



University Heights Charter School

Regular Monthly Meeting Minutes

Wednesday, November 14, 2018 – 6:30 PM

I. Opening Items

- A. Call to Order – 6:36 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		
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		
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		
Kethurah Williams-Howell	Principal – Elementary School	X		

C. Public Comments

- **Melissa Cabrera** – Parent doesn't know what is going on with the elementary schools, not enough permanent teachers, Principal change too often, too many substitutes, IEPs are only applied sometimes, etc.
- **Randy Matthews** – Parent state issues with structure, leadership issues, no leadership, need more teachers, child is coming home with complaints. Had issues that the school did not know where his child was.
- **Kendra Warren** – Parent says the school is going downhill, this year is terrible, staff is not dealing with kids, parent has put out call to the State, parents will start pulling kids out.

- **Iesha Jeffries** – Parent is nervous with child’s transition from the 2nd grade to the 3rd grade building, issues are not being addressed. Want the issues addressed, will pull student out if necessary.
- **Ms. Warren** – Parent states need more permanent teachers, substitutes don’t care about the students, children are coming home saying they are not learning anything, not teaching students to pass the PARCC testing. Kids are not going to excel, no stability for the students, safety at the school is a concern, Principal’s keep changing.
- **Denise Spence** – Parent had children in school, feels new SPED team is not doing a good job, is seeking legal action, son has issues with transition, no communication with parents and what is going on at the school, parent doesn’t keep.
- **Ms. Thomas** – Employee at the school, children went through the UHCS school system, said positive things about the Charter School in comparison to the Newark Public Schools. Attended a professional development and shared that experience with the Board and the public present.

D. Approval of Regular Board Minutes

1. To approve the minutes from the Board meeting held on Wednesday, September 26, 2018.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Nicole Butler		X				Kimaada Sills		X			
Miyoshi Lee	2 nd	X				Anuja Vejalla				X	
Ed Nadel	1 st			X		Marinne Walker		X			
Elizabeth Rainey-Goka		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	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								92
PreK4	75		77	75		74								68
Total	120		124	120		119								160
Difference			0	0		-1								
K	150		119	114		114								0

1	150		134	139		135								0
2	150		144	137		136								0
3	75		91	87		84								65
4	75		96	90		91								68
5	75		91	86		85								100
Total	675		675	653		645								233
Difference			0	-22		-30								
6	75		89	82		81								71
7	75		75	72		72								44
8	50		57	56		57								40
Total	200		221	210		210								155
Difference			0	0		0								
Total All Grade			1020	983		974								548
Total Receive Tuition	995 (945)		995	973		964								
Loss in Aid:			0	-22		-31								

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 – moved to end of meeting

V. Board Resolutions

1. Finance

- a. Board Secretary’s and Treasurer’s Report: To approve the Secretary’s and Treasurer’s Reports for September & October 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 September & October 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 October 31, 2018.
- c. Bills List: Approve Bills List from September 27, 2018 to November 14, 2018.
- d. Payroll: To approve the following payrolls:

•	October 5, 2018	\$349,444.89
•	October 19, 2018	\$15,205.57
		\$373,568.89

- e. To approve the opening of the following bank account:

- Student Activity – Junior Account

Signers: Dr. Kethurah Williams-Howell – Principal
Ms. Tishonda Jones - Secretary

- To approve the **US Coachways** payment for cancelled transportation in the amount of \$3309.21, negotiated down from \$4727.45.
- To approve the following signers on all student activity accounts:

- Ms. Ramona Jackson - Accountant
- Ms. Brenda Bembry - Payroll Specialist
- Ms. Jameelah Surgeon - Human Resources
- Ms. Tamara Cooper - Lead Person
- Ms. Wyomia Scott – Principal
- Ms. Kizzy Martinez – Secretary
- Mr. James Laster – Assistant Principal
- Dr. Kethurah Williams – Principal
- Ms. Tishonda Jones - Secretary

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

2. Contracts

- To approve the agreement with the **New Jersey Charter School Association** to provide Board Governance Support for the Board’s retreat at a cost of \$1,200.
- ~~To approve the Memorandum of Understanding between UHCS and Newark Board of Education to participate in the **Universal Enrollment System** in the 2018-2019 school year for 2019-2020 enrollment.~~ – Tabled to after closed session.
- To approve the **Memorandum of Understanding between Bloomfield College and University Heights Charter School** from September 1, 2018 to August 31, 2021.
- ~~Go Canvas~~ – Tabled to after closed session
- ~~NJ Transit Contract~~ – Tabled to after closed session
- ~~Rutgers Relay program~~ – Tabled to after closed session

