



**UNIVERSITY  
HEIGHTS  
CHARTER SCHOOL**  
Character ★ Scholarship ★ Leadership

## University Heights Charter School

### August 31, 2021 Board Meeting

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#### Date and Time

Tuesday August 31, 2021 at 6:30 PM EDT

#### Location

Via Zoom

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#### Agenda

|   | Purpose | Presenter | Time           |
|---|---------|-----------|----------------|
| <b>I. Opening Items</b>   |         |           | <b>6:30 PM</b> |
| Opening Items   |         |           |                |
| <b>A. Call the Meeting to Order</b>   |         |           | 5 m            |
| Word Agenda   |         |           |                |
| <b>B. Sunshine Law/Public Notice Statement</b>  |         |           | 5 m            |
| <b>Sunshine Law/Public Notice Statement</b>   |         |           |                |
| 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. |         |           |                |

**C. Record Attendance and Guests**

| Voting Members        | Role                    | Term Ends  | Present | Absent | LA/ED |
|-----------------------|-------------------------|------------|---------|--------|-------|
| Miyoshi Lee           | President, Trustee      | 11/30/2021 | X       |        |       |
| Nicole Butler         | Vice-President, Trustee | 12/31/2021 | X       |        |       |
| Elizabeth Rainey-Goka | Trustee                 | 2/28/2022  |         | X      |       |
| Kimaada Sills         | Trustee                 | 3/30/2022  |         | X      |       |
| Marinne Walker        | Trustee                 | 3/30/22    | X       |        |       |
| Yana Gutierrez        | Trustee                 | 9/15/2023  | X       |        |       |
| Michelle Nelson       | Trustee                 | 2/17/2024  | X       |        |       |

A host of other individuals (approximately 16) were present via the webinar.

**II. Public Comments**

None

Motion to close public comments section of the meeting.

| Voting Members        | Motion | Yes | No | Abstain | Absent | Voting Members  | Motion | Yes | No | Abstain | Absent |
|-----------------------|--------|-----|----|---------|--------|-----------------|--------|-----|----|---------|--------|
| Lee                   |        | X   |    |         |        | Kimaada Sills   |        |     |    |         | X      |
| Butler                |        | X   |    |         |        | Marinne Walker  |        | X   |    |         |        |
| Yana Gutierrez        | 1st    | X   |    |         |        | Michelle Nelson | 2nd    | X   |    |         |        |
| Elizabeth Rainey-Goka |        |     |    |         | X      |                 |        |     |    |         |        |

Motion carried by unanimous voice vote.

Motion to adjourn to closed executive session to discuss the following (7:15 pm):

Various contracts that are on the agenda for approval  
Pending litigation – former employee

| Voting Members        | Motion | Yes | No | Abstain | Absent | Voting Members  | Motion | Yes | No | Abstain | Absent |
|-----------------------|--------|-----|----|---------|--------|-----------------|--------|-----|----|---------|--------|
| Lee                   |        | X   |    |         |        | Kimaada Sills   |        |     |    |         | X      |
| Butler                | 2nd    | X   |    |         |        | Marinne Walker  |        | X   |    |         |        |
| Yana Gutierrez        |        | X   |    |         |        | Michelle Nelson | 1st    | X   |    |         |        |
| Elizabeth Rainey-Goka |        |     |    |         | X      |                 |        |     |    |         |        |

Motion carries by unanimous voice vote.

**III. Motion to Adjourn Executive Session and Enter Public Session (7:53 pm)**

| Voting Members        | Motion | Yes | No | Abstain | Absent | Voting Members  | Motion | Yes | No | Abstain | Absent |
|-----------------------|--------|-----|----|---------|--------|-----------------|--------|-----|----|---------|--------|
| Lee                   |        | X   |    |         |        | Kimaada Sills   |        |     |    |         | X      |
| Butler                | 1st    | X   |    |         |        | Marinne Walker  |        | X   |    |         |        |
| Yana Gutierrez        | 2nd    | X   |    |         |        | Michelle Nelson |        | X   |    |         |        |
| Elizabeth Rainey-Goka |        |     |    |         | X      |                 |        |     |    |         |        |

Motion carried by unanimous voice vote.

