



**University Heights Charter School**  
**Regular Monthly Meeting Minutes**  
**Wednesday, January 24, 2018 – 6:30 PM**

**I. Opening Items - 6:32 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
Antonio Biancardi	Trustee	8/16/2020	X		
Nicole Butler	President, Trustee	6/30/2018	X		
Miyoshi Lee	Vice-President, Trustee	11/30/2018	X, 7:20 pm		
Kelly Murchison	Trustee	10/17/2020	X		
Edward Nadel	Trustee	11/15/2020	X, 7:04 pm		
Elizabeth Rainey-Goka	Trustee	2/28/2019	X		
Kimaada Sills	Trustee	3/30/2019	X		
Anuja Vejalla	Trustee	12/31/2017	X, 6:37 pm		
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		
Wyomia Scott	Principal Lower School	X		
Sherri Taft	Parent Coordinator		X	
Lanada Avinger	Principal - MS	X		
Dr. Kethurah Williams-Howell	Principal Upper School	X		
Maria Picone	Director of Early Learning	X		

- C. Motion to Adjourn Public Session and open Executive Session (if necessary)**
- D. Motion to Adjourn Executive Session and open Public Session**
- E. Public Comments**

Ms. **Krigler** (teacher) – Commented on getting 8<sup>th</sup> grade events reapproved by the Board due to changes.

**F. Approval of Regular Board Minutes**

1. To approve the minutes as amended from the Board meeting held on Wednesday, December 13, 2017.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Antonio Biancardi		X				Elizabeth Rainey-Goka		X			
Nicole Butler	1 <sup>st</sup>	X				Kimaada Sills		X			
Miyoshi Lee					X	Anuja Vejalla		X			
Kelly Murchison		X				Marinne Walker	2 <sup>nd</sup>	X			
Ed Nadel					X						

**II. Executive Director Report**

**A. Organizational Updates**

**B. Board Updates**

- Legal: <https://www.njsba.org/services/legal/>
- Committees

**C. School Updates**

- Principal Reports - Upper, Lower & Elementary Schools
- Parent Coordinator Report

**D. Compliance**

- Student Related
- NJSMART Laws Update

**E. Resource Development**

**F. Enrollment – Average \$16,012/student**

Grade	18 ENR	Jul 15, 17	Aug 15, 17	Sep 15, 17	Oct 15, 17	Nov 15, 17	Dec 15, 17	Jan 15, 18	Feb 15, 18	Mar 15, 18	Apr 15, 18	May 15, 18	Jun 15, 18	Wait List
PreK3	45		45	45	45	45	45	45						176
PreK4	75		75	75	75	75	75	74						37
<b>Total</b>	<b>120</b>		<b>120</b>	<b>120</b>	<b>120</b>	<b>120</b>	<b>120</b>	<b>119</b>						<b>213</b>
<b>Difference</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-1</b>						
<b>K</b>	150		124	124	119	117	117	115						0
<b>1</b>	150		127	121	118	119	119	120						0
<b>2</b>	75		81	80	79	82	82	82						0
<b>3</b>	75		86	86	85	88	88	86						33
<b>4</b>	75		91	86	86	87	87	85						54
<b>5</b>	75		84	82	83	84	84	85						22
<b>Total</b>	<b>600</b>		<b>593</b>	<b>579</b>	<b>570</b>	<b>577</b>	<b>577</b>	<b>573</b>						<b>109</b>
<b>Difference</b>			<b>-7</b>	<b>-21</b>	<b>-30</b>	<b>-23</b>	<b>-23</b>	<b>-27</b>						
<b>6</b>	75		77	73	74	73	73	72						0
<b>7</b>	50		54	54	53	54	54	53						0
<b>8</b>	50		60	60	60	61	61	59						11
<b>Total</b>	<b>175</b>		<b>191</b>	<b>187</b>	<b>187</b>	<b>188</b>	<b>188</b>	<b>184</b>						<b>11</b>
<b>Difference</b>			<b>+ 16</b>	<b>+ 12</b>	<b>+ 12</b>	<b>+13</b>	<b>+13</b>	<b>+9</b>						
<b>Loss in Aid:</b>			<b>-\$112k</b>	<b>-\$336k</b>	<b>-\$480k</b>	<b>-\$368k</b>	<b>-\$368k</b>	<b>-\$448k</b>						

### III. Committee updates

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

### IV. Public Comment

Alicia Justice (Parent) – Commented about parent involvement with input into student curriculum.

