



Union County TEAMS Charter School and High School/College Leadership Academy
515 West Fourth Street, Plainfield, New Jersey, 07060

Official Minutes-BOT Meeting of March 21, 2024

Meeting Call to Order 7:06pm; Pledge of Allegiance conducted by Board President.

In Attendance:

Mr. Bruce Williams, President, BOT
Mr. Lafayette Little-Avant, Vice-President, BOT
Mr. Leroy Canady
Mr. Frank Davis
Ms. Cassandra Davis

Mrs. Sheila L. Thorpe, Executive Director/Founder
Dr. Otis A. Richardson, Business Administrator/Board Secretary
Ms. Emma Johnson, Treasurer
Mr. Joseph Wenzel, Esquire, Board Attorney

Visitor(s)

Mr. P. Meshinsky, CPA (Meshinsky & Associates, LLC)

Welcome from Board President

Welcome to a Business Meeting of the Union County TEAMS Charter School Board of Trustees. It is our hope that you will find the meeting both informative and interesting. We thank you for taking the time to attend and be a part of this session. Please be advised that this and all meetings of the Board of Trustees are open to the media and public, consistent with the Open Public Meetings Act (Ch. 231 Laws of 1975), and that the advance notice required therein has been provided.

Session for Public Comments

Opened and closed by Board President with following statements:

“Any member(s) of the public wishing to speak may do so at this time.”

“Seeing that there is no person seeking to speak, the session for public comments is now closed.”

Approval of Minutes

Approve minutes of February 15, 2024

Motion made by L. Little-Avant, seconded by C. Davis.

Motion carried unanimously.



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I. **BOT RETREAT/UCT REMEDIAL PLAN REVIEW**

Board President summary of BOT Retreat on 3/8; Remedial Plan review meeting with OCRS on 3/12.

- **BOT Retreat**
 - Review of general discussion and organizational structure changes for 2025-2029 renewal period. F. Davis to provide proposed organizational chart.
 - Dual enrollment program clarified. Agreement to pivot from MCC to UCNJ reached; comparable program with more flexibility and significant cost savings.
 - HR manager or consultant need confirmed (new hire); beginning with part-time position, expanding as determined by evolving duties and responsibilities.
 - Recruitment of certificated teachers and staff: BOT to initiate efforts for creating pathways with colleges and universities.
 - Review of contract terms for teachers and administrative staff to be performed; evaluation of two (2) and/or three (3) year contracts to be considered. Model for consideration can be probable contract to result from H-1B sponsorship for current staff member.
 - Website revision/upgrade agreed as an admin need. Revision to content, timeliness of input, general overall management, etc. identified as focus of pending project.

- **OCRS Remedial Review Meeting**
 - Review committee initialized meeting with focus on academic improvement
 - Data usage to enhance performance was questioned and responded to
 - Use of consultants for assistance in teacher development inferred, UCT plans discussed
 - Recruitment of subject matter teachers and coaches inferred, UCT plans discussed
 - In classroom coaching and evaluations for teachers inferred, UCT plans discussed
 - PD/use of outside consultants for teachers inferred, UCT plans discussed



II. STATE OF THE SCHOOL

Executive Director's Update

- Remedial Plan Overview

- M. Chiles to take lead role in implementing remedial plan activities as indicated to OCRS review committee (per BP summary above).

- Review of classroom expectations to be conducted within a perpetual structure (lesson plans and agendas, etc.)

- Creating high performance culture will be focused objective of teaching and admin staff.

- Enrollment

- Total—315: IEP-23, F/R- 257 (81.6%) See Schedule II.

- Teacher/Admin Staffing

- ED reviewed current staffing; will provide documentation to BOT identifying specific positional needs.

- Other

- ED has HR resume that will be sent to BOT for review. ED will also forward job description that she sees this role should fill.

