

Union County TEAMS Charter School

Official Minutes-BOT Meeting of August 16, 2018

Meeting Call to Order: 7:40pm; Pledge of Allegiance conducted by Board President.

In Attendance:

Mr. Clarence Beverly, President, BOT
 Mr. Bruce Williams
 Mr. Leroy Canady

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
 Ms. Juana Ortiz-Tealer

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 July 26, 2018

**Motion made by B. Williams; seconded by L. Canady
Roll Call Vote: *Motion carried unanimously.***

I. STATE OF THE SCHOOL

- **Executive Director’s Update**
 Executive Director gave overview of 2016-2017 school academic performance; copy of NJ School Performance Report was provided to BOT members.
 See Schedule V (handout).
- **2018-19 Projected Student Enrollment Update**
 Total projected enrollment-400; OOD-36; SPED-32; F/R-322 (80.5%). Verified Returning-355.
 See Schedules I & II (handouts).
- **Annual Report Review**
 Executive Director gave summary presentation, with particular attention to Performance vs. Goals and PARCC Assessments for the 3-year period of 2015-2018.
 See Schedules III & IV (handouts).

II. PERSONNEL

1. Change in Staff Position

The Executive Director/Founder recommends and I so move a change in staff position for Ms. KaMesia Brown from Instructional Aide to Permanent Substitute.

Whereas, Ms. Brown has completed her BA degree, (May 2017) and provides a viable elective course in Art and Art Appreciation, and other duties as assigned, for students grades K – 11, and

Whereas, this change in position requires a move from guide from D to C, and

Whereas, the recommended pay on guide C is Step #2 - \$40,752,

Now therefore be it resolved, we accept this recommendation and approve the revised contract pay beginning September 1, 2018 thru June 30, 2019.

*Funding has been provided under **Instructional Expenses- Substitute Teachers** in the 2018-2019 Original Budget.*

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

Roll Call Vote: Motion carried unanimously.

2. New Hires – 2018-19 School Year

The Executive Director/Founder recommends and I so move appointment of the following staff for the school year 2018 – 2019: **(All appointments are contingent upon favorable Criminal History Review, reference background check, and/or accepted consultant proposals.)**

Name	Teacher Positions	Assignment	Salary/Wage
Christopher Mayers	TOSD / K - 8	SBC Campus	\$43,426 Step #1-CEAS)

*Funding has been provided under **Instructional Expenses- Salaries-Teachers** in the 2018-2019 Original Budget.*

Name	Substitute Positions	Assignment	Salary/Wage
LaTiya Dotch	Daily Substitute	As assigned	\$120 p/dy.
Nirva Regilus	Daily Substitute	As assigned	\$120 p/dy.
Anthony Ware	Permanent Substitute /Performing Arts Electives	SMC- 9-12	\$40,752 (Step #2)

*Funding has been provided under **Instructional Expenses- Substitute Teachers** in the 2018-2019 Original Budget.*

Name	Security Maintenance	Assignment	Salary/Wage
Paul Jones	Custodial Maintenance/ PT - AM (Hourly)	SBC Campus	PT/\$16 per hour (Not to exceed 30 hours per week)
Walik Smith	Custodial Maintenance/ PT – PM (Hourly)	SBC Campus	PT/\$16 per hour (Not to exceed 30 hours per week)
Emanuel Knowles	Security PT – AM (Hourly)	SBC Campus	PT/\$12 per/hours (Not to exceed 30 hours per week)

*Funding has been provided under **Support Services-Custodial and Security Salaries** in the 2018-2019 Original Budget.*

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

Roll Call Vote: Motion carried unanimously.

3. Student Assistants

The Executive Director/Founder recommends and I so move continued use of Student Assistants in the regular school year beginning September – June 2019. These Student Assistants may only be employed if past graduates on days not enrolled in classes or UC TEAMS’ students not engaged in regular school activities. In addition, no single student may work more than 15 hours per week. The fund amount is not to exceed 1500 hours at a rate of \$10 per/hour.

*Funding in the amount of \$15,000 will be provided thru appropriation from **Year-End 2018 Fund Balance to Administrative Expenses-Salaries** in the 2018-2019 Original Budget.*

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

Roll Call Vote: *Motion carried unanimously.*

III. SCHOOL OPERATION

1. Salary Guide Audit

The Executive Director/Founder recommends and I so move the authorization for the business office to issue an RFP for services of a consulting firm to complete an audit of salary guides for all staff and stipend compensations to determine comparability among local charter schools and area public schools. This audit is designed to determine future raises in salaries and stipend pay in order to maintain stability and retention of critical staff to the effective operation of the organization and its various programs.

