

Official Minutes-BOT Meeting of January 23, 2025

Meeting Call to Order 7:05pm; Pledge of Allegiance conducted by Board President.

In Attendance:

Mr. Bruce Williams, President, BOT
Mr. Lafayette Little-Avant, Vice-President, BOT
Mr. Leroy Canady
Ms. Cassandra Davis

Ms. Emma J. Johnson, Treasurer
Dr. Otis A. Richardson, Business Administrator/Board Secretary
Mr. Joseph A Wenzel, Esquire, Board Attorney

Visitor(s)

Mr. Michael Chiles, UCT Principal

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

Approval of Minutes

Approve minutes of December 19, 2024

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

Motion carried unanimously.

I. STATE OF THE SCHOOL

Update from the Principal

- **Enrollment**: Total 306, SPED-23; F/R – 262 (85.6%). See **Enrollment Demographics Schedule** attached to meeting Agenda.

-Staffing: Vice-Principal candidate (with TOSD credentials) chosen. Offer to be made (part of current Agenda) for March 1 onboarding. FMLA extension for S. Applewhite.

-Special Programs – After School program and School Club Extra-Curricular Activities being finalized for content and structure. School admin resolutions to be provided for Feb BOT meeting. Community outreach Chat n’ Chew scheduled for the month of Feb.

-Student Lunch Accounts Review – Meeting of BA/Admin staff/Maschio’s management held to mitigate student delinquent accounts issues, inclusive of follow-up advisements by school admin with parents and students, enhanced dunning protocols, etc.

II. PERSONNEL

1. New Hire-Vice Principal K-8

The High School Principal recommends, and I so move employment of Mr. Anthony T. Carr as Vice-Principal and Building Administrator for SBC campus (K-8). Mr. Carr currently holds a Certificate of Eligibility (CE) for Vice-Principal, along with Standard Certifications for both K-8 and Special Education (TOSD). Recommended annual compensation is \$88,912 (90% / *Step I/Guide C/Principal and Administrators*), effective March 1, 2025.

*Funding has been provided in line-item **School Administration** of the **2024-2025 Frozen Annual Budget**.*

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

Motion carried unanimously.

2. Temporary Coverage for Admin Assistant-SBC Campus

The High School Principal recommends, and I so move employment of Ms. Gloria Penn on a temporary basis, 8 hours per day, 2 days per week, to cover the pending vacancy for that responsibility for the period of January 21, 2025 - June 30, 2025. Compensation is recommended at a rate of \$25 per hour.

*Funding has been provided in line-item **School Administration** of the **2024-2025 Frozen Annual Budget**.*

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

Motion carried unanimously.

3. Family Medical Leave Extension

The Business Administrator recommends, and I so move approval of FMLA extension for Mr. Shelton Applewhite per *Out of Work Letter* submitted by the medical staff of University Spine Center, Morristown, NJ/, and in accordance with federal FMLA guidelines. Such extension of Leave will maximize the 12-week FMLA benefit for Mr. Applewhite, at which time obligation of continued employment and group health benefits by UCT will have been satisfied.

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

Motion carried unanimously.

III. FINANCE

1. **Student Food Service Delinquent Accounts Write-offs thru 12/31/2024**

The Business Administrator recommends, and I so move approval of subject write-offs for all delinquent and unresolved student food service account balances as of 12/31/2024.

Funding (\$32,510) will be provided by contributory allocation from Fund 10 General Operating account.

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

Motion carried unanimously.

2. **Finance Report**

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

-Secretary's Report for Period Ending 12/31/2024

-Treasurer's Report for Period Ending 12/31/2024

-Accounts Payable /Vendor Payments Report for 12/01/2024 through 12/31/2024

-Payroll Reports for 12/01/2024 through 12/31/2024

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

Motion carried unanimously.

3. **FY2024 ACFR/AMR Summary Report from Auditors**

General presentation/review by BA of summary contents of reports.

-Both Annual Comprehensive Financial Report (ACFR) and Auditors' Management Report (AMR) completed and uploaded to NJDOE Repository on 1/15/25 in accordance with statutory requirements.

-ACFR review summary is "clean audit," no findings, no CAP required; AMR review summary is "clean audit," no findings, no CAP required.

Independent Audit firm Barre & Company will be scheduled on the Agenda for the Feb meeting to conduct official presentation of reports or BOT acceptance and resolution.

Adjournment

Board President called for adjournment motion.

Motion made by C. Davis, seconded by L. Canady.

Motion carried unanimously.

The meeting was adjourned at 8:21pm.

Next Meeting

Thursday, February 20, 2025, 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