

Official Minutes-BOT Meeting of January 18, 2024

Meeting Call to Order 7:11pm; Pledge of Allegiance conducted by Board President.

In Attendance:

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

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

Not In Attendance

Mrs. Sheila L. Thorpe, Executive Director/Founder

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 October 21, 2023

Motion made by L. Little-Avant, seconded by F. Davis.

Motion carried unanimously.

- I. STATE OF THE SCHOOL**
Executive Director’s Update
-None.

II. PERSONNEL

1. Re-Signing Bonuses Novice CE/CEAS Teaching Staff

The Executive Director/Founder recommends, and I so move the following re-signing bonuses to teaching staff with CE/CEAS, as indicated below. According to the revised guide presented by the Board of Trustees, points were assigned according to Attendance, Performance, School-wide Goals, and growth in Benchmark post assessments. The percentages were assigned and used to determine the total amount which will be retroactive to September 1, 2023, and paid in a monthly stipend through June 30, 2023.

NAME	GRADE	CRITERIA %AGE	DEGREE	CERT	AMOUNT
Tyriq Gay	6 - 8 -ELA	95%	BA- English	CEAS	\$3150
Justin Tumulty	Social Studies 9-12	70%	BA-Soc. Stud.	CE	\$2450
Total					\$5600

*Funding will be provided via appropriation from line item **Other Stipends-Various** of the 2023-2024 Original Annual Budget.*

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

Roll Call Vote: B. Williams-yes; L. Little Avant-yes, C. Davis-abstain; F. Davis-yes; L. Canady-yes.

Motion carried by majority.

2. New Hire – Custodial/Maintenance

The Executive Director/Founder recommends, and I so move the hiring of **Mr. Weston Pearyer** as custodial Maintenance as the Part-time Custodian for the School. According to resume, he has spent over 15 years as a painter and maintenance for Foremost MFG as well as other jobs. This position at UCT was vacated in April of 2023 and has not been filled to date. The salary would be \$18.25 per hour part-time (*Step 9 equivalent/no benefits*) and if work evaluation is satisfactory would move to full time annual contract with full benefits after 90 days.

*Funding has been provided in line item **Custodial and Security Salaries** of the 2023-2024 Original Annual Budget.*

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

Motion carried unanimously.

3. Retirement Letter

The Executive Director/Founder recommends, and I so move the acceptance of the retirement letter of Mr. William Cramer, a more than 10-year veteran of the UC TEAMS Charter School. Mr. Cramer has applied for official retirement as a certified Teacher of Students with Disabilities (TOSD) effective December 31, 2023. I further recommend that this acceptance is with commendations for his faithful service and commitment to the children and families of UC TEAMS.

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

Motion carried unanimously.

III. SCHOOL OPERATION

1. Approval of Goals and Objectives 2023-2024

The Executive Director recommends, and I so move, the approval of Goals and Objectives for 2023-2024. These smart goals contain targets that guide the school curriculum, events, programs, and academic performance. (Attachment: Goals and Objectives 23 -24)

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

Motion carried unanimously.

2. Thanksgiving Luncheon

The Executive Director recommends, and I so move the sponsoring of a Thanksgiving Holiday Luncheon to support enhancement of UCT influence and social presence in the surrounding community. The combined objective of this event is to foster increased student enrollment while expanding civic involvement.

*Funding will be provided by appropriation from line-item **Other Adm Purchased Services-BOT Projects** of the 2023-2024 Revised Annual Budget.*

Motion made by L. Little-Avant, seconded by F. Davis.

Motion carried unanimously.

3. Annual School Fiscal Questionnaire

The Business Administrator recommends, and I so move approval of the **Annual Charter/Renaissance School Fiscal Questionnaire**, in accordance with NJDOE/OCRS guidelines.

Motion made by L. Little-Avant, seconded by F. Davis.

Motion carried unanimously.

4. Additional Funding for Off-Site Classes at MCC

The Business Administrator recommends, and I so move additional budget appropriation in the amount of \$115,000 for unanticipated increased tuition costs of Off-Site Classes at Middlesex County College, inclusive of funding for the Spring semester, 2023-2024.

*Funding will be provided by re-allocation from line-item **Teachers' Salaries-General** to line item **Off-Site Classes- Middlesex County College** of the 2023-2024 Revised Annual Budget.*

Motion made by L. Little-Avant, seconded by F. Davis.

Motion carried unanimously.

IV. FINANCE

1. Intent to Renew Lease- 242 Walton Building

The Business Administrator recommends, and I so move approval of Intent to Renew Notification of lease Agreement for office space with 242 Walton Partners, LLC as indicated on notification document to same dated 1/5/2024 (copy attached).

*Funding in the amount of \$26,655 has been provided on line item **Rent-Bldg#3** of the **2024-2025 Charter Renewal** Annual Budget.*

Motion made by L. Little-Avant, seconded by F. Davis.

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 12/31/2023
- Treasurer's Report for Period Ending 12/31/2023
- Accounts Payable /Vendor Payments Report for 10/01/2023 thru 12/31/2023
- Payroll Reports for 10/01/2023 thru 12/31/2023

Motion made by L. Little-Avant, seconded by F. Davis.

Motion carried unanimously.

Board President called for adjournment motion.

Motion made by F. Davis, seconded by C. Davis.

Motion carried unanimously.

The meeting was adjourned at 8:52pm.

Next Meeting

Thursday, February 15, 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