

Union County TEAMS Charter School

Official Minutes-BOT Meeting of October 18, 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

Ms. Juana Ortiz-Tealer

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

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.

Approval of Minutes

Approve minutes of September 20, 2018.

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

Roll Call Vote: *Motion carried unanimously.*

Approve Minutes of October 11, 2018 (Special Meeting).

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

Roll Call Vote: *Motion carried unanimously.*

PUBLIC SESSION: Opened and closed by Board President with following statements:

“Any members of the public wishing to come forward may do so at this time.”

“Seeing that there is no person seeking to speak, the public session is now closed.”

I. STATE OF THE SCHOOL

o Enrollment

-**Total current enrollment** – 395; IEP – 37; Free & Reduced – 330 (83.6%). **See Attachment I.**

-**Renewal Site Visit**- Scheduled by NJDOE for 11/27/18

-**HIB School Self-Assessment** – Due in November. UCT scored 72/87 points. Assessment to be available on school website by end of month.

-**2018-2019 Goals and Objectives** reviewed by Executive Director with BOT.
See Attachment II.

II. PERSONNEL

1. 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 \$25 per hour, for a maximum of 5 hours per/week, for 25 weeks. Total stipend pay should not exceed the amounts listed for each program.

Names of Staff	SMART Programs:	Total Not to Exceed ...
TBD	SMART 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.	\$5,000
N. Stokes N. Fortunato B. Harden A. Rushmore A. Travis L. Adelantar J. Toliver K. Boyd K. Caballero	STEM and RISE are programs designed for ALL students at UC TEAMS. The ESSA grant, Title I funds, are allocated for additional academic support and enrichment in the areas of Math and ELA and special programs designed to advance student skills in the area of science, technology and. Based upon needs as determined by grades and assessments, students are assigned to STEM and RISE.	\$30,000

Total amount is not to exceed **\$35,000**.

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

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

Roll Call Vote: Motion carried unanimously.

2. Stipend Pay for After School Programs “Club Wednesdays”

The Executive Director/ Founder recommends, and I so move approval of compensation for afterschool clubs and other activities for students. These activities generally meet once a week for a maximum of 24 weeks to provide another outlet for student learning and/or social development. The stipend for each staff member engaged in the club is \$400 to be paid at the completion of the club activity. Total amount is not to exceed **\$6000**. Staff TBD.

Extra-curricular Activity	
Homework Club	Dance
National Honor Society/E/MS/HS	Art Club
Newspaper	Leader’s Club (Keystone)
Reading Club – HS	Guitar
Reading Club – Elem/MS	Cheerleading/Step
	Fierce Girl’s Club

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

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

Roll Call Vote: Motion carried unanimously.

3. Stipends for SAT Testing

The Executive Director/ Founder recommends, and I so move approval of compensation for the following SAT testers for two administrations of this assessment for the year. The maximum number of hours for any session is seven (7) at a rate of \$25 per/hour with Security at \$17 per/hour. Total amount is not to exceed **\$8000** staff is listed below.

SAT Administration

C. Fenelus J. Taylor C. Gayle L. Adelantar A. Rushmore S. Porte'e B. Mitchell
(Security)

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

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

Roll Call Vote: *Motion carried unanimously.*

4. Stipends for Advisors and Cluster Leaders

The Executive Director/ Founder recommends, and I so move approval of compensation for the following long-term school wide duties as advisors/coordinators and cluster leaders. Stipend pay will be distributed bi-annual pay, December 31st and June 30th. Total amount is not to exceed **\$12,500**.

Names of Staff	Advisor/Position	Amount
Alea Rushmore	Cluster Leader – K – 5 Math	\$1250
Ashley Travis	Cluster Leader – K – 5 ELA	\$1250
Kanika Griffin	Cluster Leader 6 - 8	\$1250
Devonish	8 th Grade Advisor/Student Council	\$625
Vito Pavese	Basketball Coach - Boys	\$1250
	8 th Grade Advisor/Student Council	\$625
Carine Fenelus	MCC/UCC Bridge Program	\$1250
Carla Gayle	Special Needs /Anti-Bullying Specialist	\$1250
Jasmine Toliver	Student Council/UC Step (HS)	\$625
Rahime Hicks	12 th Grade Advisor - HS	\$625
Michele Taylor	12 th Grade Advisor- HS	\$625
Gloria Penn	12 th Grade Advisor - HS	\$625
TBD	Yearbook Advisor (8 th grade and 12 th grade)	\$1250

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

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

Roll Call Vote: *Motion carried unanimously.*

5. Stipends for Special Events

The Executive Director/ Founder recommends, and I so move, approval of compensation for staff who participate in special events after school as chaperones, advocates and supporters as they benefit students and the school. The rate of pay will be \$17 per hour and the total number of allotted hours is 175 at a maximum amount not to exceed **\$3000**. Staff is TBD.

