

Official Minutes-BOT Meeting of April 18, 2024

Meeting Call to Order 7:09pm; 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

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

Ms. Cassandra Davis

Welcome from Board President

Welcome to the 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 March 21, 2024

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

Motion carried unanimously.

I. STATE OF THE SCHOOL

Executive Director’s Update

- **Enrollment** – Total 315; IEP-23, ELL-15, 504-5
- **Remediation Plan** – admin currently performing weekly walk-throughs as a team; added item of PD themed as “Creating a High Performance Culture;” walk-thru checklist being used to assess classroom management and teaching staff, per remediation objectives. ED will provide copies of documents being used, if requested.
- **MCNJ-** Dual Enrollment program coming to a close for 2023-24. Thirty-four (34) UCT students enrolled, 91% passing, six (6) students have no grades posted.

II. PERSONNEL

1. Full-Time Custodian

The Executive Director/Founder recommends, and I so move, the full-time, twelve month employment of Mr. Weston Pearyer, who has proven to be competent, reliable, and efficient in his role as Custodian/Maintenance. He has served the school in a part-time role Since January 1, 2024, at \$18.25 per hour. The new salary shall be commensurate with his hourly rate and many years of experience: Step 12, Admin Support Guide, D at \$37,261. This new salary shall begin effective April 16, 2024.

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

Motion carried unanimously.

2. Staff Hiring/Retention Contracting Procedures

The Board of Trustees of the Union County TEAMS Charter School hereby move and second that all future staff hirings require the following procedures: (1) Offer letters to new hires and returning employees shall be authored by the Executive Director/Founder and shall include the signature of the Board Attorney for legal compliance and the Business Administrator for sufficiency of funds; (2) Offer letters will specifically include reference that the hiring/retention is subject to Board approval; (3) all offer letters executed by the prospective or returning employees shall be submitted to the Board for its consideration and approval at its next regularly scheduled meeting; and (4) contracts of employment will be provided to each new hire and as needed to returning employees requiring the signature of the Executive Director/Founder, Board President, and the affected employee. These procedures shall be implemented immediately.

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

Motion carried unanimously.

III. FINANCE

1. NJSIG Safety Grant Application

The Business Administrator recommends, and I so move approval of the application for a Safety Grant Award from New Jersey Schools Insurance Group (NJSIG) in the amount of \$1000 for school year 2024. Funds provided via the grant will be utilized to offset costs for student safety and security at the SBC and SMC campuses.

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 03/31/2024

-Treasurer's Report for Period Ending 03/31/2024

-Accounts Payable /Vendor Payments Report for 03/01/2024 through 03/31/2024

-Payroll Reports for 03/01/2024 through 03/31/2024

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

Motion carried unanimously.

IV. OTHER

- Benchmark testing data not available at this meeting, Vice-Principal to make presentation at meeting for month of May.
- ED will have proposed Scope of Work descriptions for HR consultant (or manager) to BOT by end of the week for review, along with copy of resume' that has been provided by a potential candidate.
- ED will provide proposed job description/Scope of Work for Consultant coaches to BOT by the end of the week for review.
- ED to complete Phase I of 2024 Annual CSA Evaluation nlt 5/31/2024. BOT members to complete Phase II thereafter, as per BOT schedule of the Remediation Plan.

Closing
Adjournment

Board President called for adjournment motion.
Motion made by L. Little-Avant, seconded by F. Davis.
Motion carried unanimously.

The meeting was adjourned at 7:56pm.

Next Meeting
Thursday, May 16, 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