

## **Official Minutes-BOT Meeting of August 15, 2024**

**Meeting Call to Order 7:06;** 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

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. Frank Davis

### **Visitor(s)**

Ms. Enjolica Richardson  
Ms. Shakyra Davis

### **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**

**Approve minutes of June 27, 2024**

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

***Motion carried unanimously.***

### **EXECUTIVE SESSION**

***Motion to enter made by L. Little-Avant at 7:10pm to discuss matters related to compensation of personnel; motion seconded by C. Davis.***

***Motion carried unanimously.***

***Motion to return to public session made by L. Little-Avant at 7:52pm; motion seconded by C. Davis.***

***Motion carried unanimously.***

## I. STATE OF THE SCHOOL

### Executive Director's Update

-Annual Report uploaded on Aug 1. Remedial Plan update uploaded on Aug 5.  
-ED reviewed performance against Goals and Objectives for SY 2023-2024. *See Goals-Objectives-Enrollment Attachment.*

### Staff – Personnel

-Filling open positions is a challenge. School admin screening aggressively for certified candidates; going to need to employ permanent subs whether we like it or not. *See Goals-Objectives-Enrollment Attachment for current staffing. Seven are from Delta-T for 2024-2025.*  
Current new hire needs are:  
2-Math teachers, 2-Science teachers, 2-TOSD, 2-ICS, 1-skilled Admin Asst.

### Students – Enrollment

-Moving along, but not as quickly as desired. Currently at 290; projection is 320.  
*See Goals-Objectives-Enrollment Attachment.*

### School Operation

-HS-21 seniors going to UCUC(UCNJ). A big challenge is limited availability of certain desired courses on certain days of the week. Mr. Chiles is working thru this challenge.

## II. PERSONNEL

### 1. Adoption of Revised Salary Guides

The Business Administrator recommends, and I move adoption of the Proposed **Revised Salary Guide, Retroactive to 7/01/2024** (attached) in accordance with the proposal provided via email to BOT members on 7/30/2024, inclusive of certificated and non-certificated consultants. The subsequent increase in budgetary expenditure is projected at **\$325,000**.

*Funding will be provided via reallocation from line item **Teachers' Salaries-General** of the 2024-2025 Original Annual Budget.*

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

***Motion carried unanimously.***

### 2. Re- Assignment from Vice-Principal to Principal/Director of Operations

The Executive Director/Founder recommends, and I so move the reassignment and adjustment to the salary of Mr. Michael Chiles.

Whereas, Mr. Michael Chiles is a tenured employee in the UC TEAMS Charter School, and  
Whereas, he has moved fluidly through this institution from teacher with Standard Certification and proficient evaluations beginning in 2012, and

Whereas, he has served admirably as Vice-Principal/DOO with a master's degree garnering proficient evaluations with a Standard Certification as Principal.

Now therefore be it resolved, that Mr. Michael Chiles be named Principal/Director of Operations at a salary of \$119,444, Principal's Guide A, Step #2, beginning July 1, 2024 – June 30, 2025.

*Funding has been provided in line item **Salaries-School Administration** of the 2024-2025 Original Annual Budget.*

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

***Motion carried unanimously.***

**3. New Hires for 2024 - 2025**

The Executive Director/Founder recommends, and I so move the hiring of the following staff to the positions listed as full – time employees at the salaries quoted. All employees are eligible for full Health Benefits, enrollment in the Pension System and are required to pass the Criminal History Background Check.

<i>NAME</i>	<i>POSITION</i>	<i>DEGREE</i>	<i>CERT</i>	<i>SALARY/GUIDE</i>
<i>Aliyah Johnson</i>	<i>Kindergarten</i>	<i>BA- Biological Science</i>	<i>CE – (P -3)</i>	<i>Novice Guide – BA Step 1 \$49,540</i>
<i>Adam Winter</i>	<i>Grades 3- 5</i>	<i>MA- Childhood Education</i>	<i>CEAS</i>	<i>Novice Guide-MA Step #1 \$52,305</i>
<i>Dawne Shaw</i>	<i>Performing Arts</i>	<i>BA – Music and Art</i>	<i>Permanent Substitute</i>	<i>Guide C – Step 1 \$42,550</i>

*Funding has been provided in line items **Teachers’ Salaries-General** of the 2024-2025 Original Annual Budget.*

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

**4. Teacher/Acting STEM Director (S. Blue)**

The Executive Director recommends, and I so move, a full-time employee contract with Ms. Shazneka Blue as teacher of HS Science and Acting Director of STEM Programs. Ms. Blue’s resume is replete with extensive teaching and program planning in the area of Biological Science and Chemistry. Her resume includes adjunct professorships at several colleges and universities along with research, and authorship of the same. She holds a BA in Biology and a minor in Chemistry, as well as an MA in Biotechnology. Her responsibilities will include teaching science classes at the High School level (Biology, Chemistry and Physical Science), along with coordinating STEM programs for the district. She holds a NY Standard teaching license and a NJ limited Certificate of Eligibility. Total recommended compensation package equates to \$88,516, as reflected in email from the board president to BOT on 8/7/2024, and effective September 1, 2024 through June 30, 2025.

*Funding has been provided in line item **Teachers’ Salaries-General** of the 2024-2025 Original Annual Budget*

**Motion made by L. Little-Avant to table this recommendation, seconded by C. Davis.**  
***Motion carried unanimously.***

### III. SCHOOL OPERATION

#### 1. Staff Professional Development, Week of August 26, 2024

The Executive Director recommends, and I so move approval for a two (2) day meeting for all staff during the week of August 26, 2024 for the purposes of preparation of classroom openings, duty assignments and scheduling, indoctrination of new staff, review of statutory and administrative compliance guidelines/requirements, etc. and the like. Staff will be compensated on a time sheet basis, at hourly rates based on annual salaries.

*Funding has been provided in line item Teachers Stipends-Professional Development of the 2024-2025 Original Annual Budget*

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

***Motion carried unanimously.***

#### 2. Acceptance of Annual Report 2024

The Executive Director recommends, and I so move, the acceptance of the Annual Report 24 which was uploaded to the state on August 1, 2024. (Reports mailed)

*No funding is needed.*

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

***Motion carried unanimously.***

#### 3. Acceptance of Update to Remedial Plan 24

The Executive Director recommends, and I so move, the acceptance of the Update to the Remedial Plan sent to the state August 5, 2024. (Reports mailed)

*No funding is needed.*

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

***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 Periods Ending 06/30/2024 & 07/31/2024

-Treasurer's Report for Period Ending 06/30/2024 & 07/31/2024

-Accounts Payable /Vendor Payments Report for 06/01/2024 through 07/31/2024

-Payroll Reports for 06/01/2024 through 07/31/2024

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

***Motion carried unanimously.***

Closing  
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 9:05pm.**

**Next Meeting**  
***Thursday, September 19, 2024 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