



University Heights Charter School Regular Meeting Minutes Wednesday, September 16, 2020

- I. **A Regular Board Meeting (virtual) of the UHCS Board of Trustees was called to order at 6:45PM.** The Sunshine Law/Public Notice Statement was read by School Business Administrator, Darice Gonzalez.
- II. See Roll Call Below for Voting Board Members both present and absent from the meeting. In addition, Dr. C. Oliver-Hawley, CEO/Head of Schools 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		

- III. **Resolution 091601-Nomination and vote for new Board Member, Yana Gutierrez**
N. Butler Nominated Y. Gutierrez for new Board Member and M. Lee seconded the nomination.
D. Gonzalez administered the oath of office to Y. Guterrez after the Roll Call Vote

Roll Call Vote

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

- IV. **Resolution 091602-Approval of Regular & Executive Meeting Minutes from 9/16/20**

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

V. Public Comments

N. Butler thanked everyone for work done to start school, acknowledging the complexity of the work.

Dr. Oliver acknowledged the teachers and “New Dream Team”, acknowledging the presence of the three Principals.

Dr. Dickerson expressed thanks for the opportunity and said he is looking forward to working with Dr. Oliver and the team.

N. Butler acknowledged Ms. Poyser for the work done in enrollment.

VI. Resolution 091603-Motion to adjourn Public Session and enter Executive Session-7:01PM

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

VII. Resolution 091604-Motion to adjourn Executive Session and enter Public Session-7:45PM

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

VIII. CEO/Head of School Report

Dr. Oliver began her report with a round of applause to the staff for opening schools in the midst of a pandemic.

District Level Goals and Accomplishments

Good news! New and improved School Website launched

Goal 1

Work and collaborate to ensure 100% NJ State Certified School Leaders/Principals by the start of the school year.

Goal Status: goal met

Accomplishments: Hired highly qualified and experienced school leaders. New principals for the Elementary School and the Jr. High School.

Goal 2

Work and organize to open schools 100% remotely on September 8, 2020

Goal Status: Opening Completed.

Accomplishments

Chromebook Initiative- backorder Chromebook shipment expected by the end of September

Laptop/Tablet Loaner Program (in place until Chromebooks arrive)

Paper packets by request, contact school directly

Online learning curriculum designed and programs selected such as:

Clever single sign on, Canvas, Google classroom, Moby Max, E-books for all subjects

IT Help desk created – information on the website and sent by the schools to families

New IT Professional hired to support all IT remote learning needs.

Letters/emails to Parents by principals containing remote learning information such as: logon information and the name of the teacher

Town Hall for parents and students held (9/8) at each school prior to the start of the academic day on September 8th

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Back to School Nights scheduled for each school for last two weeks of September

Town Hall Meeting Remote Learning 101 will be held after Chromebooks arrive

Goal 3

Work to identify and implement Staff Development with an emphasis on job-embedded practice.

Goal Status: completed

Accomplishments: New Teachers' Orientation (August 20), Admin. Retreat (August 21), Staff

Development and Re-opening Plan Town Hall for Teaching Staff (Week of August 24th),

Continuous building level PD

District PD Day planned for October.

School Reports

Lower School: Grades PreK-2

Grade Level Administrator/Principal: Ms. Z. Sally

Lower School September Goals and Initiatives

- **The Lower School is working towards having 100% of our scholars to receive instruction on Zoom.**

- a. **Lower School Staff are being assigned to provide support to families who are having challenges with logging on to Zoom.**

- **The Lower School Instructional staff will provide daily instructional check-ins with scholars and families to provide additional remote learning support.**

- a. **Teachers, instructional assistants, and support staff will check in with families daily from 1pm to 3pm who may need extra instructional and/or behavioral support.**

- b. **Teachers from Pre-K to 2nd grade will provide instructional support videos in Creative Curriculum, ELA, Math, Social Studies, and Science to align with the current in class instruction on Zoom.**

- c. **Scholars and parents are being provided with learning packets and project based work to enhance learning.**

- **The Lower School is looking at new and innovative ways to provide Parent/Family Engagement opportunities.**

- a. **Establishment of an Early Childhood Advisory Council to serve Pre-K. (The council will consist of parent representatives, staff representatives, and community representatives.)**

- b. **Establishment of a K-2 Lower School Advisory Council. (The council will consist of**

parent representatives, staff representatives, and community representatives.)

c. Parent Surveys (i.e. What has been your experience with the start of the new school year?)

Lower School Accomplishments

1. Lower School Faculty and Staff participated in School Level Professional Development Training from August 26, 2020 to September 4, 2020 that included training in Responsive Classroom, the Pyramid Model, PIRT, RTI, the PLC model, Lesson Planning, Building a Schedule, the New Jersey Learning Standards, and the role of the Instructional Assistant in the classroom.

