

Burch Charter School of Excellence
100 Linden Avenue
Irvington, New Jersey 07111
Regular Board Meeting Minutes
October 16, 2023
6:00 PM

Regular Board Meeting Called to Order by Board President, Zende Clark, at 6:08 PM

Salute to the Flag-Waived

Roll Call Taken:

Board Members Present

1. Zende Clark, President
2. Carolyn Heath, Vice President
3. Dewanna Clark-Johnson, Secretary
4. Beverly Canady
5. Frank Glien, Treasurer
6. Heather Martindale
7. Tyhisha Henry
8. Celeste C. Williams
9. 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 R. Bartholomew and 2nd by D. Clark-Johnson.
Motion approved.

Motion to approve the Meeting Minutes of the September 2023 Regular Board Meeting made by H. Martindale and 2nd by D. Clark-Johnson. Motion approved.

Interim Chief School Administrator's Report –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. 10162023-001** – Presented by F. Glien along with a written report that was provided to the Board. The ending balance was \$1,869,386.68.

Approval of the Bill List, **Resolution No. 10162023-002** – 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 \$318,568.89.

Approval of the Board Secretary's Report, **Resolution No. 10162023-003** – Presented by J. Julien along with a written report that was submitted to the Board.

Motion to consolidate and approve **Resolution No. 10162023-001**, **Resolution No. 10162023-002**, and **Resolution No. 10162023-003** made by D. Clark-Johnson and 2nd by C. Heath. 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. 10162023-004**-Resolution to approve the Memorandum of Understanding with Family Connections to provide student support services to scholars at no cost.

Motion to approve **Resolution No. 10162023-004** made by C. Heath and 2nd by T. Henry. Motion passed.

- b. Approval of **Resolution No. 10162023-005**-Resolution to approve the attendance of Dr. Kemp at the Regional Women's Educational Leadership Forum on November 29, 2023, and April 25, 2024, at Kean University at no cost.

Motion to amend and approve **Resolution No. 10162023-005** made by D. Clark and 2nd by R. Bartholomew. Motion passed.

- c. Approval of **Resolution No. 09112023-006**-Resolution to approve the contract with Acreative Vision3 to provide PD to staff and School Support Services on two dates (November 8, 2023, and January 3, 2024) at a cost of \$2500 per session. Topics for the PD includes HIB Anti-Bullying, Crisis Management, and Suicide Prevention (Title IIA Funds).

Motion to approve **Resolution No. 10162023-006** made by C. Heath and 2nd by D. Clark-Johnson. Motion passed.

- d. Approval of **Resolution No. 10162023-007**- Resolution to approve the program cost increase with NJ City University (NJCU) for an additional \$22K to train student interns to become qualified educators (Esser III Funds).

Motion to approve **Resolution No. 10162023-007** made by C. Heath and 2nd by H. Martindale. Motion passed.

- e. Approval of **Resolution No. 10162023-008**-Resolution to approve the contract with ElevateK12 to provide Spanish instructions to scholars via live stream with a certified Spanish Teacher for a semester. Cost not to exceed \$45K (General Fund).

Motion to approve **Resolution No. 10162023-008** made by H. Martindale and 2nd by C. Heath. Motion passed.

- f. Approval of **Resolution No. 10162023-009**-Resolution to approve the New Jersey High Impact Tutoring Grant submission on September 20, 2023, to tutor grades 2-4 in ELA. The maximum grant allocation to Burch is \$97K.

Motion to approve **Resolution No. 10162023-009** made by D. Clark-Johnson and 2nd by H. Martindale. Motion passed.

- g. Approval of **Resolution No. 10162023-010**-Resolution to approve the field trip to Wightman Farm for grades 3-5 on Thursday, October 26, 2023 (Transportation for the trip is \$3600, Registration for scholars \$10/child).

Motion to approve **Resolution No. 10162023-010**, as amended, made by D. Clark-Johnson and 2nd by C. Heath. Motion passed.

- h. Approval of **Resolution No. 10162023-011**-Resolution to approve the contract with Rudolph Willis, MD to be the Physician on Record for School year 2023-2024 at a cost of \$3400 for the year and a consultation fee of \$200 per hour for any extra services.

Motion to approve **Resolution No. 10162023-011** made by H. Martindale and 2nd by C. Heath. Motion passed.

5. **Governance Report-**

- a. Approval of **Resolution No. 10162023-012**-Resolution to approve the adoption of changes to the Burch Charter School of Excellence's Policy Manual.

Motion to approve **Resolution No. 10162023-012** made by C. Heath and 2nd by D. Clark-Johnson. Motion passed.

6. **Other-** N/A

Public Comments- N/A

Announcement of Future Board Meeting Date-Next Regular Board meeting is to be held November 13, 2023, at 6:00 PM.

Motion to adjourn Public Session made by D. Clark-Johnson and 2nd by C. Heath. Motion approved by consensus. Public Session adjourned at 6:46 PM.

Motion to open Executive Closed Session made by D. Clark-Johnson and 2nd by C. Williams. Motion approved by consensus. The Closed Session opened at 6:50 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 7:13 PM.

Motion to re-open Public Session made by D. Clark-Johnson and 2nd by H. Martindale. Motion approved by consensus. Public Session re-opened at 7:14 PM.

Approval of **Resolution No. 10162023-013**-Motion to approve the Personnel Services Agenda, as amended, made by H. Martindale and 2nd by D. Clark-Johnson. Motion passed.

Motion to adjourn the meeting made by H. Martindale and 2nd by D. Clark-Johnson. Motion passed by consensus. Meeting adjourned at 7:17 PM.