*Funding will be appropriated from **Other Admin Purchased Services-BOT Projects** in the 2018-2019 Original Budget.*

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

Roll Call Vote: *Motion carried unanimously.*

2. Issuance of Contract for Science Teacher/Curriculum Consultant

The Business Administrator recommends and I so move re-issuance of a contract in an amount not to exceed \$59,000, to Mr. Gerard Joe, for Science Teacher/Curriculum Consultant services for the 2018-2019 school year, as set forth in the Scope of Work summary and vendor quotation response, re: **RFP 17-04**.

*Funding has been provided under **Other Purchased Services-Science Teacher-Curriculum Consultant** in the 2018-2019 Original Budget.*

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

Roll Call Vote: *Motion carried unanimously.*

3. World Language Proposal – RFP

The Executive Director/Founder recommends and I so move the authorization for the business office to issue an RFP for a Teacher /Consultant of foreign language and/or ELL, preferably in Spanish for grades 6 – 12. The RFP’s scope of work is designed to provide students with the following:

- World Language Services including literature, history, culture, and current events and to attain a level of proficiency as assessed by the teacher made rubric.
- SAT Preparation – Reading/Writing Services to effectively learn techniques to successfully approach the language comprehension port of the SAT.
- ELL Support Services- to students whose native tongue is not English. These shall include, but not limited to, basic writing techniques, intensive vocabulary and reading and comprehension.

This proposal shall be in force from September 1 through June 30, 2019 in accordance with the days on the teacher calendar, total funding not to exceed \$65,000.

*Funding has been provided under **Other Purchased Services- Spanish Language Teaching** in the 2018-2019 Original Budget.*

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

Roll Call Vote: *Motion carried unanimously.*

4. Acceptance of Annual Report 2018

The Executive Director/Founder recommends and I so move acceptance of the Annual Report 2018 which was submitted to NJDOE and Plainfield Public Schools on August 1, 2018. (See Copy Provided)
No funding is required.

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

Roll Call Vote: *Motion carried unanimously.*

IV. FINANCE

1. Finance Report

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

- Preliminary Secretary's Report for Period Ending 07/31/2018
- Preliminary Treasurer's Report for Period Ending 07/31/2018
- Accounts Payable/Vendor Payments Reports for 07/01/2018 thru 07/31/2018
- Payroll Reports for 07/01/2018 thru 07/31/2018

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

Roll Call Vote: *Motion carried unanimously.*

2. Carryforward of Delinquent Student Lunch Accounts

The Business Administrator recommends and I so move to carryforward delinquent "Denied" and "Reduced" lunch account balances from 2017-18 to 2018-19. Such accounts shall be due and payable, within threshold guidelines, on an individual basis, prior to the indicated student(s) receiving services for the 2018-19 school year.

No funding is required.

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

Roll Call Vote: *Motion carried unanimously.*

Other Recommended Items for Discussion

- **BOT Annual Self-Evaluation / DOE Recommendation / Charter Renewal Template**
-NJDOE recommendation and protocol for BOT Self- Evaluation were reviewed. BOT will utilize NJSBA template for the evaluation; Business Administrator will secure and provide 2018 template to board president nlt 8/24/2018.
- **CSA Annual Evaluation / DOE Requirement / Charter Renewal Template**
-NJDOE requirement and protocol for CSA Annual Evaluation were reviewed. BOT will utilize NJSBA template for the evaluation; Business Administrator will secure and provide 2018 template to board president nlt 8/24/2018.
- **Student Enrollment / Charter Renewal Template**
-Executive Director presented 2019-2024 charter Renewal/Expansion recommendation for enrollment. Student enrollment shall remain constant at 400 for 2019-2021. Enrollment shall increase annually thereafter, to reach total enrollment of 500 for year 2023-2024. See Schedule VI (handout).
- **Merit Pay/Board Retreat**
Merit pay discussion was deferred to later date. Board discussed and agreed that retreat session is needed for future planning, with the merit pay concept as part of the agenda for the retreat session. The board president will spearhead planning for the retreat.

IV. PUBLIC COMMENTS

There were no public comments.

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 9:25pm.

Next Meeting

Thursday, September 20, 2018.

Submitted for the Public Record,

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