



University Heights Charter School
Regular Monthly Meeting Minutes
Wednesday, November 15, 2017 – 6:30 PM

I. Opening Items

- A. Call to Order 6:33 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, 2017.

Roll Call

Voting Members	Role	Term Ends	Present	Absent	LA/ED
Antonio Biancardi	Trustee		X		
Nicole Butler	President, Trustee	6/30/2018	X		
Elaine Hughes	Trustee	11/30/2017	X, 6:40 pm		
Miyoshi Lee	Vice-President, Trustee	11/30/2018	X		
Kelly Murchison	Trustee	10/17/2020		X	
Elizabeth Rainey-Goka	Trustee	2/28/2019	X		
Kimaada Sills	Trustee	3/30/2019	X		
Anuja Vejalla	Trustee	12/31/2017		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		
Danielle Sonye	Interim Principal – MS	X		
Kethurah Williams-Howell	Principal Upper School	X		
Maria Picone	Director of Early Learning	X		

C. Board Business

1. To approve Mr. Edward Nadel as a Board of Trustee who will take the position held by Ms. Elaine Hughes whose term ends November 30, 2017. Mr. Nadel’s term starts immediately on November 15th 2017.

Note: Vote was held just before Director’s Report.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Antonio Biancardi		X				Elizabeth Rainey-Goka		X			
Nicole Butler	1 st	X				Kimaada Sills		X			
Elaine Hughes	2 nd	X				Anuja Vejalla					X

Miyoshi Lee		X				Marinne Walker		X			
Kelly Murchison					X						

D. Motion to Adjourn Public Session and open Executive Session (if necessary)

E. Motion to Adjourn Executive Session and open Public Session

F. Public Comments

Mr. Mehta (Manager of IT) – commented about receiving a RICE notice and did not see his name on the agenda, Ms. Cooper commented that she would discuss during her Director’s report.

Mr. James (Elementary Music Teacher) – requested a \$100 to start Modern Music Masters program and explained the reasons to the Board of Trustees. The Board asked Mr. James additional questions about the program.

G. Approval of Regular Board Minutes

1. To approve the minutes from the Board meeting held on Wednesday, October 18, 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 st	X				Kimaada Sills		X			
Elaine Hughes		X				Anuja Vejalla		X			X
Miyoshi Lee	2 nd	X				Marinne Walker		X			
Kelly Murchison					X						

II. Executive Director Report

A. Organizational Updates

Rice Notices – to be discussed in public per request of employee

Ms. Ingram – change title to lead social worker at the request of Ms. Cooper

Mr. Mehta – collapse the role, and outsource the Manager of Technology and the support of information technology at the request of Ms. Cooper, timeline in the next 60-days

Ms. Cooper acknowledged the new hires.

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								176
PreK4	75		75	75	75	75								37
Total	120		120	120	120	120								213
Difference			0	0	0	0								
K	150		124	124	119	117								0
1	150		127	121	118	119								0
2	75		81	80	79	82								0
3	75		86	86	85	88								33
4	75		91	86	86	87								54
5	75		84	82	83	84								22
Total	600		593	579	570	577								109
Difference			-7	-21	-30	-23								
6	75		77	73	74	73								0
7	50		54	54	53	54								0
8	50		60	60	60	61								11
Total	175		191	187	187	188								11
Difference			+ 16	+ 12	+ 12	+13								
Loss in Aid:			-\$112k	-\$336k	-\$480k	-\$368k								

III. Committee updates

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

IV. Board Resolutions

1. Finance

- a. Board Secretary’s and Treasurer’s Report: To approve the Secretary’s and Treasurer’s Reports for September & October 2017, as per the attached. Pursuant to N.J.A.C. 6A:232.11(a), the University Height 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 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 October 31, 2017
- c. Bills List: Approve Bills List from October 19 to November 15, 2017.
- d. Payroll: To approve the following payrolls:

- | |
|--|
| <ul style="list-style-type: none"> • October 20, 2017 • November 3, 2017 |
|--|

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Antonio Biancardi		X				Edward Nadel				X	
Nicole Butler	1 st	X				Elizabeth Rainey-Goka		X			
Elaine Hughes		X				Kimaada Sills		X			
Miyoshi Lee	2 nd	X				Anuja Vejalla					X
Kelly Murchison					X	Marinne Walker		X			

