



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

Official Minutes-BOT Meeting of February 15, 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. Michael Chiles
Ms. Eleanor Worrill

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 January 18, 2024

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

Motion carried unanimously.



I. STATE OF THE SCHOOL

1. **Board President Update - Charter Renewal for 2024-2029/Probation Notification**

Copy of Probation letter was provided to all members of the board (and others attending board meeting) for formal notification of OCRS probationary determination for UC Teams; protocols and related correspondence were discussed as indicated in Remedial Plan submitted to OCRS for meeting the requirement of informing teachers and parents of the school's status.

Board President reviewed contents of letter, confirmed areas of deficiencies and challenges cited, and correlated same to remediation actions and steps indicated in the remediation plan.

2. **Executive Director's Update**

-Enrollment- total – 314, IEPs—23, seniors –39. See Enrollment Attachment.

-Benchmark Testing -Ed reviewed Link-It benchmark results comparing Sept 23 testing with

Jan 24, with particular attention to grades 3-9. See Link-It Benchmark Attachment.

Benchmark testing will be performed at the end of each semester (in accordance with 2024-2029 Remedial Plan). Next benchmark testing for 2023-2024 will be performed at end of April 2024. 2024-2025 will have four (4) benchmark testing periods as opposed to three (3) for 2023-2024.

II. PERSONNEL

TOSD Contract Consultant / W. Cramer

The Director recommends, and I so move the following resolution to hire Mr. William Cramer, former TOSD teacher, now retired, as a consultant with UCTCS as Teacher for all meetings of the Child Study Team.

Whereas UCTEAMS currently has 23 classified students, all of whom have Individual Education Plans, according to N.J.A.C.6A, must be revised yearly.

- Every three years these students must be re-evaluated with a meeting to develop a reevaluation plan then an additional meeting for eligibility.
- When a new student is referred, the student is tested to determine eligibility, and the IEP team then holds an eligibility meeting.



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

- At each of these meetings, there must be, according to the state administrative code, N.J.A.C.6A:14, a Teacher of Students with Disabilities (TOSD). UCTEAMS has been unable to find a full-time TOSD.
- Our former (retired) TOSD has agreed to attend these meetings that are held virtually.
- Mr. Will Cramer has many years of experience and always has helpful suggestions that he shares at our meetings. He knows these students, having worked with the older students in the high school or having been present at all our previous meetings. Moreover, Mr. Cramer's presence at these meetings keeps us in compliance with the administrative code.

Now therefore, be it resolved that Mr. Will Cramer fulfills our needs as TOSD and is to be compensated as a consultant at a rate of \$55.00 per hour for each meeting in which he participates. Maximum number of hours not to exceed 75 hours according to need.

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

Motion carried unanimously.

III. FINANCE

1. **Revised Annual Budget for 2023-2024**

The Business Administrator recommends, and I so move adoption of a **Revised Annual Budget for 2023-2024** in the amount of **\$ 7,137,065**, reflecting no change when compared to the Total Original Annual Budget. Funding will be provided by **SDT (Sending District Tuitions)** in the amount of **\$5,905,230**, **Special Revenues** in the amount of **\$1,075,428**, and appropriation from **Fund Balance** in the amount of **\$156,407**. Required submittal to OCRS includes 108-Line Budget Summary, Budget Narrative, and Cash Flow Schedule; due date for OCRS receipt is NLT 2/15/2024. Applicable **Revised Budget Narrative** documents were provided to BOT via BA email of 2/7/2024.

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

Motion carried unanimously.

2. **Finance Report**

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

- Secretary's Report for Period Ending 01/31/2024
- Treasurer's Report for Period Ending 01/31/2024
- Accounts Payable /Vendor Payments Report for 01/01/2024 thru 01/31/2024
- Payroll Reports for 01/01/2024 thru 01/31/2024

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

Motion carried unanimously.



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

Board President called for adjournment motion.

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

Motion carried unanimously.

The meeting was adjourned at 8:24pm.

Next Meeting

Thursday, March 21, 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