

Burch Charter School of Excellence
100 Linden Avenue
Irvington, New Jersey 07111
Regular Board Meeting Minutes
February 13, 2023
6:00PM

Regular Board Meeting Called to Order by Board Vice President, Zende Clark, at 6:06PM

Salute to the Flag-Waived

Roll Call Taken:

Board Members Present

1. Zende Clark, Vice President
2. Beverly Canady, Secretary
3. Frank Glien, Treasurer
4. Carolin Heath
5. Paulita Martindale
6. Tyhisha Henry

Non-Board Members Present

1. Timothy Simmons-Interim Chief School Administrator
2. Joel Julien, School Business Administrator
3. Nicole R. Fisher, Board Attorney

Motion to approve the meeting agenda made C. Heath and 2nd by T. Henry. Motion approved by consensus.

Motion to approve the meeting minutes of the January 2023 Regular Board Meeting made by C. Heath and 2nd by P. Martindale. Motion approved by consensus.

Interim Chief School Administrator's Report –Mr. Simmons provided the Board and public with an update on all critical school events and information. A written report was submitted.

New Business

Approval of the Treasurer's Report, **Resolution No. 02132023-001** – Presented by F. Glien along with a written report that was provided to the Board. The ending balance was \$2,166,218.55.

Approval of the Bill List, **Resolution No. 02132023-002** – 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 \$361,062.56.

Approval of the Board Secretary’s Report, **Resolution No. 02132023-003** – Presented by J. Julien along with a written report that was submitted to the Board.

Motion to consolidate and approve **Resolution No. 02132023-001**, **Resolution No. 02132023-002**, and **Resolution No. 02132023-003** made by C. Heath and 2nd by P. Martindale. 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. 02132023-004**-Resolution to approve the recommendation of the Interim CSA, approves the Girls on the Run proposal to strengthen third to fifth grade girls’ social, emotional, physical and behavioral skills through a dynamic training regimen that culminates with a 5K Race to be held at Branch Brook Park on June 10, 2023 between 8 AM – 10 AM. The ESSER III funded program will not exceed \$4200.

Motion to approve **Resolution No. 02132023-004** made by C. Heath and 2nd by P. Martindale. Motion passed.

- b. Approval of **Resolution No. 02132023-005**-Resolution to approve the recommendation of the Interim CSA, approves the 4th & 5th field trip to the Newark Museum on February 24, 2023, and February 25, 2023, in Newark, NJ between 8:30 AM – 2:00 PM. Registration of the trip is \$1,500 and transportation \$1,800. Total cost \$3300, from General Funds.

Motion to amend and approve **Resolution No. 02132023-005** made by P. Martindale and 2nd by C. Heath. Motion passed.

- c. Approval of **Resolution No. 02132023-006**-Resolution to approve the recommendation of the Interim CSA, approves the K- 3 Grade field trip to Turtleback Zoo on June 7, 2023 in West Orange, NJ. Registration of the trip is \$3000 at a cost to the student and parents and transportation \$1800. Total cost to BCSE \$1800, from General Funds.

Motion to approve **Resolution No. 02132023-006** made by C. Heath and 2nd by P. Martindale. Motion passed.

- d. Approval of **Resolution No. 02132023-007**-Resolution to approve the recommendation of the Interim CSA, approves the 4th and 5th grade scholars to attend a field trip to Kean University to experience the exhibition Reclaimed Creations on March 16, 2023 in Union, NJ. Registration of the trip is \$395 and transportation \$1800. Total cost \$2100, from General Funds.

Motion to approve **Resolution No. 02132023-007** made by C. Heath and 2nd by P. Martindale. Motion passed.

- e. Approval of **Resolution No. 02132023-008**-Resolution to approve the recommendation of the Interim Superintendent, approves the Recruitment Incentive of staff members that effectively recruits instructional staff to BCSE at a rate of \$750 (Certified Teacher) and \$500 (Academic Interventionist) per acceptance of Board approved BSCE contract for SY 2022-2023 (Title II A).

Motion to approve **Resolution No. 02132023-008** made by C. Heath and 2nd by T. Henry. Motion passed.

- f. Approval of **Resolution No. 02132023-009**-Resolution to award the contract to revise the policy books to the firm led by Attorney Fisher at a rate of \$7,000 for the revision from 2017 to present and at the firm's hourly rate for policy updates not to exceed \$500.00 per month after completion of the initial 3 revision. The contract will remain in effect thru June 30, 2024, or until the end of the firm's contract with the Burch Charter School of Excellence.

Motion to approve **Resolution No. 02132023-009** made by C. Heath and 2nd by P. Martindale. Motion passed.

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

6. **Other**-

- a. Approval of **Resolution No. 02132023-010**-Resolution to approve the submission of the SEMI Waiver for school year 2023-2024.

Motion to approve **Resolution No. 02132023-010** made by C. Heath and 2nd by T. Henry. Motion passed.

Public Comments-

- a. Thomasina Paterson-25 Sanford Terrace, Irvington, NJ-commented on Board presence at school events.

Announcement of Future Board Meeting Date-Next Regular Board meeting to be held March 13, 2023, at 6:00 PM.

Motion to adjourn Public Session made by C. Heath and 2nd by P. Martindale. Motion approved by consensus. Public Session adjourned at 6:39PM.

Motion to open Executive Closed Session made by C. Heath and 2nd by P. Martindale. Motion approved by consensus. Closed Session opened at 6:43PM.

1. Mr. Simmons presented on **Resolution No. 02132023-011**-Personnel Services Agenda.
2. Burch Legal Agenda-Attorney Fisher provided the Board with an update on confidential legal matters.

Motion to adjourn Executive Closed Session made by C. Heath and 2nd by T. Henry. Motion approved by consensus. Executive Closed Session adjourned at 7:03PM.

Motion to re-open Public Session made by C. Heath and 2nd by T. Henry. Motion approved by consensus. Public Session re-opened at 7:04PM.

Approval of **Resolution No. 02132023-011**-Personnel Services Agenda made by C. Heath and 2nd by P. Martindale. Motion passed.

Motion to adjourn the meeting made by C. Heath and 2nd by P. Martindale. Motion passed by consensus. Meeting adjourned at 7:06PM.