

Union County TEAMS Charter School

Official Minutes-BOT Meeting of May 17, 2018

Meeting Call to Order: 7:30pm; Pledge of Allegiance conducted by Board President.

In Attendance:

Mr. Clarence Beverly, President, BOT
 Mr. Bruce Williams
 Mr. Leroy Canady
 Ms. Juana Ortiz-Tealer
 Dr. Otis A. Richardson, Business Administrator/Board Secretary
 Ms. Emma Johnson, Treasurer

Not Attending:

Mr. Reggie Piggee
 Mrs. Sheila L. Thorpe, Executive Director/Founder

Visitors:

Welcome from Board President

“Welcome to the Business Meeting of the Union County TEAMS Charter School Board of Trustees. It is our hope you will find this meeting both informative and interesting. Thank you for taking the time to attend and to 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 – Chapter 231 Laws of 1975, and the advance notice required therein has been provided.”

Approval of Minutes of April 19, 2018

Motion made by B. Williams; seconded by L. Canady.

Roll Call Vote: *Motion carried unanimously.*

I. STATE OF THE SCHOOL

2018-19 Enrollment Update: Enrollment for 2018-2019 is projected at 400 students; 350 are verified as returning from 2017-18. See Attachment I.

2018-2019 School Calendar: Students days are scheduled at 186 total; teachers are scheduled for 194. See attached 2018-2019 School Calendar.

PARCC Update: 2016-2017 Summative Tier Rank is **Tier 1(at 74.6%)**; grades 3-5 scored at 83.5%, grades 6-8 scored at 54.8%, grades 9-12 scored at 86.0%. See Attachment II.

II. PERSONNEL

1. Non-Renewal

The Executive Director/Founder recommends and I so move acceptance of non-renewal of teacher whose name is on file with the Board Secretary. This non-renewal is effective as of September 1, 2018.

Motion made by B. Williams; seconded by L. Canady.

Roll Call Vote: *Motion carried unanimously.*

2. Re-appointment of Staff for 2018-2019 (See Attachment)

The Executive Director/Founder recommends and I so move reappointment of staff for the school year 2018–2019. Names and approved salaries are listed in the 2018-2019 BOT approved Original Budget Salary schedule.

Funding has been provided in the various applicable Salary budget line items of the 2018-19 Original Budget.

Motion made by J. Tealer; seconded by B. Williams.

Roll Call Vote: Motion carried unanimously.

3. Summer Student Stipends

The Executive Director/Founder recommends and I so move approval for student assistants in offices, classrooms, and maintenance areas for a period not to exceed 4 weeks and a maximum of 25 hours per week. Job assignments will be made for students who qualify with acceptable criteria including grades, positive attitude, and demonstration of appropriate work ethic following an application and interview process. The cost of the program will not exceed \$15,000.

Funding will be appropriated from line item Teacher Stipends-Other in the 2018-19 Original Budget.

Motion made by B. Williams; seconded by J. Tealer.

Roll Call Vote: Motion carried unanimously.

4. Summer: Administrative/Curriculum/STEM Camp/Boot Camp Staff Stipends

The Executive Director/Founder recommends and I so move approval for summer administrative assignments as follows:

- Engage SWAT Team to prepare for charter renewal. Review/revise curriculum, create procedural protocols, ensure enrollment, data input, complete statewide reports (NJ SMART/CHE/STUDENT REGISTER/Course Roster/Student Information Data Report), complete compliance reports including review and revision of Local PD Plan, Mentor Plan, Comprehensive Equity Plan, Annual Report, and review charter renewal document.
- Create Student/staff/school schedules, curriculum, and instruction for classes requiring the same for 2018 – 19.
- Interview new staff members for 2018-19.
- Provide a two week Summer STEM Camp (grades 2-7) and Boot Camp (grades 11-12). A maximum of 10 staff members will be used in these programs to provide ELA, Math, Science (PBLs), and Engineering (Legos) Project.

The following SWAT TEAM members are assigned at the stipend amounts indicated with the total Summer Staff Stipend Amount for all programs not to exceed \$52,700.

Name	Position	Max. Total
Michael Chiles	SWAT/Dean of Students/Assmt. Coord. HS	\$5,000/200 hrs.
Shatiera Porte'e	SWAT/HS Coordinator/Counselor	\$5,000/200 hrs.
Carla Bell Gayle	SWAT/Counselor/SPED. Coord.	\$4000/160hrs.
Shakyra Davis	SWAT/Technology/Data Manager**	\$3750/150hrs.
Beverly Strond	Clerical Assistant**	\$1700/100hrs.
Manju Ukey	SWAT/Math Curriculum/Boot Camp	\$2500/100hrs.
Cathy Bass	SWAT/Nurse/SWAT Team	\$3750/150 hrs.
Alea Rushmore	SWAT/STEM	\$3000/120 hrs.
Ashley Travis	SWAT/STEM	\$3000/120 hrs.
Kanika Devonish	SWAT/STEM	\$3000/120 hrs.
Lareina Adelantar	SWAT/STEM	\$3000/120 hrs.

