



University Heights Charter School

Special Meeting Minutes

Wednesday, July 1, 2020

Dial-in Number: (712) 775-7031; Access Code: 724761#

- I. **A Special Meeting was called to order at 8:33 AM, for the purposes of approving the new Head of School Contract as well as other regular business items.**
- II. The Sunshine Law/Public Notice Statement was read by School Business Administrator, Darice Gonzalez.
- III. See Roll Call Below for Voting Board Members both present and absent from the meeting. In addition, Tamara Cooper, Executive Director and Darice Gonzalez, School Business Administrator, as well as a host of staff and public were present at the meeting.

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		

IV. Motion to Adjourn Public Session and open Closed Session – 8:37 AM

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

Board adjourns to closed session to discuss the new Head of School, Dr. Christy Oliver-Hawley’s contract.

V. Motion to Adjourn Closed Session and open Public Session – 8:58 AM

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

VI. Motion to approve new Head of School, Christy Oliver-Hawley Contract.

Be it Resolved that the UHCS Board of Trustees approves the contract for Head of School, for Dr. Christy Oliver-Hawley, for the three (3) academic school years beginning 2020-2021, subject to agreement of any proposed changes in contract, as presented, recommended by UHCS' and Dr. Christy Oliver-Hawley's legal counsel. Any material changes to the contract presented, must be presented to the Board for a vote at a subsequent meeting.

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

VII. Public Comments

Ms. C. Davis congratulated Dr. Oliver-Hawley on her appointment.

Ms. T. Cooper congratulated Dr. Oliver-Hawley stating she was "super excited" for her to come on Board.

VIII. Board Comments

Ms. Butler thanked everyone for attending the Board meeting so early in the morning.

Motion to Adjourn Meeting – 9:06 AM

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

Respectfully submitted,

Darice Gonzalez

School Business Administrator/Board Secretary

CHRISTY OLIVER-HAWLEY, Ed.D.

📍 208 Swathmore Drive, Nutley, NJ 07110 📞 (973) 420-9606

✉ coliverhawley@gmail.com 🌐 www.Linkedin.com/in/Christy-Oliver-Hawley-Ed-D-7974845a

DISTRICT-LEVEL EDUCATIONAL LEADER

Policy Development and Management | Teacher and Staff Development | Strategic Planning

Enterprising, proactive Educational Leader with 20 years of success spearheading initiatives that streamline district and school-level operations, enhance fiscal management, drive programmatic innovations, and foster student success. Responsible steward and servant leader with expertise providing administrators and teachers with empowering and comprehensive training, supervision, and professional development. **Served as the Director of Curriculum & Instruction K-12 for Hillside Public Schools and the Affirmative Action Officer. Experienced Principal and Title I Director . Current Affirmative Action Officer- Jersey City Public Schools.**

EDUCATION & CREDENTIALS

DOCTOR OF EDUCATION (ED.D.) IN EDUCATIONAL LEADERSHIP, College of Saint Elizabeth, Convent Station, NJ | 2013

Dissertation: A study of NCLB supplemental educational services' implementation and communication practices

MASTER OF ARTS (M.A.) IN ADMINISTRATION & SUPERVISION, Saint Peter's College, Jersey City, NJ | 1999

BACHELOR OF SCIENCE IN FOREIGN SERVICE (BSFS), INTERNATIONAL RELATIONS/FRENCH, Georgetown University, Washington, D.C. | 1994

Study Abroad, University of Paris IV, La Sorbonne, Paris, France (1992-1993)

Georgetown University Italian Language Program, Florence, Italy (Summer 1992)

LICENSES:

Standard School Administrator Certificate, NJ

Standard Principal Certificate, NJ ~ Standard Supervisor of Instruction Certificate, NJ ~ Standard Teacher of French, NJ

Standard Elementary Education Teacher Certificate, NJ ~

NJPSA Certified Affirmative Action Officer

Current Positions:

JERSEY CITY PUBLIC SCHOOLS, AFFIRMATIVE ACTION OFFICER, JERSEY CITY, NJ 9/2018- PRESENT

ADJUNCT FACULTY, Essex County College, Continuing Education Department Newark, NJ | 1999 – Present