*Ms. Cooper commented that she thought this was a good suggestion and will work to implement.*

Monica Darco (Parent) – Commented that parents do want to make this a sustainable school, and thanked new and veteran teachers.

Melissa Cabrera (Parent) – Commented that the special education team is not strong and does not have tools. Child has been bullied. Commented that the staff needs to be looked at. Classroom behavior needs to be improved.

*Ms. Cooper commented that she is doing everything she can to address the parent's concern and had met with the parent to discuss concerns. Ms. Cooper invited the parent to continue to reach out to her to express concerns.*

Ms. Naema Foster & Mr. Foster (Parent) – Commented the classrooms are out of control. Went to see Principal to move child to a different classroom. Stated she was informed this could not be done because the Special Ed teacher is in the parent's classroom. Mr. Foster says the class are too disruptive.

Mr. Chase Kulter – Commented that Newark Charter Schools are some of the best in the country. Commented about saving money through a coalition to save money through energy savings.

### V. Board Resolutions

#### 1. Finance

- a. Board Secretary's and Treasurer's Report: To approve the Secretary's and Treasurer's Reports for December 2017, 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 December 2017, 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, 2017.
- c. Bills List: Approve Bills List from December 14 to January 24, 2018.
- d. Payroll: To approve the following payrolls:

- |                     |
|---------------------|
| • December 15, 2017 |
| • December 29, 2017 |
| • January 12, 2018  |

- e. EC Budget: To approve the submission of the Early Childhood 2018-2019 Annual Update to the 2018-2019 Preschool Program Plan and the corresponding 2018-2019 Budget.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Antonio Biancardi	2 <sup>nd</sup>	X				Elizabeth Rainey-Goka		X			
Nicole Butler	1 <sup>st</sup>	X				Kimaada Sills		X			
Miyoshi Lee		X				Anuja Vejalla		X			
Kelly Murchison		X				Marinne Walker		X			
Ed Nadel		X									

**2. Contracts**

- a. To approve the contract with Therapy Source for the remainder of the 2017-2018 school year.
- b. To approve *A UNIFORM STATE MEMORANDUM OF AGREEMENT BETWEEN EDUCATION AND LAW ENFORCEMENT OFFICIALS.*

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Antonio Biancardi		X				Elizabeth Rainey-Goka		X			
Nicole Butler	2 <sup>nd</sup>	X				Kimaada Sills	1 <sup>st</sup>	X			
Miyoshi Lee		X				Anuja Vejalla		X			
Kelly Murchison		X				Marinne Walker		X			
Ed Nadel		X									

**3. Buildings & Grounds - NONE**

**4. Personnel**

- a. To approve the following new hires:

First	Last	Status	Assignment	Building	Type	10/12 Month	Start	Finish	Salary
Derrick	Gordon	New	Dean of Students	Elementary	Certified	12	1/8/2018	6/30/2018	

- b. To approve the following stipends:

First	Last	Activity	Building	Start	Finish	Time	Type	Stipend
Brian	Griffin	Assistant Dean	Elementary	1/1/2018	6/22/2018	One-time	Non-Certified	

- c. To accept the following resignations:

First	Last	Assignment	Building	Type	Contract	Last Day	Reason Given
Maria	Ulic	Teacher	Middle	Certified	10-Months	1/2/2018	Personal
Manuel	Sanchez	Custodian	Elementary	Non-Certified	10-Months	1/8/2018	Personal

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Antonio Biancardi		X				Elizabeth Rainey-Goka		X			
Nicole Butler	1 <sup>st</sup>	X				Kimaada Sills		X			
Miyoshi Lee	2 <sup>nd</sup>	X				Anuja Vejalla		X			
Kelly Murchison		X				Marinne Walker		X			
Ed Nadel		X									

**5. Curriculum/Special Education – NONE**

**6. Policy/Miscellaneous - NONE**

**VI. Board Member Reminders**

- a. Governance Training
- b. New board members: Fingerprinting & Ethics Filing
- c. Future Board Meetings – Wednesday, February 21, 2018

**VII. Motion to Adjourn Public Session and Adjourn to Executive Session – 8:00 pm**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Antonio Biancardi		X				Elizabeth Rainey-Goka		X			
Nicole Butler	1 <sup>st</sup>	X				Kimaada Sills		X			
Miyoshi Lee	2 <sup>nd</sup>	X				Anuja Vejalla		X			
Kelly Murchison		X				Marinne Walker		X			
Ed Nadel		X									