**IV. Head of School Report**

**6:45 PM**

**A. Head of School Report**

2 m

**B. Return to School Plan Document- Executive Summary**

Dr. Oliver presented some information concerning the enrollment status for the 2021-22 school year. She also presented on the Return to School Plan.

Ms. Marietta Williams presented information on the iReady student performance results which shows many improvements.

Motion to approve the Head of Schools Report as presented.

| Voting Members        | Motion | Yes | No | Abstain | Absent | Voting Members  | Motion | Yes | No | Abstain | Absent |
|-----------------------|--------|-----|----|---------|--------|-----------------|--------|-----|----|---------|--------|
| Lee                   |        | X   |    |         |        | Kimaada Sills   |        |     |    |         | X      |
| Butler                | 1st    | X   |    |         |        | Marinne Walker  |        | X   |    |         |        |
| Yana Gutierrez        |        | X   |    |         |        | Michelle Nelson | 2nd    | X   |    |         |        |
| Elizabeth Rainey-Goka |        |     |    |         | X      |                 |        |     |    |         |        |

Motion carried by unanimous voice vote. Purpose                      Presenter                      Time

**V. Personnel**

**6:47 PM**

Motion to approve the following from Personnel Tracker

Resignations/Transfers/Title Changes/Stipends  
 Appointments, Resignations, Transfers, Stipends

| Voting Members        | Motion | Yes | No | Abstain | Absent | Voting Members  | Motion | Yes | No | Abstain | Absent |
|-----------------------|--------|-----|----|---------|--------|-----------------|--------|-----|----|---------|--------|
| Lee                   |        | X   |    |         |        | Kimaada Sills   |        |     |    |         | X      |
| Butler                |        | X   |    |         |        | Marinne Walker  |        | X   |    |         |        |
| Yana Gutierrez        | 2nd    | X   |    |         |        | Michelle Nelson | 1st    | X   |    |         |        |
| Elizabeth Rainey-Goka |        |     |    |         | X      |                 |        |     |    |         |        |

Motion carried by unanimous voice vote.

**VI. Business Administrator Report**

**6:49 PM**

**C. Board Secretary Reports, Treasurer's Reports**

5 m

Motion to approve the following finance items:

a. Board Secretary's and Treasurer's Report: To approve the Secretary's and Treasurer's Reports for June 2021, 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 June 2021, 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. Board Secretary's and Treasurer's Report: To approve the Secretary's and Treasurer's Reports for July 2021, 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 July 2021, and with respect only to Fund 20 and Fund 61, 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.

| Voting Members        | Motion | Yes | No | Abstain | Absent | Voting Members  | Motion | Yes | No | Abstain | Absent |
|-----------------------|--------|-----|----|---------|--------|-----------------|--------|-----|----|---------|--------|
| Lee                   |        | X   |    |         |        | Kimaada Sills   |        |     |    |         | X      |
| Butler                |        | X   |    |         |        | Marinne Walker  |        | X   |    |         |        |
| Yana Gutierrez        | 1st    | X   |    |         |        | Michelle Nelson | 2nd    | X   |    |         |        |
| Elizabeth Rainey-Goka |        |     |    |         | X      |                 |        |     |    |         |        |

Motion carried by unanimous voice vote.

**VII. Organization**

**6:54 PM**

- D. Professional Development
- HIB Professional Development

FYI

2 m

**VIII.**

**Contracts**

**Bills list**

Motion to approve the Bills List from July 22, 2021 to August 31, 2021 in the amount of \$753,352.01

**E. Contracts**

Motion to approve the following contracts:

Maschio's Food Service for 2021-22; Management Fee: \$32,825, Total Cost of Contract: \$688,465.26; Guarantee: N/A

SHI #20626719 in the amount of \$16,416 (endpoint protection)

SHI #20548433 in the amount of \$37,708 (touch panels)

SHI #20548351 in the amount of \$18,015.77 (touch panel installation)

SHI #20897622 in the amount of \$7,039.80 (Jabra headsets)

SHI #20836963 in the amount of \$187,500 (Dell Latitude 3420 laptop computers)

SHI #20838006 in the amount of (\$113,880 + \$24,960) \$138,840 (Samsung Chromebook 4)

