



University Heights Charter School

Regular Monthly Meeting Minutes

Wednesday, March 20, 2019 – 6:30 PM

I. Opening Items – 6:46 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, 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
Michael Falkowski	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. Board Organization

1. To appoint Ms. Elizabeth Rainey-Goka to a 2-year term, effective February 28, 2019 and ending February 28, 2021.
2. To appoint Ms. Kimaada Sills to a 2-year term, effective March 30, 2019 and ending March 30, 2021.
3. To appoint Ms. Marinne Walker to a 2-year term, effective March 30, 2019 and ending March 30, 2021.

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									

D. Public Comments

Dominique Edison – Commented of the treatment of her child (PreK) at the school by staff, including mismanagement of the child’s allergies.

Randy Matthews – Parent of 3 children at the school, commented on the bullying issue at the school. Stated that he attended a prior meeting talking about the same issue and the bullying needs to be addressed.

Melissa Cabrera – Parent of 2 children, commented that the 3rd graders are getting bullied by students in later grades, provided further comments that she would like to be informed on changes at the school.

E. Board Organization

1. To appoint Ms. Elizabeth Rainey-Goka to a 2-year term, effective February 28, 2019 and ending February 28, 2021.
2. To appoint Ms. Kimaada Sills to a 2-year term, effective March 30, 2019 and ending March 30, 2021.
3. To appoint Ms. Marinne Walker to a 2-year term, effective March 30, 2019 and ending March 30, 2021.

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									

F. Approval of Regular Board Minutes

1. To approve the minutes from the Board meeting held on Wednesday, January 16, 2019.

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

II. Executive Director Report

1. Organizational Updates
2. Board Updates
3. School Updates
 - a. Principal Data Reports
 - b. Comprehensive Plan and Tier
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		44				88
PreK4	75		77	75		74		74		73				77

Total	120		124	120		119		119		116			165
Difference			0	0		-1		-1		-4			
K	150		119	114		114		115		110			0
1	150		134	139		135		134		133			0
2	150		144	137		136		136		129			0
3	75		91	87		84		82		80			73
4	75		96	90		91		91		87			84
5	75		91	86		85		84		83			110
Total	675		675	653		645		642		622			267
Difference			0	-22		-30		-33		-53			
6	75		89	82		81		78		76			81
7	75		75	72		72		72		71			66
8	50		57	56		57		57		55			50
Total	200		221	210		210		207		204			197
Difference			0	0		0		0		0			
Total All Grade			1020	983		974		968		941			629
Total Receive Tuition	995 (945)		995	973		964		961					
Loss in Aid:			0	-22		-31		-34		-57			

III. Committee updates

- a. Finance Committee – Mr. Falkowski gave an update on the budget, the budget projection of the 2018-2019 school year, as well as capturing
- b. Building – No report given.
- c. Strategic Performance
- d. Family and Community Engagement – Ms. Taft provided report earlier in the meeting.
- e. Governance
- f. Development

IV. Motion to Adjourn Public Session and open Executive Session – 8:00 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		X				Anuja Vejalla					X
Ed Nadel					X	Marinne Walker		X			
Elizabeth Rainey-Goka	2 nd	X									

- a. HIB Report
- b. Legal Update
- c. Facility Negotiations
- d. NJ Health State Audit Update
- e. Teacher Salary Discussion and 5-year plan

V. Motion to Adjourn Executive Session and open Public Session – 8:43 pm

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

VI. Board Resolutions

1. Finance

- a. Board Secretary’s and Treasurer’s Report: To approve the Secretary’s and Treasurer’s Reports for January & February 2019, 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 & February 2019, 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 February 28, 2019.
- c. Bills List: Approve Bills List from January 17, 2019 to March 20, 2019.
- d. To accept the 2017-2018 CAFR (Comprehensive Annual Financial Report) & AMR (Auditor’s Management Report).
- e. To approve the preliminary 2019-2020 Budget.
- f. Payroll: To approve the following payrolls:

• January 11, 2019	\$385,473.49
• January 25, 2019	\$410,268.01
• February 8, 2019	\$382,327.50
• February 22, 2019	\$390,881.01

- g. SEMI: To approve the FY20 SEMI Waiver.

