

Official Minutes-BOT Meeting of February 20, 2025

Meeting Call to Order 7:12pm; 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. Richard Hawkins, Esquire (representing the office of J. Wenzel, 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

Approve minutes of January 23, 2025

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

Motion carried unanimously.

EXECUTIVE SESSION

Motion to enter Executive Session made by L. Little-Avant @7:15pm. Purpose was to discuss confidential matters of compensation and other personnel concerns related to staffing and/or consulting contractual Agreements. Motion seconded by C. Davis. ***Motion carried unanimously.***

Motion to return to Public Session made by L. Little-Avant @ 7:43pm, seconded by C. Davis.

Motion carried unanimously.

I. STATE OF THE SCHOOL

Update from the Principal

-Enrollment – total enrollment – 305; SPE – 23.

-Staffing – HS Math and Science positions have been filled with content certificated staff from Delta-T. Assessment of performance is favorable; principal is evaluating for potential permanent employment offers for SY 2025-26. TOSD staffing from Supreme Consultants has been agreed. Mr. A. Carr accepted the offer for the Vice-Principal position, start date is scheduled for 3/1/25.

-Special Programs – Parent Chat n’ Chew and Black History program scheduled for 2/26, 6pm.

II. SCHOOL OPERATIONS

1. SEMI Waiver 2025

The Business Administrator recommends, and I so move approval of application for SEMI Waiver for SY 2025-26, in accordance with NJAC 6A-23A-5.3, wherein districts with enrollment of less than 40 Medicaid eligible students may be granted exclusion from mandatory participation in the Initiative.

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

Motion carried unanimously.

2. After School Program

The HS Principal recommends, and I so move approval of a **UCT After School Program**, beginning 1/6/2025 and ending 5/30/2025, meeting Tuesday and Wednesday weekly, 3:45-5:00pm, to provide homework assistance with ELA, math, etc. to help students improve classroom performance and NJSLA scores. Ms. M. Taylor will be responsible for oversight and management, with compensation at \$30/hour, with support teaching/admin staff compensated at \$25/hour, per below.

Support Teaching/Admin Staff

– M. Taylor -- P. Green -- R. Pittman -- R. Brooks-- J. Taylor – K. Milner -- S. Heron

Estimated annual costs not to exceed **\$10,500**.

*Funding will be provided via appropriation from line-item **Stipends-Other** of the 2024-2025 Revised Frozen Annual Budget.*

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

Motion carried unanimously.

3. Interim Additional Duties Assigned to SBA Function

The Board President recommends, and I so move added responsibilities of day-to-day oversight for school operations and administration, on an interim basis, be assigned to the SBA function, beginning 1/1/2025 and extending thru 6/30/2025 or as required, upon mutual Agreement with UCT Board of Trustees. Value added compensation for this assignment shall be in the amount of \$6,000/ month.

*Funding has been provided in line-item **Administrative Purchased Professional Services (ED)** of the 2024-2025 Revised Frozen Annual Budget.*

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

Further motion was made by L. Little-Avant to table resolution pending listing of additional duties being provided to BOT by O. Richardson. Motion was seconded by C. Davis.

Motion carried unanimously.

4. Acceptance of Contract with Empire Charter Consultants

The Board President recommends, and I so move the acceptance of Empire Charter Consultants as our Administration Coaching/Mentoring partner group for school year 2024/2025. Empire is a collaborative, solution-oriented, data-driven group of experienced Education professionals with experience as Chief School Administrators, School Principals data analysis, and Curriculum design experts.

We have had several Zoom meetings, presentations including question-answer sessions. U C Teams had recently promoted a new principal, hired a new vice-principal for k-8 and several teachers (including science and math). Empire has been an invaluable asset organization, assisting other charter schools that are/have been on probation and will bring to U C Teams experienced professional guidance as it relates to our remedial plan for renewal, transition, and emergence of a new infrastructure. The “Scope of Work,” Curriculum Vitas of key individuals, proposed contract of services and confidentially agreement are attached. The initial contract is for 3 weeks with the terms of the contract to be reviewed by the Board President, Board Attorney and Business Administrator. Upon completion of a signed contract, services begin March 2025. The contract amount shall not exceed \$40,000.

*Funding will be provided via reallocation from line-item **Teachers’ Salaries-General** of the Revised Frozen Annual Budget.*

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

Motion carried unanimously.

III. FINANCE

1. Presentation and Review of ACFR and AMR

Presentation of annual ACFR and AMR by R. Barre of Barre and Company, Certified Public Accountants & Consultants.

2. ACFR/AMR Summaries

The Business Administrator recommends, and I move acceptance of the Annual Comprehensive Financial Report (ACFR) and the Auditor’s Management Report (AMR) for the fiscal year ended June 30, 2024, as presented by the independent audit firm of Barre and Company. There were no negative findings under either the ACFR or AMR audit review. Copies of ACFR and AMR have been sent to each BOT member via email.

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

Motion carried unanimously.

3. Employer Liability for Annual Pension Contribution-PERS

The Business Administrator recommends, and I so move authorization of TEPS payment to NJ Division of Pensions and Benefits in satisfaction of the 2025 PERS Annual Appropriation Invoice, re: subject, in the amount of **\$184,738.00**, to comply with statutory requirements, Chapter 19, P.L. 2009.

*Funding will be appropriated via line-item **Employer Pension Contribution** of the 2024-2025 Revised Frozen Annual Budget.*

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

Motion carried unanimously.

4. Revised 2024-2025 Frozen Annual Budget

The Business Administrator recommends, and I so move adoption of a **Revised 2024-2025 Frozen Annual Budget** in the amount of **\$7,137,065**, funded by revised State Aid in the amount of **\$5,905,230** (based on October enrollment of **305** students), Special Revenues in the amount of **\$166,650**, and Appropriation from SY2024 Year-End Fund Balance of **\$1,065,185**. Required submittal includes 108-Line Budget Summary, Budget Narrative, and Cash Flow Schedule (see attachments provided on 2/12/2025), per OCRS requirement of 12/17/2024.

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

Motion carried unanimously.

5. Finance Report

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

-Secretary's Report for Period Ending 01/31/2025

-Treasurer's Report for Period Ending 01/31/2025

-Accounts Payable /Vendor Payments Report for 01/01/2025 through 01/31/2025

-Payroll Reports for 01/01/2025 through 01/31/2025

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

Motion carried unanimously.

ADDENDA

1. Addition of Job Title to Salary Guide

The Business Administrator recommends, and I so move the addition of the job title of Finance Manager to the UCT Salary Guide, General Administrative & Support Schedule, Guide B.

No funding is necessary.

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

Motion carried unanimously.

2. New Hire-Financial Manager

The Business Administrator recommends, and I so move the appointment of Ms. Lisa Casey to the position of Finance Manager, UCTCS, effective 3/16/2025. A graduate of Rutgers University with a major in Accounting, Ms. Casey has over 20 years' experience in the field, primarily in the public sector, with day-to-day focus on Fund accounting as related to budget management, payroll management, and special revenues, inclusive of traditional and charter school financial operations. Annual compensation will be \$71,580 (Step 16, Guide B/General Admin & Support Schedule of the Salary Guide).

*Funding is provided in line-item **Salaries-Business Administration** of the 2024-2025 Revised Annual Frozen Budget.*

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

Motion carried by majority vote; L. Little-Avant abstained.

Adjournment

Board President called for adjournment motion.

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

Motion carried unanimously.

The meeting was adjourned at 8:51pm.

Next Meeting

Thursday, March 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