

Burch Charter School of Excellence
100 Linden Avenue
Irvington, New Jersey 07111
Regular Board Meeting Minutes
March 9, 2020
6:00PM

Regular Board Meeting Called to Order by President, H. Martindale at 6:22PM

Salute to the Flag

Roll Call Taken:

Board Members Present

1. Heather Martindale, Board President
2. Raquel R. Fraser, Vice President
3. Beverly Canady, Secretary
4. Paulita Martindale (Via Teleconference)
5. Carolyn Heath
6. Tyhisha Henry

Non-Board Members Present

1. Joel Julien, School Business Administrator
2. Dr. Jeff White, Chief School Administrator
3. Timothy Simmons, Vice Principal

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

Motion to approve the meeting minutes of the February 10, 2020 Regular Board Meeting, with an amendment to reflect "February 10, 2020" as the corrected meeting date, made by R. Fraser and 2nd by C. Heath. Motion approved by consensus.

The Board and the Administration began the meeting with dialogue regarding potential plans, if necessary, for closure and home instruction due to recent developments involving COVID-19.

Chief School Administrator's Report – Dr. White advised that there were no reported HIB incidents for February 2020. Current student enrollment is at 359. There is a PTA meeting scheduled for next Monday. The scholars are participating in Reading with the Principle. The Administration presented the option of class rings for the school's 5th graders. The student awards assembly and staff meeting is scheduled for this coming Wednesday. Cultural Night is scheduled for this coming Friday. Mr. Simmons will be attending the teacher education job fair. The PTA will be hosting a paint and sip night. Auditions for the school talent show are scheduled to begin on March 27, 2020. The school is looking to fill 4 staff vacancies. Dr. White also reported that the 2nd round of observations are in process. The Saturday Academy began on February 1, 2020, along with the 100 days of school celebration. He noted that the NJCU internship program is

slated to begin. February 28th was the Black History Month Celebration. Dr. White also noted that there were no updates regarding facilities and advised that changes have been made to the school website.

H. Martindale inquired about complaints since the loss of the 21st Century program. Dr. White advised that he has not received many complaints or responses as a result of Title I programming. H. Martindale asked that the school continue to work to have the return of 21st Century.

New Business

Approval of the February Treasurer’s Report, Resolution No. 03092020-001-Presented by J. Julien along with a written report that was provided to the Board.

Approval of the March 2020 Bill List, Resolution No. 03092020-002—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. J. Julien advised that the total bill list is \$188,774.69. J. Julien provided the Board with an in-depth review of the supplies order and noted important differences for the Board.

Approval of the February 2020 Board Secretary Report, Resolution No. 03092020-003—Presented by J. Julien along with a written report that was provided to the Board. J. Julien noted that a financial deficit still exists. He noted that there is a meeting scheduled for this coming Thursday to go over the budget.

Motion to consolidate and approve **Resolution No. 03092020-001, Resolution No. 03092020-002** and **Resolution No. 03092020-003** made by R. Fraser and 2nd by C. Heath. Motion passed.

Resolutions

Committee Reports

1. Executive/Legal-

- a. Attorney Fisher Presented on behalf of Attorney Cole in her absence. She advised that an update on the critical policies is pending; the Policy Committee will meet soon to discuss same. She also provided updates regarding the rent negotiations.

2. Curriculum-

- a. Approval of **Resolution No. 03092020-004**-Resolution to approve the field trip to Adventure Aquarium in Camden NJ on March 20, 2020 at 9:30 am for 61 students and 13 adults at a cost of \$569 for admission, \$20 for parking and transportation.

Motion to approve **Resolution No. 03092020-004** made by R. Fraser and 2nd by B. Canady. Motion passed.

- b. Approval of **Resolution No. 03092020-005**-Resolution to approve the attendance of Dr. Jeff White at the Response to Intervention (RTI) conference for half day on March 20, 2020 at no cost to the district.

Motion to approve **Resolution No. 03092020-005** made by R. Fraser and 2nd by C. Heath.
Motion passed.

- c. Approval of **Resolution No. 03092020-006**-Resolution to approve the 2020-2021 School Calendar.

Motion to approve **Resolution No. 03092020-006** made by R. Fraser and 2nd by T. Henry.
Motion passed.

- d. Approval of **Resolution No. 03092020-007**-Resolution to approve the Marshall Framework for Vice-Principal evaluation for the school year 2019-2020 at no cost to the district.

Motion to approve **Resolution No. 03092020-007** made by R. Fraser and 2nd by C. Heath.
Motion passed.

3. Building and Grounds-N/A

4. Finance-

- a. R. Fraser provided the Board with an update regarding Finance. She highlighted the efforts made to decrease some cost and noted the budget meeting is scheduled for this coming Thursday.

5. Governance Report- N/A

6. Other- N/A

Public Comments- N/A

Announcement of Future Board Meeting Date- Next Regular Board meeting to be held April 6, 2020 at 6:00 PM.

Motion by R. Fraser and 2nd by B. Canady to adjourn Public Session. Motion approved by consensus. Public Session adjourned at 7:34PM.

Motion to open Closed Session made by B. Candy and 2nd by C. Heath. Motion approved by consensus. Closed Session opened at 7:42PM.

1. Personnel Services Agenda-**Resolution No. 03092020-009**: Dr. White and Mr. Simmons addressed recommendations regarding Sections A. Appointments, B. Leave of Absence, and C. Other.
2. Burch Legal Agenda-Attorney Fisher provided the Board with an update regarding pending legal matters.
3. HR Consultant-Ms. Williams provided the Board with an update on Section B. Leave of Absence.

Motion to end Closed Session made by R. Fraser and 2nd by C. Heath. Closed session adjourned by consensus at 8:07PM.

Motion to re-open Public Session made by R. Fraser and 2nd by B. Canady. Motion approved by consensus. Public Session re-opened at 8:09PM.

Motion to table Section B-Item 1 of the Personnel Services Agenda - **Resolution No. 030920-008** - made by R. Fraser and 2nd by B. Canady. Motion passed.

Motion to approve all remaining items on the Personnel Services Agenda - **Resolution No. 03092020-008** - with amendment to Section A. Appointment to reflect that the salary is contingent upon documentation of 9-10 years of experience-made by R. Fraser and 2nd by B. Canady. Motion passed.

Approval of **Resolution No. 03092020-009**-Resolution to approve the Professional Development to be provided by Seton Hall at a cost of \$13,875.00 to be paid from the Title I Funds.

Motion to approve **Resolution No. 03092020-009** made by R. Fraser and 2nd by C. Heath. Motion passed.

Motion to adjourn the meeting made by R. Fraser and 2nd by B. Canday. Motion passed by consensus. Meeting adjourned at 8:15PM.