Union County TEAMS Charter School

Official Minutes-BOT Meeting of Thursday, July 17, 2025

Meeting Call to Order **7:05 pm**; Pledge of Allegiance conducted by Board President

In Attendance:
Mr. Bruce Williams, President, BOT
Mr. Lafayette Little-Avant, Vice-President
Mr. Leroy Canady
Ms. Cassandra David

Glenn Richardson, School Business Administrator
Mrs. Emma Johnson, CISA – Treasurer
Mr. Joseph Wenzel, Esq. – Board Attorney

Welcome from the 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."

Approval of Minutes

Approve Minutes of June 25, 2025
Roll Call Vote Required.

Motion made by L. Little-Avant**, seconded by** L. Canady.
Motion carried unanimously.

I. STATE OF THE SCHOOL
Update from the Principal

II. PERSONNEL

1. Approval of the Teacher Referral Bonus

Whereas, the Board of Trustees is committed to source as many potential applicants as possible through referrals from current staff, and

Whereas, candidate referrals from our teachers, administrators, and operations staff may be a valuable means of completing the school's staffing plan;

It is Therefore Resolved, that the Board of Trustees approve a Teacher Referral Bonus, allowing for a $1,000 referral bonus to be paid in two increments to currently employed employees who provide applicant referrals that lead to the hiring of new teachers. The administration is instructed to document and implement procedures for the implementation of this bonus.

*Funding will be appropriated from line-item **Teacher Stipends – Professional Development** of the 2025-2026 Frozen Annual Budget, pending approval of the NJ DOE Office of Charter and Renaissance Schools Finance Office.*

Motion made by L. Little-Avant**, seconded by** L. Canady**.**
Motion carried unanimously.

2. **Reimbursement of Teacher Mentor Fees** **(TABLED)**

3. **Amendment to contract for Interim Executive Director**
Whereas the Board of Trustees has concluded contract negotiations with Dr. Marshae Newkirk for the position of Interim Executive Director for the period of July 1, 2025 through December 31, 2025; and

Whereas the agreed-upon monthly salary exceeds the previously approved resolution;

It is therefore resolved that the total salary is not to exceed $95,004 based on the agreed upon monthly rate for six months.

*Funding will be appropriated from line-item **Administrative Salaries** of the 2025-2026 Frozen Annual Budget.*

Motion made by L. Little-Avant**, seconded by** L. Canady**.**
Motion carried unanimously.

4. **School Leadership Stipend**
Whereas, Mr. Michael Chiles stepped into the role of Lead Person of the school, effective January 2025*, upon the retirement of the previous Lead Person*; and

Whereas Mr. Chiles has served diligently in that capacity, assuming responsibilities of leadership not originally a part of his job description as Principal; and

Whereas the Board of Trustees wishes to recognize his efforts in ensuring the wellbeing of the school and its students; It is therefore resolved, that Board of Trustees approved the payment of a $10,000 stipend to Mr. Chiles to be provided in the next available payroll period, pending approval by the NJ DOE Office of Charter and Renaissance School Finance Office.

*Funding will be appropriated from line-item **Teacher Stipends – Professional Development** of the 2025-2026 Frozen Annual Budget, pending approval of the NJ DOE Office of Charter and Renaissance Schools Finance Office.*

Motion made by L. Little-Avant**, seconded by** L. Canady**.**
Motion carried unanimously.

III. SCHOOL OPERATIONS

1. **Join Purchasing Coops**
The Business Administrator recommends, and I so move approval of resolutions to join the following Educational Service Commission Purchasing Coops:

- Educational Services Commission of New Jersey Purchasing Cooperative
- Hunterdon County Educational Services Commission Purchasing Cooperative
- New Jersey School Boards Association Cooperative Pricing System
-

There is no cost to school to do so (see attached).

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

Motion carried unanimously.

2. **Revised School Calendar**

It is recommended that the Board of Trustees approved the revised school calendar for the 2025-2026 school year (see attached).

Motion made by L. Little-Avant**, seconded by** L. Canady**.**
Motion carried unanimously.

