

##

**IV. Head of School Report**

1. **ENROLLMENT**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **3/15/2021** |  |  |  |  |  |  |  |  |  |
| Grade | State Authorized | CHE | Total Seats 2021 | Returning Students | Newly Registered | Total Registered | Pending Registration | Open Seats | Total OnWaiting List |
| PK3 |  |  | 45 | 0 | 44 | 44 | 0 | 1 | 93 |
| PK4 | 125 | 120 | 75 | 39 | 32 | 71 | 0 | 4 | 22 |
| K | 111 | 111 | 80 | 42 | 32 | 74 | 0 | 6 | 0 |
| 1 | 111 | 111 | 80 | 67 | 11 | 78 | 0 | 2 | 0 |
| 2 | 111 | 111 | 111 | 72 | 20 | 92 | 0 | 19 | 0 |
| 3 | 116 | 116 | 116 | 87 | 24 | 111 | 0 | 5 | 0 |
| 4 | 112 | 112 | 112 | 93 | 15 | 108 | 0 | 4 | 0 |
| 5 | 111 | 111 | 80 | 55 | 14 | 69 | 0 | 11 | 0 |
| 6 | 111 | 111 | 80 | 57 | 18 | 75 | 0 | 5 | 0 |
| 7 | 111 | 111 | 80 | 48 | 16 | 64 | 0 | 16 | 0 |
| 8 | 111 | 111 | 80 | 53 | 18 | 71 | 0 | 9 | 0 |
| Total | 1130 | 1125 | 939 | 613 | 244 | 857 | 0 |  | 115 |
|  |  |  |  |  |  |  |  |  |  |
|  |  | November | December | January | February | March |  |  |  |
|  | Student Type | # of students | # of students | # of students | # of students | # of students |  |  |
|  | Special Needs | 75 | 75 | 75 | 75 | 75 |  |  |
|  | ESL | 53 | 53 | 50 | 51 | 51 |  |  |
|  | Free andReduced | 759 | 759 | 752 | 752 | 747 |  |  |
|  | Paid | 102 | 104 | 107 | 111 | 110 |  |  |

UHCS Enrollment By Month

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Grade | 9/14/20Total Registered | Total Registered as of 10/15/20 | Total Registered as of 11/10/20 | Total Registered as of 12/15/20 | Total Register ed as of 1/15/21 | Total Register ed as of 2/17/21 |
| PK3 | 46 | 45 | 45 | 45 | 44 | 45 |
| PK4 | 76 | 74 | 75 | 74 | 72 | 72 |
| K | 74 | 74 | 74 | 75 | 74 | 74 |
| 1 | 80 | 80 | 80 | 80 | 79 | 79 |
| 2 | 94 | 92 | 92 | 93 | 93 | 92 |
| 3 | 117 | 114 | 114 | 114 | 113 | 111 |
| 4 | 105 | 106 | 106 | 106 | 107 | 108 |
| 5 | 64 | 67 | 67 | 68 | 69 | 69 |
| 6 | 76 | 75 | 74 | 74 | 73 | 75 |
| 7 | 67 | 63 | 64 | 64 | 64 | 64 |
| 8 | 72 | 68 | 70 | 70 | 71 | 71 |
| Total | 871 | 858 | 861 | 863 | 859 | 860 |

1. **Attendance Report**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  **Date** | **Scholars Present** | **Scholars Absent** | **Lower Present** | **Lower Absent** | **Elementary Present** | **Elementary Absent** | **Jr. High Present** | **Jr. High Absent** |
| **March 1, 2021** | **665** | **193** | **268** | **92** | **276** | **87** | **121** | **14** |
| **March 2, 2021** | **664** | **194** | **254** | **106** | **286** | **77** | **124** | **11** |
| **March 3, 2021** | **670** | **188** | **260** | **100** | **288** | **75** | **122** | **13** |
| **March 4, 2021** | **655** | **203** | **260** | **100** | **271** | **92** | **124** | **11** |
| **March 5, 2021** | **622** | **236** | **243** | **117** | **266** | **97** | **113** | **22** |
| **March 6, 2021** |
| **March 7, 2021** |
| **March 8, 2021** | **655** | **205** | **259** | **103** | **274** | **89** | **122** | **13** |
| **March 9, 2021** | **656** | **204** | **257** | **105** | **277** | **86** | **122** | **13** |
| **March 10, 2021** | **695** | **165** | **278** | **84** | **293** | **70** | **124** | **11** |
| **March 11, 2021** | **676.5** | **183.5** | **264.5** | **97.5** | **293** | **70** | **119** | **16** |
| **March 12, 2021** | **647** | **213** | **257** | **105** | **290** | **73** | **110** | **25** |
| **March 13, 2021** |
| **March 14, 2021** |
| **March 15, 2021** | **660** | **200** | **250** | **112** | **294** | **69** | **116** | **19** |
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|  |
| 1. **Head of School Report**
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**Motion to Accept the Head of School Report**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Voting Members** | **Motion** | **Yes** | **No** | **Abstain** | **Absent** | **Voting Members** | **Motion** | **Yes** | **No** | **Abstain** | **Absent** |
| Nicole Butler  |  |  |  |  |  | Kimaada Sills |  |  |  |  |  |
| Miyoshi Lee  |  |  |  |  |  | Marinne Walker  |  |  |  |  |  |
| Yanna Gutierrez |  |  |  |  |  | Michelle Nelson |  |  |  |  |  |
| Elizabeth Rainey-Goka  |  |  |  |  |  |  |  |  |  |  |  |

