

APPROVED



UNIVERSITY
HEIGHTS
CHARTER SCHOOL

Character ★ Scholarship ★ Leadership

University Heights Charter School

Minutes

November Board of Trustees Meeting

Date and Time

Wednesday November 17, 2021 at 6:30 PM

Location

Virtual Meeting Via Zoom

Ms. Lee read a notice from the Dept. Of Education relating to board member Ms. Rainy-Goka. In that we are not to include her or consider her as a board member due to her failure to comply with educational requirements to serve as a board member. This decision will be appealed by UHCS.

Trustees Present

K. Sills (remote), M. Lee (remote), M. Nelson (remote), M. Walker (remote), N. Butler (remote), Y. Gutierrez (remote)

Trustees Absent

None

Non Voting Members Present

C. Oliver (remote)

Guests Present

A. Pfalzgraf (remote), Ameenah Poole (remote)

I. Opening Items**A. Call the Meeting to Order**

M. Lee called a meeting of the board of trustees of University Heights Charter School to order on Wednesday Nov 17, 2021 at 6:30 PM.

B.

Sunshine Law/Public Notice Statement

C. Record Attendance and Guests

II. D. Approval of Board Meeting Minutes : October 20, 2021

A. Minutes

Y. Gutierrez made a motion to approve the minutes from October 20th 2021.
K. Sills seconded the motion.
No Discussion
The board **VOTED** to approve the motion.

III. Motion to Approve New Board Member- Ms. Ameenah Poole

A. Ms. Poole- Biography

K. Sills made a motion to approve Ms. Ameenah Poole as new board member.
N. Butler seconded the motion.
No Discussion. Only welcoming comments
The board **VOTED** to approve the motion.

IV. Head of School Report

A. Enrollment and Attendance

Enrollment is currently at 690 scholars. Attendance Officers due diligence to ensure students are on time. Zero HIB Reports.

B. Donations

Book donations were accepted for the Jr. High School by Mr. Glenn Thornton and Mr. & Mrs. Fullilove.

C. Head of Schools Report.

Special Presentations by UHCS Cabinet members; Director of HR, IT and Curriculum & Instruction. Also acknowledged Scholars with perfect attendance.

D. Emergency Remote Learning Plan

E. School Safety Statement of Assurances

F. Motion to approve all items listed under the Head of Schools report.

N. Butler made a motion to Approve Head of School Report.
Y. Gutierrez seconded the motion.
No Discussion
The board **VOTED** to approve the motion.

V. Personnel

A. New Hires/Terminations Resignations/Transfers/Title Changes/Stipends

Appointments, Resignations, Terminations, Transfers, Stipends-Referred to in Personnel tracker.

Motion to Approve: Extra pay for Instructional Assistants (IA') who offer additional classroom support. They will be compensated at a rate \$40 per day.

Motion to Approve: Enhanced PTO Benefits

K. Sills made a motion to Approve Personnel Matters.

N. Butler seconded the motion.

No Discussion

The board **VOTED** to approve the motion.

VI. Business Administrator Report

A. Approval of Board Secretary Reports, Treasurer's Report, Transfer list, Bills List

Motion to approve monthly financials transfers, Bills in the amount of \$1,073,879.10. Acceptance of Safety Insurance Grant from NJSIG in the amount of \$6,405 received on October 14th 2021. Revised budget to be shared when updated information is available.

B. Board Secretary's Report and Bill list

C. Motion to approve all items listed under Business Administrator's Report.

Y. Gutierrez made a motion to Approve School Administrator's Financial Activity.

K. Sills seconded the motion.

No Discussion

The board **VOTED** to approve the motion.

VII. Organization

A. Motion to approve the Professional Development

William Paterson University Educator Series: Explore the World ,Helping MS Students manage stress, Programmed the City, Differentiating with Assessments. NJASA Professional Development Dr. Watson, Ms. Williams. NJPSA-FEA Symposium on Evidence Based Practices in after school learning programs Dr. Watson & Ms. Mackey. Student Code of Conduct training Dr. Watson, Mr. Johnson. K. Sills made a motion to Organization: Professional Development.

N. Butler seconded the motion.

No Discussion

The board **VOTED** to approve the motion.

VIII. Contracts

A. Contracts

Motion to approve Acacia Financial Group, LLC to assist with bondholder relations. K. Sills made a motion to Approve the service Agreement with Acacia Financial, LLC. Y. Gutierrez seconded the motion.

No discussion

The board **VOTED** to approve the motion.

Roll Call

M. Walker Aye

M. Nelson Aye

K. Sills Aye

Roll Call

M. Lee Aye
N. Butler Abstain
Y. Gutierrez Aye

B. Approval of Grant Applications and the Preschool Plan

Motion to approve New Jersey State Department Preschool Plan and the budget for the 2022-2023 School Year of Assurance ESSER III

K. Sills made a motion to Preschool Plan and Statement of Assurance ESSER III.

N. Butler seconded the motion.

No Discussion

The board **VOTED** to approve the motion.

C. Motion to approve all contracts and grant applications as listed under Contracts.

IX. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:58 PM.

Respectfully Submitted,

A. Pfalzgraf

B. Motion to Adjourn.

N. Butler made a motion to Adjourn the meeting.

K. Sills seconded the motion.

No Discussion

The board **VOTED** to approve the motion.

Documents used during the meeting

- October 20, 2021 UHCS Minutes of Regular Meeting pdf.pdf
- November 2021 Enrollment Update.xlsx
- November 2021 Monthly Report from SAP (1).pdf
- Perfect Attendance List_ MP 1_ November 12, 2021.pdf
- Curriculum and Instruction Accomplishments.pdf
- Human Resources Board Presentation - 11.2021.pdf
- November 2021 Head of School Report.pdf
- Technology Board Meeting Preso November 2021.pdf
- 2021 UHCS Emergency Virtual Remote Instructional Plan .pdf
- LEA Guidance for Virtual or Remote Instruction Plan Attestation for the 2021-2022 SY.pdf
- SSSPAnnualStatementofAssurance-QSAC.pdf
- HR Board Tracker - November 2021.pdf
- Final Bills List for Nov. 2021.PDF
- Oct Check Register.xls

- October Bank Rec.xlsx
- Transfer report Oct. 21.PDF
- Tres. Report as of October 2021.xlsx
- fund 10 Board Sec-October.PDF
- fund 20 Board Sec-October.PDF
- fund 60 Board Sec-October.PDF
- fund 61 Board Sec-October.PDF
- NJSIG Safety Grant \$6,405 10-14-2021.PDF
- NJASA PD 1.pdf
- NJASA Professional Development 2.pdf
- Professional Development William Paterson University,.pdf
- Professional Development After School Programs and Student Code.pdf
- Acacia_Univ_Heights_Charter_School_Agreement_For_FA_Services_Nov_8_2021.pdf
- Annual Preschool Operational Plan Update 11152021 (1).pdf