

Official Minutes-BOT Meeting of November 21, 2024

Meeting Call to Order 7:02pm; Pledge of Allegiance conducted by Board President.

In Attendance:

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

Visitor(s)

Mr. Michael J. Chiles, UCT HS Principal
Mr. Richard Hawkins, Esquire (representing Mr. Joseph Wenzel)

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 September 19, 2024

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

Motion carried unanimously.

I. STATE OF THE SCHOOL

Executive Director’s Update

- **Enrollment** – total- 309, IEP- 23, Free/Reduced – 76.7%. See Attachment provided via ED email to BOT on 11/21/24.

- **Personnel** – no change from previous report. School admin has couple of challenges that will be brought to BOT for review at December board meeting.
- **Remedial Plan Update to OCRS** – to be submitted during the month of December. Preliminary supporting documents (*Professional Development, Learning Institute, SKC PD Learning*) were sent to BOT on 11/21/24 for review.

II. SCHOOL OPERATIONS

1. Off-Site Physical Education Program at YPCC

The High School Principal recommends, and I so move approval of contractual Agreement with the YMCA at Piscataway Community Center (YPCC) in the amount of \$68,800 to provide Off-Site Physical Education Services for High school students grades 9-12, for the period of February 4, 2025 thru June 30, 2025, re: NJDOE requirements for high school physical education, and in accordance with the YPCC contract proposal provided via email to BOT members on 10/17/2024.

*Funding will be provided via reallocation from line-item **Teachers' Salaries-General** to Off-Site Classes- Physical Education in the 2024-2025 Revised Annual Budget.*

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

Motion carried unanimously.

2. Contracted School Nurse Services

The Executive Director recommends, and I so move approval of contractual Agreement with the Horizon Staffing Group to provide staffing for School Nurse services, 3 days per week, maximum of 6 hours per day, at the rate of \$72 per hour, with total cost not to exceed \$60,000 annually.

*Funding has been provided on line item **Professional Nursing Services** of the 2024-2025 Revised Annual Budget.*

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

Motion carried unanimously.

3. Contracted Services for Teachers of Students with Disabilities (TOSD)

The Executive Director recommends, I so move approval of contractual Agreement with Supreme Consultants LLC, to provide two (2) TOSD certificated staff for grades k-12, in compliance with the **Office of Special Education (OSE)** guidelines. Service to be provided 5 days a week, maximum of 6 hours per day, at the rate of \$70.00 per hour, with total cost not to exceed \$168,000 annually.

*Funding will be provided via reallocation from line-item **Teachers' Salaries-General** to **Contracted Services-TOSD** in the 2024-2025 Revised Annual Budget.*

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

Motion carried by majority; L. Little-Avant abstained.

III. FINANCE

1. Annual Payroll Audit

The Treasurer recommends, and I so move adoption of the September 30, 2024, Annual Payroll Audit report. See attached **UCT Paycheck Distribution** summary.

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

Motion carried unanimously.

2. Food Service Student Delinquent Accounts Write-Off

The Business Administrator recommends, and I so move approval of student delinquent account write-offs in the amount of **\$ 29,170.33**, reflecting unpaid meal charges covering the period of 7/1/2023 through 10/31/2024.

*Funding will be appropriated via interfund transfer from the **Operating Account (Fund 10)** to the **Food Service Account (Fund 50)**.*

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

Motion carried by majority; C. Davis abstained.

3. Compensation for Unused Sick Time

The Business Administrator recommends, and I so move authorization of Unused Sick Leave supplemental compensation payment to Mr. Keith Pellet in the amount of \$15,000.00, effective January 1, 2025, in accordance with NJ Statute 18A:30-3.5, wherein members of PERS are eligible for lump sum payout up to a maximum of \$15,000 for unused sick leave days.

*Funding will be appropriated from line-item **Employer Pension Contribution-PERS** of the 2024-2025 Revised Annual Budget.*

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

Motion carried unanimously.

4. Finance Report

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

-Secretary's Report for Period Ending 10/31/2024

-Treasurer's Report for Period Ending 10/31/2024

-Accounts Payable /Vendor Payments Report for 10/01/2024 through 10/31/2024

-Payroll Reports for 10/01/2024 through 10/31/2024

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

Motion carried unanimously.

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 8:12pm.

Next Meeting

Thursday, December 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