

Union County TEAMS Charter School

Official Minutes-BOT Meeting of May 18, 2023

Meeting Call to Order 7:05pm; 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

Not Attending:

Mr. Reggie Piggee

Visitor(s)

Mr. Michael Chiles, Vice Principal
Mrs. Eleanor, Director of Curriculum & Instruction
Mr. Philip Meshinsky, CPA

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 March 16, 2023

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

Motion carried unanimously.

I. STATE OF THE SCHOOL

Report of School Performance (Director of CIA and Vice-Principal)

-M. Chiles reviewed **2015-2022 Achievements vs. Benchmarks** Power Point presentation, with particular attention to 2021-2022 improvements (M. Chiles to adjust schedules to incorporate year-to-date results for 2023). See subject attachment.

-E. Worrill presented **UCT 2022-2023 Curriculum** Power Point presentation, with particular attention to Digital HS/Online courses. See subject attachment.

Executive Director’s Update

-ED presented and reviewed staffing by SC/CEAS/CE credentials; projected 4-6 current Perm Subs to receive certification (e.g., CE) for 2023-2024 school year.

-ED projected enrollment for 2023-2024 will be in the 360 range, equating to the 360 level projected in the Original Annual Budget submittal to OCS.

-ED reviewed parent/community turnout and enthusiasm for recent monthly ‘Chat n’ Chew’ meetings. Expect to continue similar community relations sessions during the 2023-2024 school year.

EXECUTIVE SESSION

Motion to enter Executive Session @ 8:52pm made by L. Little-Avant for discussion of confidential issues relating to personnel; seconded by C. Davis.

Motion carried unanimously.

Motion to re-enter Public Session @ 9:07pm made by L. Little-Avant, seconded by C. Davis.

Motion carried unanimously.

II. PERSONNEL

Items # 1 and # 2 below were reviewed under a single motion. Motion made by L. Little-Avant, seconded by seconded by F. Davis.

Motion carried unanimously.

1. New Hire-Security Staff

The Executive Director/Founder recommends, and I so move the appointment of Leon Johnson as a full-time employee in the position of Security. His resume is on file with the Board Secretary, and he has shown himself to be responsible, dependable, and teachable. The recommended salary is \$31,179, Step #3, Guide D (support Staff) to begin July 1, 2023 – June 30, 2024.

*Funding will be provided via appropriation from line item **Custodial and Security Salaries** in the 2023-2024 Original Annual Budget.*

2. Staff Administrative Leave

The Executive Director/Founder recommends, and I so move the approval of administrative leave pursuant to an agreement between UC TEAMS Charter School and staff member whose name is on file with the Board Secretary. Agreement signed on April 6, 2023 and extends paid employment through June 30, 2023 with a renewal for September 1, 2023 – June 30, 2024 upon in person return to full time employment.

**Items # 3 and # 4 below were reviewed under a single motion. Motion made by L. Little-Avant, seconded by L. Canady.
*Motion carried unanimously.***

3. Review Salary Incentives for Standard Certificated Staff

The Executive Director/Founder recommends, and I so move the review of Salary Incentives in consideration of difficulty in hiring new staff and retaining certificated staff.

Rationale: This review is requested as university requirements for partnerships in placement of interns and student teachers require cooperative teachers have standard certification. In addition, mentoring for Novice staff (those with CE's and CEAS's) also requires the same. To that end, retaining standard-certified staff is our primary goal in securing and supporting new teachers.

4. Review Consultant Hourly Pay

The Executive Director/Founder recommends, and I so move, the review of hourly pay for consultants which has not increased since 2005. (Currently pay is \$55 p/hr.)

Rationale: To maintain and attract additional consultants who can support various areas of the school in the increased demands of the state and improve staff performance and development as well as assist administration in student academic performance and expanded curriculum offerings.

III. SCHOOL OPERATION

Acceptance of Revised Goals and Objectives for 2023. (See Attachment)

Acceptance of School Calendar for 2023-2024 (See Attachment)

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

Motion carried unanimously.

IV. GENERAL ADMIN & SUPPORT REAPPOINTMENTS FOR 2023-2024

General

Items #1 thru #5 below were reviewed under a single motion. Motion made by L. Little-Avant, seconded by L. Canady.

Motion carried unanimously.

1. Re-appointment of Assistant BA and Purchasing Specialist

The Business Administrator recommends, and I so move re-appointment of Mr. Keith Pellew and Ms. Toya Pope-Kirkwood to the positions of Assistant Business Administrator and Purchasing Specialist, respectively, for the period of July 1, 2023, thru June 30, 2024, with compensation as approved via BOT resolutions on 3/16/2023.

*Funding has been appropriated on line item **Salaries-Business Administration** in the 2023-2024 Original Annual Budget.*

2. Re-appointment of LC Technologies for IT Administrator Services

The Business Administrator recommends, and I so move re-appointment of LC Technologies, Inc. for IT Administrator Services, with said appointment beginning July 1, 2023, and ending June 30, 2024, in accordance with N.J.S.A. 18A-18A-5 and 18A-18A-42, with compensation as approved via BOT resolutions on 3/16/2023.

*Funding has been appropriated online item **Administrative Purchased Technical Services-Contracted** in the 2023-2024 Original Annual Budget.*

3. Re-appointment of Executive Director as Lead Person (CSA)

Whereas,

Sheila L. Thorpe (dba TM Education Associates, LLC) has such certification as required, and extensive educational experience,

Be It Resolved,

The UC Teams Board of Trustees hereby re-appoints Sheila L. Thorpe (dba TM Associates, LLC) to the office of Executive Director/CSA for the period of July 1, 2023, thru June 30, 2024, with compensation as approved via BOT resolutions on 3/16/2023.

