

Burch Charter School of Excellence
100 Linden Avenue
Irvington, New Jersey 07111
Regular Board Meeting Minutes
December 11, 2023
6:00 PM

Regular Board Meeting Called to Order by Board President, Zende Clark, at 6:02 PM

Salute to the Flag-Waived

Roll Call Taken:

Board Members Present

1. Zende Clark, President
2. Carolyn Heath, Vice President
3. Dewanna Clark-Johnson, Secretary
4. Frank Glien, Treasurer
5. Heather Martindale
6. Paulita Martindale
7. Tyhisha Henry
8. Celeste C. Williams
9. Rosaland Bartholomew

Non-Board Members Present

1. Timothy Simmons, Chief School Lead/Principal
2. Joel Julien, School Business Administrator
3. Nicole R. Fisher, Board Attorney

Motion to approve the meeting agenda made by D. Clark-Johnson and 2nd by C. Heath. Motion approved.

Approval of **Resolution No. 12112023-00A**-Resolution to accept the resignation of Board Member Carolyn Heath, Vice President, effective December 13, 2023.

Motion to approve **Resolution No. 12112023-00A** made by D. Clark-Johnson and 2nd by T. Henry. Motion passed.

Approval of **Resolution No. 12112023-00B**-Resolution to reappoint board member Tyhisha Henry, whose term expired on December 1, 2023, for a term of four (4) years expiring December 1, 2027.

Motion to approve **Resolution No. 12112023-00B** made by D. Clark-Johnson and 2nd by T. Henry. Motion passed.

Motion to approve the Meeting Minutes of the November 2023 Regular Board Meeting, as amended, made by H. Martindale and 2nd by D. Clark-Johnson. Motion approved.

Chief School Lead/Principal's Report –Mr. Simmons, provided the Board and the public with an update on all critical school events and information.

New Business

Approval of the Treasurer's Report, **Resolution No. 12112023-001** – Presented by F. Glien along with a written report that was provided to the Board. The ending balance was \$2,112,904.11.

Approval of the Bill List, **Resolution No. 12112023-002** – Presented by J. Julien along with a written report that was provided to the Board. J. Julien made note of line items that were over \$1,000 and advised that the total bill list is \$413,037.58.

Approval of the Board Secretary's Report, **Resolution No. 12112023-003** – Presented by J. Julien along with a written report that was submitted to the Board.

Motion to consolidate and approve **Resolution No. 12112023-001, Resolution No. 12112023-002, and Resolution No. 12112023-003** made by D. Clark-Johnson and 2nd by R. Bartholomew. Motion passed.

Committee Reports

1. **Executive/Legal**- N/A

2. **Curriculum**- N/A

3. **Building and Grounds**- N/A

4. **Finance**-

- a. Approval of **Resolution No. 12112023-004**-Resolution to 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).

Motion to approve **Resolution No. 12112023-004** made by H. Martindale and 2nd by P. Martindale. Motion passed.

- b. Approval of **Resolution No. 12112023-005**-Resolution to approve a 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).

Motion to amend and approve **Resolution No. 12112023-005** made by D. Clark-Johnson and 2nd by R. Bartholomew. Motion passed.

- c. Approval of **Resolution No. 12112023-006**-Resolution to 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.

Motion to approve **Resolution No. 12112023-006** made by H. Martindale and 2nd by D. Clark-Johnson. Motion passed.

- d. Approval of **Resolution No. 12112023-007**- Resolution to 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.

Motion to approve **Resolution No. 12112023-007** made by D. Clark-Johnson and 2nd by R. Bartholomew. Motion passed.

- e. Approval of **Resolution No. 12112023-008**-Resolution to approve the registration to Kean University Mega Career Fair on February 1, 2024, at Livingston Campus. Cost to the district \$550 (General Fund).

Motion to approve **Resolution No. 12112023-008** made by C. Heath and 2nd by D. Clark-Johnson. Motion passed.

- f. Approval of **Resolution No. 12112023-009**-Resolution to 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).

Motion to approve **Resolution No. 12112023-009** made by C. Heath and 2nd by H. Martindale. Motion passed.

- g. Approval of **Resolution No. 12112023-010**-Resolution to approve the BCSE participation in NJ School Jobs 2024 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).

Motion to approve **Resolution No. 12112023-010**, with amendment, made by D. Clark-Johnson and 2nd by P. Martindale. Motion passed.

- h. Approval of **Resolution No. 12112023-011**-Resolution to 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 quarter 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.

Motion to approve **Resolution No. 12112023-011** made by D. Clark-Johnson and 2nd by C. Heath. Motion passed.

- i. Approval of **Resolution No. 12112023-012**-Resolution to approve the BCSE participation in Citizen Bank FDIC Insured Sweep product which will allow BCSE to earn interest income at 3%.

Motion to approve **Resolution No. 12112023-012** made by H. Martindale and 2nd by C. Heath. Motion passed.

- j. Approval of **Resolution No. 12112023-013**-Resolution to accept the NJ High Impact Tutoring Grant in the amount of \$96,122.

Motion to approve **Resolution No. 12112023-013** made by H. Martindale and 2nd by R. Bartholomew. Motion passed.

- k. Approval of **Resolution No. 12112023-014**-Resolution to 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.

Motion to approve **Resolution No. 12112023-014** made by D. Clark-Johnson and 2nd by H. Martindale. Motion passed.

5. **Governance Report**- N/A

6. **Other**-

- a. Approval of **Resolution No. 12112023-015**-Resolution to approve the amended Safe Returns Plans for SY 2023-2024.

Motion to approve **Resolution No. 12112023-015** made by C. Heath and 2nd by R. Bartholomew. Motion passed.

- b. Approval of **Resolution No. 12112023-016**-Resolution to approve the Memorandum of Understanding with Family Connections for SY 2023-2024.

Motion to approve **Resolution No. 121132023-016** made by D. Clark-Johnson and 2nd by C. Heath. Motion passed.

Public Comments-

- a. Board Member Z. Clark thanked Board Member C. Heath for her years of service to Burch Charter Board Trustees.

Announcement of Future Board Meeting Date-Next Regular Board meeting is to be held January 8, 2024, at 6:00 PM.

Motion to adjourn Public Session made by H. Martindale and 2nd by D. Clark-Johnson. Motion approved by consensus. Public Session adjourned at 7:03 PM.

Motion to open Executive Closed Session made by D. Clark-Johnson and 2nd by P. Martindale. Motion approved by consensus. The Closed Session opened at 7:04 PM.

1. Mr. Simmons presented **Resolution No. 12112023-017**-Personnel Services Agenda.

Motion to adjourn Executive Closed Session made by D. Clark-Johnson and 2nd by P. Martindale. Motion approved by consensus. The Executive Closed Session was adjourned at 7:21 PM.

Motion to re-open Public Session made by H. Martindale and 2nd by D. Clark-Johnson. Motion approved by consensus. Public Session re-opened at 7:22 PM.

Approval of **Resolution No. 12112023-017**-Motion to approve the Personnel Services Agenda made by D. Clark-Johnson and 2nd by H. Martindale. Motion passed.

Motion to adjourn the meeting made by H. Martindale and 2nd by P. Martindale. Motion passed by consensus. The meeting was adjourned at 7:25 PM.