2. The Pre-K Teachers and Instructional Assistants received professional development training from Teaching Strategies in the Creative Curriculum which is used in the Preschool Program. The training took place on September 7th and 8th after classes on Zoom ended.

3. Natural supports have been put into place to support the instructional staff at the Lower School.

- **Lower School has put into a place a Workplace Buddy Peer Mentoring Program for staff.**

- **The Lower School is continuing to hold PLC meetings. The Leadership Team at the Lower School is modeling for the instructional staff how to conduct successful and productive PLC meetings.**

The Lower School has scheduled Grade Level Orientation/Back to School Nights for each individual grade level.

Pre-K-Thursday, September 17, 2020 5pm to 6pm

Kindergarten-Monday, September 21, 2020 5pm to 6pm

First Grade-Tuesday, September 22, 2020 5pm to 6pm

Second Grade-Wednesday, September 23, 2020 5pm to 6pm.

Elementary School (Gr.3-6)

Grade Level Administrator/Principal: Dr. Cidi Brown

September Goals

1. Positive parent contact by teachers, staff, and administration team within the first 10 days of school.

2. 100% certified teachers in all classrooms

3. Effective utilization of Instructional Assistants as co-teachers in every classroom

September Accomplishments

1. First Day Town hall Meeting

2. Recurring Technical Support sessions for parents and students

3. Added Music, Spanish, and Dance to Special Area courses

Back to School Night September 23, 2020

Junior High School

Grade Level Administrator/Interim Principal: Dr. Martin Dickerson

September Goals

- 1- Create protocols to ensure that all students are online and attending classes daily.
- 2- Ensure that teachers sign students up for coding and computation classes with WWPHSS.
- 3- Establish contacts with all parents to seek their support and cooperation.
- 4- Back to School Night Events for 7th & 8th Grade parents

September 21st – 7

th Grade at 7:00pm

September 22- 8

th Grade at 7:00pm

Accomplishments

- 1- Successful Initial Staff and Parent Meetings
- 2- Teacher Schedules and Student Schedules completed
- 3- Weekly Letter to Staff and Parents with updates
- 4- Thorough review of building cleanliness and cleaning schedules

IX. Personnel Items-New Hires & Terminations

Resolution 091605-Roll Call Vote

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

New Hires

First	Last	Status	Assignment	Building	Type	Contract	Start	Finish	Salary
Agnieszka	Kossakowska	FT	Teacher	Elementary School	Certified	10-Month	8/27/20	6/18/21	\$54,848.00
Christopher	Malone	FT	Instructional Assistant	Jr. High School	Non-Certified	10-Month	8/29/20	6/18/21	\$30,000.00
Felix	Sanchez	FT	Teacher	Elementary School	Certified	10-Month	8/27/20	6/18/21	\$60,000.00
Martin	Dickerson	FT	Interim Principal	Jr. High School	Certified	12-Month	8/31/20	6/30/21	\$140,000.00
Tavia	Robinson	FT	Teacher	Jr. High School	Certified	10-Month	9/3/20	6/18/21	\$78,000.00
Whitney	Wiggins	FT	Instructional Assistant	Elementary School	Non-Certified	10-Month	9/1/20	6/18/21	\$30,000.00
David	Alpaca	FT	Teacher	Elementary/Jr. High	Certified	10-Month	9/1/20	6/18/21	\$54,484.00
Darryl	Baker	FT	Executive Assistant	District	Non-Certified	12-Month	9/7/20	6/30/21	\$59,000.00
Cleon	Hargrove	FT	Technician	District	Non-Certified	12-Month	9/8/20	6/30/21	\$59,000.00
Erole	Alexandre	FT	Technician	District	Non-Certified	12-Month	7/1/20	6/30/21	\$50,000.00
Alvin	Kitchens	FT	Teacher	Jr. High School	Certified	10-Month	9/1/20	6/30/21	\$54,000.00
Rasheemah	Ward	PT	Substitute Teacher	Elementary School	Certified	As needed	9/9/20	6/30/21	Per \$125 per day

Zakkiyah	Sally	FT	Principal	Lower School	Certified	12-Month	Title Change Only	
Cidi	Brown	FT	Principal Office Manager	Elementary School	Certified	12-Month	Title Change Only	
Waheedah	Boozar	FT		Jr. High School	Non-Certified	12-Month	9/15/20	6/30/21

Resignations

First Name	Last Name	Position	Location	Certified	Terms	Date	Reason
Leslie	Graham	Teacher	Elementary	Certified	10-Month	9/2/20	Personal

