

Union County TEAMS Charter School

Official Minutes-BOT Meeting of July 15, 2021

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

In Attendance:

Mr. Clarence Beverly, President, BOT
Mr. Leroy Canady
Mr. Lafayette Little-Avant
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.

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 June 17 & July 7, 2021

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

Roll Call Vote: *Motion carried unanimously.*

I. STATE OF THE SCHOOL

Executive Director’s Update

- Annual Report- ED provided “in-progress” draft; 85% complete. Due to DOE nlt 8/2/2, re: Attachment provided with Agenda.
- Executive Summary – ED gave summary review, re: Attachment provided with Agenda.

II. PERSONNEL

Motion was made by B. Williams, seconded by L. Canady, for singular vote in resolution of agenda items 1 thru 3 under this section.

Roll Call Vote: Motion Carried Unanimously.

1. Acceptance of FMLA for E. Hendricks

The Executive Director/Founder recommends, and I so move the acceptance of unpaid Family Medical Leave of Absence for Erin Hendricks, Elementary Teacher, who will begin her leave September 7, 2021, to return to work on October 18, 2021, after a six week pregnancy leave. This is in accordance with the FMLA Disabilities Act.

No funding is required.

2. Stipend pay for Summer Work

The Executive Director/Founder recommends, and I so move stipend for Shakyra Davis for 7 weeks 20 hours per week at her hourly salary compensation. The assignment includes securing loaned student chrome books, cleaning, repairing, and preparing them for school year 2021 – 2022. This work is to begin July 1, 2021, through August 20, 2021.

*Funding in an amount not to exceed \$3750 will be appropriated from line item **Other Stipends-Various** of the 2021-2022 Original Budget.*

3. Re-appointment of Beverly's Web design

The Executive Director/Founder recommends, and I so move the re-appointment of Beverly Brister as web designer for the school year 2021-2022. Her role is to update, review, post and monitor the school's webpage ensuring that it remains current with information pertinent to the school community.

*Funding has been provided on line item **Other Purchased Services- Web-Site Manager** of the 2021-2022 Original Budget.*

III. OPERATIONS

Motion was made by L. Little-Avant, seconded by L. Canady, for singular vote in resolution of agenda items 1 thru 3 under this section.

Roll Call Vote: Motion Carried Unanimously.

1. Reissuance of Contract for Off-Site P.E. Services, 2021-2022

The Business Administrator recommends, and I so move reissuance of an annual contract in an amount not to exceed \$70,000 to **The Club at Ricochet** for the provision of Off-Site Physical Education services for the 2021-2022 school year, as set forth in Scope of Work summary and vendor quotation response, re: **RFP#17-05**.

*Funding has been provided on line item **Off-Site Classes-Ricochet P. E. Program** of the 2021-2022 Original Budget.*

2. Reissuance of Contract for Busing Services to Off-Site P.E. Services, 2021-2022

The Business Administrator recommends, and I so move reissuance of an annual contract in an amount not to exceed \$50,000 to **J&J Transportation** for the provision of bus services to Off-Site Physical Education classes for the 2021-2022 school year, as set forth in Scope of Work summary and vendor quotation response, re: **RFP#17-01**.

Funding has been provided on line item Off-Site Classes-Transportation to Ricochet of the 2021-2022 Original Budget.

3. Reissuance of Contract for Busing Services to Off-Site (MCC) Classes, 2021-2022

The Business Administrator recommends, and I so move reissuance of an annual contract in an amount not to exceed \$40,000 to **J&J Transportation** for the provision of bus services to Off-Site Bridge Program classes for the 2021-2022 school year, as set forth in Scope of Work summary and vendor quotation response, re: RFP17-02.

Funding has been provided on line item Off-Site Classes-Transportation to MCC Classes of the 2021-2022 Original Budget.

4. ESSER II GRANT

The Executive Director Founder recommends, and I so move the application and acceptance of grant funds of **\$495,346** allotted in the ESSER II grant from March 13, 2020, through September 23, 2023. These funds will be used to provide HVAC Purification systems for classrooms, Learning Acceleration with before/after care/extended day programs, and Mental Health Services. All funds will be administered according to grant specifications.

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

Roll Call Vote: *Motion carried unanimously.*

5. Annual Charter School Report 2021

The Executive Director Founder recommends, and I so move the approval and acceptance of the Annual Charter School Report which is due August 2, 2021. This approval is subject to further administrative review by the Board President, Executive Director, and Business Administrator.

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

Roll Call Vote: *Motion carried unanimously.*

IV. FINANCE

1. Physical Payroll Audit

The Business Administrator recommends, and I so move approval of an on-site payroll audit for physical verification of all employees on the UCT payroll, along with review of individual identification documentation, in accordance with N.J.A.C. statutory requirements. Such audit shall be conducted by the UCT Treasurer during the payroll period ending September 30, 2021.

No funding is required.

Motion made by L. Little-Avant, seconded by L. Canady.

Roll Call Vote: *Motion carried unanimously.*

2. Finance Report

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

-Secretary's Report for Period Ending 06/30/2021

-Treasurer's Report for Period Ending 06/30/2021

-Accounts Payable /Vendor Payments Report for 06/01/2021 thru 06/30/2021

-Payroll Reports for 06/01/2021 thru 06/30/2021

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

Roll Call Vote: *Motion carried unanimously.*

Board President called for adjournment motion.
Motion made by B. Williams, seconded by L. Little-Avant.
Motion carried unanimously.
Meeting was adjourned at 8:45pm.

Next Meeting

Thursday, August 19, 2021, 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