



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

University Heights Charter School
October 20, 2021 Board of Trustees
Meeting Minutes

Date and Time

Wednesday October 20, 2021 at 6:30 PM EDT

Location

Hybrid Meeting

In-Person at University Heights Charter School, 570 Broad Street 3rd Floor- Cafeteria and Via Zoom

Agenda

I. Opening Items

A. Call the Meeting to Order

Flag Salute

B. 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.

C. Record Attendance and Guests

Voting Members	Role	Term Ends	Present	Absent	LA/ED
Miyoshi Lee	President, Trustee	11/30/2021	X		
Yana Gutierrez	Vice-President, Trustee	9/15/2023	X		Zoom
Nicole Butler	Trustee	06/30/2021	X		
Kimaada Sills	Trustee	3/30/2022	X		Zoom
Marinne Walker	Trustee	3/30/22		X	
Michelle Nelson	Trustee	2/17/2024	X		Zoom

Also present were Dr. D. Johnson, Ms. W.A. Anderson, Ms. N. Gomez, Dr. L. Watson, Ms. C. Williams, Mr. E. Alexandre and a host of others via Zoom.

D. Approval of the minutes for the September 22, 2021 Board Meeting and the May 19, 2021 Special Board Meeting

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Miyoshi Lee		X				Kimaada Sills		X			
Yana Gutierrez	1st	X				Marinne Walker					X
Nicole Butler	2nd	X				Michelle Nelson		X			

Motion carried by unanimous voice vote.

II. Public Comments

A. Miranda Warning

The University Heights Board of Trustees recognizes the value of public comment on educational issues and school matters of community interest. In support of this position, the law establishes a period of public comment at every Board meeting. Individuals wishing to speak must state their name and address. Comments are limited to three minutes' duration, but an individual may speak a second time after all others who wish to speak on the topic have been heard. The Board may require that individuals register to speak prior to the beginning of the meeting.

All statements and/or questions shall be directed to the presiding officer and no participant may address or question Board members individually. All speakers are requested to express themselves in a civil manner, with due respect for the dignity and privacy rights of others whose legal rights may be affected.

Please note: While it is not the Board's intention to stifle comment on matters of legitimate concern to the school community, the public should be aware that if their statements violate the

rights of others under the law governing defamation or invasion of privacy, they may face personal liability to the injured party. If speakers are uncertain of the legal ramifications of their comments, the Board urges them to seek guidance beforehand from their own legal advisor.

Ms. Sharita Preston commented via Zoom regarding the needs of her daughter who attends the Lower School. She stated that she has reached out the school administration and that there is no communication back from the school regarding the matter.

Motion to close public comments.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Miyoshi Lee		X				Kimaada Sills	1st	X			
Yana Gutierrez		X				Marinne Walker					X
Nicole Butler		X				Michelle Nelson	2nd	X			

Motion carried by unanimous voice vote.

III. Head of Schools Report

A. Enrollment and Attendance – There are 695 students enrolled at this time. Of this number 116 are enrolled in the pre-k programs.

B. HIB Presentation and Mandated Programs

Dr. L. Watson reported that there were no HIB cases during the past month. She also discussed the school climate data collection and analysis as well as the ongoing training on school climate safety. With respect to the before and after school programs there are 148 scholars enrolled.

C. Donations as follows:

Ms. Dawn Odom, Parent Coordinator \$325 towards Enrollment Initiatives

D. Head of Schools Report.

Dr. Oliver commented on the enrollment at the schools and that there are a number of strategies that have been put into action. These efforts will be continuing and include an Enrollment Concierge intended assist parents in the enrollment process to completion. Mr. B. Moran, the district’s PR specialist, is working on the initiates via social media. There has been a phone blitz and some 100,000 emails through the Daily News contract. The website has a banner highlighting enrollment-related efforts.

Ms. Odom has organized a coat drive that kicks off November 1st.

The district has recruited two new nurses that will be our employees thus limiting the need to use contracted services.

District administration has met with Maschio’s Food Service to address some concerns regarding the meal program.

Ms. Bay (parent) has expressed concerns about the need for crossing guards at the Lower/Elementary Schools location and is trying to address the fact that the city is experiencing a severe shortage of people to work in this capacity.

E. Motion to approve items listed under the Head of Schools Report

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Miyoshi Lee		X				Kimaada Sills		X			
Yana Gutierrez	2nd	X				Marinne Walker					X
Nicole Butler	1st	X				Michelle Nelson		X			

Motion carried by unanimous voice vote.

IV. Motion to Adjourn Public Session and Enter Executive Session

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Miyoshi Lee		X				Kimaada Sills		X			
Yana Gutierrez	2nd	X				Marinne Walker					X
Nicole Butler	1st	X				Michelle Nelson		X			

Motion carried by unanimous voice vote.

V. Motion to Adjourn Executive Session and Enter Public Session

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Miyoshi Lee		X				Kimaada Sills		X			
Yana Gutierrez	2nd	X				Marinne Walker					X
Nicole Butler	1st	X				Michelle Nelson		X			

Motion carried by unanimous voice vote.