X. Board Resolutions

Resolution 091606-Business Administrator Items-Roll Call Vote

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

Business Administrator Items

1. Bills List: Approve Bills List from 8/25/20 to 9/16/20 in the amount of \$1,146,335.36
1. Approval of Revised Budget and Budget Transfers for Fund 10 from \$12,481,352 to \$12,818,247, increasing budget \$333,865.90, with rollover of \$3029.10 from FY 20.
2. Acceptance of the following Grants for FY 20/21:
 - a. Title I-A \$591,043
 - b. Title I Reallocated-\$21,232
 - c. Title I SIA-\$107,500
 - d. Cares Emergency Relief Grant-3/13-20-9/30/2022-\$421,764
 - e. IDEA Basic-\$197,931, Pre-School-\$4,731
3. Forbearance Agreement between University Heights Charter School and U.S. Bank National Association.
4. University Heights 5 year Budget FY 20-25

XI. Resolution 091607-Contracts & Quotes Roll Call Vote

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

Contracts

C. Williams HR Consultant-\$125/hr not to exceed 10 hours/wk for 11 weeks 10/1/20-12/10/20, total not to exceed \$13,750.

Food Service Management Contract Agreement # 08008065 with Maschios, Inc. for the period 9/1/20-6/31/21

Quotes

Canvas Success Package- 3 one year annual renewable contracts:

- **10/1/20-9/30/21-\$11,000**
- **10/1/21-9/30/22-\$11,000**
- **10/1/22-9/30/23-\$11,000**

XII. Board Comments

N. Butler welcomed new Board Member, Y. Gutierrez, reminded staff to use weekends for downtime and to look on the bright side of negative things. She said that COVID has accelerated the one to one initiative which is good, but unfortunately many people have passed away. N. Butler also said that remote learning has fostered a lot of resiliency in students and staff.

XIII. Motion to Adjourn Meeting – 8:15 PM

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

Respectfully submitted,

Darice Gonzalez
 School Business Administrator/Board Secretary

University Heights Charter School Check Register from Aug 25, 2020 to Sep 16, 2020 for All Funds

Page 1

All Bank Accounts Included

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
A:18377	8/25/20	Floor Vision 50% Deposit for Waxing and Stripping of Floor	8,972.00	P202100085	11-000-262-420-101-068
A:18378	8/25/20	Veris Benefits Consortium Health benefitts for Sept. 2020	73,918.86	P202100010	11-000-291-270-000-054
A:18379	8/25/20	Saint Lucy Roman Catholic Rent for Sept. 2020 7th ave.	24,576.36	P202100009	11-000-260-441-000-000
A:18380	8/25/20	Saint Lucy Roman Catholic Rental of Basement 7th Ave	350.00	P202100009	11-000-260-441-000-000
		Waste disposal 7th Ave.	164.00	P202100009	11-000-262-420-101-068
		Water Usage 7th Ave.	201.60	P202100009	11-000-262-490-000-074
		Energy Cost 7th Ave.	3,546.92	P202100009	11-000-262-620-101-074
		Total Check Amount:	4,262.52		
A:18381	8/25/20	Verizon Admin Cell phones	1,026.60	P202100031	11-000-230-530-000-057
A:18382	8/25/20	Duct Dudes Cleaning Air ducts for Hartford	22,000.00	P202100053	11-000-262-420-101-068
		Cleaning of Air Ducts Morris Ave.	21,250.00	P202100054	11-000-262-420-101-068
		Total Check Amount:	43,250.00		
A:18383	8/25/20	BETHANY BAPTIST CHURCH Lower School Rent Sept. 2020	22,801.02	P202100007	11-000-260-441-000-000
		Lower School Rent Sept. 2020	22,801.01	P202100007	20-218-200-440-000-000
		Total Check Amount:	45,602.03		
A:N1345	8/26/20	US Bank July Bond Deposit	2,000.00	10 - 161	Bond Proceeds Receivable.
		August Bond Deposit	2,000.00	10 - 161	Bond Proceeds Receivable.
		July Bond Payment	66,595.31	P202100090	12-000-510-910-000-000
		July Bond Interest	1,800.00	P202100090	12-000-510-910-000-000
		August Bond Payment	66,595.31	P202100090	12-000-510-910-000-000
		August Bond Interest	1,800.00	P202100090	12-000-510-910-000-000
		Total Check Amount:	140,790.62		
A:N1346	8/26/20	CITY NATIONAL BANK Wire Transfer Fee for Bond	25.00	P202100079	11-000-251-330-000-055

University Heights Charter School Check Register from Aug 25, 2020 to Sep 16, 2020 for All Funds

