

Official Minutes-BOT Meeting of June 27, 2024

Meeting Call to Order 7:18pm; Pledge of Allegiance conducted by Board President.

In Attendance:

Mr. Bruce Williams, President, BOT
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

Not Attending:

Mr. Lafayette Little-Avant, Vice-President, BOT
Mr. Leroy Canady
Mr. Joseph Wenzel, Esquire, Board Attorney

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 May 16, 2024

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

Motion carried unanimously.

I. STATE OF THE SCHOOL

Executive Director’s Update

Staff – Personnel: See Attachment I.

Students – Enrollment: See Attachment II.

School Operation: See Attachment I.

CSA Evaluation: See Attachment III.

II. PERSONNEL

1. Stipend pay for Summer STEM '24 staff.

The Executive Director recommends, and I so move, the following staff members and stipend pay for the Summer Programs for grades K -8, ARENA STEM, RISE (ELA/MATH Basic Skills), and High School Bootcamp for ELA/Math All available staff listed below, along with twelve-month staff will begin July 1-3; July – 8 – August – 16, 2024. The programs are designed to serve 60 students in K-8, and (Schedule, Summer Curriculum Training, and classroom setup). The stipend will be hourly based upon current salary per hour for a maximum of 200 hours for each staff member for 25 days. The estimated staff cost is approximately \$210,000. See Attachment IV.

<i>K – 8 Arena STEM/Enrichment</i>	<i>HS- High School Boot Camp/UCUC</i>
<ul style="list-style-type: none">• G. Ruffin (Science) 6-8*(6-8)• T. Gay (ELA) 6-8• S. Applewhite (Science)1-2 *(1-2)• S. Applewhite (Science)1-2 *(1-2)• P. Sweat (Math)-6-8• R. Pittman (Math)-3-4• R. Brooks (Reading/ELA)-1-2• K. Milner (Science)-6-8*(3-5)• W. Woods (ELA)-3-4	<ul style="list-style-type: none">• J. Taylor (HS-ELA) Math-bootcamp• M. Taylor (HS-ELA) Bootcamp• F. Ayensu (Math-HS) Bootcamp•• C. Bailey- Clerical• D. Williams (HS-Career Counselor)• S. Davis – Technology Coord. <p>*Science Staff will assist Arena STEM set up and/or breakdown & ICS in the Enrichment Program.</p>

*Funding will be provided via reallocation from line items **Salaries: Teachers-General to line-item Other Stipends-Various** in the 2024-2025 Original Annual Budget.*

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

Motion carried unanimously.

III. SCHOOL OPERATION

1. Acceptance of contract with the Shelly Klein Group

The Executive Director recommends, and I so move the acceptance of the Shelly Klein Group as our Coaching/Mentoring partner group for school year 2024 -2025. After an extensive ‘catch ball’ process through zoom meetings and questions, answers and revised proposals, the contract will assist us in our remedial plan for renewal. (Contract Proposal Attached) The main goal was to find a group who would work regularly with our novice staff in grades 3 – 10 in both Math and ELA. While there are other components to this plan, the salient point for the Admin Team was and is professional development of teaching staff, enhanced teacher performance, and improved student learning as evidenced by increased proficiency on statewide assessments. This contract is for a total of \$161,600. See Attachment V.

*Funding will be provided line-item **Other Purchased Services -Classroom Coaches/Consultants** in the 2024-2025 Original Annual Budget.*

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

Motion carried unanimously.

2. Renewal of contract with Consultant Shatiera Porte'e aka SCOW

The Executive Director recommends, and I so move, the renewal of the contract with Ms. Shatiera Porte'e as Consultant of Special Projects. The contract will extend her services as Consultant of Special Projects; therefore, resolved a new contract to extend her services as Consultant of Special Projects, including UCNJ Associate Degree Program (enhancing the existing dual High School/College Program), Leadership Seminars 8 -12, and Internships with corporate partners in STEM and Technology. Salary Stipend will be commensurate with services at a rate to be agreed upon by the BOT with a recommendation for 24 hours per week (max) at \$55 per hour during school year 24-25. The total amount not to exceed \$ 54,120.

*Funding has been provided on line item **Other Purchased Services- Classroom Coaches/Consultants** in the 2024-2025 Original Annual Budget.*

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

Motion carried unanimously.

3. Renewal of contract with Consultant, Nancy Greenfield - Special Needs Coordinator

The Executive Director recommends, and I so move, the renewal of the contract for Ms. Nancy Greenfield as Special Needs Coordinator charged with managing and maintaining our Special Needs Program Plan in alignment with state statute and Code. Ms. Greenfield and her CST (Child Study Team) comprised of Psychologist, Social Worker, Speech Pathologist, and Evaluator) reviews students' current educational documents, student performance over time, teacher recommendations, and parent requests to determine the need of students' abilities in reaching competency. She has been with the team for over seven years and is competent in her work as she follows the district guidelines in accordance with NJDOE. Salary/ Stipend will be commensurate with services at a rate to be agreed upon by the BOT with a recommendation for 20 hours per week (max) at \$55 per hour during school year 24-25. The total amount not to exceed \$45,100.

