

Burch Charter School of Excellence
100 Linden Avenue
Irvington, New Jersey 07111
Regular Board Meeting Minutes
February 14, 2022
6:00PM

Regular Board Meeting Called to Order by Board President, Heather Martindale, at 6:08PM

Salute to the Flag-Waived

Roll Call Taken:

Board Members Present

1. Heather Martindale, Board President
2. Zende Clark, Vice President
3. Beverly Canady, Secretary
4. Frank Glien, Treasurer
5. Carolin Heath
6. Paulita Martindale
7. Tyhisha Henry
8. Dewanna Clark-Johnson

Non-Board Members Present

1. Dr. Jeff White, Chief School Administrator
2. Joel Julien, School Business Administrator
3. Nicole R. Fisher, Board Attorney

Motion to approve the meeting Agenda made by D. Johnson and 2nd by B. Canady. Motion approved by consensus.

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

Chief School Administrator's Report – Dr. White 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. 02142022-001** – Presented by F. Glien along with a written report that was provided to the Board. The ending balance was \$1,707,976.32.

Approval of the Bill List, **Resolution No. 02142022-002** – 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 \$270,339.23.

Approval of the Board Secretary Report, **Resolution No. 02142022-003** – Presented by J. Julien along with a written report that was submitted to the Board.

Motion to consolidate and approve **Resolution No. 02142022-001**, **Resolution No. 02142022-002**, and **Resolution No. 02142022-003**, made by D. Johnson and 2nd by P. Martindale. Motion passed.

Committee Reports

1. **Executive/Legal-**

2. **Curriculum-** N/A

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

4. **Finance-**

- a. Approval of **Resolution No. 02142022-004**-Resolution to approve the submission of the School Year 2021-2022 budget modification that includes the October 15 Revenue of \$4,649,666 and the audited 2020-2021 fund balance of \$1,386,567.

Motion to approve **Resolution No. 02142022-004** made by Z. Clark and 2nd by C. Heath. Motion passed.

- b. Approval of **Resolution No. 02142022-005**-Resolution to approve Six 4th/5th Grade Scholars and Mr. Glasco (STEM Coach) to attend the NJIT eSTEM Challenge on March 14, 2022, at a cost not to exceed \$1,000.00 (Transportation and staff costs) using Title 4A Funds.

Motion to approve **Resolution No. 02142022-005** made by C. Heath and 2nd by D. Johnson. Motion passed.

- c. Approval of **Resolution No. 02142022-006**-Resolution to approve 1-year subscription/contract for the program, NAVIGATE360-SEL Intervention – Tier 2/3 behavioral intervention and restorative justice program for students at a cost not to exceed \$3,250.00 from March 1, 2022 -February 28, 2023.

Motion to approve **Resolution No. 02142022-006** made by C. Heath and 2nd by B. Canady. Motion passed.

- d. Approval of **Resolution No. 02142022-007** – Resolution to approve 1-year subscription/contract for Scholar Recruitment Advertisement with OutFront from Fairfield, NJ from March 14, 2022-June 14, 2022, at a cost not to exceed \$10,000.00 (ESSER Funds).

Motion to approve **Resolution No. 02142022-007** made by C. Heath and 2nd by P. Martindale. Motion passed.

- e. Approval of **Resolution No. 02142022-008** – Resolution to submission of the application to renew the Line of Credit of \$300,000.00 with Investors Bank for the next three (3) years for cash flow purposes, as needed.

Motion to approve **Resolution No. 02142022-008** made by C. Heath and 2nd by Z. Clark. Motion passed.

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

6. **Other**-

- a. Approval of **Resolution No. 02142022-009**-Resolution to approve CSA, Dr. Jeff White to attend the Rowan University Institute for Educational Leadership Winter Symposium (Virtual) on February 4, 2022, at a cost of \$49.00 (Title 2A) funds.

Motion to approve **Resolution No. 02142022-009** made by C. Heath and 2nd by T. Henry. Motion passed.

- b. Approval of **Resolution No. 02142022-010**-Resolution to approve the Art Teacher, Mr. Simmonds, to attend a professional development workshop: Using Art to Increase Learning on March 10, 2022, at a cost of \$279.00 (Title 2A Funds).

Motion to approve **Resolution No. 02142022-010** made by B. Canady and 2nd by C. Heath. Motion passed.

- c. Approval of **Resolution No. 02142022-011**-Resolution to approve the Vice Principals, Mr. Simmons and Mrs. Stein, to attend William Paterson University's Job Fair on April 8, 2022, at a cost of \$125.00 (registration fee using Title 2A Funds).

Motion to approve **Resolution No. 02142022-011** made by Z. Clark and 2nd by B. Canady. Motion passed.

- d. Approval of **Resolution No. 02142022-012**-Resolution to approve the CSA, Dr. Jeff White, to attend Kean University Job Fair on March 24, 2022, at a cost of \$100.00 (registration fee using Title 2A Funds).

Motion to approve **Resolution No. 02142022-012**-made by Z. Clark and 2nd by D. Johnson. Motion passed.

- e. Approval of **Resolution No. 02142022-013**-Resolution to approve the submission of the SEMI Waiver for the school year 2022-2023.

Motion to approve **Resolution No. 02142022-013**-made by Z. Clark and 2nd by C. Heath. Motion passed.

- f. Approval of **Resolution No. 02142022-014**-Resolution to approve Vice Principal, Jennifer Stein, to attend Legal One's Affirmative Action Officer Online Certification Program for BCSE at a cost of \$500.00 (Title 2A Funds) effective February 14, 2022. (Legal One's Affirmative Action Office (AAO) Online Certificate Program provides essential knowledge, skills, and tools for every Affirmative Action Officer).

Motion to approve **Resolution No. 02142022-014**-made by C. Heath and 2nd by B. Canady. Motion passed.

Public Comments-N/A

Announcement of Future Board Meeting Date-Next Regular Board meeting to be held March 14, 2022, at 6:00 PM.

Motion to adjourn Public Session made by C. Heath and 2nd by Z. Clark. Motion approved by consensus. Public Session adjourned at 7:04PM.

Motion to open Executive Closed Session made by D. Johnson and 2nd by P. Martindale. Motion approved by consensus. Closed Session opened at 7:11PM.

1. Dr. White presented on **Resolution No. 02142022-015**-Personnel Services Agenda.
2. Burch Legal Agenda-Attorney Fisher provided the Board with an update regarding union negotiations.

Motion to adjourn Executive Closed Session made by Z. Clark and 2nd by D. Johnson. Motion approved by consensus. Executive Closed Session adjourned at 7:31PM.

Motion to re-open Public Session made by Z. Clark and 2nd by D. Johnson. Motion approved by consensus. Public Session re-opened at 7:34PM.

Approval of **Resolution No. 02142022-015**-Personnel Services Agenda, made by C. Heath and 2nd by Z. Clark. Motion passed.

Motion to adjourn the meeting made by D. Johnson and 2nd by Z. Clark. Motion passed by consensus. Meeting adjourned at 7:35PM.