

**Union County TEAMS Charter School**

**Official Minutes-BOT Meeting of September 20, 2018**

**Meeting Call to Order: 7:45pm**; Pledge of Allegiance conducted by Board President.

**In Attendance:**

Mr. Clarence Beverly, President, BOT

Mr. Bruce Williams

Mr. Leroy Canady

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

Ms. Juana Ortiz-Tealer

**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.

**Approval of minutes**

**Approve minutes of August 16, 2018**

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

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

**PUBLIC SESSION:** Opened and closed by Board President with following statements:

“Any members of the public wishing to come forward may do so at this time.”

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

**I. STATE OF THE SCHOOL**

○ **Executive Director’s Update**

-Review of calendar for 2018-2019. See Attachment I.

-Review of Sexual Misconduct/Child Abuse Disclosure Release. See Attachment II.

○ **2018-19 Student Enrollment Update**

-Total current enrollment – 397; IEP – 35; OOD – 37; Free & Reduced – 319 (80.4%).

See Attachment III.

## II. PERSONNEL

### 1. New Hire – Math

The Executive Director/Founder recommends and I so move appointment of Ms. Florence Ayensu to the position of Math teacher for Middle School. Ms. Ayensu holds a Certificate of Eligibility with a Master's Degree and will be placed on CE Guide, Step #1/MA, at an annual salary of \$43,426. Employment is to begin September 24, 2018 through June 30, 2019.

**Funding has been provided in line item *Salaries-Teachers-General* of the 2018-2019 Original Budget.**

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

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

### 2. Stipends for Early Morning Coverage

The Executive Director/Founder recommends and I so move approval of staff for coverage inside each building for monitoring students in the breakfast program. All selected staff, five in total, will be compensated at \$17 per/hour. (Staff: To Be Determined)

**Funding has been provided in line item *Support Services-Breakfast Supervisors* of the 2018-2019 Original Budget.**

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

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

### 3. Acceptance of ESEA-ESSA Grant Funds

The Executive Director/Founder recommends and I so move acceptance of ESEA-ESSA funds in the amount of \$171,496 to be used from July 1, 2018 through June 30, 2019. These funds are targeted for school-wide use in support of the academic program for all students. (See Detail Use Attachment)

**No funding is required.**

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

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

### 4. Acceptance of IDEA Grant Funds

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

**No funding is required.**

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

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

### 5. Re-appointment of Staff to High School Reorganization Plan

The Executive Director/Founder recommends and I so move approval of continued stipend pay to Dean of Students/Assessment Coordinator and High School Coordinator in the amount of \$600 per month, as agreed by board resolutions dated 7/13/2017. Specific outcomes, improvements, impact and accomplishments will be provided to board for further consideration of implementation of re-organization Phase 2.

**Funding has been provided in line item *Teachers Stipends-Other* of the 2018-2019 Original Budget.**

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

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

### III. SCHOOL OPERATION

#### 1. Comprehensive Equity Plan- SOA 2018-19

The Executive Director/Founder recommends and I so move approval of the Statement of Assurance (SOA) for 2018 -2019 for its *Comprehensive Equity Plan*. This plan enables UC TEAMS to demonstrate compliance with all applicable Federal and State laws, codes, and regulations as required by NJ DOE in accordance with N.J.A.C. 6A:7, Managing for Equality and Equity in Education.

**No funding is required.**

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

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

#### 2. Sexual Misconduct/Child Abuse Disclosure Release Form

The Executive Director/Founder recommends and I so move approval to use the attached *Candidate Consent/Authorization Release Form* in compliance with P.L.2018,c5. Effective June 1, 2018 this law concerns school employees and supplements Chapter 6 of N.J.S.A. 18A. (Form Attached)

**No funding is required.**

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

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

#### 3. TEALS Computer Science Program (2018-2019)

The Executive Director/Founder recommends and I so move approval of the TEALS (Technology Education and Literacy in Schools) Introduction to Computer Science Course I and Computer Science II, which will be taught in the high school for selected grades. This partnership with TEALS provides course curricular which meet the NJ Student Learning Standards guidelines as requirement for Computer Literacy and Computer Science Programming. In addition to curricular for both courses, TEALS provides two in-class professionals twice a week alongside our onsite teacher. The total cost to the district is \$5000, to be paid as stipends to the two professionals for their work in the program.

Payments will be made to the following at the end of each semester:

-Mr. Jeffrey Beck

-Ms. Lisa Bennett

(Contractors to provide applicable NJ registrations/federal forms)

**Funding will be appropriated from line item *Teachers Stipends-Other* of the 2018-2019 Original Budget.**

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

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

#### 4. Compensation for Private Vendor

The Executive Director/Founder recommends and I so move approval of pay to Mr. William Stamper in the amount of \$2200 for cleaning and mopping classroom floors, stripping and waxing hallways and steps on two levels in the SMC Building in preparation for school opening.

(Contractor to provide applicable NJ registrations/federal forms)

**Funding will be appropriated from line item *Operations and Maintenance-Bldg. 2* of the 2018-2019 Original Budget.**

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

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

#### **IV. FINANCE**

##### **1. Execution of Subordination Agreement**

The Business Administrator recommends and I so move the authorization for the Board President and Business Administrator to execute the Subordination Agreement, dated September 7, 2018, among Shiloh Baptist Church, UC Teams Charter School, and Christian Community Credit Union. Such Agreement has been discussed adequately during prior board meetings, and revisions have been made as requested by UC Teams.

**No funding is required.**

**Motion made by B. Williams; 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 financial reports:

- Preliminary Secretary's Report for Period Ending 08/31/2018
- Preliminary Treasurer's Report for Period Ending 08/31/2018
- Accounts Payable/Vendor Payments Reports for 08/01/2018 thru 08/31/2018
- Payroll Reports for 08/01/2018 thru 08/31/2018

**No funding is required**

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

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

##### **3. Review of Vendor Responses to RFP 18-01**

Board review of comparative responses to **RFP 18-01** was performed (See Attachment IV), resulting in recommendation from Executive Director to reject the RFP proposals and move forward with advertising to hire a world language teacher. Formal motion to reject the proposals was made by B. Williams; seconded by L. Canady.

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

##### **4. Review/update on Charter Renewal/ 5yr FC discussion**

H. Lee from NJCSA reviewed status of UCT charter renewal application, providing supporting PowerPoint handout of renewal visit guidelines (See Attachment V). Board unanimously resolved to schedule a Special meeting to review/approve the completed application prior to submittal to NJDOE. Subject meeting is scheduled for Thursday, October 11, 2018. Board Secretary will execute the appropriate public notification.

#### **Adjournment**

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 9:55pm.**

#### **Next Meeting(s)**

- *Special Meeting: Thursday, October 11, 2018*
- *Regular Monthly Meeting: Thursday, October 18, 2018.*

Submitted for the Public Record,

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