ADJUNCT FACULTY, New Jersey City University, New Pathways to Teaching Instructor, Jersey City, NJ | 9/2018– Present

SCHOOL AND DISTRICT LEADERSHIP EXPERIENCE

DIRECTOR OF CURRICULUM & INSTRUCTION K-12 / AFFIRMATIVE ACTION OFFICER, Hillside Public Schools, Hillside, NJ 9/ 2015 – 6/2018

- Collaborate with the Superintendent on long-range strategic planning for the district, goal setting for the school year, policy development, and evaluating projects proposed by staff for relevance to district plans and needs, and funding availability.
- Manage the instructional program budget to ensure expenditures are consistent with allocations, research and write grant proposals to support programs, lead the structure of Title I services at schools prepare ESSA and PEA reports on grant funded projects.
- Observe, evaluate, and supervise Principals, Vice Principals, and Supervisors; supervise ESL program and staff; complete formal observations of instructional staff eligible for tenure; and implement staff professional development programs.

DIRECTOR OF GOVERNMENT PROGRAMS, Title I, Irvington Public Schools, Irvington, NJ | 9/2009 – 9/2012

- Successfully directed all fiscal and operational facets of government-funded programs for the district, serving as a District-level Cabinet Member and Grants Administrator for multi-million-dollar Title I-IV/NCLB, ARRA, RTTT3, and 21st Century Education grant programs.
- Oversaw academic supplemental educational services, partnerships with Kean University and Rutgers University, and numerous academic programs, including Bilingual/ESL, World Languages, Gifted & Talented, Basic Skills, and district summer programs.
- Supported schools and the district NJDOE reports: Unified Plans, Restructuring Plans DINI Plan, and CAPA visits preparation.

PRINCIPAL, JEFFERSON & CLINTON SCHOOLS - PREK-6, Plainfield Public Schools, Plainfield, NJ | 8/2004 – 9/2009

- Planned, directed, and monitored instructional methods and content for educational, vocational, and student activity programs.

- Successfully opened a newly constructed school building and ensured facility safety, security, and maintenance.

ASSISTANT PRINCIPAL and French Teacher, East Orange School District, East Orange, NJ | 9/1997 – 6/2004

- Earned promotion to provide leadership and supervision for K-2 teachers and designed a comprehensive Crisis Management Plan.
- Previously served as a High School French Teacher and Elementary School French Immersion and Gifted & Talented Teacher.

NOTABLE CAREER HIGHLIGHTS:

Federal Grant Proposal Writing & Fiscal/Operational Grant Program Management

- ▶ **Successfully wrote, earned funding for, and managed several multi-million-dollar grants** that sponsored critical district-wide programs, including Title I instruction, ESL programs, and parental engagement programs. Managed additional competitive and formulaic grants, such as the Early Childhood Grant, ESSA Consolidated Grant, and Child Assault Prevention Program (CAP).

New Program Innovations & Existing Program Transformations

- ▶ **Directed the Summer Reading Kick-Of Celebration and completely transformed the district summer reading program**, working with the Hillside Library to revise reading lists/book selections. edublog.scholastic.com/post/ready-set-read-how-hillside-public-schools-got-reading-over-summer#
- ▶ **Directed teams of teachers in a full-scale curriculum revision project across all subject areas.**

Leadership Identification, Mentorship, & Professional Development

- ▶ **Acted as an NJEXCEL principal mentor, led several principal search committees, mentored and developed several teachers** aspiring to be administrators to ultimately become principals, and currently planning an Aspiring Administrators' Program for the district.

Working Collaboratively with Superintendents

- ▶ **Served as a Cabinet Member and advisor to the Superintendent and as Acting Superintendent when Superintendent was out of district.** Provided support to the Superintendent at all public forums, including the "Ask the Superintendent Public Forum" and represent the district at various events, such as the NHS Induction, ESL for Parents Program, PARCC for Parents, and community events.

Awards & Community Leadership

- ▶ **Recipient of the Geraldine Dodge Fellowship for Principals, a national award for Extemporaneous Speech Delivery**, and active leader in the community, volunteering with the NJPAC Arts Education Department and the Customer Information Center, Board subcommittee on Education and Community Relations, and Community/School Police Relations Committee.