Page 2

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A:N0827	8/27/20	PAYROLL			
		STATE A/R (AID)	1,873.35	10 - 141	STATE A/R (AID)
		Oth Sal for Inst	5,422.00	P202100034	11-190-100-106-000-044
		Child Study Teams	3,958.33	P202100034	11-000-219-104-000-066
		Administrative Salaries	(7,948.70)	P202100034	11-000-230-100-000-052
		Other Admin - Principal	(10,317.15)	P202100034	11-000-240-103-000-000
		School Admin-Sec & Clerical	12,697.20	P202100034	11-000-240-105-000-053
		Salaries - Business Office	17,009.34	P202100034	11-000-251-100-000-000
		Salaries - Admin Info Tech	3,640.83	P202100034	11-000-252-100-000-000
		Salaries - Custodian/Security	7,188.79	P202100034	11-000-262-110-000-066
		Social Security Contributions	8.42	P202100034	11-000-291-220-000-054
		Social Security Contributions	1,287.06	P202100034	11-000-291-220-000-054
		Total Check Amount:	34,819.47		
A:N1347	8/31/20	CITY NATIONAL BANK			
		Bank Service Charge-Operating	2.00	P202100079	11-000-251-330-000-055
A:N1349	8/31/20	CITY NATIONAL BANK			
		Bank Service charge July-Payroll	2.00	P202100079	11-000-251-330-000-055
		Bank Service Charge July-Aftercare	2.00	P202100079	11-000-251-330-000-055
		Bank Service Charge July-Food Service	2.00	P202100079	11-000-251-330-000-055
		Bank Service Charge July-Development	2.00	P202100079	11-000-251-330-000-055
		Bank Service Charge July Unemployment	2.00	P202100079	11-000-251-330-000-055
		Bank Service Charge July-SA Lower	4.00	P202100079	11-000-251-330-000-055
		Total Check Amount:	14.00		
A:N1350	8/31/20	R & L DataCenter			
		Payroll processing July 2020	1,215.15	P202100091	11-000-251-330-000-055
A:N1351	8/31/20	Amazon			
		Insturctional Books for Jr.High	3,942.25	P202100083	11-190-100-610-101-047
A:N0902	9/2/20	PAYROLL			
		STATE A/R (AID)	6,545.96	10 - 141	STATE A/R (AID)
		Sal Teachers-KG	4,464.96	P202100034	11-110-100-101-000-043
		Teacher Gr 1-2	36,564.58	P202100034	11-120-100-101-100-043
		Grades 6-8 - Sal of Teachers	22,128.31	P202100034	11-130-100-101-200-052
		Oth Sal for Inst	34,160.05	P202100034	11-190-100-106-000-044
			6,868.53	P202100034	11-000-213-100-000-066
		Child Study Teams	6,491.89	P202100034	11-000-219-104-000-066
		Administrative Salaries	2,250.00	P202100034	11-000-230-100-000-052
		Social Security Contributions	84.56	P202100034	11-000-291-220-000-054
		Social Security Contributions	2,953.11	P202100034	11-000-291-220-000-054
		Pre-K Salaries of Teachers	8,205.30	P202100034	20-218-100-101-000-000
		Salaries - Cafeteria	2,949.70	P202100034	60-910-310-100-000-000
		Total Check Amount:	133,666.95		
A:18384	9/10/20	Savvas Learning Company LLC			
		Science, Math and Social Studies materials	126,907.92	P202100089	11-190-100-610-101-047
A:18385	9/10/20	Global Sustainable Solutions			
		Orginizational Consulating	7,500.00	P202100070	11-000-230-890-000-063

