

**Union County TEAMS Charter School**

**Official Minutes-BOT Meeting of October 27, 2022**

**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. Clarence Beverly  
Mr. Frank 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. Leroy Canady  
Mr. Reggie Piggee

**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 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.”

**I. APPROVAL OF MINUTES**

**Approve minutes of September 15, 2022.**

**Motion made by C. Beverly, seconded by L. Little-Avant.**

***Motion carried unanimously.***

**II. CANDIDATE APPOINTMENT TO BOARD OF TRUSTEES**

Interview was conducted with Ms. Cassandra Davis for potential appointment as member of the UC Teams Board of Trustees. Consensus at conclusion of interview process was to move forward to motion for appointment to the board. **Motion was made by C. Beverly, seconded by L. Little-Avant.**

***Motion carried unanimously.***

**III. STATE OF THE SCHOOL**

**Executive Director’s Update**

- **Enrollment:** current total – 334; K-8- 200, HS -134; F/R- 80%; SPED-24
- **Staffing:** Still challenged to find certificated teachers. Sch admin will be participating in job fair at Union County College on 11/7-11/8 to recruit candidates for new hire.

**IV. PERSONNEL**

***Items 1,2 and 3 on the below agenda were addressed by a single motion.***

**Motion made by L. Little-Avant, seconded by C. Beverly.**

***Motion carried unanimously.***

**1. New Hire**

The Executive Director/Founder recommends, and I so move the appointment of **Lesseth Herrera** as a Permanent Substitute in Physical Education, Classrooms, and office assistant as needed. Resume is on file with the Board Secretary which speaks to experience with HS students at Ricochet Racquet Club, Bilingual language skills and background in Media communications. Recommendation of salary is on the Support Staff Guide “C,” Step #4, at \$42,398.

*Funding has been provided in line item **Salaries- Permanent Substitutes** of the 2022-2023 Revised Annual Budget.*

**2. Consultant - ELL Program**

The Executive Director/Founder recommends, and I so move the appointment of **Idelisse Gonzalez** as a consultant with the English Language Learner’s Program. Duties will include evaluation of ELL students entering UC TEAMS, assessment of current student placement commiserate with language skills based upon WIDA Exam and completion of documentation of the same. Additionally, candidate will have oversight of our ELL program to ensure compliance with regulations. The recommended stipend for this consultant is not to exceed \$4000 upon completion of the above tasks.

*Funding will be provided via appropriation from line item **Other Purchased Services- Consultants** of the 2022-2023 revised Annual Budget.*

**3. Re-Signing Bonus – Certificated Teaching Staff**

The Executive Director/Founder recommends, and I so move the following re-signing bonuses to all certificated teaching staff mentioned below. According to the revised guide presented by Board of Trustees, points were assigned according to Attendance, Performance, School-wide Goals, and growth in Benchmark post assessments. The percentages were assigned and used to determine the total amount which will be retroactive to September 1, 2022 and paid in a monthly stipend through June 30, 2023. (Please see table below.)

<i>NAME</i>	<i>GRADE</i>	<i>CRITERIA %AGE</i>	<i>DEGREE</i>	<i>AMOUNT</i>
<i>Rosalie Burgos-Brooks</i>	<i>One</i>	<i>75%</i>	<i>BA - Elem</i>	<i>\$2625</i>
<i>Michael Burke</i>	<i>K - 8</i>	<i>75%</i>	<i>BA – Phys. Ed.</i>	<i>\$2625</i>
<i>William Cramer</i>	<i>K - 12</i>	<i>75%</i>	<i>MA+- TOSD</i>	<i>\$3750</i>
<i>Donna McGregor</i>	<i>K</i>	<i>70%</i>	<i>BA – Elem</i>	<i>\$2450</i>
<i>Christopher Spatz</i>	<i>6 - 8</i>	<i>75%</i>	<i>BA – Soc.Stud.</i>	<i>\$2625</i>
<i>Paul Sweat</i>	<i>6 – 8</i>	<i>85%</i>	<i>BA – Math</i>	<i>\$2975</i>
<i>Michele Taylor</i>	<i>9 - 12</i>	<i>75%</i>	<i>BA – English</i>	<i>\$2625</i>
<i>Hui Wang</i>	<i>6 - 12</i>	<i>80%</i>	<i>MA+- WL/Eng.</i>	<i>\$4000</i>
<i>Anthony Ware</i>	<i>9 – 12</i>	<i>75%</i>	<i>BA – Music</i>	<i>\$2625</i>
				<b><i>\$26,300</i></b>

*Funding will be provided via appropriation from line item **Other Stipends-Variou**s of the 2022-2023 Revised Annual Budget.*

**4. Signing Bonus – Certificated Teaching Staff**

The Executive Director/Founder recommends, and I so move the following signing bonus of \$2500 to **Justin Tumulty** who holds a Certificate of Teaching in Social Studies and a BA Degree. The signing bonus will be retroactive to September 1, 2022 and paid in a monthly stipend through June 30, 2023.

*Funding will be provided via appropriation from line item **Other Stipends-Variou**s of the 2022-2023 Revised Annual Budget.*

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

***Motion carried unanimously.***

**V. SCHOOL OPERATION**

**1. Stipends for School-Wide Administrative TEAM-SWAT**

The Executive Director/ Founder recommends, and I so move approval of compensation for the following long-term school-wide duty assignments as advisors/coordinators and cluster leaders. These are stipend positions and will be compensated bi-annually, January 15<sup>th</sup> and June 30<sup>th</sup>. Total amount is not to exceed **\$25,250**.