*Funding has been appropriated on line item **Administrative Purchased Professional Services** of the 2023-2024 Original Annual Budget.*

4. Re-appointment of Treasurer

The Business Administrator recommends, and I so move re-appointment of Ms. Emma Johnson to the position of Treasurer for the period of July 1, 2023, thru June 30, 2024, with compensation as approved via BOT resolutions on 3/16/2023.

*Funding has been provided on line item **Administrative Purchased Professional Services** of the 2023-2024 Original Annual Budget.*

5. Re-appointment of School Business Administrator

Whereas,

N.J.S.A. 18A:17-14 et al requires each school district to employ a Certified School Business Administrator, and

Whereas,

Dr. Otis A. Richardson (dba Hunric Associates, LLC) has such certification, along with appropriate business skills and experiences,

Be It Resolved,

The UC Teams Board of Trustees hereby re-appoints Dr. Otis A. Richardson (dba Hunric Associates, LLC) to the offices of School Business Administrator/ Board Secretary for the period of July 1, 2023, thru June 30, 2024, with compensation as approved via BOT resolutions on 3/16/2023.

*Funding has been appropriated on line item **Administrative Purchased Professional Services** of the 2023-2024 Original Annual Budget.*

Support

Items #1 thru #5 below were reviewed under a single motion. Motion made by L. Little-Avant, seconded by seconded by F. Davis

Motion carried unanimously.

1. Extension of Agreement with Board Attorney

The Business Administrator recommends, and I so move extension of the 2022-2023 Agreement with Mr. Joseph M. Wenzel, Esquire, for services as School Board Attorney for the period of July 1, 2023, thru June 30, 2024, in accordance with N.J.S.A. 18A:18A-5(a)(1).

*Funding has been appropriated on line item **Administrative Purchased Professional Services** in the 2023-2024 Original Annual Budget.*

2. Re-appointment of Medical Inspector

The Business Administrator recommends, and I so move extension of the 2022-2023 Agreement with Dr. Maria Justine Birotte-Sanchez for services as Medical Inspector (School Physician) for the 2023-2024 school year, in accordance with N.J.S.A. 18A-18A-5(a)(1).

*Funding has been appropriated on line item **Administrative Purchased Professional Services** in the 2023-2024 Original Annual Budget.*

3. Re-appointment of Agent for Insurance Services

The Business Administrator recommends, and I so move re-appointment of Fortitude Insurance Group as Agent of Record for the securing of insurance services, inclusive of competitive analysis recommendations, policy coverage quotes, annual contract finalizations, and claims processing for the 2023-2024 school year.

No budgetary funding is required for this service; costs are paid by the insurer(s).

4. Re-appointment of Independent Audit Firm

The Business Administrator recommends, and I so move re-appointment of Meshinsky and Associates, LLC, Certified Public Accountants, and Independent Trustees, as Auditor of Record for the 2023-2024 school year, in accordance with N.J.S.A. 18A:18A-5(a)(1).

*Funding has been appropriated on line item **Administrative Purchased Professional Services** in the 2023-2024 Original Annual Budget.*

5. 2023-2024 Calendar for Board of Trustees Meetings

The Business Administrator recommends, and I so move continuation of the **“third Thursday of each month, 7:30 pm”** protocol for Board of Trustees monthly meetings for 2023-2024 under the Remote Meeting guidelines and authority as set forth by NJDOE, until further advisement from same. Specific calendar dates are as presented on the attached **Schedule I**.

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.

Items #2 thru #4 below were reviewed under a single motion. Motion made by L. Little-Avant, seconded by seconded by C. Davis

Motion carried unanimously.

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, 2022, 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.

3. Wellness Audit of UCT Policy Manual

The Business Administrator recommends, and I so move the request for a *Wellness Audit* of the current UCT Policy Manual by New Jersey School Boards Association (NJSBA). Said audit is designed to determine whether the UCT policy manual is current relative to updated/revised mandatory policy guidelines or in need of updating adjustments to bring it current. The audit is an entitlement of annual NJSBA membership.

4. NJSIG Safety Grant Application

The Business Administrator recommends, and I so move approval of the application for a Safety Grant Award from New Jersey Schools Insurance Group (NJSIG) in the amount of \$1000 for school year 2023. Funds provided thru the grant will be utilized to offset costs for student safety and security at the SBC and SMC campuses.

5. Finance Report

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

- Secretary's Report for Period Ending 04/30/2023
- Treasurer's Report for Period Ending 04/30/2023
- Accounts Payable /Vendor Payments Report for 03/01/2023 through 04/30/2023
- Payroll Reports for 03/01/2023 through 04/30/2023

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

Motion carried unanimously.

OTHER

Items #1 and #2 below were reviewed under a single motion. Motion made by F. Davis, seconded by C. Davis

Motion carried unanimously.

1. Resignation of Clarence Beverly, Jr. from UCT Board of Trustees

The Business Administrator recommends, and I so move acceptance of resignation by Clarence Beverly, Jr. from the Union County TEAMS Charter School Board of Trustees, effective March 17, 2023.

2. Resignation of Reginald B. Piggee from UCT Board of Trustees

The Business Administrator recommends, and I so move acceptance of resignation by Reginald B. Piggee from the Union County TEAMS Charter School Board of Trustees, effective April 17, 2023.

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

The meeting was adjourned at 9:40pm.

Next Meeting

Thursday, June 15, 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