**V. Motion to Adjourn Public Session and Enter Executive Session**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Voting Members** | **Motion** | **Yes** | **No** | **Abstain** | **Absent** | **Voting Members** | **Motion** | **Yes** | **No** | **Abstain** | **Absent** |
| Nicole Butler  |  |  |  |  |  | Kimaada Sills |  |  |  |  |  |
| Miyoshi Lee  |  |  |  |  |  | Marinne Walker  |  |  |  |  |  |
| Yanna Gutierrez |  |  |  |  |  | Michelle Nelson |  |  |  |  |  |
| Elizabeth Rainey-Goka  |  |  |  |  |  |  |  |  |  |  |  |

**VI. Motion to Adjourn Executive Session and Enter Public Session**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Voting Members** | **Motion** | **Yes** | **No** | **Abstain** | **Absent** | **Voting Members** | **Motion** | **Yes** | **No** | **Abstain** | **Absent** |
| Nicole Butler  |  |  |  |  |  | Kimaada Sills |  |  |  |  |  |
| Miyoshi Lee  |  |  |  |  |  | Marinne Walker  |  |  |  |  |  |
| Yanna Gutierrez |  |  |  |  |  | Michelle Nelson |  |  |  |  |  |
| Elizabeth Rainey-Goka  |  |  |  |  |  |  |  |  |  |  |  |

**VII. Personnel**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NEW HIRES** |  |  |  |  |  |  |  |  |  |
| **First Name** | **Last Name** | **Status** | **Assignment** | **Location** | **Type** | **Contract** | **Start** | **Finish** | **Salary** |
| Michael | Hacker | Full-time | Director of Technology | Central Office |  |  | March 29, 2021 |  | $115,000annually ($5,000 bonus) |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **STIPENDS** |  |  |  |  |  |  |  |  |  |
| **First Name** | **Last Name** | **Activity** | **Building** | **Start** | **Finish** | **Time** | **Type** | **Stipend** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **CHANGE IN POSITION** |
| **First Name** | **Last Name** | **Current Position** | **Current Salary** | **Current Location** | **New Position** | **New Salary** | **New Location** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **RESIGNATIONS** |
| **First Name** | **Last Name** | **Position** | **Location** | **Certified** | **Terms** | **Date** | **Reason** |  |  |
| YasmineMaisha | AndersonBryant | Instructioanl AssistantTeacher | Elementary SchoolLower School | NoYes |  | March 5, 2021March 12, 2021 | Personal |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **TERMINATIONS** |
| **First Name** | **Last Name** | **Position** | **Location** | **Certified** | **Terms** | **Date** |  |  |  |

Motion to approve the New Hires, Resignations as detailed above:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Voting Members** | **Motion** | **Yes** | **No** | **Abstain** | **Absent** | **Voting Members** | **Motion** | **Yes** | **No** | **Abstain** | **Absent** |
| Nicole Butler  |  |  |  |  |  | Kimaada Sills |  |  |  |  |  |
| Miyoshi Lee  |  |  |  |  |  | Marinne Walker  |  |  |  |  |  |
| Yanna Gutierrez |  |  |  |  |  | Michelle Nelson |  |  |  |  |  |
| Elizabeth Rainey-Goka  |  |  |  |  |  |  |  |  |  |  |  |

