



University Heights Charter School
Regular Monthly Meeting Minutes
Wednesday, June 14, 2017 – 6:30 PM

I. Opening Items - 6:34 pm

A. Call to Order

B. 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 on May 26, 2017.

Roll Call

Voting Members	Role	Term Ends	Present	Absent	LA/ED
Ms. Nicole Butler	Vice-President, Trustee	6/30/2018	X		
Ms. Elaine Hughes	Trustee	11/30/2017	X		
Ms. Miyoshi Lee	Trustee	11/30/2018	X		
Theresa Mitchell	Trustee	2/28/2019		X	
Elizabeth Rainey-Goka	Trustee	2/28/2019	X		
Kimaada Sills	Trustee	3/30/2019	X		
Mr. Warren Tranquada	President, Trustee	10/31/2017		X	
Anuja Vejalla	Trustee	12/31/2017	X		
Ms. Marinne Walker	Trustee	3/30/2019	X		

Also Present

Non-Voting	Role	Present	Absent	LA/ED
Tamara Cooper	Executive Director	X		
Michael Falkowski	SBA/Board Secretary	X		
Ramona Williams	Accountant		X	
Maria Picone	Elementary School Principal	X		
Sherri Taft	Parent Coordinator	X		
Ronice Bruce	Director of Development		X	
Shannon Burton	Principal Upper School	X		

C. Public Comment

Ms. Taft (Employee, parent coordinator) – Provided update to the board.

D. Approval of Regular Board Minutes

1. Minutes from 5/17/17 - Board Meeting

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Nicole Butler	1 st	X				Kimaada Sills		X			
Elaine Hughes	2 nd	X				Warren Tranquada					X
Miyoshi Lee		X				Anuja Vejalla		X			
Theresa Mitchell					X	Marinne Walker		X			
Elizabeth Rainey-Goka		X									

E. Governance Check-In

1G- Mandated Training Link to Webinars- <https://www.njsba.org/training/mandated-training/>

2G- Charter School Critical Reference Manual - <https://ws.njsba.org/njsba/policy/ct=2c0266136d1336b95a5335a3c10e40c3866d0fc1241b0e9c5f988500111fcf8df879adacac1632b330e52c13583bf15743e600c22fd4daf300406731fad33da>

3G- 2017-2018 Board Meetings Scheduled- 3rd Wednesday

II. Program

III. Executive Director Comments

A. Organizational Updates

- 10U - Approval of Facility- 111 7th Avenue- See letter
- 20U - Completed Building Inspection- June 12, 2017 and Lease Execution June 9, 2017
- 30U - (90U FROM May 2017 meeting) Requesting Approval of the Expansion Proposal from the May 15, 2017 Board Meeting- allows the school to submit a request for an organic high school
- 40U - Completed the Construction of the library- lower school
- 50U - Scheduled the University Heights Education Partners Meeting- June 27, 2017
- 60U - Executed the lease agreement on June 5, 2017 for 111 7th Avenue
- 70U - Completed Community Event at Bethany during UHCS Community Day and Held Community BBQ
- 80U - AETNA Benefits- FYI
- 90U - Special Education Numbers 2017-2018- FYI -135 students
- 100U - Consultant Contract- Global Curriculum Oversight
- 110U - Request to name the 74 Hartford the flagship school and to name rooms on Morris Avenue and Hartford after past and present board members
- 120U - Bethany Cares payment due July 1, 2017 and July 30, 2017

B. Board Updates

1BU- Edward Nadel- Potential Board Member- See Bio

C. School Updates

- 1SU- Lower School Principal's Report
- 2SU- Upper School Principal's Report
- 3SU- Parent Coordinator Report

D. Enrollment

- 1E- Enrollment Summary - May 18 through June
- 2E- Enrollment Numbers 2017-2018 School Year

IV. Compliance

A. Student Related

- 1SR- HIB
- 2SR- Attendance Summary
- 3SR- Suspension Data
 - Lower School
 - Upper School
 - Medical

- 4SR-Homebound Students

B. Human Resources

C. NJSMART Laws Update

- 1LU- New Policy Passed on 5/17- N.J.A.C. Code 5141.4 - Reference to -Missing, Abused and Neglected Children References added: See particularly N.J.A.C. 6A:32-7.10 Supplemented the section on Due Process with details regarding when allegations are found to be true.