2. Contracts

- To approve the Memorandum of Understanding to participate in the **Universal Enrollment System** in the 2017-2018 school year for 2018-2019 enrollment.
- To approve the contract with **Bethany Cares Inc.** for the 2017-2018 school year to provide tutoring services a cost of \$24,500.
- To approve the contract with **Tonia S. Lloyd** to provide consulting and training services to support UHCS in achieving its student developmental and academic goals by providing research base training and change management systems at a cost not to exceed \$13,000.
- To approve the contract with **Therapy Source** to provide therapy services for the 2017-2018 school year at the following rates:
 - Speech Therapy services \$90.00 per hour
 - Physical Therapy services \$90.00 per hour

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Antonio Biancardi		X				Edward Nadel				X	
Nicole Butler	1 st	X				Elizabeth Rainey-Goka		X			
Elaine Hughes		X				Kimaada Sills	2 nd	X		b only	
Miyoshi Lee		X		b only		Anuja Vejalla					X
Kelly Murchison					X	Marinne Walker		X			

3. Buildings & Grounds

- To approve the Use of Gym agreement with St. Lucy's Church.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Antonio Biancardi		X				Edward Nadel				X	
Nicole Butler	1 st	X				Elizabeth Rainey-Goka		X			
Elaine Hughes		X				Kimaada Sills	2 nd	X			
Miyoshi Lee		X				Anuja Vejalla					X
Kelly Murchison					X	Marinne Walker		X			

4. Personnel

- To approve the following new hires:

First	Last	Status	Assignment	Building	Type	10/12 Month	Start	Finish	Salary
Erika	King	New	Instructional Assistant	Lower School	Non-Certified	10	11/10/2017	6/22/2018	\$27,500.00
Jason	Lockhart	New	Office Manager	Lower School	Non-Certified	12	11/13/2017	6/30/2018	\$40,000.00
Mary	Stevenson	New	Classroom Aide	Lower School	Non-Certified	10	10/16/2017	6/22/2018	\$33,000.00
Tihesha	Jiggetts	New	Teacher	Middle School	Certified	10	11/1/2017	6/22/2018	\$62,000.00
Landa	Avinger	New	Principal	Middle School	Certified	12	11/13/2017	6/22/2018	\$105,000.00

b. To approve the following stipends:

First	Last	Activity	Building	Start	Finish	Time	Type	Stipend
Lance	Johnson	Basketball (boys)	Middle School	11/28/2017	3/31/2018	One-Time	Non-Certified	\$750.00
Christopher	Vitale	Basketball (girls)	Middle School	11/28/2017	3/31/2018	One-Time	Non-Certified	\$375.00
Nicole	Loprete	Cheerleading	Middle School	11/28/2017	3/31/2018	One-Time	Non-Certified	\$750.00
Kierstin	Arvelo	Basketball (girls)	Middle School	11/28/2017	3/31/2018	One-Time	Non-Certified	\$375.00
Christopher	Vitale	Home Instruction	Middle School	11/1/2017	As Needed	As-Needed	Certified	\$35.00 per hr.
Gwen	Gunn-Ingram	Admin Intern	Middle School	8/28/2017	6/30/2018	One-Time	Certified	\$1,500.00

c. To accept the following resignations:

First	Last	Assignment	Building	Type	Contract	Last Day	Reason Given
Kelly	Heller	Special Services Supervisor	District	Certified	12-Months	11/14/2017	Personal

d. To approve the separation and general release agreement with S.B.

e. To approve the following professional development for the 2017-18 school year:

Other Dates	Workshop	Location	NTE Cost	Participants
10/30/2017	Differentiation of Instruction Workshop Part 1	New Jersey	\$149	H. Brannick
12/11/2017	Differentiation of Instruction Workshop Part 2	New Jersey	\$275	H. Brannick
11/02/17	Student-Driven Data: Placing the Focus back on Students	New Jersey	\$149	K. Hyde
11/29/2017	Writing Effective HIB Reports	New Jersey	\$150	N. Loprete
2/27/18-2/28/18	The New Art & Science of Teaching Workshop	Centennial, Colorado	\$509	C. Marler-Hausen
3/1/18-3/2/18	Marzano Model for Coaching Classroom Instruction Workshop	Centennial, Colorado	\$1,018	C. Marler-Hausen, M. Gerity
12/4-12/5/2017	Solution Tree: Overcoming the Achievement Gap Trap	Las Angeles, CA	\$669 pp	T. Cooper, S. Slade, M. Picone, C. Marler-Hausen
11/17-12/17	School Visits- Early Learning Programs	TBD	No Cost	M. Picone
12/11/2017	NJPSA FEA "Differentiation of Instruction"	New Jersey	\$149	L. Ferrandiz
12/11/2017	NJPSA FEA "Differentiation of Instruction"	New Jersey	\$149	K. Thomas
12/11/2017	NJPSA FEA "Differentiation of Instruction"	New Jersey	\$149	J.Key
2/20/2018-2/21/2018	Power School Master Schedule Building Workshop	New Jersey	\$600	D. Sonye
11/29/2017	Writing Effective HIB Reports	New Jersey	\$150	K. Foster
11/29/17	Same Math Different Delivery	New Jersey	\$149 pp	E. Marcinczky, A. Lalangui, L. Worthington, A. Kiel, M. Kovacs
11/30/17	Applying Principals of Co-teaching	New Jersey	\$100 pp	K. Myers, C. Munoz
12/6/17	A Balancing Act: Writing Workshop	New Jersey	\$149 pp	E. Marcinczky, A. Lalangui, L. Worthington, A. Kiel, M. Kovacs
11/18/17	National Alliance of Black School Educators 45th Conference	New Orleans, LA	\$245 pp	5 Staff Members TBA

