



# University Heights Charter School

## Regular Monthly Meeting Minutes

### Wednesday, February 21, 2018 – 6:30 PM

#### I. Opening Items – 6:33 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			
Nicole Butler	President, Trustee	6/30/2018	X		
Miyoshi Lee	Vice-President, Trustee	11/30/2018	X, 6:44pm		
Kelly Murchison	Trustee	10/17/2020	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		
Lanada Avinger	Principal – Junior High	X		
Kethurah Williams-Howell	Principal – Elementary School	X		
Maria Picone	Director of Early Learning	X		

#### C. Board Business

1. Motion to approve Ms. Anuja Vejalla to a 2<sup>nd</sup> 3-year term as Board Trustee ending 12/31/2020.

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						

**D. Motion to Adjourn Public Session and open Executive Session (if necessary) - NONE**

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

**F. Public Comments - NONE**

**G. Approval of Regular Board Minutes**

1. To approve the minutes from the Board meeting held on Wednesday, January 24, 2018.

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						

*Ms. Butler thanked the staff and Board Members who participated in the retreat, as well as the strategic planning session.*

**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>		+ 16	+ 12	+ 12	+13	+13	+9					
<b>Loss in Aid:</b>		-\$112k	-\$336k	-\$480k	-\$368k	-\$368k	-\$448k					

### 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 January 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 January 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 January 31, 2018.
- c. Bills List: Approve Bills List from January 25 to February 21, 2018.
- d. Payroll: To approve the following payrolls:

- |  |
|--|
| <ul style="list-style-type: none"> <li>• January 26, 2018</li> <li>• February 9, 2018</li> </ul> |
|--|

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						

#### 2. Contracts

- a. To approve the contract with Sherrie Calish from March 15 to June 15, 2018 to provide grant writing services at \$40/hr up to 10 hours per week, not to exceed \$4,800.00.

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						

- b. To approve 2nd reading of the lease with Bethany Baptist Church from July 1, 2018 to June 31, 2023 as attached.

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	2 <sup>nd</sup>			X		Anuja Vejalla					X
Kelly Murchison		X				Marinne Walker				X	
Ed Nadel					X						

**3. Buildings & Grounds - NONE**

**4. Personnel**

- a. To accept the following resignations:

First	Last	Assignment	Building	Type	Contract	Last Day	Reason Given
Jada	Williams-Jones	Cafeteria Aide	Middle	Non-Certified	10-Months	1/26/2018	Personal
Krystal	Gonzalez-Sanchez	Teacher	Elementary	Certified	10-Months	2/16/2018	Personal
Brittany	Franksen	Instructional Assistant	Elementary	Non-Certified	10-Months	2/12/2018	Personal

- b. To approve the professional development for the 2017-18 school year as per attached.

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

**6. Policy/Miscellaneous**

- a. To approve the 1<sup>st</sup> reading of the 2018-2019 school year calendar with a calendar change from February 21<sup>st</sup> to February 18<sup>th</sup>, 2018.

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						

**V. Board Member Reminders**

- a. Governance Training  
 b. Future Board Meetings – Wednesday, March 21, 2018

**VI. Motion to Adjourn Public Session and Adjourn to Executive Session – 7:52 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	2 <sup>nd</sup>	X			
Miyoshi Lee		X				Anuja Vejalla					X
Kelly Murchison		X				Marinne Walker		X			
Ed Nadel					X						

**Topics:**

- HIB reports
- Personnel matters

**VII. Motion to Adjourn to Executive Session and Open Public Session - 8:58 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						

**VIII. Motions**

- a. To accept the February HIB report.
- b. To approve the January HIB report.
- c. To approve the professional development for the 2017-18 school year as per attached.
- d. To accept the following resignations:

First	Last	Assignment	Building	Type	Contract	Last Day	Reason Given
Jada	Williams-Jones	Cafeteria Aide	Middle	Non-Certified	10-Months	1/26/2018	Personal
<del>Krystal</del>	<del>Gonzalez Sanchez</del>	<del>Teacher</del>	<del>Elementary</del>	<del>Certified</del>	<del>10-Months</del>	<del>2/16/2018</del>	<del>Personal</del>
Brittany	Franksen	Instructional Assistant	Elementary	Non-Certified	10-Months	2/12/2018	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						

**IX. Motion to Adjourn Meeting – 9:00 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						