VOTE ON A & C ONLY

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

3. Buildings & Grounds

4. Personnel

- To approve the following new hires:

First	Last	Status	Assignment	Building	Type	10/12 Month	Start	Finish	Salary
Theresa	Omare-Jackson	New	Inst. Asst.	Lower	Non-Cert	10	10/11/18	6/21/19	
Shawn	Barr	New	Inst. Asst.	Elementary	Non-Cert	10	10/9/18	6/21/19	
Tauheedah	Muhammed	New	Teacher	Elementary	Certified	10	9/17/18	6/21/19	
Tamakah	Terry	New	Inst. Asst.	Lower	Non-Cert	10	10/1/18	6/21/19	
Brianna	Thomas	New	Inst. Asst.	Lower	Non-Cert	10	10/9/18	6/21/19	
Candice	Carlice	New	Long Term Sub	Elementary	Certified	10	11/6/18	6/21/19	
Duvala	Gill	New	Cafeteria Aide	Elementary	Non-Cert	10	11/5/18	6/21/19	
Vanessa	Ventura	New	Teacher	Elementary	Certified	10	10/29/18	6/21/19	
Sean	Glasco	New	Assistant Principal	Elementary	Certified	10	11/7/18	6/30/18	
Leona	Brown	New	Teacher	Elementary	Certified	10	11/9/18	6/21/19	
Vanessa	Ventura	New	Teacher	Elementary	Certified	10	10/29/18	6/21/19	
Danita	Hinnant	New	Inst. Asst.	Lower	Non-Cert	10	11/2/18	6/21/19	
Shayna	Virgo	New	School Psychologist	District	Certified	12	10/23/18	6/30/19	
Alice	Nyakora	New	Teacher	Elementary	Certified	10	11/13/18	6/21/19	
Jennifer	Gaus-Myers	New	Teacher	Elementary	Certified	10	11/16/18	6/21/18	

b. To approve the following termination:

- Shakema Bell, Administrative Assistant effective November 14, 2018.

c. To accept the following resignations:

First	Last	Assignment	Building	Type	Contract	Last Day	Reason Given
Kimberly	Hernandez	Instructional Assistant	Elementary	Non-Cert	10 Month	10/5/2018	Personal
Sadiquah	Harvard	Assistant Principal	Elementary	Non-Cert	10 Month	9/30/2018	Personal
Onelda	Nurce	Teacher	Elementary	Certified	10 Month	11/26/2018	Personal
Helga	Brannick	Teacher	Elementary	Certified	10 Month	10/5/2018	Personal
Melody	Mitchell	School Nurse	Elementary	Certified	10 Month	12/1/2018	Personal
Bianca	Sims	Technology	District	Non-Cert	12 Month	11/5/2018	Personal
Cary	Cardona	Instructional Assistant	Lower School	Non-Cert	10 Month	10/1/2018	Personal

d. To approve the following stipends:

First	Last	Activity	Building	Start	Finish	Time	Type	Stipend
Christopher	Vitale	Truancy Officer	District	9/1/18	6/30/19	One-Time		\$10,000
Christopher	Vitale	PLC Dean	District	9/1/18	6/21/19	One-Time		\$1,500
Stephone	Gaines	Co-Curricular	District	9/1/18	6/21/19	One-Time		\$1,500
Lisa	Marshall	PLC	District	9/1/18	6/21/19	One-Time		\$3,000
Yinde	Newby	Inst. Coach	District	9/1/18	6/21/19	One-Time		\$2,000
Christine	Loadholt	Inst. Coach	District	9/1/18	6/21/19	One-Time		\$2,000
Tina	Newton	Admin Interim	Jr. High School	9/1/18	6/21/19	One-Time		\$1,500
Matthew	Kovas	Inst. Coach	District	9/1/18	6/21/19	One-Time		\$2,000
Katisha	Swan	Inst. Coach	District	9/1/18	6/21/19	One-Time		\$2,000
Benjamin	Green	Inst. Coach	District	9/1/18	6/21/19	One-Time		\$2,000
Amari	Smith	Inst. Coach	District	9/1/18	6/21/18	One-Time		\$2,000
Erica	Charles	Inst. Coach	District	9/1/18	6/21/18	One-Time		\$2,000
Karen	Valbrun	Interim Principal	Elementary	9/1/18	6/21/18	One-Time		\$2,000
Lance	Johnson	Interim Culture & Climate	Elementary	9/1/18	9/30/18	One-Time		\$500
Nichole	Jones	Dean	Elementary	9/1/18	9/30/18	One-Time		\$1,000

