

BURCH CHARTER SCHOOL OF EXCELLENCE

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Regular Board Meeting

Agenda

To Be Held Monday December 11, 2023

6:00 pm-7:30 pm

Virtual Meeting via Zoom

973.373.3223

www.burchcharterschool.org

Opening of Meeting

In accordance with the provisions of the Open Public Meetings Act, a public notice of this meeting has been sent to the Burch Charter School of Excellence Board of Trustees, the local newspaper and media, the County Superintendent's Office and the Board Attorney.

1.1 Meeting Call to Order Called to Order by Board Chair at _____

1.2 Salute to the Flag

1.3 Roll call

<u>Board Member</u>	<u>Present</u>	<u>Absent</u>	<u>Term</u>
1. Zende Clark, President			2024
2. Carolyn Heath, Vice President			2026
3. Dewanna Clark-Johnson, Secretary			2024
4. Beverly Canady			2025
5. Frank Glien, Treasurer			
6. Heather Martindale			2025
7. Paulita Martindale			2025
8. Tyhisha Henry			2023
9. Celeste C. Williams			2027
10. Rosalind Bartholomew			2027

1.4 Approval of Agenda (Discussion/Action)

1.5 Accept the resignation of Board member Carolyn Heath, Vice President, effective December 31, 2023 . **Resolution 12112023-00A**

Reappoint board member Tyhisha Henry, whose term expired December 1, 2023, for a term of four (4) years expiring December 1, 2027 . **Resolution 12112023-00B**

1.6 Recording Secretary Minutes (**November 2023 Regular Meeting**)

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2. Chief School Lead / Principal's Report

3. Monthly Budget Reports and Bills

3.1 Treasurer's Report **Resolution 12112023-001**

3.2 Bill List **Resolution 12112023-002**

3.3 Board Secretary & SBA Report **Resolution 12112023-003**

4. Resolutions

5. Committee Reports

- Executive/Legal
- Curriculum
- Finance

Approve the field trip on February 12, 2024, for grades 3-5 to the Mayo Performing Arts Center to see the play "Harriet Tubman and the Underground Railroad." (Ticket Cost = \$1500, Transportation = \$1500) **Resolution 12112023-004**

Approve the field trip on March 11, 2024, for grades K-2 to the Mayo Performing Arts Center to see the play "Cat in the Hat." (Tickets Cost = \$2000, Transportation = \$2200) **Resolution 12112023-005**

Approve the \$12,000 contract with NJ Transit to market Burch Charter School of Excellence on buses in Irvington and Newark for the period of May 2024 - December 2024 **Resolution 12112023-006**

Approve the \$8,348 contract with OutFront Media to market Burch Charter School of Excellence on Billboard in Irvington Center for the period of May 2024 – October 2024 **Resolution 12112023-007**

Approve the registration to Kean University Mega Career Fair on February 1, 2024, at Livingston Campus. Cost to the district \$550 (General Fund) **Resolution 12112023-008**

Approve the SY 2023-2024 Saturday Academy at a cost not to exceed \$40,000. The program will run from January 20 – May 4, 2024. (Title IV Funds and **General Funds**) **Resolution 12112023-009**

Approve the BCSE participation in NJ School Jobs 2022 Virtual Job Fairs at a cost of \$749.00 for three (3) dates: Thursday, January 25, 2024 - 4:30pm to 7:00pm, Thursday, April 18, 2024 - 4:30pm to 7:00pm, Thursday, May 16, 2024 - 4:30pm to 7:00pm (General Fund) **Resolution 12112023-010**

Approve the engagement of the payroll processing company Paychex to file for the Employer Retention Credit (ERC) because BCSE "sustained a full or partial suspension of operations" for the quarters during which BCSE was closed from government orders. The fee is estimated at \$16,100 which represents 2.8% of the amount to be recovered **Resolution 12112023-011**

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Approve the BCSE participation in Citizens Bank FDIC Insured Sweep product which will allow BCSE to earn interest income at 3% **Resolution 12112023-012**

Accept the NJ High Impact Tutoring Grant in the amount of \$96,122 **Resolution 12112023-013**

Approve the publication of an RFP seeking proposals from approved NJ DOE vendors to provide the tutoring services funded by the NJ High Impact Tutoring grant **Resolution 12112023-014**

- **Building and Grounds**
- **Personnel**
- **Governance Report**
- **Other**

Approve the amended Safe Returns Plans for SY 2023-2024 . **Resolution 12112023-015**

Approve the Memorandum of Understanding with Family Connection for SY 2023-2024
Resolution 12112023-016

6. **Public Comments**

Please make note audience is allow one minute and half (90 Sec) to make comment.

When addressing the board, please state your name and address from the podium and adhere to the time limits set forth.

- PTA
- Faculty
- Members of the Public
- Board Members

7. **Announcement of Future Board Meeting Date**

8. **Executive Closed Session**

9. **General Session**

10. Approve Personnel Services Agenda **Resolution 12112023-017**

11. **Meeting Adjourn**

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Note: The Board of Trustees meets on the **second Monday of each month at 6:00 pm**. The next meeting will be held on January 8, 2024. On Holidays, or when a conflict occurs, the meeting may be held at an alternate time and/or date that will be posted in the designated places. No special meeting will be held without at least a forty-eight-hour (48hr) meeting and agenda notice.