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									

2. Contracts

- a. To ratify the approval of the remedial action permit biennial certification services contract with Matrix Newworld, not to exceed \$6,120.

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

3. Buildings & Grounds

4. Personnel

- a. To approve the following new hires:

First	Last	Status	Assignment	Building	Type	10/12 Month	Start	Finish	Salary
Anthony	Carr	New	Teacher/Dean of Students	Elementary	Certified	10	4/4/19	6/21/19	
Tammy	Wilson	New	Guidance Counselor	Elementary	Certified	10	1/28/19	6/21/19	
Erole	Alexandre	New	Technology Assistant	Elementary	Non-Certified	12	1/3/19	6/30/19	
Shaqwana	McNeill	New	Instructional Assistant	Elementary	Non-Certified	10	2/11/19	6/21/19	
Lanette	Pennington	New	Behavioral Specialist	Lower School	Certified	10	01/03/19	6/21/19	
Bonita	Boyce	New	Teacher	Lower School	Certified	10	12/17/18	6/21/19	
Qunisha	Statum	New	Guidance Counselor	Lower School	Certified	10	3/4/3019	6/21/19	
Tamia	Sharif	New	Part-Time Instructional Assistant	Lower School	Non-Certified	10	1/31/19	6/21/19	
Anietie	Udo-Bassey	New	Data Coordinator	District	Non-Certified	12	1/9/19	6/30/19	
Sophia	Ewart	New	Secretary	Lower School	Non-Certified	12	1/8/19	6/30/19	

b. To accept the following resignations:

First	Last	Assignment	Building	Type	Contract	Last Day	Reason Given
Shayna	Virgo	School Psychologist	District	Certified	12 Months	2/11/2019	Personal
Heather	Lloyd-Green	Teacher	Lower School	Certified	10 Months	4/5/2019	Personal
Tamika	Terry	Instructional Assistant	Lower School	Non-Certified	10 Months	1/23/2019	Personal
Tomeeka	Adams	School Counselor	Lower School	Certified	10 Months	4/3/2019	Personal
Michele	Morris	School Counselor	Elementary School	Certified	10 Months	12/21/2018	Personal

c. To approve the following stipends:

First	Last	Activity	Building	Start	Finish	Time	Type	Stipend
James	Laster	Interim Principal	Elementary	3/1/2019	3/13/2019	One-Time		\$1,000.00
Tina	Newton	Lead Culture Specialist	Elementary	2/28/2019	6/21/2019	One-Time		\$10,000.00
Monique	Ballard-Cooper	Truancy Assistant	District	2/28/2019	6/21/2019	One-Time		\$3,500.00
Jana	Muhammad	Interim Assistant Principal	Elementary	3/11/2019	6/21/2019	One-Time		\$10,000.00
Nicholas	Cammarano	Interim Assistant Principal	Elementary	3/11/2019	6/21/2019	One-Time		\$10,000.00
Gussie	Bowman	Interim Assistant Principal	Elementary	3/13/2019	6/21/2019	One-Time		\$5,000.00
Kizzy	Martinez	Coaching	Lower School	3/13/2019	6/30/2019	As Needed		\$30.00 per hour

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

5. Curriculum/Special Education - NONE

6. Policy/Miscellaneous

- a. To accept the HIB report from January 17, 2019 to March 20, 2019.
- b. To approve the HIB report from November 15, 2018 through January 16, 2019.
- c. To approve Special Board Meeting April 18, 2019.
- d. To approve the first reading “Do Not Solicit” Policy.

VII. Motion to Adjourn Executive Session and open Public Session

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

VIII. Board Member Reminders – Ethics forms need to be completed no later than April 30th.

IX. Public Comment – NONE

X. Motion to Adjourn Meeting – 8:52 pm

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