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

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

Roll Call Vote: *Motion carried unanimously.*

6. Stipends for Home Instruction

The Executive Director/ Founder recommends, and I so move, approval of compensation for staff that provide home instruction to students due to illness and/or other qualifying events. The instruction required is 5 -10 hours per week depending upon the event and the student's academic program. Staff members will be compensated at the rate of \$30 per hour not to exceed \$300 per week. The total amount projected for this instruction is not to exceed \$6000 for the school year 2018 – 20-19. Certificated Staff members assigned are Lareina Adelantar (K – 8) and Michele Taylor (9 – 12). *Funding will be appropriated from line item **Teachers Stipends-Other** in the 2018-19 Original Budget.*

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

Roll Call Vote: *Motion carried unanimously.*

7. Appointment of New Hire

The Executive Director/Founder recommends, and I so move, approval of the following staff personnel as permanent substitute who is fluent in Spanish to assist in the area of teaching ELL students and World Language. Cindelle Harris is recommended at an annual salary of \$39, 953 which is Step #1 on the C guide for school year 2018 – 2019. Salary is to be pro-rated based upon anticipated November 1, 2018 start date through June 30, 2019. (Final hiring is contingent upon favorable references including Misconduct Disclosures and the ability to pass the state Criminal History Background Check.) *Funding has been provided in line item **Teacher Salaries-General** of the 2018-19 Original Budget.*

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

Roll Call Vote: *Motion carried unanimously.*

III. SCHOOL OPERATION

1. Boys and Girls Club Partnership

The Executive Director/ Founder recommends, and I so move, approval of a partnership with the Boys and Girls Club of Union County to accommodate UC TEAMS students enrolled in the Union County Club on UC TEAMS's half-days after dismissal. The Boys and Girls Club will provide staffing and adequate programming at our site on half days in order to ensure the fulfillment of services to our students. UC TEAMS will provide a classroom space for students during this abbreviated period until they are able to join with the program at the Stillman School site. There are no additional costs incurred and insurance is provided through the Boys and Girls Club of Union County.

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

Roll Call Vote: *Motion carried unanimously.*

I. FINANCE

1. Approval of Annual Fiscal Questionnaire

The Business Administrator recommends, and I so move approval and submittal of the Annual Fiscal Questionnaire to NJDOE Office of Charter Schools, in accordance with statutory requirements.

See Attachment IV.

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

Roll Call Vote: *Motion carried unanimously.*

2. Finance Report

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

- Secretary's Report for Period Ending 09/30/2018
- Treasurer's Report for Period Ending 09/30/2018
- Accounts Payable/Vendor Payments Reports for 09/01/2018 thru 09/30/2018
- Payroll Reports for 09/01/2018 thru 09/30/2018

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

Roll Call Vote: *Motion carried unanimously.*

V. ADDENDA

1. Revised Salary

The Executive Director recommends, and I so move, approval of the revised salary of Ms. Florence Ayensu, to be changed to an annual salary of \$39,953 for school year 2018-2019 which is commensurate with her substitute certification. This revision is made to September 20, 2018 Board agenda for employment.

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

Roll Call Vote: *Motion carried unanimously.*

2. Leave of Absence

The Executive Director recommends, and I so move, approval of the leave of absence of Ms. Keia Boyd from November 15, 2018 through January 11, 2019. This leave is requested in accordance with UC TEAMSA CS FMLA Policy #4150/4250 and N.J.S.A. 34:11B-1. This is an unpaid leave request made due to a serious illness which requires a surgical procedure.

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

Roll Call Vote: *Motion carried unanimously.*

VI. OTHER

Payroll Distribution Audit

The Treasurer reviewed the physical Payroll Audit performed on 9/28, 2018. Summary presentation indicated no significant deficiencies in the distribution process/no significant deficiencies in appropriate certification documents presented by individual employees. **See Attachment III.**

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, November 15, 2018

Submitted for the Public Record,

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