

Union County TEAMS Charter School

Official Minutes-BOT Meeting of January 16, 2020

Meeting Call to Order **7:35pm**; Pledge of Allegiance conducted by Board President.

In Attendance:

Mr. Clarence Beverly, President, BOT

Mr. Leroy Canady

Mr. Bruce Williams

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. 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.

PUBLIC SESSION

Opened and closed by Board President with following statements:

“Any member(s) of the public wishing to come forward may do so at this time.”

“Seeing that there is no person seeking to speak, the public session is now closed.”

Approval of Minutes

Approve Minutes of November 21, 2019

Motion made by B. Williams, seconded by L. Canady.

Roll Call Vote: *Motion carried unanimously.*

I. STATE OF THE SCHOOL

○ **Executive Director’s Update**

-Enrollment: Total – 387 (includes 6 backfill); IEP – 28, ELL – 16, F/R – 288 (74.5%).

See Attachment I.

-ED reviewed recent staffing changes/concepts for future recruiting of staff, etc.

II. PERSONNEL ITEMS

1. Resignations

The Executive Director/Founder recommends, and I so move the acceptance of resignation of two staff members whose names are on file with the Board Secretary.

Resignation #1 was immediate with the failure of staff (Permanent Substitute) to return following winter break. (Michele D. Harris)

Resignation #2 is effective February 17, 2020 and accepted with appreciation of loyal service to UC TEAMS. (Joseph Rovito – Physical Education Teacher.)

No funding is required.

Motion made by B. Williams, seconded by L. Canady.

Roll Call Vote: *Motion carried unanimously.*

2. New Staff Position Assigned and Appointment of Consultant Items on Official Agenda

BOT voted to table Official Agenda items #2 and #4 (*New Staff Position Assignment and Appointment of Consultant*). **Single motion** for the two made by **B. Williams**; seconded by **L. Canady**.

Roll Call Vote: *Motion carried unanimously.*

3. New Hire

The Executive Director/Founder recommends, and I so move appointment of the following:

Darius Lewis as **Permanent Substitute** to serve as replacement of ICS (In Class Support Teacher).

Traci Bethea as **Permanent Substitute** replacing Physical Education Teacher.

Both appointments will be placed on Step #1, Guide C at an annual salary of \$39,953, prorated based upon start date through June 30, 2020.

Funding will be provided via reallocation from line item **Teacher Salaries-General** to **Salaries-Substitute Teachers-Permanent** in the 2019-2020 Revised Budget.

Motion made by B. Williams, seconded by L. Canady.

Roll Call Vote: *Motion carried unanimously.*

III. SCHOOL OPERATIONS

1. CAFR/AMR Presentation/Review

Mr. Phil Meshinsky, CPA, from the independent audit firm of Meshinsky & Associates, LLC attended the BOT meeting, presenting and reviewing the UCT annual audit results for school year 2018-2019.

2. CAFR/AMR Summaries

The Business Administrator recommends, and I so move adoption of the Comprehensive Annual Report (CAFR) and the Auditor's Management Report (AMR) for fiscal year ended June 30, 2019, as presented in review by the independent audit firm of Meshinsky and Associates, Certified Public Accountants & Consultants. There were no audit findings for either CAFR or AMR, copies of which have been provided to UCT BOT members.

Motion made by B. Williams, seconded by L. Canady.

Roll Call Vote: *Motion carried unanimously.*

3. Revised Annual Budget for 2019-2020

The Business Administrator recommends, and I so move adoption of a Revised Annual Budget for 2019-2020 in the amount of **\$5,811,540**, inclusive of revised State Aid in the amount of **\$5,381,245**, anticipated Special Revenues in the amount of **\$237,735**, and an appropriation from 6/30/2019 Fund Balance of **\$192,560**, in accordance with NJDOE / OCS directive dated 12/18/2019. Required submittal includes 108-Line Budget Summary, Budget Narrative, and Cash Flow Schedule; due date for OCS receipt is NLT 1/31/2020. See attached 2019-2020 Revised Budget/Narrative (Attachment II).

Motion made by B. Williams, seconded by L. Canady.

Roll Call Vote: *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 12/31/2019
- Treasurer's Report for Period Ending 12/31/2019
- Accounts Payable/Vendor Payments Reports for 11/01/2019 thru 12/31/2019
- Payroll Reports for 11/01/2019 thru 12/31/2019

Motion made by B. Williams, seconded by L. Canady.

Roll Call Vote: *Motion carried unanimously.*

V. OTHER

1. NJ Assembly Bill 5238

BA advised BOT on subject, particularly the 2020-2021 Charter School requirement for appointment of student as non-voting participant on BOT. Applicable/appropriate restrictions to any appointee participation were included in the discussion.

2. Breakfast After the Bell Requirement for 2020-2021

BA advised BOT that UCT will be required to implement 'BAB' program for school year 2020-2021 because UCT does not meet waiver threshold (70% or more of F/R having breakfast ...). ED and school staff to determine most effective way to implement.

Board President called for adjournment motion.

Motion made by B. Williams, seconded by L. Canady.

Roll Call Vote: *Motion carried unanimously.*

Meeting was adjourned at 9:33pm.

Next Meeting

Thursday, February 20, 2020

Submitted for the Public Record,

Otis A. Richardson, MBA, PhD, CSBA
Business Administrator/Board Secretary