Carine Fenelus	SWAT/STEM	\$3000/120 hrs.
Six staff members TBD	STEM/Boot Camp	\$12000/80 hrs.

*Funding will be appropriated from line item **Teacher Stipends- Other** in the 2018-19 Original Budget.*

Motion made by J. Tealer; seconded by B. Williams.

Roll Call Vote: Motion carried unanimously.

III. SCHOOL OPERATION

1. **CEP Revised**

The Executive Director/Founder recommends and I so move authorization for the Affirmative Action Team to revise the Comprehensive Equity Plan, implement the plan over a three-year period of time, submit an annual Statement of Assurance of its implementation and progress. I further move to authorize this report to be submitted to the Union County Superintendent's Office, no later than May 30, 2018.

Motion made by B. Williams; seconded by L. Canady.

Roll Call Vote: Motion carried unanimously.

2. **Re-appointment of Classroom Specialist**

The Executive Director/Founder recommends and I so move re-appointment of Ruby Simmons to the position of Classroom Specialist for the 2018-2019 school year. This appointment will continue the role of coach and classroom support for grades K – 8. This position will require a maximum of 460 hours, with total payment not to exceed \$25,300.

*Funding has been appropriated on line item **Other Purchased Services – Classroom Coaches** in the 2018-2019 Original Budget.*

Motion made by J. Tealer; seconded by L. Canady.

Roll Call Vote: Motion carried unanimously.

3. **Re-appointment of Professional Developer/Evaluator**

The Executive Director/Founder recommends and I so move appointment of Ms. Stephanie DeGeneste to Professional Developer/Evaluator on July 1, 2018 – June 30, 2019. Ms. DeGeneste will provide seminars in classroom management utilizing the Harry Wong series. In addition, she will provide teacher evaluations for designated staff under the auspices of the Executive Director/Founder. Finally, she will facilitate the school's "National Blue Ribbon School of Excellence" initiative. Compensation for this work will be \$55 per hour, not to exceed 460 hours, for a maximum of \$25,300.

*Funding has been appropriated on line item **Other Purchased Services – Classroom Coaches** in the 2018-2019 Original Budget.*

Motion made by B. Williams; seconded by L. Canady.

Roll Call Vote: Motion carried unanimously.

4. **Vo-Tech Educational Program**

The Executive Director/Founder recommends and I so move approval of five students, to attend the Union County Vo-Technical Schools in desired programs which meet their needs and are in compliance with their IEP's. Student names will follow with tuition fees in the amount of \$2000 each for the year 2018-2019. The total cost of the program is not to exceed \$10,000, to be paid based upon student attendance and performance in the program.

*Funding will be appropriated from year end 2018 **Fund Equity**.*

Motion made by J. Tealer; seconded by L. Canady.

Roll Call Vote: Motion carried unanimously.

5. Re-appointment: Child Study Team Program

The Executive Director/Founder recommends and I so move approval and continuation of the onsite CST, Child Study Program for Services to all children with Special Needs. The program specifics remain the same as those listed in the original proposal of September 2016 documentation, including Special Service Personnel: Case Manager, School Psychologist, Therapeutic Services, Social Worker (as needed), IEP Direct online program, and the SPED Coordinator. All services for the new program elements will be assigned to various vendors and private providers as specified. The estimated cost is based upon 50 clients with related services and should not exceed \$60,000.

*Funding has been appropriated in the 2018-2019 budget line **Professional Services – Child Study Team**.*

Motion made by B. Williams; seconded by L. Canady.

Roll Call Vote: *Motion carried unanimously.*

6. Renewal of FSMC Contract for 2018-2019

The Business Administrator recommends approval of renewal of the FMSC base year contract with Maschio's Food Services, Inc. for the 2018-2019 school year as follows:

-Management Fee

UC Teams shall pay Maschio's an annual management fee in the amount of \$10,500.00.

The management fee shall be payable in monthly installments of \$1050.00 per month, commencing on Sept 1, 2018 and ending on June 30, 2019;

-Guarantee Subsidy

Maschio's guarantees that the bottom line of the operational report, (total revenue for all sources less program costs, including the management fee), will be a loss no greater than \$5000.00. If the actual bottom line loss of the operational report is greater than this amount, Maschio's will subsidize the bottom line up to 100% of the management fee, contingent upon the conditions outlined under Guarantee Conditions of the FMSC Agreement.

*Funding has been appropriated on line item **Contribution to Food Service Operation** in the 2018-2019 Original Budget.*

Motion made by B. Williams; seconded by L. Canady.

Roll Call Vote: *Motion carried unanimously.*

7. Re-appointment of Medical Inspector

The Business Administrator recommends and I so move re-appointment of Dr. Maria Justine Birotte-Sanchez as Medical Inspector (School Physician) for the 2018-2019 school year, in accordance with N.J.S.A. 18A:18A-5(a)(1).

*Funding in the amount of \$6,000 has been appropriated on line item **Administrative Purchased Professional Services** in the 2018-2019 Original Budget.*

Motion made by B. Williams; seconded by L. Canady.