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A:18386	9/10/20	Mercury Professional Sevices June 2020	3,000.00	10 - 421	ACCTS PAYABLE
A:N0915	9/15/20	PAYROLL			
		STATE A/R (AID)	9,905.42	10 - 141	STATE A/R (AID)
		Teacher Gr 1-2	48,389.17	P202100034	11-120-100-101-100-043
		Grades 6-8 - Sal of Teachers	38,018.81	P202100034	11-130-100-101-200-052
		Oth Sal for Inst	41,082.05	P202100034	11-190-100-106-000-044
		Child Study Teams	9,736.44	P202100034	11-000-219-104-000-066
		Administrative Salaries	8,916.67	P202100034	11-000-230-100-000-052
		Other Admin - Principal	17,689.29	P202100034	11-000-240-103-000-000
		School Admin-Sec & Clerical	12,697.20	P202100034	11-000-240-105-000-053
		Salaries - Business Office	17,009.34	P202100034	11-000-251-100-000-000
		Salaries - Admin Info Tech	7,949.16	P202100034	11-000-252-100-000-000
		Salaries - Custodian/Security	7,474.41	P202100034	11-000-262-110-000-066
		Social Security Contributions	96.24	P202100034	11-000-291-220-000-054
		Social Security Contributions	6,379.91	P202100034	11-000-291-220-000-054
		Pre-K Salaries of Teachers	8,240.30	P202100034	20-218-100-101-000-000
		Salaries - Cafeteria	2,949.70	P202100034	60-910-310-100-000-000
		Total Check Amount:	236,534.11		
A:18387	9/16/20	Cablevision Light path			
		Lightpath-July 2020 Account 55755	671.00	P202100092	11-000-230-530-000-057
		Lightpath-August 2020 Account 55755	671.00	P202100092	11-000-230-530-000-057
		Lightpath-July 2020 Account 53217	2,727.58	P202100092	11-000-230-530-000-057
		Lightpath-August 2020 Account 53217	2,461.10	P202100092	11-000-230-530-000-057
		Total Check Amount:	6,530.68		
A:18388	9/16/20	All Covered			
		Monthly Tech Services-August 2020	4,616.85	P202100063	11-000-252-330-000-055
		Telecommunications Rack for Wireless access	615.00	P202100057	11-000-252-330-000-055
		Total Check Amount:	5,231.85		
A:18389	9/16/20	American Paper Towel Co., LLC			
		Custodial Supplies	12,812.30	P202100046	11-000-261-610-000-000
A:18390	9/16/20	Associated Fire Protection Inc.			
		Repairs to Sprinkler System at Morris	3,004.80	P202100040	11-000-262-420-101-068
A:18391	9/16/20	Bayada Home Health Care			
		Nursing Services 7/13-7/17	2,400.00	P202100065	11-000-213-300-000-055
		Nursing Services 7/20-7/24	2,400.00	P202100065	11-000-213-300-000-055
		Nursing Services 7/27-7/31	2,400.00	P202100065	11-000-213-300-000-055
		Nursing Services 8/3-8/7	2,400.00	P202100065	11-000-213-300-000-055
		Nursing Services 8/17-8/21	2,400.00	P202100065	11-000-213-300-000-055
		Total Check Amount:	12,000.00		

University Heights Charter School Check Register from Aug 25, 2020 to Sep 16, 2020 for All Funds

Page 4

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A:18392	9/16/20	Building Security Services, Inc.			
		Security for 7th Ave 8/11-8/17	307.84	P202100093	11-000-266-300-101-068
		Security for Morris 8/11-8/17	177.60	P202100093	11-000-266-300-101-068
		Security for Hartford 8/11-8/17	307.84	P202100093	11-000-266-300-101-068
		Security for 7th Ave 8/18-8/24	1,539.20	P202100093	11-000-266-300-101-068
		Security for Hartford 8/18-8/24	1,539.20	P202100093	11-000-266-300-101-068
		Security for Morris 8/18-8/24	888.00	P202100093	11-000-266-300-101-068
		Security for Hartford 8/25-8/31	1,539.20	P202100093	11-000-266-300-101-068
		Security for Morris 8/25-8/31	888.00	P202100093	11-000-266-300-101-068
		Security for 7th Ave. 8/25-8/31	1,539.20	P202100093	11-000-266-300-101-068
		Total Check Amount:	8,726.08		
A:18393	9/16/20	Cali Carting			
		Waste Pick up-August 2020 Morris	1,173.00	P202100014	11-000-262-420-101-068
		Waste Pickup-August Hartford	2,418.00	P202100014	11-000-262-420-101-068
		Total Check Amount:	3,591.00		
A:18394	9/16/20	Document Solutions			
		Copier Lease payment	852.40	P202100016	11-000-230-590-000-000
A:18395	9/16/20	Document Solutions			
		Ink Usage for Copiers	38.14	P202100094	11-000-230-610-000-058
A:18396	9/16/20	EDUCATION SERVICES COMMISSION OF N			
		Child Study Team Services-July 2020	18,596.00	P202100095	11-000-219-320-000-067
A:18397	9/16/20	Education Week			
		TopSchool job Membership	1,895.00	P202100096	11-000-230-890-000-063
A:18398	9/16/20	FMY Consultants, LLC			
		Consulting Services for August 2020	2,800.00	P202100073	11-000-251-330-000-055
A:18399	9/16/20	Houghton Mifflin Harcourt			
		Journeys Inst. Materials	4,296.24	P202100088	11-190-100-610-101-047
		Journeys Inst. Materials	9,864.00	P202100088	11-190-100-610-101-047
		Total Check Amount:	14,160.24		
A:18400	9/16/20	JOEBLUE PEST CONTROL			
		Pest Control for July All sites	660.00	P202100097	11-000-262-420-101-068
		Pest Control for August All sites	660.00	P202100097	11-000-262-420-101-068
		Total Check Amount:	1,320.00		
A:18401	9/16/20	Johnston Law Firm, LLC			
		Legal Fees-General Counseling July	2,233.00	P202100098	11-000-230-331-000-055
		Legal Fees-ELC Appeal	395.41	P202100098	11-000-230-331-000-055
		Total Check Amount:	2,628.41		
A:18402	9/16/20	Moving and Self Storage Dot Com Corp			
		Storage Rental for August 2020	1,050.00	P202100021	11-000-230-890-000-063