V. Resource Development

A. Development Updates

- 1DU- Conducted Board to Board Meeting
- 2DU- Scheduled Meeting with UHEP- see calendar invite

VI. Finance

A. Payroll

B. Bills List

- 1JB - June Bill list

Board discussed evaluating using **BoardOnTrack** in the future. The Board suggested forming a committee to evaluate options. Direction was given to pursue a month to month contract as the school evaluates other solutions.

C. Treasurer’s Report / Board Sec Report

D. Field Trips

E. Professional Development

1PD- Professional Development

VII. Board Resolutions

218	June 2017 Resolution Block	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the following resolution blocks:	Board
219	Appointment of Staff	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached appointment of staff	Board
220	Approval of Title I Staff	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the Title 1 Staff	
221	Approval of Staff Leave	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the leave of staff	Board
222	Approval of Duties & Stipends	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached list of duties and stipends	Board
223	Approval of Professional Development	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached list of professional development	Board
224	Approval of Suspensions	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached list of suspensions	Board
225	Approval of Homebound Students	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached list of homebound students	Compliance
226	Approval of Contracts	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached contracts	Finance
227	Approval of Bill List & Payroll	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the attached bill list and payroll	Finance

228	Approval of Board Secretary/Treasurer's Report	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the board Secretary/ treasurer's report	Finance
229	Acceptance of Grants & Donations	It is hereby resolved that the Board of Trustees of University Heights Charter School Accepts the attached grants and donations	Compliance
230	Approval of Special Education Services changes	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the Special Education services changes	
231	Approval of Flagship School and Naming of Classrooms	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the Flagship School and Naming of Classrooms	
232	Approval of Expansion Plan to include High School and Additional PK-3	It is hereby resolved that the Board of Trustees of University Heights Charter School approves the expansion plan to include High School and Additional PK-3.	
233	Approval of Safety Grant	The University Heights Charter School Board of Trustees hereby approves the submission of grant application for the 2017 Safety Grant Program through the New Jersey Schools Insurance Group's " <u>NJEIF or ERIC North</u> " Subfund for the purposes described in the application, in the amount of \$ 2,393.77 for the period July 1, 2017 through June 30, 2018.	
234	Approval of Vended Meals Vendor	Resolve that the University Heights Charter School Board of Trustees approves the contract with Preferred Meals, to provide Vended Meals for the 2017-2018 school year.	

Vote on 218 through 234, table 221:

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Nicole Butler	1 st	X				Kimaada Sills	2 nd	X			
Elaine Hughes		X				Warren Tranquada					X
Miyoshi Lee		X				Anuja Vejalla		X			
Theresa Mitchell					X	Marinne Walker		X			
Elizabeth Rainey-Goka		X									

VIII. Motion to Enter Executive Session – 7:51 pm

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Nicole Butler	1 st	X				Kimaada Sills	2 nd	X			
Elaine Hughes		X				Warren Tranquada					X
Miyoshi Lee		X				Anuja Vejalla		X			
Theresa Mitchell					X	Marinne Walker		X			
Elizabeth Rainey-Goka		X									

Topics:

- HIB Report
- Employee Bonus discussion

IX. Motion to Return to Public Session – 8:12 pm

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Nicole Butler	1 st	X				Kimaada Sills	2 nd	X			
Elaine Hughes		X				Warren Tranquada					X
Miyoshi Lee		X				Anuja Vejalla		X			
Theresa Mitchell					X	Marinne Walker		X			
Elizabeth Rainey-Goka		X									

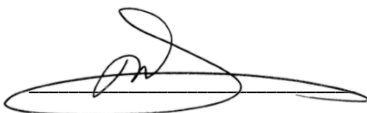
235.	Approval of HIB Investigation Report		
236.	Approval of Bonus Salary		

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Nicole Butler	1 st	X				Kimaada Sills	2 nd	X			
Elaine Hughes		X				Warren Tranquada					X
Miyoshi Lee	2 nd	X				Anuja Vejalla		X			
Theresa Mitchell					X	Marinne Walker		X			
Elizabeth Rainey-Goka		X									

X. Motion to Adjourn – 8:13 pm

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Nicole Butler	1 st	X				Kimaada Sills		X			
Elaine Hughes		X				Warren Tranquada					X
Miyoshi Lee	2 nd	X				Anuja Vejalla		X			
Theresa Mitchell					X	Marinne Walker		X			
Elizabeth Rainey-Goka		X									

I, Michael Falkowski, Board Secretary of University Heights Charter School in the County of Essex, State of New Jersey, HEREBY CERTIFY that the minutes of a meeting of the Board duly called and held on June 14, 2017.



Michael Falkowski
Board Secretary