Roll Call Vote: *Motion carried unanimously.*

8. Re-appointment of Agent for Insurance Services

The Business Administrator recommends and I so move the reappointment 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 2018-2019 school year.

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

Motion made by J. Tealer; seconded by L. Canady.

Roll Call Vote: *Motion carried unanimously*

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

The Business Administrator recommends and I so move the re-appointment of LC Technologies, Inc. for IT Administrator Services, with said re-appointment beginning July 1, 2018 and ending June 30, 2019, at the rate of \$7002.00 per month, for an annual amount of \$84,024.00, in accordance with N.J.S.A 18A:18A-5 and 18A:18A-42.

*Funding has been appropriated on line item **Administrative Purchased Technical Services-Contracted** in the 2018-2019 Original Budget.*

Motion made by B. Williams; seconded by L. Canady.

Roll Call Vote: *Motion carried unanimously.*

10. Re-appointment of Assistant BA and Purchasing Specialist

The Business Administrator recommends and I so move reappointment 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, 2018 thru June 30, 2019, with compensation as approved at the Board of Trustees Meeting on March 15, 2018, in accordance with UCT salary guide step increments.

*Funding has been appropriated on line item **Salaries-Business Administration** in the 2018-2019 Original Budget.*

Motion made by B. Williams; seconded by L. Canady.

Roll Call Vote: *Motion carried unanimously.*

11. 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 applicable educational experience,

Be It Resolved,

The UC Teams Board of Trustees hereby reappoints Sheila L. Thorpe, (dba TM Education Associates, LLC) to the office of Executive Director/Lead Person/CSA for the period of July 1, 2018 thru June 30, 2019 at compensation as provided in the 2018-2019 Original Budget.

*Funding has been appropriated on line item **Administrative Purchased Professional Services of the 2018-2019 Original Budget.***

Motion made by J. Tealer; seconded by L. Canady.

Roll Call Vote: *Motion carried unanimously.*

12. Re-appointment of Treasurer

The Business Administrator recommends and I so move reappointment of Ms. Emma Johnson to the position of Treasurer, UC TEAMS Charter School, for the school year 2018-2019, at compensation as provided in the 2018-2019 Original Budget.

*Funding has been appropriated on line item **Administrative Purchased Professional Services of the 2018-2019 Original Budget.***

Motion made by B. Williams; seconded by L. Canady.

Roll Call Vote: *Motion carried unanimously.*

13. Re-appointment of School Business Administrator

Whereas, N.J.A.C. 18A:17-14.1 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 reappoints Dr. Otis A. Richardson (dba Hunric Associates, LLC) to the offices of School Business Administrator/ Board Secretary for the period of July 1, 2018

thru June 30, 2019, at compensation as provided in the 2018-2019 Original Budget.

*Funding has been appropriated on line item **Administrative Purchased Professional Services** of the 2018-2019 Original Budget.*

Motion made by J. Tealer; seconded by L. Canady.

Roll Call Vote: Motion carried unanimously.

14. Appointment of Independent Audit Firm

The Business Administrator recommends and I so move the re-appointment of Meshinsky and Associates, LLC, Certified Public Accountants, Consultants and Independent Trustees, as Auditor of Record for the 2018-2019 school year, in accordance with N.J. S.A.18A:18a-5(a)1.

*Funding in the amount of \$15,500 has been appropriated on line item **Administrative Purchased Professional Services** in the 2018-2019 Original Budget.*

Motion made by B. Williams; seconded by L. Canady.

Roll Call Vote: Motion carried unanimously.

15. Appointment of Board Attorney

The Business Administrator recommends and I so move the appointment of Joseph M. Wenzel, Esquire, as UC Teams School Board Attorney for the 2018-2019 school year, at the rate of \$150.00 per hour, in accordance with N.J.S.A. 18A:18A-5(a)1.

*Funding in the amount of \$25,000 has been appropriated on line item **Administrative Purchased Professional Services** in the 2018-2019 Original Budget.*

Motion made by J. Tealer; seconded by L. Canady.

Roll Call Vote: Motion carried unanimously.

IV. FINANCE

Finance Report

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

- Secretary's Report for Period Ending 04/30/2018
- Treasurer's Report for Period Ending 04/30/2018
- Accounts Payable/Vendor Payments Reports for 04/01/2018 thru 04/30/2018
- Payroll Reports for 04/01/2018 thru 04/30/2018

Motion made by B. Williams; seconded by L. Canady.

Roll Call Vote: Motion carried unanimously.

VII. OTHER

-Food Service delinquent accounts have been reduced to only \$355. Great job by school admin and Maschio's over the past several months, re: their joint efforts.

-Because of requirement for extension of the regular school year thru June 22, 2018, the Board of Trustees meeting previously scheduled for June 21, 2018 will be cancelled. Public notice will be performed accordingly.

Adjournment

Board President called for adjournment motion.

Motion made by B. Williams; seconded by L. Canady.

Roll Call Vote: Motion carried unanimously.

Meeting was adjourned at 8:55pm.

Next Meeting

Thursday, July 19, 2018.

Submitted for the Public Record,

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