<i>Appointed Advisor/Positions</i>	<i>Amount</i>
<i>Cluster Leaders –</i>	<i>\$1500@</i>
<i>• K-2; 3 – 5; 6 – 8; 9 -12</i>	
<i>MCC Bridge Program (HS - 2)</i>	<i>\$1500</i>
<i>Special Needs/Coordinator -</i>	<i>\$1500</i>
<i>Anti-Bullying Specialist /HIB-</i>	<i>\$1500</i>
<i>ELL Coordinator –</i>	<i>\$1500</i>
<i>12<sup>th</sup> Grade Advisor – HS (3)</i>	<i>\$750@</i>
<i>8<sup>th</sup> Grade Advisors – 2</i>	<i>\$750@</i>
<i>Yearbook Advisor – 8<sup>th</sup> and 12<sup>th</sup> grade 2</i>	<i>\$1500@</i>
<i>Basketball Coach – COED – CSAL</i>	<i>\$2500</i>
<i>Asst. Basketball Coach – COED – CSAL</i>	<i>\$1500</i>
<i>NHS/School News Paper (2)</i>	<i>\$750@</i>
<i>Technology/Device Coordinator</i>	<i>\$1500</i>

*Funding will be provided via appropriation from line item **Other Stipends-Variou**s of the 2022-2023 Revised Annual Budget.*

**Motion made by C. Beverly, seconded by L. Little-Avant.**

***Motion carried unanimously.***

**Items 2 and 3 on the below agenda were addressed by a single motion.**

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

***Motion carried unanimously.***

**2. Stipend Pay for After School Programs**

The Executive Director/Founder recommends, and I so move approval of the following compensation for each activity. The stipend pay is the minimum rate of \$30 per hour or the staff member’s hourly rate. (The higher rate will prevail).

<b>Names of Staff</b>	<b>SMART Programs: Beginning in November 2022.</b>	<b>Totals Not to Exceed</b>
TBD	<b>SMART</b> is Saturday Morning Academic Recovery and Tutoring held Saturdays for 3 hours for students recovering time and instruction. Two to four staffers serve on a rotating basis based upon need. Staff members To Be Determined.	\$10,000
All Staff TBD	<b>STEM and RISE</b> are programs designed for ALL students at UC TEAMS. The ESSA grant, Title I funds, and ESSER II Funds are allocated for additional academic support and enrichment in the areas of Math and ELA and specialized programs designed to advance student skills in STEM using Problem Based Learning, hands on activities, and digital software programs. Total number of students will be based upon those willing to attend and ability to accommodate with staff.	\$30,000
TBD	SAT Testing program held on campus at UC TEAMS for all students taking the SAT through College Boards Association.	\$5,000

Total amount is not to exceed **\$45,000**.

*Funding will be provided via appropriation from the **ESEA Grant** of the 2022-2023 Revised Annual Budget.*

### **3. Stipend Pay for Extra-Curricular Activities “Club Wednesdays”**

The Executive Director/ Founder recommends, and I so move approval of compensation for afterschool clubs open to all students. These activities generally meet once a week for a maximum of 20 weeks to provide another outlet for student learning, an extracurricular activity, as well as social development. The stipend for each staff member engaged in the club is \$600 to be paid at the completion of the club activity. Total amount is not to exceed **\$8,400**. Staff TBD.

<b>Extra-curricular Activity</b>	
Homework Club	Dance
Junior National Honor Society/E/MS	Art Club
Writing Club	Guitar
Reading Clubs – HS	Cheerleading/Step
Reading Club – Elem/MS	Girls Club
Cheerleading	Spoken Word Club
Other - TBA	Performing Choir

*Funding will be provided via appropriation from line item **Other Stipends-Variou**s of the 2022-2023 Revised Annual Budget.*

## **VI. FINANCE**

### **Finance Report**

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

- Secretary’s Report for Periods Ending 9/30/2022
- Treasurer’s Report for Periods Ending 9/30/2022
- Accounts Payable /Vendor Payments Report for 09/01/2022 thru 09/30/2022
- Payroll Reports for 09/01/2022 thru 09/30/2022

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

***Motion carried unanimously.***

**VII. OTHER**

**1. Continuation of Off-Site PE Program thru 12/22/22**

The Executive Director updated BOT on continuation of Off-Site PE program at Ricochet. UCT school admin to oversee with UCT teaching staff responsible for conducting activities at the facility on Tuesdays and Thursdays beginning 11/1/22, with final session scheduled for 12/22/22.

**2. Potential Thanksgiving Luncheon**

The Executive Director recommended approval for moving forward with securing vendor quotes for a potential Thanksgiving Holiday Luncheon to enhance support towards improved UCT community relationships and involvements within the Plainfield geographic area.

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

***Motion carried unanimously.***

**VIII. ADJOURNMENT**

**Board President called for adjournment motion.**

**Motion made by C. Beverly, seconded by L. Little-Avant.**

**Meeting was adjourned at 8:58pm.**

**Next Meeting**

***Thursday, November 17, 2022, 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