



# University Heights Charter School

## Regular Monthly Meeting Minutes

### Wednesday, January 16, 2019 – 6:30 PM

#### I. Opening Items

##### A. Call to Order – 6:38 PM

##### 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, 2018.

##### 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 - phone		
Edward Nadel	Trustee	11/15/2020		X	
Elizabeth Rainey-Goka	Trustee	2/28/2019			X
Kimaada Sills	Trustee	3/30/2019	X		
Anuja Vejalla	Trustee	12/31/2020	X - phone		
Marinne Walker	Trustee	3/30/2019	X - phone		

##### Also Present

Non-Voting	Role	Present	Absent	LA/ED
Brian Falkowski	Acting SBA/Board Secretary	X		
Sherri Taft	Parent Coordinator		X	
Wyomia Scott	Acting Executive Director / Principal - Lower School	X		
Kethurah Williams-Howell	Principal – Jr. High	X		
Sean Glasco	Interim Principal - Elementary	X		

#### C. Public Comments

- Mellissa Cabrerra – (Parent) 6<sup>th</sup> grade has been a rough year. No stability there, not structure to class. No stable teacher in 6<sup>th</sup> grade mathematics. Appreciate it if the class can back in line.
- Ms. Newbie – 6<sup>th</sup> Grade Music Teacher at UHCS. Read a written statement that expressed concerns about the 6<sup>th</sup> grade floor staffing and safety of students.
- Shondel McPherson – Parent of 2<sup>nd</sup> grade child expressed issues with student pick up and aftercare security checks.

#### D. Approval of Regular Board Minutes

- To approve the minutes from the Board meeting held on Wednesday, November 14, 2018.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Nicole Butler	2	X				Kimaada Sills	1	X			
Miyoshi Lee		X				Anuja Vejalla		X			
Ed Nadel					X	Marinne Walker		X			

**II. Executive Director Report**

1. Organizational Updates
2. Board Updates
3. School Updates
  - a. Each Principal reported on their respective school.
4. Compliance
5. Resource Development
6. Enrollment

Grade	19 ENR	Jul 15, 18	Aug 15, 18	Sep 15, 18	Oct 15, 18	Nov 15, 18	Dec 15, 18	Jan 15, 19	Feb 15, 19	Mar 15, 19	Apr 15, 19	May 15, 19	Jun 15, 19	Wait List
PreK3	45		47	45		45		45						88
PreK4	75		77	75		74		74						77
<b>Total</b>	<b>120</b>		<b>124</b>	<b>120</b>		<b>119</b>		<b>119</b>						<b>165</b>
<b>Difference</b>			<b>0</b>	<b>0</b>		<b>-1</b>		<b>-1</b>						
<b>K</b>	<b>150</b>		<b>119</b>	<b>114</b>		<b>114</b>		<b>115</b>						<b>0</b>
<b>1</b>	<b>150</b>		<b>134</b>	<b>139</b>		<b>135</b>		<b>134</b>						<b>0</b>
<b>2</b>	<b>150</b>		<b>144</b>	<b>137</b>		<b>136</b>		<b>136</b>						<b>0</b>
<b>3</b>	<b>75</b>		<b>91</b>	<b>87</b>		<b>84</b>		<b>82</b>						<b>73</b>
<b>4</b>	<b>75</b>		<b>96</b>	<b>90</b>		<b>91</b>		<b>91</b>						<b>84</b>
<b>5</b>	<b>75</b>		<b>91</b>	<b>86</b>		<b>85</b>		<b>84</b>						<b>110</b>
<b>Total</b>	<b>675</b>		<b>675</b>	<b>653</b>		<b>645</b>		<b>642</b>						<b>267</b>
<b>Difference</b>			<b>0</b>	<b>-22</b>		<b>-30</b>		<b>-33</b>						
<b>6</b>	<b>75</b>		<b>89</b>	<b>82</b>		<b>81</b>		<b>78</b>						<b>81</b>
<b>7</b>	<b>75</b>		<b>75</b>	<b>72</b>		<b>72</b>		<b>72</b>						<b>66</b>
<b>8</b>	<b>50</b>		<b>57</b>	<b>56</b>		<b>57</b>		<b>57</b>						<b>50</b>
<b>Total</b>	<b>200</b>		<b>221</b>	<b>210</b>		<b>210</b>		<b>207</b>						<b>197</b>
<b>Difference</b>			<b>0</b>	<b>0</b>		<b>0</b>		<b>0</b>						
<b>Total All Grade</b>			<b>1020</b>	<b>983</b>		<b>974</b>		<b>968</b>						<b>629</b>
<b>Total Receive Tuition</b>	<b>995 (945)</b>		<b>995</b>	<b>973</b>		<b>964</b>		<b>961</b>						
<b>Loss in Aid:</b>			<b>0</b>	<b>-22</b>		<b>-31</b>		<b>-34</b>						

**III. Committee updates**

- a. Finance Committee
- b. Building
- c. Strategic Performance
- d. Family and Community Engagement
- e. Governance
- f. Development

**IV. Motion to Adjourn Public Session and open Executive Session**

- a. HIB Report
- b. Legal Update
- c. Facility Negotiations
- d. NJ Health State Audit Update

**V. Board Resolutions**

**1. Finance**

- a. Board Secretary’s and Treasurer’s Report: To approve the Secretary’s and Treasurer’s Reports for November & December 2018, 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 November & December 2018, 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 up December 31, 2018.
- c. Bills List: Approve Bills List from November 15, 2018 to January 16, 2019.
- d. Payroll: To approve the following payrolls:

