

**Burch Charter School of Excellence**  
100 Linden Avenue  
Irvington, New Jersey 07111  
Regular Board Meeting Minutes  
July 10, 2023  
6:00PM

Regular Board Meeting Called to Order by Board President, Zende Clark, at 6:03 PM

Salute to the Flag-Waived

Roll Call Taken:

**Board Members Present**

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

**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 by C. Heath and 2<sup>nd</sup> by T. Henry. Motion approved by consensus.

Motion to approve the June 2023 Regular Board Meeting made by C. Williams and 2<sup>nd</sup> by C. Williams. 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.

## New Business

Approval of the Treasurer's Report, **Resolution No. 07102023-001** – Presented by F. Glien along with a written report that was provided to the Board. The ending balance was \$2,998,719.74.

Approval of the Bill List, **Resolution No. 07102023-002** – 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 \$737,319.81.

Approval of the Board Secretary's Report, **Resolution No. 07102023-003** – Presented by J. Julien along with a written report that was submitted to the Board.

Motion to consolidate and approve **Resolution No. 07102023-001**, **Resolution No. 07102023-002**, and **Resolution No. 07102023-003** made by D. Clark-Johnson and 2<sup>nd</sup> by C. Heath. Motion passed.

## Committee Reports

1. Executive/Legal- Reserved for Executive Closed Session.
2. Curriculum- N/A
3. Building and Grounds- N/A
4. Finance-
  - a. Approval of **Resolution No. 07102023-004**-Resolution to approve the Interim CSA membership registration with New Jersey Association of School Administrators (NJASA) at a cost not to exceed \$1,800 (Title II A).

Motion to approve **Resolution No. 07102023-004** made by C. Heath and 2<sup>nd</sup> by C. Williams. Motion passed.

- b. Approval of **Resolution No. 07102023-005**-Resolution to approve attendance to the Fall 2023 NJPSA/FEA/NJASCD Fall Conference to be held October 11-13, 2023 for school administrators at a cost including travel: Timothy Simmons (2 days)-not to exceed \$750, Krystal Albright (1 day) -Not to exceed \$350, Dr. Karleen Kemp (1 day) not to exceed \$350.

Motion to approve **Resolution No. 07102023-005** made by C. Heath and 2<sup>nd</sup> by T. Henry. Motion passed.

- c. Approval of **Resolution No. 07102023-006**-Resolution to approve the Sign-On bonus of \$2500 for SY 2023-2024 to Certified Teachers that commit to three (3) years of service to Burch (ESSER III), Bonus will be paid in two (2) installments: January and June Resolution 07102023-006.

Motion to approve **Resolution No. 07102023-006** made by C. Williams and 2<sup>nd</sup> by D. Clark-Johnson. Motion passed.

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

6. **Other**-

- a. Approval of **Resolution No. 07102023-007**-Resolution to approve the SY 2022-2023 Charter School Annual Report.

Motion to approve **Resolution No. 07102023-007** made by C. Heath and 2<sup>nd</sup> by D. Clark-Johnson. Motion passed.

- b. Approval of **Resolution No. 07102023-008**-Resolution to approve the SY 2023-2024 Annual School Plan.

Motion to approve **Resolution No. 07102023-008** made by C. Heath and 2<sup>nd</sup> by T. Henry. Motion passed.

- c. Approval of **Resolution No. 07102023-009**-Resolution to approve the SY 2023-2024 amended ARP Safe Return to School Plan.

Motion to approve **Resolution No. 07102023-009** made by C. Heath and 2<sup>nd</sup> by C. Williams. Motion passed.

- d. Approval of **Resolution No. 07102023-010**-Resolution to approve the SY 2023-2024 Professional Development Plan.

Motion to approve **Resolution No. 07102023-010** made by D. Clark-Johnson and 2<sup>nd</sup> by C. Williams. Motion passed.

- e. Approval of **Resolution No. 07102023-011**-Resolution to approve the SY 2023-2024 Marshall Framework for Principals and Vice Principals Evaluations.

Motion to approve **Resolution No. 07102023-011** made by D. Clark-Johnson and 2<sup>nd</sup> by C. Williams. Motion passed.

- f. Approval of **Resolution No. 07102023-012**-Resolution to approve the SY 2023-2024 Burch Charter School of Excellence Employee Handbook.

Motion to approve **Resolution No. 07102023-012** made by C. Heath and 2<sup>nd</sup> by D. Clark-Johnson. Motion passed.

- g. Approval of **Resolution No. 07102023-013**-Resolution to approve the 2023-2024 Burch Charter School of Excellence Student Handbook.

Motion to approve **Resolution No. 07102023-013**, as amended, made by C. Heath and 2<sup>nd</sup> by T. Henry. Motion passed.

- h. Approval of **Resolution No. 07102023-014**-Resolution to approve the 2023-2024 Burch Charter School of Excellence Security Plan.

Motion to approve **Resolution No. 07102023-014** made by D. Clark-Johnson and 2<sup>nd</sup> by C. Heath. Motion passed.

- i. Approval of **Resolution No. 07102023-015**-Resolution to approve the SY 2023-2024 Charlotte Danielson's Teaching Framework for evaluation of certificated staff members.

Motion to approve **Resolution No. 07102023-015** made by C. Heath and 2<sup>nd</sup> by D. Clark-Johnson. Motion passed.

#### **Public Comments-**

1. Diane Larrieux-100 Linden Avenue, Irvington, NJ: Thanked the Board for its support of the Color Run.

**Announcement of Future Board Meeting Date**-Next Regular Board meeting is to be held August 14, 2023, at 6:00 PM.

Motion to adjourn Public Session made by H. Martindale and 2<sup>nd</sup> by T. Henry. Motion approved by consensus. Public Session adjourned at 6:57 PM.

Motion to open Executive Closed Session made by H. Martindale and 2<sup>nd</sup> by D. Clark-Johnson. Motion approved by consensus. Closed Session opened at 6:59 PM.

1. Mr. Simmons presented on **Resolution No. 07102023-016**-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 D. Clark-Johnson and 2<sup>nd</sup> by C. Williams. Motion approved by consensus. Executive Closed Session adjourned at 7:28 PM.

Motion to re-open Public Session made by D. Clark-Johnson and 2<sup>nd</sup> by C. Heath. Motion approved by consensus. Public Session re-opened at 7:29 PM.

Approval of **Resolution No. 07102023-016**-Personnel Services Agenda made by D. Clark-Johnson and 2<sup>nd</sup> by H. Martindale. Motion passed.

Motion to adjourn the meeting made by H. Martindale and 2<sup>nd</sup> by D. Clark-Johnson. Motion passed by consensus. Meeting adjourned at 7:32PM.