

Union County TEAMS Charter School

Official Minutes-BOT Meeting of March 18, 2021

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

In Attendance:

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

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 February 18, 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

○ Learning Center Update

Currently 20 students enrolled: 13 in grades 4-8, 7 in high school.

○ Re-opening Plan Update

Still gathering info from parent surveys, looking at 4/19 as re-opening date. Planning to do hybrid mode. Executive Director will advise Board President prior to Spring Break as to detailed proposal/recommendation from school admin.

- **Enrollment Update**

Total enrollment – 392. SPED – 33; F/R – 319 (81.4%). Student attendance averaging at 93%; staff attendance averaging at 98%.

- **Other**

Three (3) staff members are in COVID quarantine; live in households with persons who have COVID. Two (2) others may be requesting FMLA (Maternity).

NJDOE testing assessments being pushed back. School admin expects waiver from State. UCT preparing for assessments regardless.

PD completed with ED Elements. Last session conducted on 3/18. ED feels service has been very fruitful; cited Natalie and Justin as being exceptional. Final management report coming from Ed Elements in next week or so. ED will provide copies to BOT upon receipt.

II. PERSONNEL (Executive Director Update)

1. Addendum - Leave of Absence (Attend funeral)

The Executive Director/Founder recommended Bereavement Leave for three (3) days, followed by Administrative Leave without pay, for an employee (whose name is on file with the Board Secretary) to escort her mother to the funeral of her grandmother in Ghana, West Africa. The combined Bereavement/Administrative leave will begin April 5, 2021 and end April 23, 2021.

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

Roll Call Vote: *Motion carried unanimously.*

III. FINANCE

1. Original Annual Budget for 2021-2022

The Business Administrator recommends, and I so move adoption of an Original Annual Budget for 2021-2022 in the amount of **\$6,076,306**, funded by revised **SDT (Sending District Tuitions)** in the amount of **\$6,180,036** (based on anticipated enrollment of 440 students), **SA (State Aid)** in the amount of **\$24,640**, and **Special Revenues** in the amount of **\$246,058**. Required submittal includes 108-Line Budget Summary, Budget Narrative, and Cash Flow Schedule; due date for OCS receipt is NLT 3/30/21. *See 2021-2022 Original Annual Budget document emailed to you on 3/13/21.*

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

Roll Call Vote: *Motion carried unanimously.*

2. Finance Report

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

- Secretary's Reports for Period Ending 02/28/2021

- Treasurer's Reports for Period Ending 02/28/2021

- Accounts Payable/Vendor Payments Reports for 02/01/2021 thru 02/28/2021

- Payroll Reports for 02/01/2021 thru 02/28/2021

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

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 8:09pm.

Next Meeting

Thursday, April 15, 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