Lammond	Muhammad	Dean	Elementary	9/1/18	9/30/18	One-Time		\$1,000
Jason	Laster	School Safety Advisor	Elementary	11/1/18	6/30/18	One-Time		\$5,000
Monique	Ballard-Cooper	Culture & Climate Coord.	Elementary	10/2/18	6/21/19	One-Time		\$5,500
Lance	Johnson	Culture & Climate Coord.	Jr. High School	10/2/18	6/21/19	One-Time		\$5,500
Brian	Griffin	Culture & Climate Coord.	Elementary	10/2/18	6/21/19	One-Time		\$5,500
Christopher	Gwasda	Athletic Director	District	10/2/18	6/21/19	One-Time		\$5,000
Lance	Miller	Assistant Ath. Director	District	10/2/18	6/21/19	One-Time		\$2,500
Lance	Johnson	Boys Basketball	District	10/2/18	6/21/19	One-Time		\$1,000
Lamond	Muhammad	Girls Basketball	District	10/2/18	6/21/19	One-Time		\$500
Christopher	Vitale	Girls Basketball	District	10/2/18	6/21/19	One-Time		\$500
Amari	Smith	Cheerleading	District	10/2/18	6/21/19	One-Time		\$1,000
Brian	Griffin	Football	District	10/2/18	6/21/19	One-Time		\$1,500
Christine	Loadholt	PLC Lead	District	10/2/18	6/21/19	One-Time		\$1,500
Kyreesha	Thomas	PLC Lead	District	10/2/18	6/21/19	One-Time		\$1,500
Matthew	Kovacs	PLC Lead	District	10/2/18	6/21/19	One-Time		\$1,500
Valarie	Mitchell-Raafi	PLC Lead	District	10/2/18	6/21/19	One-Time		\$1,500
Chelsea	Velez	PLC Lead	District	10/2/18	6/21/19	One-Time		\$1,500
Ana	Lalangui	PLC Lead	District	10/2/18	6/21/19	One-Time		\$1,500
Marquita	Williams	PLC Lead	District	10/2/18	6/21/19	One-Time		\$1,500
Manana	Yusufov	PLC Lead	District	10/2/18	6/21/19	One-Time		\$1,500

- e. Motion to accept the ad hoc committee's recommendation to ratify termination of R&L payroll employee # 00504 effective immediately.
- f. Motion to accept the ad hoc committee's recommendation to ratify termination of R&L payroll employee # 00285 effective immediately.
- g. To approve the following professional development:

Start Date	End Date	Workshop	Location	Cost	Participants
10/21/18	10/23/18	Effective Strategies for Struggling Learners	Memphis, TN	\$11,000.00	4 Administrators
11/8/18	11/9/18	Culture and Achievement Institute	Seattle, WA	\$10,000.00	4 Administrators
11/12/18	11/14/18	All Things Assessment Institute	Long Beach, CA	\$2,000.00	1 Administrator
02/15/18	02/18/18	2019 Whole School Reform	Atlanta, GA	\$11,200.00	4 Administrator
11/5/18	11/6	New York City Leadership Academy Fundamentals of Leadership Coaching	Long Island City, NY	\$1,400.00	1 Administrator
11/17/18	11/17/2018	Freckle Education Workshop	Hillside, NJ	25.00 pp	2 Teachers
11/27/2018	11/27/2018	Payroll Law Seminar	Freehold, NJ	\$199.00	Bembry, Brenda
9/24/2018	01/29/2019-02/02/2019	CEC Special Education Convention	Indianaolis, Indiana	\$1,880.00	Davelaargreen, Celita

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

Elizabeth Rainey-Goka		X									
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5. Curriculum/Special Education

- a. To approve the 2019-2022 PEA Three-Year Preschool Program Plan.

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

6. Policy/Miscellaneous

- a. ~~To approve the September HIB report.~~ Tabled to after closed session.
- b. ~~To accept the October HIB report.~~ Tables to after closed session.

VI. Motion to Adjourn Public Session and open Executive Session – 8:04 pm

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

Topics: HIB reports, discussion on public comments, Universal Enrollment System, and contract negotiation.

VII. Motion to Adjourn Executive Session and open Public Session – 9:07

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

VIII. Motions for Approval

1. To approve the Memorandum of Understanding between UHCS and Newark Board of Education to participate in the **Universal Enrollment System** in the 2018-2019 school year for 2019-2020 enrollment.
2. To approve the September HIB report.
3. To accept the November HIB report.

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

IX. Board Member Reminders

X. Public Comment

XI. Motion to Adjourn Meeting – 9:10 pm

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