

**Burch Charter School of Excellence**  
100 Linden Avenue  
Irvington, New Jersey 07111  
Regular Board Meeting Minutes  
July 18, 2022  
6:00PM

Regular Board Meeting Called to Order by Board President, Heather Martindale, at 6:14PM

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. Timothy Simmons-Vice Principal
2. Joel Julien, School Business Administrator
3. Nicole R. Fisher, Board Attorney

Motion to approve the meeting agenda made by P. Martindale and 2<sup>nd</sup> by B. Canady. Motion approved by consensus.

Motion to approve the meeting minutes of the June 2022 Regular Board Meeting made by B. Canady and 2<sup>nd</sup> by P. Martindale. Motion approved by consensus.

**Chief School Administrator's Report** – In Dr. White's absence, 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. 07182022-001** – Presented by F. Glien along with a written report that was provided to the Board. The ending balance was \$1,703,388.23.

Approval of the Bill List, **Resolution No. 07182022-002** – 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 \$239,654.23.

Approval of the Board Secretary's Report, **Resolution No. 07182022-003** – Presented by J. Julien along with a written report that was submitted to the Board.

Motion to consolidate and approve **Resolution No. 07182022-001**, **Resolution No. 07182022-002**, and **Resolution No. 07182022-003** made by Z. Clark and 2<sup>nd</sup> by D. Clark-Johnson. Motion passed.

## Committee Reports

1. Executive/Legal- Reserved for closed session.

2. Curriculum- N/A

3. Building and Grounds-N/A

4. Finance-

- a. Approval of **Resolution No. 07182022-004**-Resolution to approve the submission and acceptance of the SY 2022-2023 ESEA Grant Application: Title I - \$208,031, Title 2A-\$21,142 and Title 4A-\$17,617.

Motion to approve **Resolution No. 07182022-004** made by Z. Clark and 2<sup>nd</sup> by C. Heath. Motion passed.

- b. Approval of **Resolution No. 07182022-005**-Resolution to approve the SY 2022-2023 contract with Educational Services Commission for Child Study Team Services.

Motion to approve **Resolution No. 07182022-005** made by Z. Clark and 2<sup>nd</sup> by C. Heath. Motion passed.

- c. Approval of **Resolution No. 07182022-006**-Resolution to approve Advertiser Agreement with Outfront in the amount of \$8,710 for the period of 8/1/22 to 10/23/22 (ESSER III funding).

Motion to approve **Resolution No. 07182022-006** made by Z. Clark and 2<sup>nd</sup> by P. Martindale. Motion passed.

- d. Approval of **Resolution No. 07182022-007**-Resolution to approve the SY 2022-2023 Information Technology (IT) renewal agreement with Teamlogic IT in the monthly amount of \$8,269.80 (ESSER III \$4,169.80, General Fund \$4,100).

Motion to approve **Resolution No. 07182022-007**, as amended to correct the date on the Resolution, made by Z. Clark and 2<sup>nd</sup> by C. Heath. Motion passed.

- e. Approval of **Resolution No. 07182022-008**-Resolution to approve the submission and application of the FY 2023 IDEA (Individuals with Disabilities Education Act) Application of \$74,981 (Basic) and \$1,850 (Preschool).

Motion to approve **Resolution No. 07182022-008** made by Z. Clark and 2<sup>nd</sup> by B. Canady. Motion passed.

- f. Approval of **Resolution No. 07182022-009**-Resolution to approve a field trip to Bowlero located at 299 Paterson Avenue, Wallington, NJ 07057 on August 11, 2022 for 100 students and 12 instructional staff at an expected total cost not to exceed \$3,500 (Admission \$2,056 and transportation \$750) funded by Title I.

Motion to approve **Resolution No. 07182022-009** made by P. Martindale and 2<sup>nd</sup> by D. Clark-Johnson. Motion passed.

- g. Approval of **Resolution No. 07182022-010**-Resolution to approve the 2022-2023 janitorial services Contract to Andrews & Company LLC, PO Box 610 Sparta NJ at a cost of \$13,200 a month that includes labor, cleaning supplies and equipment.

Motion to approve **Resolution No. 07182022-010** made by Z. Clark and 2<sup>nd</sup> by B. Canady. Motion passed.

