

## **Official Minutes-BOT Meeting of May 16, 2024**

**Meeting Call to Order 7:13pm;** 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

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

### **Visitor(s)**

Mr. Michael Chiles, 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**

**Approve minutes of April 18, 2024**

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

***Motion carried unanimously.***

## **I. STATE OF THE SCHOOL**

### **Executive Director’s Update**

-Enrollment – holding. Total – 315; IEP – 28, 504-5, ELL – 15

-Projection for 2024-25: Expecting 90-93% return (net of 39 graduating seniors). Six students applied for and were accepted at UC Vo Tech.

-Job Fair @ njschooljobs.com – four (4) staff members participated.

-Educere and Benchmark testing: M. Chiles presented update review on student status/progress/projections. See Attached Exhibit I.

-Senior Exit Interviews – Executive Director reviewed exit interview program and process.

## II. PERSONNEL

### **Two (2) Year Contract Offer for H. Wang, 2024-2026**

**Whereas**, Ms. Hui Wang has served the UC TEAMS Charter School with Proficient and better performance as the World Language teacher since 2020 under an Educational Visa status, supported by the school,

Whereas her role is vital to the school as she provides World Language at the High School level, a state requirement, be it resolved.

The Executive Director/Founder recommends and I so move a two year contractual agreement for Ms. Hui Wang, World Language teacher with CEAS and a Master's Degree. The contract for 2024-2025, year one will be \$54,495 and year two \$55,584. (Both to be revisited by BOT once standard certificate is verified.)

*Funding for year one has been provided on 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.***

## III. SCHOOL OPERATIONS

### 1. **STEM Program Off-Site Interactive Learning**

**Whereas**,

UCT has incorporated STEM coursework and interactive learning experiences into its core curriculum (inclusive of field trip interactive involvements where practical), and in accordance with standards under NJSL guidelines, and

**Whereas**,

Such coursework and interactive learning experiences (inclusive of field trip interactive involvements) are available thru **ARENASTEM** located in Paramus, NJ, and

**Whereas**,

The **ARENASTEM** facilities and activities have been visited, reviewed, recommended by the UCT Vice-Principal, and assessed by the Executive Director as suitable and educationally meaningful for immediate incorporation into the UCTCS STEM program objectives, inclusive of potential enrollment for summer camp programs during the period of July 8 thru August 16, 2024 (See **ARENASTEM** attachment),

**BE IT RESOLVED**,

The UCT Board of Trustees hereby approves the usage of ARENASTEM as recommended and assessed above.

*Funding in the amount of \$35,000 will be provided via appropriation from the **2023-2024 ARP ESSER Grant- Evidence Based Summer Enrichment**.*

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

***Motion carried unanimously.***

**2. Adoption of New Job Descriptions**

The Executive Director recommends, and I so move the adoption of new job descriptions for Literacy Coach and Mathematics Coach as outlined in the Remedial Plan submitted to the state of New Jersey for implementation for the year 2024 – 2025. Salaries and work schedules to be determined in collaboration with the Business Administrator under the auspices of the Board.

**Motion made by L. Little-Avant, seconded by F. Davis (“as amended”).**

***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 Period Ending 04/30/2024

-Treasurer’s Report for Period Ending 04/30/2024

-Accounts Payable /Vendor Payments Report for 04/01/2024 through 04/30/2024

-Payroll Reports for 04/01/2024 through 04/30/2024

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

***Motion carried unanimously.***

**V. OTHER**

**BOT meeting previously scheduled for June 20, 2024 was rescheduled to June 27, 2024.**

**Board President called for adjournment motion.**

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

***Motion carried unanimously.***

**The meeting was adjourned at 8:38pm.**

**Next Meeting**

***Thursday, June 27, 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