

**Union County TEAMS Charter School**

**Official Minutes-BOT Meeting of May 21, 2020**

**Meeting Call to Order 7:08pm**; Pledge of Allegiance conducted by Board President.

**In Attendance:**

Mr. Clarence Beverly, President, BOT  
Mr. Reggie Piggee, Vice-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

**Remote Visitors:**

Mecca Terry, Plainfield, NJ  
Shirley Hagans-Dover, Plainfield, NJ

**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.

**Motion for EXECUTIVE SESSION made by B. Williams @7:10 pm, seconded by L. Canady.**

**Roll Call Vote: *Motion carried unanimously.***

**Nature of Session**

A discussion occurred related to summer employment plans and recommended compensation for staffing and school operational activities performed under the CARES Act/ESSER grant award.

**Motion to close session made by B. Williams@7:23 pm, seconded by L. Canady.**

**Roll Call Vote: *Motion carried unanimously.***

**PUBLIC SESSION**

***Meeting Called to order: 7:33pm***

**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 16, 2020**

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

**Roll Call Vote: *Motion carried unanimously.***

## I. STATE OF THE SCHOOL

**Executive Director's Update** – Ed briefed BOT and attending members of the public, re:

- 1) Covid-19 impact on students and family members, virtual instruction protocols being followed by staff and students, etc.; preparation for 3 weeks of home-bound instruction beginning next week; graduations and “rites of passage” ceremonies as related to kindergarteners, 5<sup>th</sup> graders, 8<sup>th</sup> graders and seniors; high school graduation to be video at SBC, etc.;
- 2) Enrollment – currently at 383; 355 anticipated to be returning for 2020-2021; over 150 new applications for the coming year;
- 3) Revised COVID-19 Closure Plan to be submitted to NJDOE on 5/22/2020; will be available on school website (5/22/2020).

## II. PERSONNEL

### 1. **Stipend Compensation for School Counselor**

The Executive Director/Founder recommends, and I so move stipend compensation to Jasmine Toliver, member of the Admin Team, for the summer months, July and August. This stipend will be aligned with her current monthly salary (\$4922 monthly), and her duties will continue as counselor, special population coordinator and administrative support for the school alongside other twelve months employees. This stipend is not to exceed \$9,844 and paid semi-monthly. *Funding will be appropriated from the **ESSER grant allocation of \$103,398** by NJDOE, as authorized by the **CARES Act of 2020**.*

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

**Roll Call Vote: *Motion carried unanimously.***

### 2. **Compensation for Summer School Staff School**

The Executive Director/Founder recommends, and I so move compensation to summer school staff providing Summer Homebound Instruction (SHI) to students in need, inclusive of Title I, Special Education, ELL, 504, and Homeless students. This six-week program will include reading, writing, and math instruction via virtual online learning, in addition to paper-based assignments. Teachers/staff will provide virtual classrooms, tutorials, and small group instruction. Maximum hours per staff member is 180 hours for approximately 15 staff members. Compensation for staff members shall be at rates commensurate with individual 2019-2020 contractual bases, with contractual agreements to reflect period of the program and scope of work to be performed. The total amount of the program shall not exceed \$68,500.

*Funding will be appropriated from the **ESSER grant allocation of \$103,398** by NJDOE, as authorized by the **CARES Act of 2020**.*

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

**Roll Call Vote: *Motion carried unanimously.***

## III. SCHOOL OPERATION

### 1. **Application for CARES Act/ESSER Grant Funds**

The Executive Director/Founder recommends, and I so move approval to apply for CARES ACT Stabilization Fund/ESSER grant in the amount of \$103,398.

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

**Roll Call Vote: *Motion carried unanimously.***

**2. School Health-Related Closure Plan**

The Executive Director/Founder recommends, and I so move approval of the School Health-Related Closure Plan in accordance with the guidelines of NJ DOE which is due May 22, 2020. Pursuant to P.L.2020, c27, the revised plan ensures standard-based instruction through the remainder of the year.

**Motion made by R. Piggee, seconded by L. Canady.**

**Roll Call Vote: *Motion carried unanimously.***

**IV. FINANCE**

**1. Finance Report**

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

- Secretary's Report for Period Ending 04/30/2020
- Treasurer's Report for Period Ending 04/30/2020
- Accounts Payable/Vendor Payments Reports for 04//01/2020 thru 04/30/2020
- Payroll Reports for 04/01/2020 thru 04/30/2020

**Motion made by R. Piggee, seconded by B. Williams.**

**Roll Call Vote: *Motion carried unanimously.***

**V. NEW BUSINESS**

**1. High School Graduation Ceremonies**

The Executive Recommends, and I so move approval of the High School graduation ceremonies as proposed in the attached Virtual Ceremonies outline discussed during the BOT meeting. (See ED *Virtual Ceremonies* email document forwarded by BA to BOT on 5/21/2020).

*Funding will be appropriated from the **ESSER grant allocation of \$103,398** by NJDOE, as authorized by the **CARES Act of 2020**.*

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

**Roll Call Vote: *Motion carried unanimously.***

**Board President called for adjournment motion.**

**Motion made by B. Williams, seconded by R. Piggee.**

***Motion carried unanimously.***

**Meeting was adjourned at 8:02pm.**

**Next Meeting**

***Thursday, June 18, 2020, to be conducted 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