- h. Approval of **Resolution No. 07182022-011**-Resolution to approve the 2021-2022 audit of the Burch Charter School to Barre & Company LLC of 2204 Morris Ave, Union NJ at a cost not to exceed \$15,000 and \$1,670 for the preparation of the IRS Form 990.

Motion to approve **Resolution No. 07182022-011** made by Z. Clark and 2<sup>nd</sup> by B. Canady. Motion passed.

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

6. **Other**-

- a. Approval of **Resolution No. 07182022-012**-Resolution to approve the SY 2022-2023 Marshall Framework for Principals for Vice Principal Evaluations.

Motion to approve **Resolution No. 07182022-012** made by C. Heath and 2<sup>nd</sup> by B. Canady. Motion passed.

- b. Approval of **Resolution No. 07182022-013**- Resolution to approve the SY 2022-2023 Burch Charter School of Excellence Parent-Student Handbook.

Motion to approve **Resolution No. 07182022-013** made by Z. Clark and 2<sup>nd</sup> by B. Canady. Motion passed.

- c. Approval of **Resolution No. 07182022-014**- Resolution to approve the SY 2022-2023 Burch Charter School of Excellence Annual Report.

Motion to approve **Resolution No. 07182022-014** made by D. Clark-Johnson and 2<sup>nd</sup> by P. Martindale. Motion passed.

- d. Approval of **Resolution No. 07182022-015**- Resolution to approve the SY 2022-2023 Burch Charter School of Excellence Employee Handbook.

Motion to approve **Resolution No. 07182022-015** made by C. Heath and 2<sup>nd</sup> by Z. Clark. Motion failed.

- e. Approval of **Resolution No. 07182022-016**- Resolution to approve the SY 2022-2023 Burch Charter School of Excellence Safety and Security Plan.

Motion to approve **Resolution No. 07182022-016** made by C. Heath and 2<sup>nd</sup> by D. Clark-Johnson. Motion passed.

- f. Approval of **Resolution No. 07182022-017**- Resolution to approve the SY 2022-2023 Burch Charter School of Excellence Annual School Plan.

Motion to approve **Resolution No. 07182022-017** made by C. Heath and 2<sup>nd</sup> by B. Canady. Motion passed.

- g. Approval of **Resolution No. 07182022-018**- Resolution to approve the Burch Charter School of Excellence School-Wide Professional Development Plan for SY 2022-2023.

Motion to approve **Resolution No. 07182022-018** made by C. Heath and 2<sup>nd</sup> by T. Henry. Motion passed.

- h. Approval of **Resolution No. 07182022-019**- Resolution to approve the SY 2022-2023 Charlotte Danielson's Teaching Framework for Certificated Staff Evaluations.

Motion to approve **Resolution No. 07182022-019** made by Z. Clark and 2<sup>nd</sup> by B. Canady. Motion passed.

- i. Approval of **Resolution No. 07182022-020**- Resolution to approve the Dr. Rudolph Willis, MD as School Physician for the SY 2022-2023 at the cost of \$3,250.

Motion to approve **Resolution No. 07182022-020** made by B. Canady and 2<sup>nd</sup> by C. Heath. Motion passed.

**Public Comments**- N/A

**Announcement of Future Board Meeting Date**-Next Regular Board meeting to be held August 8, 2022, at 6:00 PM.

Motion to adjourn Public Session made by P. Martindale and 2<sup>nd</sup> by D. Clark-Johnson. Motion approved by consensus. Public Session adjourned at 8:13PM.

Motion to open Executive Closed Session made by Z. Clark and 2<sup>nd</sup> by D. Clark-Johnson. Motion approved by consensus. Closed Session opened at 8:24PM.

1. Mr. Simmons presented on **Resolution No. 07182022-021**-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 2<sup>nd</sup> by T. Henry. Motion approved by consensus. Executive Closed Session adjourned at 9:00PM.

Motion to re-open Public Session made by D. Clark Johnson and 2<sup>nd</sup> by P. Martindale. Motion approved by consensus. Public Session re-opened at 9:02PM.

Approval of **Resolution No. 07182022-021**-Personnel Services Agenda, made by Z. Clark and 2<sup>nd</sup> by D. Clark-Johnson, with an amendment to Section II for a start date of August 30th. Motion passed.

Motion to adjourn the meeting made by D. Clark-Johnson and 2<sup>nd</sup> by P. Martindale. Motion passed by consensus. Meeting adjourned at 9:06PM.