University Heights Charter School Check Register from Aug 25, 2020 to Sep 16, 2020 for All Funds

Page 5

All Bank Accounts Included

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
A:18403	9/16/20	MetLife Dental for August 2020	3,749.87	P202100011	11-000-291-270-000-054
A:18404	9/16/20	Monarch Tecnology Solutions, LLC Security Surveillance Equipment	10,466.64	P202100082	11-000-252-600-000-071
A:18405	9/16/20	Northeast Roof Maintenance Repairs to rear gym roof	3,800.00	P202100050	11-000-262-420-101-068
A:18406	9/16/20	NJ Advance Media Newspaper Advertisement	23.25	P202100099	11-000-230-890-000-063
A:18407	9/16/20	Newark Cleaning Services LLC Cleaning Services for August 2020	15,408.00	P202100041	11-000-261-420-000-000
A:18408	9/16/20	Olugbenga Olabintan CPA Audit Fees for Engagement Letter	2,500.00	P202100100	11-000-230-332-000-055
A:18409	9/16/20	PSE & G Co. Gas/Electric August Hartford Gas/Electric August Morris	46.68 1,021.11	P202100027 P202100027	11-000-262-620-101-074 11-000-262-620-101-074
Total Check Amount:			1,067.79		
A:18410	9/16/20	RIS Construction Corp. PPE supplies for staff and students Painting of Various and Hallways Painting of Various rooms and hallways	16,697.40 20,680.90 15,882.25	P202100056 P202100047 P202100048	11-190-100-611-000-000 11-000-262-420-101-068 12-000-400-450-000-080
Total Check Amount:			53,260.55		
A:18411	9/16/20	State of New Jersey Unemployment for 2nd Qtr 2020	62,007.36	P202000288	10-421: A/P
A:18412	9/16/20	DR. THOMAS WILLIAMS Consulting Services for July 2020	2,756.25	P202100033	11-190-100-300-101-045
A:18413	9/16/20	New Jersey Institute of Technology/EDC Rent for District Offices August 2020	5,153.55	P202100008	11-000-260-441-000-000
A:18414	9/16/20	Verizon Telephone 250-562-849-0001-91 Telephone 155-863-607-001-83	739.40 139.96	P202100032 P202100032	11-000-230-530-000-057 11-000-230-530-000-057
Total Check Amount:			879.36		
The Grand Total of all Checks from Fund 10 is:			87,332.09		
The Grand Total of all Checks from Fund 11 is:			861,184.39		
The Grand Total of all Checks from Fund 12 is:			152,672.87		
The Grand Total of all Checks from Fund 20 is:			39,246.61		
The Grand Total of all Checks from Fund 60 is:			5,899.40		
The Grand total of all checks for this period is:			1,146,335.36		

All Bank Accounts Included

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
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We the undersigned board members certify that we have approved the expenditures represented by the above list of checks.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Report of the Secretary to the University Heights Charter School General Fund - Fund 10

