

**Union County TEAMS Charter School**

**Official Minutes-BOT Meeting of March 17, 2022**

**Meeting Call to Order 7:06pm;** Pledge of Allegiance conducted by Board President.

**In Attendance:**

Mr. Clarence Beverly, President, BOT  
Mr. Lafayette Little-Avant  
Mr. Bruce Williams  
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:**

Mr. Leroy Canady  
Mr. Reggie Piggee, Vice-President, BOT

**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 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 February 17, 2022**

**Motion made by B. Williams, seconded by F. Davis.**

***Motion carried unanimously.***

**I. STATE OF THE SCHOOL**

**Executive Director’s Update**

- Enrollment – unchanged from previous report.
- Re-enrollment is around 85%
- Attendance is averaging 90 – 96% daily

**II. PERSONNEL**

M. Burke is on board (new hire P.E. instructor)

### III. FINANCE

#### 1. **Original Annual Budget for 2022-2023**

The Business Administrator recommends, and I so move adoption of an Original Annual Budget for 2022-2023 in the amount of \$ **6,543,948**, funded by **SDT (Sending District Tuitions)** in the projected amount of **\$6,351,162** (based on anticipated annual enrollment of **380** students), and **Special Revenues** in the amount of **\$254,026**. Required submittal includes 108-Line Budget Summary, Budget Narrative, and Cash Flow Schedule; due date for OCS receipt is NLT 3/30/22. See attached **Key Areas Summary**, along with the **2022-2023 Original Budget Salary Provisions** and **2022-2023 Original Budget Narrative**.

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

***Motion carried unanimously.***

#### 2. **NJSIG Membership Renewal**

The Business Administrator recommends, and I so move renewal of membership with the New Jersey Schools Insurance Group (NJSIG), whose mission, under the authority of N.J.S.A. 18A:18B, is to secure protection, services, and savings relating to insurances for departments and employees of member organizations.

See attached **NJSIG Indemnity and Trust Agreement Resolution**.

**Motion made by B. Williams, seconded by L. Little-Avant.**

***Motion carried unanimously.***

#### 3. **Finance Report**

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

-Secretary's Report for Period Ending 02/28/2022

-Treasurer's Report for Period Ending 02/28/2022

-Accounts Payable /Vendor Payments Report for 02/01/2022 thru 02/28/2022

-Payroll Reports for 02/01/2022 thru 02/28/2022

**Motion made by L. Little-Avant, seconded by B. Williams.**

***Motion carried unanimously.***

#### 4. **GENERAL DISCUSSION: COVID RETURN TO SCHOOL POLICY**

A discussion was held to review the current COVID-19 BOT policy, with the objective of determining potential need for revision. Such revision would consider expansion of the "return to school" rapid testing protocol to cover any extended school closure or vacation period equal to or in excess of ten (10) consecutive calendar days. Periods in example are winter break, spring break, and summer vacation.

BOT members L. Little-Avant, B. Williams and F. Davis will review the Policy and make recommendation to BOT nlt 3/26/22.

**Motion was made by F. Davis to order adequate rapid test kits immediately in order to have sufficient inventory on hand prior to the upcoming spring break school closure (4/8 -4/18). **Motion was seconded by B. Williams. *Motion carried unanimously.*****

**Adjournment**

Board President called for Adjournment Motion: **Motion made by B. Williams, seconded by F. Davis. *Motion carried unanimously.***

Meeting was adjourned at **8:32pm**

**Next Meeting**

***Thursday, April 21, 2022, 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