

Union County TEAMS Charter School

Official Minutes-BOT Meeting of March 16, 2023

Meeting Call to Order 7:02pm; 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. Carola Marquez (on behalf of Mr. Joseph Wenzel)

Not Attending:

Mr. Clarence Beverly, Jr.
Mr. Reggie Piggee
Ms. Emma Johnson, Treasurer
Mr. Joseph Wenzel, Esquire, Board Attorney

Visitor(s)

Ms. Shatiera Porte'e
Ms. Dre'Shonda Williams

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 19, 2023

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

Motion carried unanimously.

EXECUTIVE SESSION

Motion made by F. Davis to enter Executive Session @7:05pm for discussion of confidential budgetary issues relating to personnel; **seconded by L. Little-Avant.**

Motion carried unanimously.

Motion made by L. Little-Avant to end Executive Session @7:32pm; **seconded by C. Davis.**

Motion carried unanimously.

I. STATE OF THE SCHOOL

- Executive Director’s Update

-Enrollment - total current enrollment is 329; new applicants for 2023-2024 – 95; process for various steps and finalization of enrollment was reviewed.

-Staff – school admin using several new entities for recruitment of teaching staff; three (3) staff members are scheduled to take Praxis, one (1) took exam already and passed.

-Leadership Conference attendance – Ms. Portee and Ms. Williams did verbal presentation/recap of student attendance at recent conference. Overall assessment is that participation was a highly positive experience for the UCT students who attended. Written proposal to be provided to BOT for “lunch and learn” activities to share (with other students) the benefits gained from the conference experience. See attached ***Weekend Agenda*** and ***Peer Leadership Summary***.

EXECUTIVE SESSION

Motion made by L. Little-Avant to enter Executive Session @7:50pm for discussion of confidential compensation issues relating to personnel; **seconded by F. Davis.**

Motion carried unanimously.

Motion made by C. Davis to end Executive Session @8:29pm; **seconded by F. Davis.**

Motion carried unanimously.

II. PERSONNEL

1. New Hire-Permanent Substitute

The Executive Director/Founder recommends, and I so move the appointment of Ms. Salilah Herron as a full-time employee currently serving as the third grade substitute teacher. Ms. Herron was previously under contract with Delta-T and has been released as she has completed their contract hours. She has proven to be a valued asset to the organization. She is currently registered to take the Praxis for certification upon passing and she is both dependable and teachable and is currently assisting in both breakfast and Extended Day Programs. Her resume is on file with the Board Secretary. The recommended salary is \$42,398, Step #4, Guide C (Support Staff).

*Adequate funding has been provided on line item **Salaries-Substitute Teachers-Permanent** of the 2022-2023 Revised Annual Budget.*

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

Motion carried unanimously.

III. SCHOOL OPERATION

Acceptance of Goals and Objectives for 2023.

ED reviewed Goals and Objectives outline for 2022-2023, inclusive of pre and post testing schedule.

Motion made by C. Davis to adopt presented Goals and Objectives (*inclusive of revisions to be made by ED that reflect specific growth measures*); **seconded by L. Little-Avant.**
Motion carried unanimously.

IV. FINANCE

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

The Business Administrator recommends, and I so move adoption of an Original Annual Budget for 2023-2024 in the amount of \$ **7,137,065**, funded by **SDT (Sending District Tuitions)** in the projected amount of **\$6,488,220** (based on anticipated annual enrollment of **340** students), and **Special Revenues** in the amount of **\$927,105**. Required submittal includes 108-Line Budget Summary, Budget Narrative, and Cash Flow Schedule; due date for OCS receipt is NLT 3/30/23. See attached *Narrative Overview*, along with the *2023-2024 Original Budget Salary Provisions* and line item *2023-2024 Original Budget Narrative*.

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

2. **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 **2023 PERS Annual Appropriation Invoice**, re: subject, in the amount of **\$183,174** to comply with statutory requirements. See *Annual Employer Appropriation Invoice* attachment.
Funding will be appropriated thru line item Employer Pension Contribution of the 2022-2023 Revised Annual Budget.

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

3. **Finance Report**

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

- Secretary's Report for Period Ending 02/28/2023
- Treasurer's Report for Period Ending 02/28/2023
- Accounts Payable /Vendor Payments Report for 01/01/2023 through 02/28/2023
- Payroll Reports for 01/01/2023 through 02/28/2023

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

**Board President called for adjournment motion.
Motion made by C. Davis, seconded by F. Davis.
*Motion carried unanimously.***

The meeting was adjourned at 9:04pm.

Next Meeting

Thursday, April 20, 2023, 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