III. PERSONNEL

1. Staffing Group: Educational Specialized Associates LLC

The Executive Director/Founder recommends, and I so move contracting with Educational Specialized Associates, LLC for the sole purpose of hiring Child Study Team Support. These staff members will satisfy Area Focus #3: Improvement Special Education Program of the UC TEAMS Remedial Plan for Renewal. These third party employees may include Teachers of Students with Disabilities (TOSD), speech Therapist and others that may be needed in the future. These will complete our Child Study Team (CST) and work closely with the students to fulfill the IEP (Individualized Education Plan.)

Funding has been provided from the various **Child Study Team** line-item appropriations of the 2023-2024 Revised Annual Budget.

Motion made by L. Little-Avant, seconded by L. Canady.

Motion carried unanimously.



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2. ACADEMIC SUPPORT CLUSTER LEADERS –ASCL (Tabled item from 9/21/23)

The Executive Director/Founder recommends, and I so move the appointment of **Academic Support Cluster Leaders aka ASCL**. These staff will work closely with Building Administrators, Vice-Principal and Director of CIA, to achieve the following:

- Lead staff members in Math/Science and ELA/Social Studies in the use of SAVVAS Curriculum.
- Ensure better use of all aspects of the curriculum based upon their training, expertise, and depth of use.
- Assist staff in creating and maintaining class groups for SGO's.
- Provide avenues for greater student learning in small groups.
- Assist in problem solving student individual and/or group challenges as an arm of the administration, and
- Provide support and maintenance of Gifted and Talented Program (K -12)
- Support a better school climate and safety by assisting with academic tutoring as outlined in the ESEA (Title I) grant as well as supportive of G&T (Gifted and Talented) programming. The following teachers have been identified as ASCL leaders at a stipend of \$4,000 each. (ESEA Grant '23)
 - K-5, - R. Brooks (ELA/Social Studies)
 - 3 – 8 P. Sweat Math/Science
 - 6 – 8 (T. Gay – ELA/Social Studies)
 - 9-12 – A. Biney (G&T- Math/Science), and
 - F. Ayensu (G&T-Math/Science (6-8)

*Funding will be provided via appropriation from line-item **Other Stipends-Variou/ARP ESSER/Special Revenue** of the 2023-2024 Revised Budget.*

Motion made by C. Davis, seconded by L. Little-Avant.

Note: BOT expressed verbal support for resolution in principle, though *final vote was deferred pending ED provision of supporting documents as requested via BOT meeting minutes of 9/21/2023. Excerpt of that request is below. ED will provide requested documentation at BOT meeting of 4/18/2024.*

- **Excerpt from Minutes of 9/21/2023.**
“Motion was amended to request further clarification from school admin to be provided at BOT meeting of 10/19/23, re: overall mission, qualifications/experience of cluster leaders, rigor standards for performance, anticipated results, metrics for measuring results”.



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3. Stipends for Advisors and Coordinators

The Executive Director/ Founder recommends, and I so move approval of compensation for the following long-term school-wide duties as advisors/coordinators and cluster leaders. These Advisor positions will receive stipend pay distributed at end of June 30, 2024.

Advisor/Position	Amount
MCC Bridge Program (2) (HS-Appointed)	\$1500
Special Needs/Coordinator - Appointed	\$1500
Anti-Bullying Specialist /HIB- Appointed	\$1500
ELL Coordinator – Appointed	\$1500
12 th Grade Advisors – HS (3) (Appointed)	\$750
Yearbook Advisor /UC READS - 12 th grade	\$1500
8 th Grade Advisors – (2)	\$1500
8 th Grade Yearbook Advisor -	\$1500
Basketball Coach – Coed (CSAL)	\$3000
NHS (Appointed)	\$1500
Technology/Device Coordinator	\$1500
All Club Advisors: Dance, Drama, Book Club, Cheerleaders, Chess, etc.	\$750

*Funding will be provided via appropriation from line item **Other Stipends-Variou**s of the 2023-2024 Revised Annual Budget.*

Motion made by L. Little-Avant, seconded by C. Davis.

Motion carried unanimously.

