

Union County TEAMS Charter School

Official Minutes-BOT Meeting of June 17, 2021

Meeting Call to Order **7:01pm**; Pledge of Allegiance conducted by Board President.

In Attendance:

Mr. Clarence Beverly, President, BOT
Mr. Leroy Canady
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
Mr. Bruce Williams

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 April 15, 2021

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

Roll Call Vote: *Motion carried unanimously.*

I. STATE OF THE SCHOOL

Executive Director’s Update

- Summary of graduation ceremonies – 39 graduating seniors, reflecting 100% graduation rate.
- Year-End Enrollment (for 6/30/2021 CHE Report) – 392. **See Attachment I.**
- Projected Enrollment for 2021-2022: Verified to-date – 339; total projection – 380. **See Attachment II.**
- School calendar for 2021-2022 reviewed: 184 days for students, 193 days for staff. School to open on Tuesday, 9/7/2021. **See Attachment III.**

II. PERSONNEL

Motion was made by L. Little-Avant, seconded by L. Canady, for singular vote in resolution of agenda items 1 thru 11 under this section.

Roll Call Vote: Motion carried unanimously. (Separate verbal confirmation in the affirmative for same was provided via the Board President from B. Williams).

1. Re-appointment of Classroom Consultant

The Executive Director/Founder recommends, and I so move the re-appointment of Ruby Simmons, (dba MKA Associates, LLC) as the Classroom and Curriculum Specialist for English and Reading, with compensation as approved via BOT Original Budget resolution on March 18, 2021. *Funding has been appropriated on line item **Other Purchased Services** in the 2021-2022 Original Budget.*

2. Re-appointment of Child Study Consultant

The Executive Director/Founder recommends, and I so move the re-appointment of Nancy Greenfield to position of Child Study Team Manager as she leads the team and specializes in maintaining our Special Needs Department in cooperation with the School SPED Coordinator, with compensation as approved via BOT Original Budget resolution on March 18, 2021. *Funding has been appropriated on line item **Professional Services-Child Study Team** in the 2021-2022 Original Budget.*

3. Re-appointment of Teaching, Administrative and Support Staff for 2021-2022

The Executive Director recommends, and I so move re-appointment of all current 10-month and 12-month personnel for the 2021- 2022 school year, with compensation as approved via BOT Original Budget resolution on March 18, 2021.

*Funding has been appropriated as set forth in the **detailed Salaries schedules and summary Salary line items** in the 2021-2022 Original Budget.*

4. Acceptance of Letter of Retirement w/One Month Extension

The Executive Director/Founder recommends, and I so move the acceptance of letter of retirement after six years of service from Shatiera Porte'e, High School Counselor/Director of Student Services and Curriculum as of June 30, 2021. We celebrate Ms. Porte'e with grateful thanks for commendable service and time given to the UC TEAMS CS Community, staff, students, and families.

It is further recommended to extend her contract one month to assist in scheduling, completing curriculum contracts, and finalizing high school student folders for 2020-21.

*Funding will be appropriated from the **detailed Salaries schedules and summary Salary line items** in the 2021-2022 Original Budget.*

5. Acceptance of Letter of Resignation/Temporary Employment

The Executive Director/Founder recommends, and I so move the acceptance of letter of resignation, effective 6/30/2021, from LaTia Dotch as the school's substitute nurse/Health Advisor with two years of service. She will be relocating and returning to nursing school.

It is further recommended that Ms. Dotch be reemployed on an hourly basis (under 'temporary/part-time employee' status) to perform the assignment of preparing student records for September 2021 and assisting a newly appointed nurse for continuity of services.

Hourly stipend pay will be \$23.69, not to exceed a total amount of \$3553.50, or a period of 6 weeks at 25 hours per week.

*Funding will be appropriated from line item **Other Salaries-Stipends** of the 2021-2022 Original Budget.*

6. Stipend Compensation for School Counselor

The Executive Director/Founder recommends, and I so move stipend compensation to Jasmine Toliver, member of the Admin Team, for the summer months, July and August. This stipend will be aligned with her current monthly salary (\$5020 monthly), and her duties will continue as counselor, special population coordinator and administrative support for the school alongside other twelve-month employees. Total stipend is not to exceed \$10,040 (\$2510/semi-monthly).

*Funding will be appropriated from the revised ESSER grant of **\$109,046**, as authorized by the CARES Act of 2020.*

7. Re-appointment of LC Technologies for IT Administrator Services

The Business Administrator recommends, and I so move re-appointment of LC Technologies, Inc. for IT Administrator Services, with said appointment beginning July 1, 2021, and ending June 30, 2022, in accordance with N.J.S.A. 18A-18A-5 and 18A-18A-42, with compensation as approved via BOT Original Budget resolution on March 18, 2021.

*Funding has been appropriated on line item **Administrative Purchased Technical Services-Contracted** in the 2021-2022 Original Budget.*

8. Re-appointment of Assistant BA and Purchasing Specialist

The Business Administrator recommends, and I so move re-appointment of Mr. Keith Pellew and Ms. Toya Pope-Kirkwood to the positions of Assistant Business Administrator and Purchasing Specialist, respectively, for the period of July 1, 2021, thru June 30, 2022, with compensation as approved via BOT Original Budget resolution on March 18, 2021.

*Funding has been appropriated on line item **Salaries-Business Administration** in the 2021-2022 Original Budget.*

9. Re-appointment of Executive Director as Lead Person (CSA)

Whereas,

Sheila L. Thorpe (dba TM Education Associates, LLC) has such certification as required, and extensive educational experience,

Be It Resolved,

The UC Teams Board of Trustees hereby re-appoints Sheila L. Thorpe (dba TM Associates, LLC) to the office of Executive Director/CSA for the period of July 1, 2021, thru June 30, 2022, at compensation as approved via BOT Original Budget resolution on March 18, 2021.

