

Union County TEAMS Charter School

Official Minutes-BOT Meeting of July 26, 2018

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

In Attendance:

Mr. Clarence Beverly, President, BOT
 Mr. Bruce Williams
 Mr. Leroy Canady
 Ms. Juana Ortiz-Tealer

Mr. Joseph Wenzel, Esquire, Board Attorney
 Dr. Otis A. Richardson, Business Administrator/Board Secretary

Not Attending:

Mr. Reggie Piggee
 Mrs. Sheila L. Thorpe, Executive Director/Founder
 Ms. Emma Johnson, Treasurer

Welcome from Board President

“Welcome to the Business Meeting of the Union County TEAMS Charter School Board of Trustees. It is our hope you will find this meeting both informative and interesting. Thank you for taking the time to attend and to 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 – Chapter 231 Laws of 1975, and the advance notice required therein has been provided.”

Approval of Minutes of May 17, 2018

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

Roll Call Vote: *Motion carried unanimously.*

I. STATE OF THE SCHOOL

- **Executive Director’s Update (summary presentation by Board President)**
 2017-18 Final enrollment – 384 total; Out of District – 39; SPED – 43; Free/Reduced – 295.
 See Attachment I.
- **2018-19 Enrollment Update**
 2018-19 Projected enrollment – 408 total; Returning from 2017-18 – 358; New Applicants – 167; New Accepted – 50. See Attachment II.

II. PERSONNEL

1. Non-Renewal

The Executive Director/Founder recommends and I so move acceptance of non-renewal of custodial/maintenance contract whose name is on file with the Board Secretary. This non-renewal is effective as of July 1, 2018.

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

Roll Call Vote: *Motion carried unanimously.*

2. Resignation

The Executive Director/Founder recommends and I so move acceptance of resignation of school employee whose name is on file effective, September 1, 2018.

Motion made by J. Ortiz-Tealer; seconded by L. Canady.

Roll Call Vote: *Motion carried unanimously.*

3. Re-appointment of Staff

The Executive Director/Founder recommends and I so move re-appointment of **Mrs. Seema Agarwal**, Science/Chemistry Teacher, at \$49,216, Step #2 on the Master's guide. This employment is for the school year 2018 – 2019, September 1, 2018 thru June 30, 2019.

*Funding has been provided in line item **Teachers' Salaries-General** of the 2018-19 Original Budget.*

Motion made by J. Ortiz-Tealer; seconded by B. Williams.

Roll Call Vote: *Motion carried unanimously.*

4. Re-appointment of ELL Student Screener

The Executive Director/Founder recommends and I so move the re-appointment of Idelisse Gonzalez as the ELL student screener and professional development for the ELL program. The screening, with WIDA WAPT testing is in fulfillment of NJ State requirements. Total cost of program requirements and the screening of eligible students is \$75 per student, not to exceed \$2500 for 25 students, and 1 required professional development session for all staff.

*Funding has been provided in line item **Other Purchased Services -Consultants** of the 2018-19 Original Budget.*

Motion made by B. Williams; seconded by J. Ortiz-Tealer.

Roll Call Vote: *Motion carried unanimously.*

5. Stipend for August 2018 Staff Development

The Executive Director/Founder recommends and I so move stipend payment for all regular staff who attend the August Professional Development and School Orientation. Compensation for all staff will cover a total of 25 hours for the week of August 26, 2018, not to exceed \$25 per hour for a total amount not to exceed \$25,000.

*Funding has been provided in line item **Teachers' Stipends-Professional Development** of the 2018-19 Original Budget.*

Motion made by J. Ortiz-Tealer; seconded by L. Canady.

Roll Call Vote: *Motion carried unanimously.*

III. SCHOOL OPERATION

1. Refusal of Title III Funds ESEA-ESSA Grant

The Executive Director/Founder recommends and I so move the refusal of Title III Funds in the amount of \$1131 from the ESEA-ESSA grant. These funds are for eligible use as a part of a consortium for English Learner (ELL) students. Whereas funds provided are limited, the district lacks sufficient funds in this area to warrant connection to a consortium for adequate services.

Motion made by B. Williams; seconded by J. Tealer.

Roll Call Vote: *Motion carried unanimously.*

2. Application for ESEA-ESSA Grant Funds

The Executive Director/Founder recommends and I so move application for ESEA-ESSA funds by June 29, 2018. These funds are to be used for the school-wide Title I program in support of the academic program for all students in need. The total grant amount is \$171,496 to be used from July 1, 2018 through June 30, 2019.

Motion made by J. Ortiz-Tealer; seconded by L. Canady.

Roll Call Vote: Motion carried unanimously.

3. Application for IDEA Grant Funds

The Executive Director/Founder recommends and I so move the application for IDEA funds by July 13, 2018. These funds will provide supplemental support to the Special Needs Program for students with disabilities. Grant funds are in the amount of \$77,624 for the year July 1, 2018 through June 30 2019.

