Official Minutes-BOT Meeting of May 22, 2025

Meeting Call to Order **7:07pm;** Pledge of Allegiance conducted by Board President.

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

Dr. Otis A. Richardson, Business Administrator/Board Secretary
Mr. Joseph A Wenzel, Esquire, Board Attorney

Not In Attendance:
Ms. Emma J. Johnson, Treasurer

Visitor(s)
Mr. Michael Chiles, UCT Principal
Mr. Anthony Carr, UCT Vice-Principal

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 the 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

Approval of Minutes
Approve minutes of April 17, 2025
Motion made by L. Little-Avant, **seconded by** C. Davis.
Motion carried unanimously.

EXECUTIVE SESSION
Motion to enter Executive Session made by L. Little-Avant at 7:09pm. Purpose was to discuss confidential matters relating to school operations and staffing concerns. L. Canady seconded motion.
Motion carried unanimously.
Motion to return to Public Session made by L. Little-Avant at 7:59pm, seconded by L. Canady.
Motion carried unanimously.

I. STATE OF THE SCHOOL

Update from the Principal
-Enrollment –305, IEP – 23.

-Staffing – virtual job fair conducted on 5/22. Forty (40) participants/screenings, fifteen (15) of screenings were certificated, school admin will follow-up with recruitment for interviews.

-Other – NJSLS testing completed during week of 5/19. Teaching staff members Gay, Spatz and Hwang being recognized by County as outstanding educators. Student wrestler Chantz Fitz being recognized by County as scholar/athlete of the year.

II. PERSONNEL

1. **<u>Issuance of Contracts with Teaching Staff</u>**
   The School Principal recommends, and I so move appointment of 10-month teaching staff, inclusive of substitute teachers and Instructional Aides, in accordance with Intent offers and Contractual acceptances for the period of July 1, 2025 thru June 30, 2026, with compensation as set forth on the detailed Salaries Schedule approved via BOT resolution on 3/20/2025.
   *Funding has been provided on the **various applicable Instructional Salaries** line-items of the 2025-2026 Frozen Annual Budget.*
   Motion made by <u>L. Little-Avant</u>, **seconded by** <u>C. Davis</u>.
   Motion carried unanimously.

2. **<u>Re-appointment of Administrative and Support Staff</u>**
   The School Principal recommends, and I so move re-appointment of all current 12-month school administrative/support staff for the period of July 1, 2025, through June 30, 2026, with compensation as set forth on the detailed Salaries Schedule and approved via BOT resolution on 3/20/2025.
   *Funding has been provided on the **various applicable Salary line-items** of the 2025-2026 Frozen Annual Budget.*
   Motion made by <u>C. Davis</u>, **seconded by** <u>L. Canady</u>.
   Motion carried unanimously.

III. GENERAL ADMIN & SUPPORT REAPPOINTMENTS FOR 2025-2026

<u>General</u>

1. **<u>Re-appointment of Finance Manager and Purchasing Specialist</u>**
   The Business Administrator recommends, and I so move re-appointment of Ms. Lisa Casey and Ms. Toya Pope-Kirkwood to the positions of Finance Manager and Purchasing Specialist, respectively, for the period of July 1, 2025, thru June 30, 2026, with compensation as approved via BOT resolutions on 3/20/2025.
   *Funding has been appropriated on line item **Salaries-Business Administration** in the 2025-2026 Frozen Original Annual Budget.*
   Motion made by <u>L. Little-Avant</u>, **seconded by** <u>L. Canady</u>.
   Motion carried unanimously.

2. **Re-appointment of LC Technologies for IT Administrator Services**
The Business Administrator recommends, and I so move re-appointment of LC Technologies, Inc. for IT Administrator Services, with said appointment beginning July 1, 2025, and ending June 30, 2026, in accordance with N.J.S.A. 18A-18A-5 and 18A-18A-42, with compensation as approved via BOT resolutions on 3/20/2025.
*Funding has been appropriated on line item **Administrative Purchased Technical Services-Contracted** in the 2025-2026 Frozen Original Annual Budget.*
Motion made by C. Davis, **seconded by** L. Canady.
Motion carried unanimously.

3. **Re-appointment of HS Principal**
Whereas,
Michael J. Chiles has such certification as required, and is developing appropriate and applicable educational and managerial experience,
Be It Resolved,
The UC Teams Board of Trustees hereby reappoints Michael J. Chiles for the period of July 1, 2025, thru June 30, 2026, with compensation as approved via BOT resolutions on 3/20/2025.
*Funding has been appropriated on line item **Administrative Purchased Professional Services** of the 2025-2026 Frozen Original Annual Budget.*
Motion made by L. Little-Avant, **seconded by** C. Davis.
Motion carried unanimously.