VI. Personnel

A. New Hires/Terminations

Resignations/Transfers/Title Changes/Stipends

Appointments, Resignations, Terminations, Transfers, Stipends - Referred to in Personnel Tracker

Compensation for extra work:

In the event a teacher covers a class period during their prep period, due to an absence of a teacher, they will be compensated at a rate of \$25.00 per period covered.

B. Motion to approve the staffing status changes as provided in the Personnel Tracker and the compensation rate for class coverage.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Miyoshi Lee		X				Kimaada Sills		X			
Yana Gutierrez	2nd	X				Marinne Walker					X
Nicole Butler	1st	X				Michelle Nelson		X			

Motion carried by unanimous voice vote.

VII. Business Administrator Report

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

B. Banking and PACO Motions

Declare that, effective November 1, 2021, Industrial Bank shall be the depository for the following accounts, with all signatories per each account as indicated and that all disbursements shall be made by check and with required signatories as indicated:

Escrow Account 1460099

Free and Reduced Lunch 7024001524

FSA Account 7024003446

Operating Account 7026000266

Payroll Account 7026000320

Payroll agency account 7024001699

Signatories:

Ms. Miyoshi Lee, President

Ms. Ana Pfalzgraf, Business Administrator/Board Secretary

Appointment Ana Pfalzgraf as PACO (Public Agency Compliance Officer) effective November 1, 2021, with no change in salary.

C. Board Secretary's Report and Bill list

Motion to approve: Board Secretary's and Treasurer's Reports: To approve the Secretary's and Treasurer's Reports for September 30, 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 September 30, 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. Transfers: Approve transfers through September 30, 2021.

C. Bills List: Approve Bills List from September 23, 2021 to October 20, 2021 in the amount of \$1,739,332.03.

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

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Miyoshi Lee		X				Kimaada Sills		X			
Yana Gutierrez		X				Marinne Walker					X
Nicole Butler	1st	X				Michelle Nelson	2nd	X			

Motion carried by unanimous voice vote.

VIII. Organization

A. Professional Development and Community Outreach

William Paterson University 40th Annual ESL/Bilingual Conference
 Vanessa Ventura - December 3, 2021, online program fee: \$49.00
 Dr. Lottie Watson - December 3, 2021, online program fee: \$49.00

NJASA Professional Development - Ms. Wilma Ann Anderson - Fee: \$4,250

DATES – All sessions are currently scheduled for Zoom

IB - September 22, 2021: Board of Education Dynamics and Relations
 2A - October 25, 2021: Voices of Experience; Reflections and Conversations with Leaders on Current Challenges, Trends and the Future
 3A - November 17, 2021: Financial Resources and Business Operations: Asking the Right Questions
 4A - December 15, 2021: Human Resources; Navigating Personnel Potholes and Obstacles
 SA - February 23, 2022: Superintendent as Instructional Leader
 6A - March 23, 2022: Staff and Community Relations: Designing and Delivering Effective Communications

Make-up Days

7A - April 26, 2022: Strategic Planning: Aligning Vision and Resources
 8A - May 24, 2022: Special Populations: Equity and Excellence

NJ Bar Association HIB and Suicide Prevention PD Grant Acceptance

CEO to represent UHCS at the St. Elizabeth University Installment of New University President

B. Motion to approve the Professional Development and Community Outreach items as listed.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Miyoshi Lee		X				Kimaada Sills		X			
Yana Gutierrez	1st	X				Marinne Walker					X
Nicole Butler		X				Michelle Nelson	2nd	X			

Motion carried by unanimous voice vote.

IX. Contracts and Grant Applications

A. Contracts

TAPinto Marketing Contract - \$4,000

Resolution and Agreement for participation in the cooperative pricing system: The Educational Services Commission of New Jersey

Contract with, on as needed basis only, Bima Baje school business services consultant at a rate of \$150.00 per hour subject to ratification of a contract.

Contract with NJpac for Lena: A moment with a Lady: \$750

Contract with NJpac for Artist in Residence - Hip Hop Dance: \$4,200

B. Approval of Grant Applications

Motion to approve the applications to the State of New Jersey, Department of Education for the following grants:

ARP (American Rescue Program) and IDEA Consolidated for the year of 2021-2022 in the amounts as follows:

ARP (American Rescue Program) Basic \$44,736

ARP (American Rescue Program) Preschool \$3,787

IDEA Preschool and Charter School Grant for the year of 2021-2022 in the amount of \$41,557

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

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Miyoshi Lee		X				Kimaada Sills		X			
Yana Gutierrez		X				Marinne Walker					X
Nicole Butler	1st	X				Michelle Nelson	2nd	X			

Motion carried by unanimous voice vote.

X. Board Member Reminders

Ms. Butler reminded everyone about the need to attract new Trustees to the Board as well as the desire to identify a parent representative.

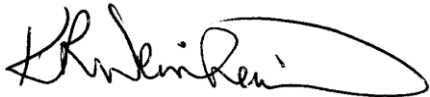
XI. Closing Items

A. Motion to Adjourn.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Miyoshi Lee		X				Kimaada Sills	1st	X			
Yana Gutierrez	2nd	X				Marinne Walker					X
Nicole Butler		X				Michelle Nelson		X			

Motion carried by unanimous voice vote.

Respectfully submitted,



Kenneth R. Weinheimer
Interim Business Administrator/Board Secretary