



University Heights Charter School

Regular Monthly Meeting Agenda

Wednesday, August 15, 2018 – 6:30 PM

I. Opening Items

- A. Call to Order – 6:49 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, 7:20pm		
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		
Katrina Paige	Principal – Junior High	X		
Kethurah Williams-Howell	Principal – Elementary School	X		

C. Board Organization

1. To accept resignation of Kelly Murchison as Board member effective July 13, 2018.

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									

2. To appoint Ms. Nicole Butler to a 3-year term, effective July 1, 2018 and ending June 30, 2021.

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					X	Marinne Walker	1 st	X			
Elizabeth Rainey-Goka	2 nd	X									

3. Nominations for Board President. - TABLED

4. Nominations for Board Vice President. - TABLED

5. Motion to approve 2018-2019 school year Committees as attached as amended.

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									

D. Public Comments – No Comment

E. Approval of Regular Board Minutes

1. To approve the minutes from the Board meeting held on Tuesday June 12, 2018.

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									

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											92
PreK4	75		77											68
Total	120		124											160
Difference														

1. Finance

- a. Board Secretary’s and Treasurer’s Report: To approve the Secretary’s and Treasurer’s Reports for June 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 June 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 July 31, 2018.
- c. Bills List: Approve Bills List from June 13, 2018 to August 15, 2018.
- d. Payroll: To approve the following payrolls:

• June 15, 2018	\$335,043.59
• June 22, 2018	\$334,654.17
• June 26, 2018	\$145,670.02
• July 5, 2018	\$141,738.66
• July 13, 2018	\$93,678.47
• July 19, 2018	\$85,293.29
• July 27, 2018	\$121,013.81

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									

2. Contracts

- a. To approve the purchase of **PowerSchool** to provide student enrollment software for the 2018/2019 school year at a cost of \$13,100.
- b. To approve the **NJ State DOE Mandated Tuition Contract** for pupil T.S. between University Heights Charter School, Newark Board of Education and the Northwest Essex Community Healthcare Network Therapeutic School & Preschool.
- c. To approve the 2018-2019 school year agreement with **The New Jersey Special Education Collaborative** to provide 1) Special Education Philosophy and Process (25hrs), 2) SEMI Process and Monitoring (15hrs), 3) Technical Assistance (20hrs) and 4) Grant Proposal Assistance (10hrs) for an annual fee of \$10,000.
- d. To approve the 2018-2019 school year contract with **Sherrie Calish** from 9/15/2018 to 3/15/2019 to provide grants management, brand management, UHEP Support for \$75/hr with max of 8 hrs/week up to \$14,400.
- e. To approve the attached renewal resolution with the **New Jersey School Insurance Group** to participate beginning July 1, 2018 and ending July 1, 2021.
- f. To approve the purchase of **BoardOnTrack** for the FOUHCS at a cost of \$4800/year.
- g. To approve contract with **Williams Educational Consulting, LLC** to provide curriculum development services and The consultant will provide support around PIRT, Pre-K compliance, and other duties assigned by the Executive Director and Lower School Principal at a cost of \$19,800.
- h. To approve the 2018-2019 school year contract with **Solution Tree** to provide professional development at a cost of \$25,000.
- i. To approve the additional work with **VEGA LLC** for Parent and Storage room work for \$8,000.

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	2 nd	X			
Elizabeth Rainey-Goka		X									

3. Buildings & Grounds

4. Personnel

- a. To approve the following new hires:

First	Last	Status	Assignment	Building	Type	10/12 Month	Start	Finish	Salary
Kawania	Durand	N	AP Coordinator	Lower	Certified	12	7/5/18	6/30/19	
Celita	Davelaagreen	N	Special Education Supervisor	District	Certified	12	7/5/18	6/30/19	
Lisa	Goodall	N	LDTC	District	Certified	12	7/5/18	6/30/19	
Karen	Valburn	N	Special Education Principal	District	Certified	12	7/5/18	6/30/19	
Qunisha	Statum	N	PIRT Coach	Lower	Non-Certified	10	8/1/18	6/21/19	
Lamond	Muhammad	N	Dean of Students	Jr. High	Certified	10	7/5/18	6/21/19	
Philippa	Sutherland	N	Assist RTI Coordinator	District	Certified	12	7/5/18	6/30/19	
Aurora	Moore	N	Instructional Assistant	Lower	Non-Certified	10	8/27/18	6/21/19	
Rasheemah	Ward	N	Instructional Assistant	Lower	Non-Certified	10	8/27/18	6/21/19	
Tricia	Perry	N	Teacher	Lower	Certified	10	8/27/18	6/21/19	
Gussie	Bowan	N	Coodinator of Lower School	Lower	Certified	10	8/27/18	6/21/19	
Zakkiyah	Sally	N	Teacher	Vice Principal	Certified	10	8/27/18	6/21/19	
JeNiece	Jenkins	N	Teacher	Lower	Certified	10	8/27/18	6/21/19	
Erica	Charles	N	Teacher	Elementary	Certified	10	8/27/18	6/21/19	
Joseph	Hromy	N	Teacher	Jr. High	Certified	10	8/27/18	6/21/19	
Toniesha	Hill	N	School Counselor	Lower	Certified	10	8/27/18	6/21/19	
Lauren	Biggianni	N	School Counselor	Elementary	Certified	10	8/27/18	6/21/19	
Danielle	Harris Lacaselle	N	ELA Coach	District	Certified	10	8/27/18	6/30/19	
Johnny	Janvier	N	Teacher	Lower	Certified	10	8/27/18	6/21/19	
Oluwani shola	Korede	N	Teacher	Lower	Certified	10	8/27/18	6/21/19	
Linda	Portscher	N	Teacher	Lower	Certified	10	8/27/18	6/21/19	
Mary	Williams	N	Teacher	Lower	Certified	10	8/27/18	6/21/19	
Krystel	Dubois	N	Teacher	Lower	Certified	10	8/27/18	6/21/19	
Erica	Charles	N	Teacher	Lower	Certified	10	8/27/18	6/21/19	
Lauren	Rhodes	N	Teacher	Lower	Certified	10	8/27/18	6/21/19	
Katisha	Swan	N	Teacher	Lower	Certified	10	8/27/18	6/21/19	
Shyvira	O'Neal	N	Teacher	Lower	Certified	10	8/27/18	6/21/19	
Grecia	Mulchansingh	N	Teacher	Lower	Certified	10	8/27/18	6/21/19	
Jennifer	Defranco	N	Teacher	Lower	Certified	10	8/27/18	6/21/19	
Nyya	Burgwyn	N	Instructional Assistant	Lower	Non-Certified	10	8/27/18	6/21/19	
Anietie	Udo-Bassey	N	Instructional Assistant	Lower	Non-Certified	10	8/27/18	6/21/19	
Raqaiyyah	Beatty	N	Instructional Assistant	Lower	Non-Certified	10	8/27/18	6/21/19	

Tracy Ann	Brown	N	Instructional Assistant	Lower	Non-Certified	10	8/27/18	6/21/19	
David	Lee Park	N	Instructional Assistant	Lower	Non-Certified	10	8/27/18	6/21/19	
Kathy	Roe	N	Instructional Assistant	Lower	Non-Certified	10	8/27/18	6/21/19	
Nicole	Ewell	N	Instructional Assistant	Lower	Non-Certified	10	8/27/18	6/21/19	
Amari	Smith	N	Instructional Assistant	Lower	Non-Certified	10	8/27/18	6/21/19	
Michele	Morris	N	School Counselor	Elementary	Non-Certified	10	8/27/18	6/21/19	
Shelby	Adkins	N	Data Coordinator	District	Certified	12	8/27/18	6/30/19	
Ana	Santiago	N	Teacher	Lower	Certified	10	8/27/18	6/21/19	
Sharise	Jones	N	Teacher	Lower	Certified	10	8/27/18	6/21/19	
Valarie	Mitchell-Raafi	N	Teacher	Elementary	Certified	10	8/27/18	6/21/19	
Jenny	Williams	N	Teacher	Elementary	Certified	10	8/27/18	6/21/19	

b. To accept the following resignations:

First	Last	Assignment	Building	Type	Contract	Last Day	Reason Given
Angela	Depaola	Teacher	Lower School	Certified	10-Months	7/11/2018	Personal
Kierstin	Arvelo	Teacher	Jr. High School	Certified	10-Months	7/9/2018	Personal
Danielle	Crigler	Teacher	Jr. High School	Certified	10-Months	7/6/2018	Personal
Ashley	Brooks	Instructional Assistant	Lower School	Non-Certified	10-Months	8/6/2018	Personal
Julia	Russ	Teacher	Elementary	Certified	10-Months	8/1/2018	Personal
Kamilia	Mackey	Teacher	Elementary	Certified	10-Months	7/26/2018	Personal
Carla	Munoz	Teacher	Elementary	Certified	10-Months	8/3/2018	Personal
Hannah	Sego	Teacher	Elementary	Certified	10-Months	6/22/2018	Personal
Lauren	Ferrandiz	Teacher	Elementary	Certified	10-Months	6/19/2018	Personal
Angela	Depaola	Teacher	Lower School	Certified	10-Months	7/11/2018	Personal
Kierstin	Arvelo	Teacher	Jr. High School	Certified	10-Months	7/9/2018	Personal
Danielle	Crigler	Teacher	Jr. High School	Certified	10-Months	7/6/2018	Personal
Ashley	Brooks	Instructional Assistant	Lower School	Non-Certified	10-Months	8/6/2018	Personal
Julia	Russ	Teacher	Elementary	Certified	10-Months	8/1/2018	Personal
Kamilia	Mackey	Teacher	Elementary	Certified	10-Months	7/26/2018	Personal

c. To approve the following stipends:

First	Last	Activity	Building	Start	Finish	Time	Type	Stipend
Juan	Carillo	Performance Based Pay	Lower School	8/27/2018	6/22/2019	One-Time		
Melody	Mitchell	Performance Based Pay	Elementary School	8/27/2018	6/22/2019	One-Time		
Brenda	Bembry	Interim Accountant	District	6/27/2018	10/31/2019	One-Time		
Dr. Sherri	Slade	C & I Aftercare	District	7/1/2018	6/30/2019	One-Time		
Wyomia	Scott	PIRT Coordinator	District	7/1/2018	6/30/2019	One-Time		

Dr. Keturah Williams-Howell	Development Coordinator	District	7/1/2018	6/30/2019	One-Time		
-----------------------------	-------------------------	----------	----------	-----------	----------	--	--

d. To approve the following professional development: - TABLED

Start Date	End Date	Workshop	Location	Cost	Participants
10/11/2018	10/13/2018	PLC @Institute	Addis Ababa, Ethiopia	\$449	6 Administrators
11/27/2018	11/30/2018	Pre-K and Pre K-3 Class Training	Miami, FL	\$950	2 Administrators
2/19/2019	2/21/2019	The Summit on PLC	Phoenix, AZ	\$759	6 Administrators
4/1/2019	4/3/2019	Leadership Now	Las Vegas	\$719	6 Administrators

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

6. Policy/Miscellaneous

a. To approve the June 2018 HIB report.

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									

VI. Board Member Reminders

VII. Public Comment – NONE

Discussion about Board Leadership.

Motion to appoint Ms. Butler to President and Ms. Lee as Vice President for the 2018/2019 school year.

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	2 nd	X			
Elizabeth Rainey-Goka		X									

To appoint Ms. Miyoshi Lee to a 3-year term, effective December 1, 2018 and ending November 30, 2021.

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									

VIII. Motion to Adjourn Meeting – 8:53 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									