C O M M U N I T Y L E A D E R S H I P

VOLUNTEER, NEW JERSEY PERFORMING ARTS CENTER (NJPAC), Newark, NJ | 2012 – 2015

MEMBERSHIP DRIVE VOLUNTEER, WBGO JAZZ Radio, Newark, NJ | 2012 – 2015

EDUCATION COMMITTEE, NAACP - Jersey City Branch, Executive Board, Jersey City, NJ | 1997 – 2000

Notary Public- State of New Jersey- Present

Crawford Street Condo Association, Newark, NJ Board Executive Board Member- 2016-2019

PROFESSIONAL DEVELOPMENT TRAINING:

Crisis Management Training ~ Princeton Leadership Institute ~ Future Superintendents Institute ~
Bilingual/ESL Supervisors' Training ~ School Law Training

HONORS & AWARDS:

Geraldine Dodge Principal's Fellowship Recipient (2004) ~ East Orange Teacher of the Year (1999) ~ National Honor Society (1988) ~ National Latin Exam Gold Medalist (1988) ~ National Forensic League (1988)



EMPLOYMENT CONTRACT

The University Heights Charter School (“UHCS”) a nonprofit, educational institution is a free, public charter school. Its mission is to develop in each student in grades PreK-8 the character, scholarship, and leadership necessary for success in life, college, and community.

Christy Oliver-Hawley, Ed.D., hereafter referred to as EMPLOYEE, certifies that she has completed a criminal background investigation by the State of New Jersey and holds a valid Principal’s Certificate from the State of New Jersey at the time of the commencement of employment.

Each employee at UHCS must embody, manifest, and advocate the mission of UHCS and endeavor to abide by UHCS’s five REACH core values: Respect everyone. Excellence every time. Accountability for all actions. Caring to create community. Honesty in our words.

It is agreed between UHCS located in Essex County, New Jersey, hereafter referred to as EMPLOYER, and EMPLOYEE, that EMPLOYER has and does hereby engage EMPLOYEE as **Head of School** at UHCS for three (3) academic school years beginning the 2020-2021 school year at the salary of **\$160,000** payable in semimonthly installments over the entire contract period prorated to EMPLOYEE’s effective start date and termination date. Salary raises year to year may be decided at the Board of Trustees’ sole discretion. This shall constitute a twelve (12) month contract for employment beginning July 1, 2020 and ending June 30, 2023.

EMPLOYEE shall also be eligible for an incentive bonus of up to \$10,000, to be evaluated and paid following the annual employee performance review in June of each year. The target bonus will be paid based on demonstrated success against mutually agreed to goals.

EMPLOYEE shall be allocated 10 sick days. The unused sick days shall accumulate year-to-year. In addition, The EMPLOYEE shall be entitled to 15 paid time off days per year for vacation or personal matters. Unused paid time off days will carry over into the next school year; and School vacation and holidays as identified by the EMPLOYER in the school calendar

Health Insurance Coverage shall be provided for EMPLOYEE and family under terms as determined by EMPLOYER and the Laws of the State of New Jersey.

EMPLOYEE shall undergo a performance evaluation two times during the term on the contract, with the second no later than April 30. EMPLOYER shall make the evaluation tool available to the EMPLOYEE at least one month ahead of the evaluation. Renewal of employment is contingent upon results of performance evaluation and shall be determined prior to the termination the Contract period.

The CONTRACT may be terminated by:

- a. Mutual agreement of the parties; or
- b. Either party giving sixty (60) days written notice to the other party with or without cause; or
- c. The Board of Trustees immediately for cause. "Cause" shall mean willful or gross misconduct, moral turpitude, failure to perform duties, or breach of fiduciary duty; or
- d. The Board of Trustees of the EMPLOYER may suspend an EMPLOYEE with pay pending an inquiry with regard to noncompliance with this CONTRACT.

This CONTRACT incorporates the entire understanding of the parties concerning the employment of Christy Oliver-Hawley, Ed. D. and may not be modified except by written agreement signed by both parties.

The laws of the State of New Jersey and UHCS policies shall govern this contract.

The parties have executed this agreement on this _____ day of _____, 2020

EMPLOYER:

 President, Board of Trustees
 University Heights Charter School

EMPLOYEE:

 Christy Oliver-Hawley, Ed.D.