**VIII. Business Administrator’s Report**

**1. Motion to Approve Bills List for the period 2/18/2021 to 3/15/2021 in the amount of $1,419,131.22**

**2. Motion to accept the Board Secretary Reports for Funds 10,20,60, (61,70,71 inactive) for February 2021**

 **3. Motion to Accept the Treasurer’s Report as of February 28, 2021, total cash balance of $4,024,728.78**

 **4.. Motion to approve the submission of the 2021-2022 Budget in the amount of $19,232,306 to NJ DOE.**

 **5. Motion to approve the submission of the 2021-2022 District Enrollment and Planning Workbook,**

 **in the amount of $1,678,200 to NJ Department of Early Childhood Education**

|  |  |  |  |  |  |  |  |  |  |  |  |
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| **Voting Members** | **Motion** | **Yes** | **No** | **Abstain** | **Absent** | **Voting Members** | **Motion** | **Yes** | **No** | **Abstain** | **Absent** |
| Nicole Butler  |  |  |  |  |  | Kimaada Sills |  |  |  |  |  |
| Miyoshi Lee  |  |  |  |  |  | Marinne Walker  |  |  |  |  |  |
| Yanna Gutierrez |  |  |  |  |  | Michelle Nelson |  |  |  |  |  |
| Elizabeth Rainey-Goka  |  |  |  |  |  |  |  |  |  |  |  |

## IX. Motion to approve Contracts for Approved Private Schools for the Disabled

## Motion to approve the agreement between UHCS, the Newark BOE and Mount Carmel Guild Academy, for student # 123 to attend Mount Carmel Guild Academy, an approved private school for the disabled, for the 2020-2021 school year, tuition to be paid by Newark BOE.

## Motion to approve the agreement between UHCS, the Newark BOE and Mount Carmel Guild Academy, for student # 456 to attend Mount Carmel Guild Academy, an approved private school for the disabled, for the 2020-2021 school year, tuition to be paid by Newark BOE.

## Motion to approve the agreement between UHCS, the Newark BOE and Mount Carmel Guild Academy, for student # 789 to attend Mount Carmel Guild Academy, an approved private school for the disabled, for the 2020-2021 school year, tuition to be paid by Newark BOE.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Voting Members** | **Motion** | **Yes** | **No** | **Abstain** | **Absent** | **Voting Members** | **Motion** | **Yes** | **No** | **Abstain** | **Absent** |
| Nicole Butler  |  |  |  |  |  | Kimaada Sills |  |  |  |  |  |
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| Elizabeth Rainey-Goka  |  |  |  |  |  |  |  |  |  |  |  |

## Motion to Approve the following contracts:

## Contract with ARMM Associates, Inc., attached, to conduct a Phase I Roof Audit of the ES-66-78 Morris Ave, for a date in March 2021 for the fee of $5,900.

## Motion to award contract to lowest Bidder, Presidio Network Solutions Group, based on Competitive Bidding, to provide wireless access points and licenses, switches and licenses, cabling and basic maintenance, and installation, through the ERATE Reimbursement Program, for a total cost not to exceed $138,208.50, school’s portion is 15% or $20,731. Other bids received were as follows:

##  NetDiverse $246,207.72

##  Dyntek $195,232.02

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| Elizabeth Rainey-Goka  |  |  |  |  |  |  |  |  |  |  |  |

## X. Motion to Approve

## Charter Amendment

## WHEREAS, University Heights Charter School(“School”) has been approved as a charter school by the Commissioner of Education; and

 WHEREAS, the School desires to relocate the School’s grades 6-8 to a facility which can offer suitable educational space, located at 570 Broad Street, City of Newark; and

 WHEREAS, providing learning space which is conducive to effective learning is an important part of the School’s advance of its mission; and

 WHEREAS, the Board of Trustees ofUniversity Heights Charter Schoolhas reviewed and supports the proposal to relocate the middle school students as aforesaid, and will approve a lease to occupy that space.

 NOW THEREFORE BE IT RESOLVED that the Board approves submission of a charter amendment application, pursuant to *N.J.A.C.* 6A:11-2.6, requesting to locate three grades to 570 Broad Street, City of Newark; and

##  BE IT FURTHER RESOLVED, that the Executive Director be and hereby is authorized to file this Resolution with the Commissioner of Education and any supporting documents in support of the charter amendment application

## Facility Lease

##  Motion to approve the Facility Lease agreement between UHCS and 570 Broad Street, LLC, in accordance with the terms therein.

## Motion to approve agreement with Infradapt,to settle outstanding invoices for $20,000 plus return of computer equipment.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Voting Members** | **Motion** | **Yes** | **No** | **Abstain** | **Absent** | **Voting Members** | **Motion** | **Yes** | **No** | **Abstain** | **Absent** |
| Nicole Butler  |  |  |  |  |  | Kimaada Sills |  |  |  |  |  |
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| Elizabeth Rainey-Goka  |  |  |  |  |  |  |  |  |  |  |  |

## X. Board Reminders

* 1. Adjourn Meeting Vote

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Voting Members** | **Motion** | **Yes** | **No** | **Abstain** | **Absent** | **Voting Members** | **Motion** | **Yes** | **No** | **Abstain** | **Absent** |
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| Elizabeth Rainey-Goka  |  |  |  |  |  |  |  |  |  |  |  |