3. **Extension of Shelly Kline Contract**

Approve an interim contract not to exceed $40,000 up to September 30, 2025.

Motion made by L. Little-Avant**, seconded by** L. Canady**.**
Motion carried unanimously.

4. **Approval of Annual Report for the 2024-2025 School Year (TABLED)**

5. **Approval of Teacher, Principal, and Board Evaluation Tools**

It is recommended that the Board approved the following evaluation tools for the 2025-2026 school year.

- Charlotte Danielson Framework for Teaching/Teacher Evaluation Rubric
- New Jersey School Boards Association School Leader Evaluation Tool
- New Jersey School Boards Association Board of Trustees Evaluation Tool

Motion made by L. Little-Avant**, seconded by** L. Canady**.**
Motion carried unanimously.

6. **Approve iTeach Memorandum of Understanding**

It is recommended that the Board of Trustees approve the Memorandum of Understanding with iTeach, a K12 Coalition Company, for participation in their Teacher preparation Program. All fees are to be paid by teacher participants unless otherwise approved by the Board of Trustees. (see attached).

Motion made by L. Little-Avant**, seconded by** L. Canady**.**
Motion carried unanimously.

IV. FINANCE

1. **Finance Report**

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

- Secretary's Report for Period Ending 06/30/2025 **(TABLED)**
- Treasurer's Report for Period Ending 06/30/2025 **(TABLED)**
- Accounts Payable/Vendor Payments Report for 06/01/2025 through 06/01/2025
- Payroll Reports for 06/01/2025 through 06/30/2025

Motion made by L. Little-Avant**, seconded by** L. Canady**.**
Motion carried unanimously.

2. **Appointment of SBA/Board Secretary**

Whereas, the Board of Trustees must designate a New Jersey certificated School Business Administrator to serve the school in that capacity, as well as to serve the school as Board Secretary; and

Whereas the Board of Trustees has retained the firm of Pressler Richardson Charter School Services to serve in those capacities,

It is therefore resolved, that the Board of Trustees hereby designated Glenn Richardson, CSBA, QPA, to serve as its School Business Administrator and Board Secretary, and assign to him the authority to fulfill the responsibilities of those positions.

Motion made by L. Little-Avant**, seconded by** L. Canady**.**
Motion carried unanimously.

3. **Designation of Bank Account Signatories**

Whereas, the secure and transparent payment of school warrants requires a thoughtful, well defined process in accordance with Board Policy 3326 Payment of Goods and Services and the New Jersey State Statutes and Administrative Code referenced therein, and

Whereas, requiring two signatures on all checks drawn from the General Operating account is in accordance with standards established in the Combined School District, Charter School and Renaissance School Audit Program published by the New Jersey Department of Education,

It is Therefore Resolved, that the Board of Trustees hereby approve the following Board Officers as signatories on all the school's bank accounts:

- General Operating: President, Vice President, Board Secretary (any two)
- Salary/Payroll: President, Vice President, Board Secretary (any one)
- Agency: President, Vice President, Board Secretary (any one)

These positions are currently represented by the following individuals who are instructed to complete the required forms as provided by PNC Bank:

- President: Mr. Bruce Andre Williams
- Vice President: Mr. Lafayette Little-Avant
- School Business Administrator/Board Secretary: Mr. Glenn Richardson

In addition, the following individuals are to be provided with online access to the school's accounts for the purpose of conduction approved transactions in accordance with Board policies and procedures:

- School Business Administrator/ Board Secretary: Glenn Richardson
- Assistant School Business Administrator Consultant: Richard Pressler

Any current signatories not identified above are to be removed from the accounts.

Motion made by L. Little-Avant**, seconded by** L. Canady**.**
Motion carried unanimously.

V. BOARD PRESIDENT RESOLUTIONS

Closing/Adjournment

The Board President called for adjournment motion.

Motion made by L. Little-Avant**, seconded by** L. Canady**.**
Motion carried unanimously**.**

The meeting was adjourned at **8:57 pm**.

Submitted for the Public Record,

Glenn Richardson, CSBA, QPA
Business Administrator/Board Secretary