*Funding has been appropriated on line item **Administrative Purchased Professional Services of the 2021-2022 Original Budget.***

10. Re-appointment of Treasurer

The Business Administrator recommends, and I so move re-appointment of Ms. Emma Johnson to the position of Treasurer for the period of July 1, 2021, thru June 30, 2022, at compensation as approved via BOT Original Budget resolution on March 18, 2021.

*Funding has been provided on line item **Administrative Purchased Professional Services of the 2021-2022 Original Budget.***

11. Re-appointment of School Business Administrator

Whereas,

N.J.S.A. 18A:17-14 et al requires each school district to employ a Certified School Business Administrator, and

Whereas,

Dr. Otis A. Richardson (dba Hunric Associates, LLC) has such certification, along with appropriate business skills and experiences,

Be It Resolved,

The UC Teams Board of Trustees hereby re-appoints Dr. Otis A. Richardson (dba Hunric Associates, LLC) to the offices of School Business Administrator/ Board Secretary for the period of July 1, 2021, thru June 30, 2022, at compensation as approved via BOT Original Budget resolution on March 18, 2021.

*Funding has been appropriated on line item **Administrative Purchased Professional Services** of the 2021-2022 Original Budget.*

III. OPERATIONS/SUPPORT

Motion was made by L. Little-Avant, seconded by L. Canady, for singular vote in resolution of agenda items 1 thru 8 under this section.

Roll Call Vote: *Motion carried unanimously. (Separate verbal confirmation in the affirmative for same was provided via the Board President from B. Williams).*

1. Extension of Agreement with Board Attorney

The Business Administrator recommends, and I so move extension of the 2020-2021 Agreement with Mr. Joseph M. Wenzel, Esquire, for services as School Board Attorney for the period of July 1, 2021, thru June 30, 2022, in accordance with N.J.S.A. 18A:18A-5(a)1.

*Funding has been appropriated on line item **Administrative Purchased Professional Services** in the 2021-2022 Original Budget.*

2. Re-appointment of Medical Inspector

The Business Administrator recommends, and I so move re-appointment of Dr. Maria Justine Birotte-Sanchez as Medical Inspector (School Physician) for the 2021-2022 school year, in accordance with N.J.S.A. 18A-18A-5(a)(1), with compensation as approved via BOT Original Budget resolution on March 18, 2021.

*Funding has been appropriated on line item **Administrative Purchased Professional Services** in the 2021-2022 Original Budget.*

3. Re-appointment of Agent for Insurance Services

The Business Administrator recommends, and I so move re-appointment of Fortitude Insurance Group as Agent of Record for the securing of insurance services, inclusive of competitive analysis recommendations, policy coverage quotes, annual contract finalizations, and claims processing for the 2021-2022 school year.

No budgetary funding is required for this service; costs are paid by the insurer(s).

4. Re-appointment of Independent Audit Firm

The Business Administrator recommends, and I so move re-appointment of Meshinsky and Associates, LLC, Certified Public Accountants, and Independent Trustees, as Auditor of Record for the 2021-2022 school year, in accordance with N.J.S.A. 18A:18A-5(a)1.

*Funding has been appropriated on line item **Administrative Purchased Professional Services** in the 2021-2022 Original Budget.*

5. Extension of Lease Agreement with SMRCC

The Business Administrator recommends, and I so move approval of extension of current Lease Agreement with St. Mary’s Roman Catholic Church (SMRCC), for the period covering 7/1/2022 thru 6/30/2024, with annual rental increases not to exceed 4% per annum average. *Funding will be appropriated in the **Original Annual Budgets for school years 2023 and 2024.***

6. 2021-2022 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 2021-2022 under the Remote Meeting guidelines and authority as set forth by NJDOE, until further advisement from same. Specific calendar dates are as presented on the attached **Schedule I.**

7. Extension of FSMC Contract for 2021-2022

The Business Administrator recommends, and I so move approval of contract extension for renewal of the FSMC contract with Maschio’s Inc. for the 2021-2022 school year, pursuant to the USDA Nationwide Waiver/NSLP Program, in accordance with **COVID Contract Renewal** guidelines, with terms and conditions of annual fee and guarantee as set forth below.

-Management Fee

UC Teams shall pay Maschio’s an annual management fee in the amount of \$11,100.00. The management fee shall be payable in monthly installments of \$1110.00 per month, commencing on Sept 1, 2021, and ending on June 30, 2022.

-Guarantee Subsidy

Maschio’s guarantees that the bottom line of the operational report (total revenues for all sources less program costs, including the management fee) will be Breakeven. If the actual bottom line of the operational report is less than **Breakeven** (a loss), Maschio’s will subsidize the bottom line up to 100% of the management fee, contingent upon the conditions outlined under Guarantee Conditions of the FSMC Agreement.

All other terms and conditions of the Contract shall remain the same and continue to be in full force and effect.

8. School Calendar 2021 - 2022

The Executive Director recommends, and I so move the approval of the yearly school calendar for school year 2021 – 2022.

IV FINANCE

Finance Report

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

- Secretary’s Report for Period Ending 05/31/2021
- Treasurer’s Report for Period Ending 05/31/2021
- Accounts Payable/Vendor Payments Reports for 04/01/2021 thru 05/31/2021
- Payroll Reports for 04/01/2021 thru 05/31/2021

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

Roll Call Vote: *Motion carried unanimously.*

Board President called for adjournment motion.
Motion made by L. Little-Avant, seconded by L. Canady.
Motion carried unanimously.
Meeting was adjourned at 7:47pm.

Next Meeting

Thursday, July 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