



University Heights Charter School
Regular Monthly Meeting Minutes
Wednesday, September 20, 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
Mr. Antonio Biancardi	Trustee			X	
Ms. Nicole Butler	President, Trustee	6/30/2018	X		
Ms. Elaine Hughes	Trustee	11/30/2017	X		
Ms. Miyoshi Lee	Vice-President, Trustee	11/30/2018	X		
Ms. Elizabeth Rainey-Goka	Trustee	2/28/2019	X		
Ms. Kimaada Sills	Trustee	3/30/2019		X	
Mr. Warren Tranquada	Trustee	10/31/2017	X		
Ms. Anuja Vejalla	Trustee	12/31/2017	X		
Ms. Marianne 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		
Kethurah Williams	Elementary School Principal	X		
Shannon Burton	Principal Upper School		X	
Sandra Schultz	Principal Lower School	X		
Sherri Taft	Parent Coordinator	X		

C. Board Business – NONE

D. Motion to Adjourn Public Session and open Executive Session (if necessary) - 6:35 pm

Topics:

- 1) Building purchase
- 2) Personnel matters – R.S., L.C, S.B.
- 3) HIB matter

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

E. Motion to Adjourn Executive Session and open Public Session – 7:40 pm

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

F. Public Comments

Ilesha Jeffries – commented on the open door policy of the school, not happy with the change in policy, feels like the school is preventing the parents participating, feels there are so many issues with the school so early in the school year

Karen Merchant – commented that she is an educator, child has an IEP, IEP is not being met, staff is using the same bathroom at the students, asking the Board where is the principal

Melissa Cabrera – first year at the school, child’s IEP is not being met, child is not being challenged, child is not in a mainstream class and is in a classroom with other students with IEPs, has given the staff the tools to help work with her child, not happy with the way the staff talks to the students

Gwendolyn Gunn-Ingram – commented about condition of the 7th ave building, no phone, no buzzer, no using the gym at this time, no white boards, lights are sporadic, commented about hiring more staff or working with staff to develop better relations

Kyreesha Thomas – commented about struggle at the end of last year with students being let down, doesn’t want to see that happen again, feels more preparation need to be done to help students transition out of University Heights

Tyola Hughes – three weeks of school and has already had to address with the school a teacher putting hands on the student, feels student is getting put out of classroom too often missing classwork, parent fees uneasy, feels her child is getting bullied and not being talked to properly

G. Approval of Regular Board Minutes

- To approve the minutes from the Board Meeting held on Wednesday, August 16, 2017.

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

II. Executive Director Report

Ms. Cooper presented her Director’s Report as attached. Ms. Butler commented that the use of the gym at the 7th Ave School is a lease issue, and that the school does not have the use of the space in the lease. Ms. Butler is working on addressing this.

Board members questioned why lockers were not being used in the 7th Avenue school. Ms. Cooper addressed the Board and the public on what the school is doing to address the issues at the 7th Avenue school. Ms. Cooper also addressed the process with field trips.

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 – 100% registered

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										174
PreK4	75		75	75										37
K	150		124	124										0
1	75		127	121										0
2	75		81	80										44
3	75		86	86										48
4	75		91	86										53
5	75		84	82										43
6	75		77	73										26
7	50		54	54										0
8	50		60	60										6
Total	895		904	886										431
			+ 9	- 9										

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 July 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 July 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 August 31, 2017
- c. Bills List: Approve Bills List from August 17 to September 20, 2017.
- d. Payroll: To approve the following payrolls:

- | |
|---------------------|
| • August 10, 2017 |
| • August 24, 2017 |
| • September 8, 2017 |

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

2. Contracts

- a. ~~To approve the following contracts:~~

Company	Service	Term	Cost	Notes
Leaders – School – Services LLC	Pupil Transportation	2017-2018 School Year	\$36,300/yr	Included 2 daily shuttles, & all school field trips
Visual Protection – Security Services	Security Services	3 months	\$17.25/hr per guard Not to exceed \$40K	Services must be bid to comply with NJ Purchasing Law

MOTION TO TABLE

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

3. Buildings & Grounds

- a. To approve the lease with NJ Institute of Technology for office space located at 105 Lock Street, Newark, NJ; whereas, the lease is for 12-months starting August 1, 2017 at an annual rate of \$39,580.