Mr. Olugbenga Olabintan, CPA to complete the 2020-21 CAFR and Auditors' Management Report in the amount of \$27,500 (including the Form 990 preparation - \$2,500)

Homecare Therapies dba/Horizon Healthcare Staffing (Nursing, LPN services at schools) per contract and rate schedule

Delta T Group (student services – special education) per contract and rate schedule

MAMO Trans LLC (Newark, NJ) for pupil shuttle transportation services (contract is presently in draft)

iReady 2021-22 renewal proposal (Student testing)

| Voting Members        | Motion | Yes | No | Abstain | Absent | Voting Members  | Motion | Yes | No | Abstain | Absent |
|-----------------------|--------|-----|----|---------|--------|-----------------|--------|-----|----|---------|--------|
| Lee                   |        | X   |    |         |        | Kimaada Sills   |        |     |    |         | X      |
| Butler                | 1st    | X   |    |         |        | Marinne Walker  |        | X   |    |         |        |
| Yana Gutierrez        | 2nd    | X   |    |         |        | Michelle Nelson |        | X   |    |         |        |
| Elizabeth Rainey-Goka |        |     |    |         | X      |                 |        |     |    |         |        |

Motion to approve the bills list and contracts carried by unanimous voice vote.

Ms. Lee noted that the district was very lenient with parents and enforcing their responsibilities to the district regarding charging back to them costs for repair or replacement of Chromebooks assigned to students. Parents need to know that they are responsible and their children need to take proper care and concern for this equipment.

The expectation is that for the 2021-22 year, fees will be charged to parents for damaged or lost equipment.

**IX.Board Resolutions**

**F. Board Resolutions needed**

Resolution #1: Motion to approve the Personnel Section of the Agenda/ Tracker

Resolution #2: Motion to approve the Bills List, Board Secretary's Reports and Treasurer's Report

Staff training

Motion to approve the following training programs

Ramona Jackson, Assistant Business Administrator, to the following professional development training courses:

DOE Update; Board Secretary Report & Treasurer Report through NJ Association of Business Officials (NJASBO) on Thursday, September 30, 2021 at 4 AAA Drive Suite 101 Robbinsville, NJ 08601. Cost \$25

Basics of Green Purchasing through Rutgers Continuing Studies on Thursday, September 23, 2021 via online. Cost \$113

Rhajan Watson, to the following professional development training course:

Management Supervision and Human Resources 9/8/2021-10/6/2021 with Rutgers Continuing Studies program. Registration Cost: \$853

| Voting Members        | Motion | Yes | No | Abstain | Absent | Voting Members  | Motion | Yes | No | Abstain | Absent |
|-----------------------|--------|-----|----|---------|--------|-----------------|--------|-----|----|---------|--------|
| Lee                   |        | X   |    |         |        | Kimaada Sills   |        |     |    |         | X      |
| Butler                | 1st    | X   |    |         |        | Marinne Walker  |        | X   |    |         |        |
| Yana Gutierrez        |        | X   |    |         |        | Michelle Nelson | 2nd    | X   |    |         |        |
| Elizabeth Rainey-Goka |        |     |    |         | X      |                 |        |     |    |         |        |

Motion carried by unanimous voice vote.

**X. Board Member Reminders**

Ms. Lee reminded all board members to take required training each year to satisfy the School Ethics Commission's guidelines.

**XI. Closing Items**

**G. Motion to adjourn the meeting**

| Voting Members        | Motion | Yes | No | Abstain | Absent | Voting Members  | Motion | Yes | No | Abstain | Absent |
|-----------------------|--------|-----|----|---------|--------|-----------------|--------|-----|----|---------|--------|
| Lee                   |        | X   |    |         |        | Kimaada Sills   |        |     |    |         | X      |
| Butler                | 1st    | X   |    |         |        | Marinne Walker  |        | X   |    |         |        |
| Yana Gutierrez        | 2nd    | X   |    |         |        | Michelle Nelson |        | X   |    |         |        |
| Elizabeth Rainey-Goka |        |     |    |         | X      |                 |        |     |    |         |        |

Motion carried by unanimous voice vote.

8:38 pm

Respectfully submitted,



Kenneth R. Weinheimer  
Interim Business Administrator/Board Secretary