*Funding will be appropriated from line-item **Professional Services-Child Study Team** in the 2024-2025 Original Annual Budget.*

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

Motion carried unanimously.

4. ARENA STEM SUMMER ACADEMY '24

The Executive Director recommends, and I so move, the additional purchase of services for an onsite program for the summer project five days a week for six weeks from July 8 – August 16, 2024. These costs purchase nine classes, 5 groups (12 to 13) in rotation and Arena STEM staff. It includes a culminating summer program project showcase of student projects. This is an addendum to the previously agreed resolution for Arena STEM. The addendum cost for this summer program is \$38,700.

*Funding will be appropriated from the **ARP ESSER - Evidence Based Summer Learning and Enrichment** federal grant award.*

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

Motion carried unanimously.

5. Renewal of contract with Delta-T Services

The Executive Director recommends, and I so move, the renewal of the contract with Delta-T Staffing services. Their service provides substitute teachers both on a daily and long-term basis for the school. They are a reliable service that provides competent and capable personnel to our

school. The pay shall be commensurate with the Board contract to be signed at the business office. Costs vary based upon need and availability of substitutes.

Funding in the amount of \$250,000 has been provided on line item Temporary Sub Teachers-Contracted Services in the 2024-2025 Original Annual Budget.

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

Motion carried unanimously.

6. Reinstatement of Retiree – Eleanor Worrill

The Executive Director recommends, and I so move, renewal of the contract with Eleanor Worrill, a retired teacher of English with over 17 years of teaching experience in the role of Classroom Teacher Specialist. With the recognition of several novice teachers and interns entering the school, a teacher with a standard certification will be invaluable as both teacher and mentor to novice staff. Additionally, she can provide great support and assistance to our partner group of Coaches and Mentors in both ELA and Math. Having been in the district three years, the Executive Director will request a waiver due to continued teacher shortage and charter renewal needs. Moreover, her expertise in this role will enhance teacher performance and student achievement. (Re-instatement is contingent upon a favorable response from the state to the letter of waiver.) The salary will remain the same at \$81,316.

*Funding will be appropriated from line-item **Salaries: Teachers -General** in the 2024-2025 Original Annual Budget.*

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

Motion carried unanimously.

7. Acceptance of School Self-Assessment for Determining Grades: Anti-Bullying Bill of Rights Act

The Executive Director recommends, and I so move, the acceptance of the report of the ABS (Anti-Bullying Specialist), as it relates to our self-assessment which is 76/78. This score is derived and based upon the classes, programs, activities, and events conducted during the year. A special emphasis is placed on the use of our SEL (Social Emotional Learning Program, 7 **MINDSETS**. (Review is attached)

No funding is necessary.

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

Motion carried unanimously.

8. Student Worker Proposal – Summer 2024

The Executive Director recommends, and I so move approval of the Student Worker Proposal for summer '24. The proposal provides for 8 – 10 students to assist with facilities maintenance, office assistants, IT Support, and Summer Class Junior Assistant. These students would be paid minimum wage of \$15.13 per hour for six hours and five days. The maximum to be paid would be \$27,234. (Proposal Attached)

*Funding will be appropriated from line-item **Other Stipends-Various** in the 2024-2025 Original Annual Budget.*

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

Motion carried unanimously.

9. Adoption of School Calendar 2024 -2025

The Executive Director recommends, and I so move, the adoption of the UC TEAMS School Calendar for 2024 – 2025. The School Calendar allows for 184 student days and 189 teacher days. (The Calendar is Attached) The calendar also highlights professional development days, 5 full days and 12 half days. (This calendar does not include Mondays, 3hour PD days.) A total of 115 PD hours are built into this calendar.

No funding is necessary.

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

IV. GENERAL ADMIN & SUPPORT REAPPOINTMENTS FOR 2024-2025

*****Single motion was agreed for all items under General and Support, as Follows:***

General

1. Re-appointment of Assistant BA and Purchasing Specialist

The Business Administrator recommends, and I so move re-appointment of Mr. Keith Pellew and Ms. Toya Pope-Kirkwood to the positions of Assistant Business Administrator and Purchasing Specialist, respectively, for the period of July 1, 2024, thru June 30, 2025, with compensation as approved via BOT resolutions on 3/21/2024.

*Funding has been appropriated on line item **Salaries-Business Administration** in the 2024-2025 Original Annual Budget.*

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, 2024, and ending June 30, 2025, in accordance with N.J.S.A. 18A-18A-5 and 18A-18A-42, with compensation as approved via BOT resolutions on 3/21/2024.