FY2021 Data is Posted to 9/16/2020 4:42:09 PM

Page: 4 Printed: 9/16/2020 at 4:42:19PM

Minimum Expense General Ledger Report

Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-110-100-101	Sal Teachers	165,000.00	69,208.00	234,208.00	4,464.96	160,535.04	69,208.00	0.00
11-120-100-101	Teacher Gr 1-5	1,576,000.00	3,003.00	1,579,003.00	146,403.75	1,429,596.25	3,003.00	0.00
11-130-100-101	Salaries - Middle School	992,000.00	(60,753.00)	931,247.00	77,147.12	854,099.88	0.00	0.00
11-150-100-500	Other Purchased Services (400-500 Series)	10,000.00	0.00	10,000.00	1,050.00	8,950.00	0.00	0.00
11-190-100-106	Oth Sal for Inst	967,000.00	(397,200.35)	569,799.65	165,405.10	404,394.90	(0.35)	0.00
11-190-100-300	Purch Prof/Tech Svs	175,905.00	(128,148.75)	47,756.25	12,891.75	0.00	34,864.50	0.00
11-190-100-500	Other Purchased Services (400-500 Series)	148,502.00	0.00	148,502.00	10,117.40	0.00	138,384.60	0.00
11-190-100-610	General Inst Supplies	110,230.00	114,770.00	225,000.00	147,291.80	21,006.97	56,701.23	0.00
11-190-100-611	COVID Supplies	0.00	16,697.40	16,697.40	16,697.40	0.00	0.00	0.00
11-190-100-640	Textbooks	30,000.00	0.00	30,000.00	0.00	0.00	30,000.00	0.00
11-190-100-890	Miscellaneous Expense	16,287.00	0.00	16,287.00	2,310.77	3,739.23	10,237.00	0.00
11-213-100-101	Salaries- Resource Room (Sped)	580,000.00	(143,974.17)	436,025.83	0.00	434,117.22	1,908.61	0.00
Instructional Expense		4,770,924.00	(526,397.87)	4,244,526.13	583,780.05	3,316,439.49	344,306.59	0.00
11-000-221-102	Salaries-Improvement of Instru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-223-320	Staff Development	25,000.00	(5,000.00)	20,000.00	0.00	0.00	20,000.00	0.00
11-000-230-100	Salaries	160,000.00	87,007.86	247,007.86	73,608.95	86,391.05	87,007.86	0.00
11-000-230-300	Admin - Purch Prof/Tech	275,000.00	(260,000.00)	15,000.00	0.00	0.00	15,000.00	0.00
11-000-230-331	Legal Services	50,000.00	100,000.00	150,000.00	2,628.41	27,371.59	120,000.00	0.00
11-000-230-332	Auditor Services	25,250.00	2,250.00	27,500.00	2,500.00	22,750.00	2,250.00	0.00
11-000-230-530	Communications/Telephone	80,800.00	5,700.00	86,500.00	10,717.12	55,666.88	20,116.00	0.00
11-000-230-585	BOE Other Purchased Services	1,515.00	0.00	1,515.00	0.00	0.00	1,515.00	0.00
11-000-230-590	Other Purchased Services (400-500 Series)	20,200.00	33,800.00	54,000.00	4,516.86	15,483.14	34,000.00	0.00
11-000-230-610	Admin - Supplies & Materials	32,833.00	0.00	32,833.00	38.14	1,961.86	30,833.00	0.00
11-000-230-820	Judgements Against Charters	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00	0.00
11-000-230-890	Admin - Misc Exp	91,221.00	0.00	91,221.00	36,051.00	10,011.75	45,158.25	0.00
11-000-240-103	Sal-Principals/Asst Prin	526,601.00	112,798.00	639,399.00	127,009.95	399,591.05	112,798.00	0.00
11-000-240-105	School Admin-Sec & Clerical	406,162.00	(174,400.00)	231,762.00	77,761.00	154,001.00	0.00	0.00
11-000-251-100	Salaries	239,700.00	214,077.28	453,777.28	113,423.45	277,845.55	62,508.28	0.00
11-000-251-330	Purchased Prof Serv - Business	327,815.00	(154,840.00)	172,975.00	28,898.15	121,936.85	22,140.00	0.00
11-000-251-831	Interest on Current Loans	45,000.00	(45,000.00)	0.00	0.00	0.00	0.00	0.00
11-000-252-100	Salaries	110,000.00	116,180.00	226,180.00	22,512.48	87,487.52	116,180.00	0.00
11-000-252-330	Purch Prof Svs - IT	109,861.00	51,580.00	161,441.00	20,329.70	56,887.50	84,223.80	0.00
11-000-252-600	Supplies & Materials - IT	25,049.00	9,951.00	35,000.00	10,466.64	400.00	24,133.36	0.00
11-000-290-241	Oth Retirement Contrib. - PERS	289,760.00	35,240.00	325,000.00	0.00	0.00	325,000.00	0.00
11-000-291-220	Benefits	280,908.00	0.00	280,908.00	46,136.58	234,771.42	0.00	0.00
11-000-291-242	ERIP (DCRP ER Contrib)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-291-250	Unemployment Compensation	200,000.00	150,000.00	350,000.00	0.00	0.00	350,000.00	0.00
11-000-291-270	Health Benefits	797,835.00	63,580.00	861,415.00	227,370.28	539,681.56	94,363.16	7,948.16
11-000-291-290	Other EE Benefits-DCRP GTL/LTD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-510-830	Bond Interest	820,744.00	0.00	820,744.00	136,790.62	0.00	683,953.38	0.00
Administrative		4,951,254.00	342,924.14	5,294,178.14	940,759.33	2,092,238.72	2,261,180.09	7,948.16
11-000-211-100	Salaries	0.00	297,746.33	297,746.33	0.00	0.00	297,746.33	0.00
11-000-213-100	Salaries	150,000.00	(150,000.00)	0.00	6,868.53	0.00	(6,868.53)	0.00
11-000-213-300	Purchased Prof. & Tech. Svcs	6,200.00	220,000.00	226,200.00	16,800.00	83,200.00	126,200.00	0.00
11-000-213-610	Health Supplies	9,997.00	0.00	9,997.00	0.00	0.00	9,997.00	0.00
11-000-218-104	Guidance Services 3-8	0.00	280,978.54	280,978.54	0.00	0.00	280,978.54	0.00
11-000-219-104		244,800.00	(183,120.00)	61,680.00	40,361.65	21,318.35	0.00	0.00
11-000-219-320	Purch Prof/Tech Svc	324,662.00	(89,326.00)	235,336.00	34,104.51	109,558.50	91,672.99	0.00
11-000-219-600	Supplies and Materials	5,000.00	0.00	5,000.00	200.00	0.00	4,800.00	0.00
11-000-230-334	Architectural/Engineering Svcs	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00	0.00
11-000-251-600	Business Office Supplies	6,493.00	0.00	6,493.00	0.00	1,462.49	5,030.51	0.00
11-000-251-890	Miscellaneous Expenditures	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
11-000-261-420	Cleaning Repair & Maint Svcs.	144,106.00	122,322.00	266,428.00	24,912.00	0.00	241,516.00	0.00
11-000-262-100	Salaries	126,480.00	17,623.08	144,103.08	40,408.55	86,071.45	17,623.08	0.00
11-000-262-300	Custodial Purch Prof/Tech Serv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-420	Other Purchased Services	146,450.00	86,815.15	233,265.15	121,838.95	57,713.20	53,713.00	0.00
11-000-262-490	Water/Sewer Usage	18,685.00	0.00	18,685.00	395.96	11,604.04	6,685.00	0.00
11-000-262-520	Insurance	73,429.00	30,571.00	104,000.00	0.00	3,858.00	100,142.00	0.00
11-000-262-620	Energy Costs	111,100.00	(41,863.72)	69,236.28	12,406.42	52,593.58	4,236.28	0.00
11-000-262-800	FACILITIES - OTHER OBJECTS	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
11-000-266-300	Security-Lower School	151,500.00	0.00	151,500.00	8,726.08	116,273.92	26,500.00	0.00
11-000-270-512	Transp Other Than to/fr School	66,660.00	(16,660.00)	50,000.00	0.00	0.00	50,000.00	0.00
11-000-291-248	Other Ret. Cont.-Deferred PERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-291-260	Workers Comp	135,864.00	14,136.00	150,000.00	0.00	0.00	150,000.00	0.00
11-000-310-930	Transfers to Cover Deficit	60,000.00	140,000.00	200,000.00	0.00	0.00	200,000.00	0.00
11-000-520-934	Rev for Repair & Replacem Bond	0.00	24,000.00	24,000.00	0.00	0.00	24,000.00	0.00
Support Services		1,791,426.00	773,222.38	2,564,648.38	307,022.65	543,653.53	1,713,972.20	0.00