• November 30, 2018	\$378,609.29
• December 14, 2018	\$431,928.86
• December 20, 2018	\$387,986.01
• December 28, 2018	\$4,488.30

**2. Contracts**

Discussion: ~~All Covered~~ IT infrastructure upgrade. (TABLED)

- a. To approve the following **ERESC Public School/Home Instruction** agreements:

Student	Hours per Week	Hourly Rate	Start Date
E.M.	10	\$45.05	9/21/18
C.C	10	\$45.05	9/20/18
A.J.	10	\$45.05	7/05/18
T.H.	10	\$45.05	9/12/18
K.V.	10	\$45.05	7/13/18
A.G.	10	\$45.05	12/05/18
K.C.	10	\$45.05	9/27/18
B.R.	10	\$45.05	7/05/18

**3. Buildings & Grounds**

- a. Bd. President explained the Board is committed to solving a facility problem for the 2019-2020 school year.

**4. Personnel**

- a. To approve the following new hires:

First	Last	Status	Assignment	Building	Type	10/12 Month	Start	Finish	Salary
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Joyce	McNiel	New	Instructional Assistant	Lower School	Non-Certified	10	1/31/19	6/21/19	
Tammy	Wilson	New	Guidance Counselor	Elementary School	Certified	10	1/31/19	6/21/19	
Sophia	Ewart	New	Secretary	Lower School	Non-Certified	12	1/3/19	6/21/19	
Jonathan	Sturdivant	New	Teacher	Jr. High School	Certified	10	10/1/18	6/21/19	

b. To accept the following resignations:

First	Last	Assignment	Building	Type	Contract	Last Day	Reason Given
Chelsea	Velez	Teacher	Lower School	Certified	10	12/22/2018	Personal
Stephone	Gaines	Teacher	Elementary School	Certified	10	2/28/2019	Personal
Tameeka	Adams	Guidance Counselor	Lower School	Certified	10	2/28/2019	Personal

c. To approve the following professional development: **(All Out of State Travel TABLED)**

Dates	Workshop	Location	Cost	Participants
5/8 to 5/9/19	Solutions for Standards-Based Grading Workshop	Centennial, CO	\$10,000.00	5 members of the Curriculum Committee
5/14 to 5/17/19	PreK Teachstone Group Coaching Training	New Orleans	\$13,000.00	2 Administrators / PreK Training
3/11 to 3/12/19	Supporting Beginning Teachers Workshop	Denver, Colorado	\$1,435.00	L. Marshall
2/1/2019	HIB Certification for Anti-Bullying Specialist	Oceanport, NJ	\$99.00	L. Biggiani
3/7 to 3/8/19	Diversity Summit: Essential Skills for Changing Climate Chicago	Chicago	\$1,025.00	L. Biggiani
3/6 to 3/9/19	Starting a Movement: Building Culture From the Inside Out in Your PLC	St. Louis, Missouri	\$2,000.00	N. Cammarano
4/29 to 4/30/19	Teams: The Engine That Drives a Professional Learning Community at Work	San Francisco, CA	\$2,000.00	N. Cammarano
4/3 to 4/19/19	Response to Intervention At Work Workshop	Charlotte, NC	\$4,000.00	Laster, L. Biggiani
3/6/19	The Indispensable Assistant	Edison, NJ	\$99.00 pp	S. Ewart, M. Thomas / Office Assistants
3/22/19	How to Communicate with Tact, Professionalism and Diplomacy	Edison, NJ	\$ 199.00 pp	S. Ewart, M. Thomas / Office Assistants
2/7/19	How to Become a Better Communicator	Morristown, NJ	\$149.00 pp	K. Martinez/ R. Pierson Office Managers
4/11 to 4/12/2019	Deepening Leadership Coaching: Sustaining Growth and Achieving Results	New York, NY	\$1,300.00	S. Slade

d. To approve a staff appreciation PTO day for each staff member for the 2018-2019 school year and must be used by June 1<sup>st</sup>, 2019 and be preapproved

## 5. Curriculum/Special Education

- a. To approve the attached fundraising and field trip requests for the 2018/2019 school year. **(TABLE all field trips scheduled beyond the March 2019 Board Meeting.)**

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

**VI. Motion to Adjourn Public Session and open Executive Session – 7:45 PM**

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

1. HIB reports were discussed.
2. IT Contracts were discussed.
3. Facility Negotiations was briefly discussed, hope to schedule a retreat meeting in mid-February or early March 2019.
4. Settlement Agreement.
5. SPED staffing discussion/Vendor negotiations.
6. PreK Student Health Audit results were discussed.

**VII. Motion to Adjourn Executive Session - 8:34 PM**

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

**VIII. Motion to Policy/Miscellaneous**

- a. To approve the HIB report from September 17, 2018 to November 14, 2018.
- b. To accept the HIB report from November 15, 2018 through January 16, 2019.
- c. To approve the UHCS Local Wellness Policy.
- d. To approve the settlement agreement with J.K.

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

- e. To approve an addendum for Therapy Source for SPED Teachers, pending a full cost analysis.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Nicole Butler	1	X				Kimaada Sills				X	
Miyoshi Lee	2	X				Anuja Vejalla		X			
Ed Nadel					X	Marinne Walker		X			

Elizabeth Rainey-Goka		X									
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- IX. **Board Member Reminders** - none
- X. **Public Comment** - none
- XI. **Motion to Adjourn Meeting – 8:36 PM**

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