4. Removal of signatures from Extra-Curricular Account ending in XXX- 0173

The Executive Director/Founder recommends, and I so move the removal of retired educators Brian Albanese and Geraldine Agurs from the above mentioned account at PNC Bank. The new signatories will be Michael Chiles and Enjolica Richardson. These are tenured, long term, and trustworthy staff members in the organization.

Motion made by L. Little-Avant, seconded by C. Davis.

Motion carried unanimously.



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IV. SCHOOL OPERATION

1. Approval of Goals and Objectives 2023-2024

The Executive Director recommends, and I so move, the approval of Goals and Objectives for 2023-2024. These smart goals contain targets that guide the school curriculum, events, programs, and academic performance. (Attachment: Goals and Objectives 23 -24)

Motion made by F. Davis, seconded by C. Davis.

Motion carried unanimously.

2. Off-Site Classes/Dual Enrollment for 2024-2025

The Business Administrator recommends, and I so move continuation of the Off-Site Classes Dual Enrollment program for 2024-2025, in accordance with BOT Retreat review of 3/9/2024. Off-Site Classes enrollment to be relocated from Middlesex County College (MCC) to Union College of New Jersey (UCNJ), formerly Union County College (UCC).

*Tuition funding in the amount of \$50,000 shall be appropriated from line item **Off-Site Classes** of the 2024-2025 Original Annual Budget.*

Motion made by L. Little-Avant, seconded by F. Davis.

Motion carried unanimously.

V. FINANCE

1. Presentation and Review of ACFR and AMR

Presentation of annual ACFR and AMR by P. Meshinsky of Meshinsky & Associates, Certified Public Accountants. See Schedule I.

2. ACFR/AMR Summaries

The Business Administrator recommends, and I so move adoption of the Annual Comprehensive Financial Report (ACFR) and the Auditor's Management Report (AMR) for fiscal year ended June 30, 2023, as presented by the independent audit firm of Meshinsky and Associates, Certified Public Accountants & Consultants. There were no negative findings under either the ACFR or AMR audit review. Summary copies have been sent to all UCT BOT members via USPS.

Motion made by L. Little-Avant, seconded by F. Davis.

Motion carried unanimously.



3. Original Annual Budget for 2024-2025

The Business Administrator recommends, and I so move adoption of an Original Annual Budget for 2024-2025 in the amount of **\$7,137,065**, funded by SDT (Sending District Tuitions) in the projected amount of **\$6,970,415** (based on projected annual enrollment of 360 students), and Special Revenues in the amount of **\$166,650**. Required submittal includes 108-Line Budget Summary, Budget Narrative, and Cash Flow Schedule; due date for OCRS receipt is NLT 3/30/24.

Motion made by F. Davis, seconded by L. Little-Avant.

Motion carried unanimously.

4. Employer Liability for Annual Pension Contribution-PERS

The Business Administrator recommends, and I so move for authorization of TEPS payment to NJ Division of Pensions and Benefits in satisfaction of the 2024 PERS Annual Appropriation Invoice, re: subject, in the amount of \$150,539.84 to comply with statutory requirements, Chapter 19, P.L. 2009.

Funding will be appropriated thru line item **Employer Pension Contribution** of the 2023-

2024 Revised Annual Budget.

Motion made by C. Davis, seconded by L. Little-Avant.

Motion carried unanimously.

5. Finance Report

The Business Administrator recommends, and I so move adoption of the following financial reports:

-Secretary's Report for Period Ending 02/29/2024

-Treasurer's Report for Period Ending 02/29/2024

-Accounts Payable /Vendor Payments Report for 02/01/2024 thru 02/29/2024

-Payroll Reports for 02/01/2024 thru 02/29/2024

Motion made by F. Davis, seconded by C. Davis

Motion carried unanimously.

Board President called for adjournment motion.

Motion made by L. Little-Avant, seconded by C. Davis.

Motion carried unanimously.

The meeting was adjourned at 9:54pm.



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Next Meeting

Thursday, April 18, 2024 via Remote Access, in accordance with new State Legislative guidelines.

Submitted for the Public Record,

Otis A. Richardson, MBA, PhD, CSBA
Business Administrator/Board Secretary