Report of the Secretary to the University Heights Charter School General Fund - Fund 10

FY2021 Data is Posted to 9/16/2020 4:42:09 PM

Page: 5 Printed: 9/16/2020 at 4:42:19PM

Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-000-260-441	Rental of Land And Building	598,242.00	5,741.00	603,983.00	158,642.78	445,340.22	0.00	0.00
11-000-261-610	Maintenance Supplies	62,006.00	963.35	62,969.35	13,082.30	1,960.44	47,926.61	0.00
Capital Outlay		660,248.00	6,704.35	666,952.35	171,725.08	447,300.66	47,926.61	0.00
Grand Totals for fund 11:		12,173,852.00	596,453.00	12,770,305.00	2,003,287.11	6,399,632.40	4,367,385.49	7,948.16

Fund 12 (Capital Outlay Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
12-000-400-450	Construction Services	100,000.00	(72,995.00)	27,005.00	6,700.00	13,680.00	6,625.00	0.00
Facil acquis/const		100,000.00	(72,995.00)	27,005.00	6,700.00	13,680.00	6,625.00	0.00
12-000-100-730	Instructional Equipment	15,000.00	5,000.00	20,000.00	0.00	0.00	20,000.00	0.00
12-000-100-732	Non-Instrucitonal Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-510-834	Bond Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-510-910	Bond Principle	192,500.00	(191,563.00)	937.00	0.00	0.00	937.00	0.00
Capital Outlay		207,500.00	(186,563.00)	20,937.00	0.00	0.00	20,937.00	0.00
Grand Totals for fund 12:		307,500.00	(259,558.00)	47,942.00	6,700.00	13,680.00	27,562.00	0.00

Grand Totals for all Subfunds of Fund 10: 12,481,352.00 336,895.00 12,818,247.00 2,009,987.11 6,413,312.40 4,394,947.49 7,948.16

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of the date of this report no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23A-16.10(a).

Darice Gonzalez, Bus Adm/Bd Secy

Date