*Funding has been appropriated on line item **Administrative Purchased Technical Services-Contracted** in the 2024-2025 Original Annual Budget.*

3. Re-appointment of Executive Director as Lead Person (CSA)

Whereas,

Sheila L. Thorpe (dba TM Education Associates, LLC) has such certification as required, and extensive educational experience,

Be It Resolved,

The UC Teams Board of Trustees hereby re-appoints Sheila L. Thorpe (dba TM Associates, LLC) to the office of Executive Director/CSA for the period of July 1, 2024, thru June 30, 2025, with compensation as approved via BOT resolutions on 3/21/2024.

*Funding has been appropriated on line item **Administrative Purchased Professional Services** of the 2024-2025 Original Annual Budget.*

4. Re-appointment of Treasurer

The Business Administrator recommends, and I so move the re-appointment of Ms. Emma Johnson to the position of Treasurer for the period of July 1, 2024, thru June 30, 2025, with compensation as approved via BOT resolutions on 3/21/2024.

*Funding has been appropriated on line item **Administrative Purchased Professional Services** of the 2024-2025 Original Annual Budget.*

5. Re-appointment of School Business Administrator

Whereas,

N.J.S.A. 18A:17-14 et al requires each school district to employ a Certified School Business Administrator, and

Whereas,

Dr. Otis A. Richardson (dba Hunric Associates, LLC) has such certification, along with appropriate business skills and experiences,

Be It Resolved,

The UC Teams Board of Trustees hereby re-appoints Dr. Otis A. Richardson (dba Hunric Associates, LLC) to the offices of School Business Administrator/ Board Secretary for the period of July 1, 2024, thru June 30, 2025, with compensation as approved via BOT resolutions on 3/21/2024.

*Funding has been appropriated on line item **Administrative Purchased Professional Services** in the 2024-2025 Original Annual Budget.*

Support

1. Extension of Agreement with Board Attorney

The Business Administrator recommends, and I so move extension of the 2023-2024 Agreement with Mr. Joseph M. Wenzel, Esquire, for services as School Board Attorney for the period of July 1, 2024, thru June 30, 2025, 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 2024-2025 Original Annual Budget.*

2. Re-appointment of Medical Inspector

The Business Administrator recommends, and I so move extension of the 2023-2024 Agreement with Dr. Maria Justine Birotte-Sanchez for services as Medical Inspector (School Physician) for the 2024-2025 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 2024-2025 Original Annual Budget.*

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 2024-2025 school year.

No budgetary funding is required for this service; costs are paid by the insurer(s).

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 2024-2025 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 2024-2025 Original Annual Budget.*

5. 2024-2025 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 2024-2025 under

the Remote Meeting guidelines and authority as set forth by NJDOE, until further advisement from same. Specific calendar dates are as presented on the Schedule I forwarded to BOT on 6/18/2024.

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

Motion carried unanimously.

V. FINANCE

1. Award of FSMC Contract for 2024-2025

The Business Administrator recommends, and I so move approval of Food Service Management Company (FSMC) contract renewal with Maschio's Inc. for the 2024-2025 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.

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

UC Teams shall pay Maschio's an annual management fee in the amount of \$13,003.65. The management fee shall be payable in monthly installments of \$1083.64 per month, commencing on July 1, 2024, and ending on June 30, 2025.

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

If the actual bottom line of the operational report is a loss (currently projected at \$24,407), fund balance of the Food Service Account carried forward from 6/30/2024 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.

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

Motion carried unanimously.

2. Renewal of SBC Lease Agreement, 2024-2027

The Business Administrator recommends, and I so move renewal of Lease Agreement with Shiloh Baptist Church for the period of 7/1/2024 thru 6/30/2027(See SBC Lease Agreement attachment), with annual rental payments in accordance with the **SBC Rent Schedule** summary provided to BOT on 6/18/2024.

*Funding will be provided from line items **Rent-Bldg. #1** and **Operations and Maintenance-Bldg. #1** in the 2024-2025 Original Annual Budget.*

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

Motion carried unanimously.

Finance Report

The Business Administrator recommends, and I so move adoption of the following financial reports:

-Secretary's Report for Period Ending 05/31/2024

-Treasurer's Report for Period Ending 05/31/2024

-Accounts Payable /Vendor Payments Report for 05/01/2024 through 05/31/2024

-Payroll Reports for 05/01/2024 through 05/31/2024

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

Motion carried unanimously.

VI. OTHER

BA Proposal for General Compensation Upgrade was reviewed. Agreement for general overall adjustments and recommended protocol was unanimous, pending further review for assessment as to specific level (percentage) of upgrade. Board president to review with BA for final recommendation. Target date for completion is nlt 7/8/2024.

Board President called for adjournment motion.

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

Motion carried unanimously.

The meeting was adjourned at 9:19pm.

Next Meeting

Thursday, July 18, 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