**Topics:**

- HIB reports
- Special education matters
- Staffing matters
- Property Purchase

**VIII. Motion to Adjourn to Executive Session and Open Public Session – 8:50 pm**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Antonio Biancardi		X				Elizabeth Rainey-Goka		X			
Nicole Butler		X				Kimaada Sills	2 <sup>nd</sup>	X			
Miyoshi Lee	1 <sup>st</sup>	X				Anuja Vejalla		X			
Kelly Murchison		X				Marinne Walker		X			
Ed Nadel		X									

**IX. Motions**

- a. To accept the January HIB report.
- b. To approve the December HIB report.
- c. To approve the RESOLUTION OF UNIVERSITY HEIGHTS CHARTER SCHOOL OF EXCELLENCE A NJ NONPROFIT CORPORATION AUTHORIZING THE SUSPENSION OF PURSUIT OF QUALIFIED SCHOOL CONSTRUCTION BOND FINANCING RELATED TO PURCHASE OF PREMISES FROM CA NEWARK MA 66-78 URBAN RENEWAL, LLC
- d. To approve the following professional development for the 2017-18 school year:

Dates	Workshop	Location	Cost	Participants
4/12/18	BARIN-Reggio Emilia Classroom Visits; Writing in Early Literacy	Boston, MA	\$125 pp/\$250 exp. pp	M. Picone, J. Alphonse - Addtl Costs- Apx. \$200pp each session Mileage- Apx- \$150 each session
2/7/18	2018 Statewide Preschool Nurses' Meeting	Neptune, NJ	0	J. Carrillo
3/1-3/2	Marzano Model for Coaching Classroom Instruction Workshop	Centennial, Colorado	\$2036 total (Reg)	K.Hyde; S.Bowers; D.Broady; P. Sutherland; (Addtl Costs Apx \$1100 pp)
1/17/2018	Victoria Foundation-Grant Information Session	Newark, NJ	\$0	M. Picone and/or other designee(s)
3/6/2018	NAEYC (Natl Asso.for Ed. of Yng Children) 2018 Public Policy Forum	Washington, DC	\$100.00	M. Picone (Additional Costs-Apx. \$300; Mileage- Apx. \$150)
4/30/2018	School Visits- Washington DC/ Tri-State Area	Wash. DC; Tri-State Area	NC	M. Picone; J. Aphonse; W. Scott (Additional Costs- Apx. \$400; Mileage- Apx. \$200)
3/26/2018	ASCD Annual Conference	Boston, MA	\$898 reg/\$1150 exp pp	J. Alphonse; W. Scott (Additional Costs- Apx.\$1150; Travel- \$150) Reg. is early bird
3/12/2018	Issues in School Law	Monroe, NJ	0	M. Picone
05/09/2018	Intro to the PYP Model Curriculum	St. Pete Beach, FL	\$925reg/\$1600 Exp pp	M. Picone

1/25/2018	Mindset-What is it and what does it mean	New Jersey	\$149	L. Worthington, A. Kiel, E. Marcinczyk
1/28/2018	Yoga and Mindfulness for Children Training	New Jersey	\$425	H. Segoe
1/30/2018	Annual review: Can you IEP sustain a due process hearing?	New Jersey	\$145	N. Loprete, M. Schwartz, O. Nurce
2/1/2018	Legal One the Principal/AP/VP/s Survival Guide	New Jersey	\$150	D. Sonye
3/17/2018	NJ State Spring Conference for School Nurses Association	New Jersey	\$279	M. Mitchell
1/27/2018	Diversity Forum	Philadelphia	\$890	W. Scott, T. Cooper, I.Febo

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Antonio Biancardi		X				Elizabeth Rainey-Goka		X			
Nicole Butler	1 <sup>st</sup>	X				Kimaada Sills	2 <sup>nd</sup>	X			
Miyoshi Lee		X				Anuja Vejalla		X			
Kelly Murchison		X				Marinne Walker		X			
Ed Nadel		X									

**X. Motion to Adjourn Meeting – 8:51 pm**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Antonio Biancardi		X				Elizabeth Rainey-Goka		X			
Nicole Butler	1 <sup>st</sup>	X				Kimaada Sills		X			
Miyoshi Lee		X				Anuja Vejalla		X			
Kelly Murchison		X				Marinne Walker	2 <sup>nd</sup>	X			
Ed Nadel		X									