

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

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. Carolyn Heath, Vice President
3. Frank Glien, Treasurer
4. Heather Martindale
5. Paulita Martindale
6. Celeste C. Williams

Non-Board Members Present

1. Dr. Karleen Kemp, Vice Principal
2. Joel Julien, School Business Administrator
3. Nicole R. Fisher, Board Attorney

Motion to approve the meeting agenda made by H. Martindale and 2nd by C. Williams. Motion approved.

Motion to approve the Meeting Minutes of the October 2023 Regular Board Meeting made by C. Williams and 2nd by H. Martindale. Motion approved.

Interim Chief School Administrator's Report –Dr. Kemp, on behalf of Mr. Simmons, provided the Board and the public with an update on all critical school events and information.

New Business

Approval of the Treasurer's Report, **Resolution No. 11132023-001** – Presented by F. Glien along with a written report that was provided to the Board. The ending balance was \$2,618,226.81.

Approval of the Bill List, **Resolution No. 11132023-002** – 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 \$323,677.61.

Approval of the Board Secretary’s Report, **Resolution No. 11132023-003** – Presented by J. Julien along with a written report that was submitted to the Board.

Motion to consolidate and approve **Resolution No. 11132023-001**, **Resolution No. 11132023-002**, and **Resolution No. 11132023-003** made by H. Martindale and 2nd by C. Williams. 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. 11132023-004**-Resolution to approve the acceptance of the High Impact Tutoring Grant preliminary award of \$96,122 to fund the Learning Spot to tutor grades 2, 3, and 4 in ELA.

Motion to approve **Resolution No. 11132023-004** made by P. Martindale and 2nd by C. Williams. Motion passed.

- b. Approval of **Resolution No. 11132023-005**-Resolution to approve two (2) dress down days per month at a cost of \$3.00 per participant to fundraise for 5th grade yearbook costs and other graduation expenses.

Motion to amend and approve **Resolution No. 11132023-005** made by C. Heath and 2nd by P. Martindale. Motion passed.

- c. Approval of **Resolution No. 11132023-006**-Resolution to approve the contract with Net Diverse to purchase network equipment at a cost of \$25,086.26 allocated as follows: Schools and Libraries Program (E-rate) \$21,323.42 and Burch Charter \$3,762.94.

Motion to approve **Resolution No. 11132023-006** made by H. Martindale and 2nd by C. Williams. Motion passed.

- d. Approval of **Resolution No. 11132023-007**- Resolution to approve the FY 2024 budget modification for IDEA-Basic and IDEA-Preschool based on FY 2023 carryovers of \$3,187 and \$1,850 bringing the new budget from \$81,448 to \$84,635 and \$1,832 to \$3,682, respectively.

Motion to approve **Resolution No. 11132023-007** made by P. Martindale and 2nd by H. Martindale. Motion passed.

- e. Approval of **Resolution No. 11132023-008**-Resolution to approve the FY 2024 budget modification for ESEA, Title IA based FY 2023 carryover of \$298 bringing the new budget \$184,555 to 184,853.

Motion to approve **Resolution No. 11132023-008** made by H. Martindale and 2nd by C. Heath. Motion passed.

5. Governance Report- N/A

6. Other-

- a. Approval of **Resolution No. 11132023-009**-Resolution to approve the HIB Self-Assessment for SY 2022-2023.

Motion to approve **Resolution No. 11132023-009** made by P. Martindale and 2nd by C. Heath. Motion passed.

- b. Approval of **Resolution No. 11132023-010**-Resolution to approve the Annual Charter School Fiscal Questionnaire for SY 2023-2024.

Motion to approve **Resolution No. 11132023-010** made by H. Martindale and 2nd by C. Heath. Motion passed.

Public Comments- N/A

Announcement of Future Board Meeting Date-Next Regular Board meeting is to be held December 11, 2023, at 6:00 PM.

Motion to adjourn Public Session made by H. Martindale and 2nd by C. Heath. Motion approved by consensus. Public Session adjourned at 6:38 PM.

Motion to open Executive Closed Session made by H. Martindale and 2nd by C. Heath. Motion approved by consensus. The Closed Session opened at 6:39 PM.

1. Mr. Simmons presented **Resolution No. 10162023-013**-Personnel Services Agenda.

Motion to adjourn Executive Closed Session made by H. Martindale and 2nd by C. Williams. Motion approved by consensus. The Executive Closed Session was adjourned at 6:51 PM.

Motion to re-open Public Session made by H. Martindale and 2nd by C. Heath. Motion approved by consensus. Public Session re-opened at 6:52 PM.

Approval of **Resolution No. 11132023-011**-Motion to approve the Personnel Services Agenda made by C. Williams and 2nd by P. Martindale. Motion passed.

Motion to adjourn the meeting made by H. Martindale and 2nd by C. Heath. Motion passed by consensus. The meeting was adjourned at 7:04 PM.