Motion made by J. Ortiz-Tealer; seconded by L. Canady.

Roll Call Vote: Motion carried unanimously.

4. Reissuance of Contract for Off-Site P.E. Services, 2018-2019

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 2018-2019 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 **Ricochet P. E. Program** of the 2018-2019 Original Budget.*

Motion made by B. Williams; seconded by J. Ortiz-Tealer.

Roll Call Vote: Motion carried unanimously.

5. Reissuance of Contract for Busing Services to Off-Site P.E. Services, 2018-2019

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 2018-2019 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 **Transportation to Ricochet-Tues. & Thur.** of the 2018-2019 Original Budget.*

Motion made by J. Ortiz-Tealer; seconded by B. Williams.

Roll Call Vote: Motion carried unanimously.

6. Reissuance of Contract for Busing Services to Off-Site (MCC) Classes, 2018-2019

The Business Administrator recommends and I so move reissuance of an annual contract in an amount not to exceed \$35,000 to J&J Transportation for the provision of bus services to **Off-Site Bridge Program** classes for the 2018-2019 school year, as set forth in Scope of Work summary and vendor quotation response, re: **RFP17-02**.

*Funding has been provided on line item **Transportation to UCC/MCC Classes** of the 2018-2019 Original Budget.*

Motion made by B. Williams; seconded by J. Ortiz-Tealer.

Roll Call Vote: Motion carried unanimously.

7. 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, 2018.

No funding is required.

Motion made by J. Ortiz-Tealer; seconded by L. Canady.

Roll Call Vote: Motion carried unanimously.

8. 2018-2019 Calendar for Board of Trustees Meetings

The Business Administrator recommends and I so move continuation of the “*third Thursday of each month-7:30 pm*” protocol for Board of Trustees monthly meetings for 2018-2019. Specific calendar dates are as presented on the attached **Schedule A**. No funding is required.

Motion made by B. Williams; seconded by J. Ortiz-Tealer.

Roll Call Vote: *Motion carried unanimously.*

9. TEAL Introduction to Computer Science (2017-2018) - Revised

The Executive Director/Founder recommends and I so move approval of the TEAL Introduction to Computer Science Course, which will be taught in conjunction with one math class for the high school. This program offers a yearlong course curriculum which meets the NJ Student Learning Standards guidelines (formerly NJ Common Core Standards) as requirement for computer literacy. TEAL will provide the course curriculum along with two professionals in class twice a week alongside our onsite teacher. In addition, the school receives access to other courses which may be offered at the Middle School Level. The cost to the district (for 2017-18) is \$3875, to be paid as compensation to the two professional for their work in the program, not to exceed \$2625 for any single individual, as follows:

Mr. Jeffrey Beck - \$2625

Ms. Lisa Bennet - \$1250

*Funding was provided via appropriation from line item **Teachers’ Stipends- Other** in the 2017-2018 Original Budget.*

Motion made by J. Ortiz-Tealer; seconded by B. Williams.

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:

-Preliminary Secretary’s Report for Period Ending 06/30/2018

-Preliminary Treasurer’s Report for Period Ending 06/30/2018

-Accounts Payable/Vendor Payments Reports for 05/01/2018 thru 06/30/2018

-Payroll Reports for 05/01/2018 thru 06/30/2018

Motion made by B. Williams; seconded by L Canady

Roll Call Vote: *Motion carried unanimously.*

V. OTHER

Executive Session

Motion made by B. Williams for closed session at **9:25pm**; motion was seconded by J. Ortiz-Tealer.

The purpose of the closed session was the discussion of emails of a confidential nature that were sent to the board attorney.

The closed session was terminated at **9:30pm**.

Adjournment

Board President called for adjournment motion.

Motion made by B. Williams; seconded by J. Ortiz-Tealer.

Roll Call Vote: *Motion carried unanimously.*

Meeting was adjourned at 9:43pm.

Next Meeting

Thursday, August 16, 2018.

Submitted for the Public Record,

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

Schedule A

UC TEAMS Charter School
Plainfield, NJ

2018-2019 Calendar for Board of Trustees Meetings

Month of July -----Thursday, July 26, 2018
 Month of August -----Thursday, August 16, 2018
 Month of September -----Thursday, September 20, 2018
 Month of October -----Thursday, October 18, 2018
 Month of November -----Thursday, November 15, 2018
 Month of December -----Thursday, December 20, 2018
 Month of January -----Thursday, January 17, 2019
 Month of February -----Thursday, February 21, 2019
 Month of March -----Thursday, March 21, 2019
 Month of April -----Thursday, April 18, 2019
 Month of May -----Thursday, May 16, 2019
 Month of June -----Thursday, June 20, 2019

Resolved, BOT Meeting of July 26, 2018

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