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Antonio Biancardi		X				Edward Nadel				X	
Nicole Butler	1 st	X				Elizabeth Rainey-Goka		X			
Elaine Hughes		X				Kimaada Sills	2 nd	X			
Miyoshi Lee		X				Anuja Vejalla					X
Kelly Murchison					X	Marinne Walker		X			

5. Curriculum/Special Education

- a. To approve the Tuition contracts between UHCS, Newark Board of Education & Northwest Essex Community Healthcare Network Therapeutic School & Preschool for students P.D., T.S., & R.B.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Antonio Biancardi		X				Edward Nadel				X	
Nicole Butler	2 nd	X				Elizabeth Rainey-Goka		X			
Elaine Hughes		X				Kimaada Sills		X			
Miyoshi Lee	1 st	X				Anuja Vejalla					X
Kelly Murchison					X	Marinne Walker		X			

6. ~~Policy/Miscellaneous~~ – Moved to after closed session.

- a. ~~To accept the November HIB report.~~
 b. ~~To approve the October HIB report.~~

V. Board Member Reminders

- a. Governance Training
 b. New board members: Fingerprinting & Ethics Filing
 c. Future Board Meetings – Wednesday, December 20th, 2017

VI. Motion to Adjourn Public Session and Adjourn to Executive Session – 8:09 pm

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Antonio Biancardi		X				Edward Nadel				X	
Nicole Butler	2 nd	X				Elizabeth Rainey-Goka		X			
Elaine Hughes		X				Kimaada Sills		X			
Miyoshi Lee	1 st	X				Anuja Vejalla					X
Kelly Murchison					X	Marinne Walker		X			

Topics:

- HIB reports
- Student Discipline

VII. 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				Edward Nadel				X	
Nicole Butler	2 nd	X				Elizabeth Rainey-Goka		X			
Elaine Hughes		X				Kimaada Sills		X			
Miyoshi Lee	1 st	X				Anuja Vejalla					X
Kelly Murchison					X	Marinne Walker		X			

VIII. Motions

- a. To accept the November HIB report.
 b. To approve the October HIB report.
 c. To approve the title change for Ms. Gwendolyn Gunn-Ingram from Social Worker to Lead Social Worker with a salary adjustment of \$5,000 pro-rated.
 d. To approve the abolishment of the Manager of Technology & Information Systems position effective January 15, 2018.

- e. To approve termination of Mr. Ankit Mehta, Manager of Technology & Information Systems effective January 15, 2018, with his last day of work November 16, 2017.
- f. To approve the administrative leave for Mr. Ankit Mehta, to be determined by Ms. Cooper after consultation with the Board Attorney.
- g. To approve Rush Recovery LLC to provide IT Services effective immediately with a cost not to exceed \$40,000.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Antonio Biancardi		X				Edward Nadel				X	
Nicole Butler	2 nd	X				Elizabeth Rainey-Goka		X			
Elaine Hughes		X				Kimaada Sills		X			
Miyoshi Lee	1 st	X				Anuja Vejalla					X
Kelly Murchison					X	Marinne Walker		X			

IX. Motion to Adjourn Meeting - 8:51 pm

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Antonio Biancardi		X				Edward Nadel		X			
Nicole Butler	2 nd	X				Elizabeth Rainey-Goka		X			
Elaine Hughes		X				Kimaada Sills	1 st	X			
Miyoshi Lee		X				Anuja Vejalla					X
Kelly Murchison					X	Marinne Walker		X			