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

4. Personnel

a. To approve the following new hires:

First	Last	Status	Assignment	Building	Type	10/12 Month	Start	Finish
Jameelah	Surgeon	Return	HR/Talent Coordinator	District	Non-Cert	12	8/21/17	6/30/18
Michele	Runninaccio	New	Instructional Assistant	LoSch	Non-Cert	10	8/28/17	6/22/18
Julia	Mclorin	New	Teacher	LoSch	Cert	10	8/28/17	6/22/18
Yvenda	Moore	New	Instructional Assistant	LoSch	Non-Cert	10	8/28/17	6/22/18
Sean	Lloyd	New	Enrollment and Placement Coord.	UpSch	Non-Cert	12	7/01/17	6/30/18
Sherley	Exantus	New	Teacher (Long Term)	UpSch	Non-Cert	10	8/31/17	6/22/18
Heather	Lloyd-Green	New	Teacher	LoSch	Cert	10	9/05/17	6/22/18
Tyler	Krishna	New	Teacher	LoSch	Cert	10	9/06/17	6/22/18
Ivette	Febo	New	Teacher	UpSch	Cert	10	8/28/17	6/22/18
Michael	Meso	New	Teacher	UpSch	Cert	10	8/28/17	6/22/18
Samantha	Deaver	New	Teacher	LoSch	Cert	10	8/28/17	6/22/18
Kelly	Heller	New	Lead Special Education	District	Cert	10	8/21/17	6/30/18
Margarita	Mastos	New	Case Manager	District	Cert	10	8/28/17	6/30/18
Jamie	Harmer	New	School Nurse	UpSch	Cert	10	8/28/17	6/30/18
Lori	Hanes	New	School Psychologist	District	Cert	10	8/28/17	6/30/18
Chelsea	Velez	New	Teacher	LoSch	Cert	10	8/28/17	6/22/18
Jada	Williams-Jones	New	School Aide	LoSch	Non-Cert	10	9/07/17	6/30/18
Lisa	Marshall	New	Teacher	UpSch	Cert	10	9/05/17	6/30/18
Joyce	Tretiak	New	LDTC	District	Cert	10	8/28/17	6/30/18
Michelle	Pearl	New	Teacher	LoSch	Cert	10	9/25/17	6/30/18
Kamika	Freeman	New	Instructional Assistant	LoSch	Non-Cert	10	8/28/17	9/29/18
Andrew	Taylor	New	Part-Time Custodian	MS	Non-Cert	12	9/25/17	6/30/18
Rhahjohn	Watson	New	Manager of Operations	District	Non-Cert	12	9/18/17	6/30/18
Alfatahd	Banks	Return	Assistant Manager of Operations	District	Non-Cert	12	9/18/17	6/30/18

b. To approve the following stipends:

First	Last	Activity	Building	Start	Finish	Time	Type
Sejal	Rana	Master Degree	Lower School	8/28/17	6/22/18	One- time	Certified
Juan	Carillo	Lead Nurse	District	8/28/17	6/22/18	Annual	Certified
Stephone	Gaines	PLC	District	8/28/17	6/22/18	Annual	Certified
Adeshia	Robinson	Intern Lead IA	District	8/28/17	6/22/18	Annual	Non-Certified
Hannah	Sego	PLC	District	8/28/17	6/22/18	Annual	Certified
Christopher	Gwasda	Athletic Director	District	8/28/17	6/22/18	Annual	Certified

c. To accept the following resignations:

First	Last	Assignment	Building	Type	Contract	Last Day	Reason Given
Freddy	Rodriquez	Teacher	Upper	Certified	10 mths	8/09/17	Personal
Mariah	Alston	Teacher	Upper	Certified	10 mths	8/28/17	Personal
Courtney	Thomas	Teacher	Lower	Certified	10 mths	8/28/17	Personal
Dana	Diaz	Instructional Assistant	Upper	Non-Certified	10 mths	9/08/17	Personal
Samad	Mobley	Operations Manager	District	Non-Certified	12 mths	9/15/17	Personal
Ramona	Jackson	Accountant	District	Non-Certified	12 mths	9/05/17	Personal

Motion to confirm the separation of employment of employee # _____ per terms to be memorialized by the Executive Director, upon consultation with counsel.

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

Other Dates	Workshop	Location	NTE Cost	Participants
8/23/17	Handle with Care-recertification	Jersey City, NJ	\$450	C. Vitale
10/06/17	New ELL/Bilingual Coordinator Training	Edison, NJ	No Cost	Megan Gerity
9/19/17*;9/27/17 *tentative	Dodge Common Ground Arts Integration Harvest Conference	Monroe Township; Newark	No Cost; Grant	Carla Muñoz
10/10/17; or 10/16/17	First Aid/CPR Training	Summit, NJ or Fairfield, NJ	\$120/pp	S. Ozman; B. Franksen
10/12;12/11/17; 1/12;2/12;3/15;6/5/18	NIEER K-3 Research Project	N. Brunswick or other loca	No Cost	Megan Gerity
10/13/17	NJ DOE Early Childhood Meeting	Trenton, NJ	No Cost	M. Picone or designee; J. Alphonse
10/4/17	Young Audiences Fall Artist Showcase (Arts Edu. Grant Providers)	Summit, NJ	No Cost	TBD A. Palumbo? & 1-2 additional

e. To approve the following terminations:

First	Last	Effective
Lauren	Cruz	9-20-2017
Shannon	Burton	9-20-2017

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

UPDATE:

Motion to approve updated PD tracker:

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

5. Curriculum/Special Education

a. To approve the field trip tracker as presented.

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

6. Policy/Miscellaneous

a. ~~To approve the HIB Self-Assessment for the 2016-17 school year.~~

MOTION TO TABLE

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Antonio Biancardi					X	Kimaada Sills					X
Nicole Butler	1 ST	X				Warren Tranquada	2 ND	X			
Elaine Hughes		X				Anuja Vejalla		X			
Miyoshi Lee		X				Marinne Walker		X			
Elizabeth Rainey-Goka		X									

V. Board Member Reminders

- a. Governance Training
- b. New board members: Fingerprinting & Ethics Filing
- c. NJ Charter School Conference, Newark, NJ – October 17 – 18, 2017
- d. NJ School Boards Workshop, Atlantic City, NJ – October 23 – 26, 2017
- e. Future Board Meetings – Wednesday, October 18th, 2017

Ms. Butler thanks Mr. Tranquada for his service as a Board Members. Mr. Tranquada’s term ends the end of October.

VI. Motion to Adjourn Public Session and Adjourn to Executive Session - 9:02 pm

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

Topics:

- HIB Update
- Suspension Update
- Contracts

VII. Motion to Adjourn to Executive Session and Open Public Session – 9:36 pm

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

Additional Motions:

Contracts

To approve the following contracts:

Company	Service	Term	Cost	Notes
Leaders School Services LLC	Pupil Transportation	2017-2018 School Year	\$36,300/yr	Included 2 daily shuttles, & all school field trips
Visual Protection Security Services	Security Services	3-months	\$17.25/hr per guard Not to exceed \$40K	Services must be bid to comply with NJ Purchasing Law

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

Motion to accept the September 2017 HIB report.

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

VIII. Motion to Adjourn Meeting – 9:39 pm

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