4. **Re-appointment of Treasurer**
The Business Administrator recommends, and I so move the reappointment of Ms. Emma Johnson to the position of Treasurer for the period of July 1, 2025, thru June 30, 2026, with compensation as approved via BOT resolutions on 3/20/2025.
*Funding has been appropriated on line item **Administrative Purchased Professional Services** of the 2025-2026 Frozen Original Annual Budget.*
Motion made by C. Davis, **seconded by** L. Canady.
Motion carried unanimously.

Support

1. **Extension of Agreement with Board Attorney**
The Business Administrator recommends, and I so move extension of the 2024-2025 Agreement with Mr. Joseph M. Wenzel, Esquire, for services as School Board Attorney for the period of July 1, 2025, thru June 30, 2026, in accordance with N.J.S.A. 18A:18A-5(a)(1).
*Funding has been appropriated on line item **Administrative Purchased Professional Services** in the 2025-2026 Frozen Original Annual Budget.*
Motion made by L. Little-Avant, **seconded by** L. Canady.
Motion carried unanimously.

2. **Re-appointment of Medical Inspector**
   The Business Administrator recommends, and I so move extension of the 2024-2025 Agreement with Dr. Maria Justine Birotte-Sanchez for services as Medical Inspector (School Physician) for the 2025-2026 school year, in accordance with N.J.S.A. 18A-18A-5(a)(1).
   *Funding has been appropriated on line item **Administrative Purchased Professional Services** in the 2025-2026 Frozen Original Annual Budget.*
   Motion made by C. Davis, **seconded by** L. Little-Avant.
   Motion carried unanimously.

3. **Re-appointment of Agent for Insurance Services**
   The Business Administrator recommends, and I so move re-appointment 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 2025-2026 school year.
   No budgetary funding is required for this service; costs are paid by the insurer(s).
   Motion made by L. Little-Avant, **seconded by** C. Davis.
   Motion carried unanimously.

4. **Appointment of Independent Audit Firm**
   The Business Administrator recommends, and I so move appointment of Barre & Company, LLC, CPAs, as Auditor of Record for the 2025-2026 school year, in accordance with N.J.S.A. 18A:18A-5(a)(1).
   *Funding has been appropriated on line item **Administrative Purchased Professional Services** in the 2025-2026 Frozen Original Annual Budget.*
   Motion made by C. Davis, **seconded by** L. Little-Avant.
   Motion carried unanimously.

IV. SCHOOL OPERATIONS

2025-2026 Calendar for Board of Trustees Meetings

The Business Administrator recommends, and I so move continuation of the ***"third Thursday of each month, 7:00 pm"*** protocol for Board of Trustees monthly meetings for 2025-2026 under the Remote Meeting guidelines and authority as set forth by NJDOE for months of November thru February, all other sessions to be conducted at SBC conference room. Specific calendar dates are as presented on the attached **Schedule I.**
Motion made by L. Little-Avant, **seconded by** C. Davis.
Motion carried unanimously.

V. FINANCE

1. **Award of FSMC Contract for 2025-2026**
   The Business Administrator recommends, and I so move approval of Food Service Management Company (FSMC) contract renewal with Maschio's Inc. for the 2025-2026 school year, according to USDA regulation and guidelines, as well as NJ Public School Contract Law and N.J.S.A.10:5-31, with terms and conditions and annual fee as set forth below.

-Management Fee

UC Teams shall pay Maschio's annual management fee in the amount of $13,308.90. The management fee shall be payable in monthly installments of $1,109.08 per month, commencing on July 1, 2025, and ending on June 30, 2026.

-No Guarantee Subsidy

Maschio's makes no guarantee as to bottom line results of the operational report (total revenues for all sources less program costs, including the management fee). Total projected cost of the program is $204,443.03**.** If the actual bottom line of the operational report is a loss (currently projected at ($11,869.59), fund balance of the Food Service Account carried forward from 6/30/2025 will subsidize said loss. Should this balance be insufficient to subsidize said loss, BOT approved contribution from the general operating fund will be necessary to offset the differential.

All other terms and conditions of the Contract shall remain the same and continue to be in full force and effect.

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

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 04/30/2025

-Treasurer's Report for Period Ending 04/30/2025

-Accounts Payable /Vendor Payments Report for 04/01/2025 through 04/30/2025

-Payroll Reports for 04/01/2025 through 04/30/2025

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

Motion carried unanimously.

Adjournment

Board President called for adjournment motion.

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

Motion carried unanimously.

The meeting was adjourned at 9:25pm.

Next Meeting

Thursday, June 19, 2025, 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