

**Burch Charter School of Excellence**  
100 Linden Avenue  
Irvington, New Jersey 07111  
Regular and Reorganization Board Meeting Minutes  
May 11, 2020  
6:00PM  
Via Zoom Videoconferencing

Regular Board Meeting Called to Order by Board President, H. Martindale at 6:12PM.

Salute to the Flag-Waived

Roll Call Taken:

**Board Members Present**

1. Heather Martindale, Board President
2. Raquel R. Fraser, Vice President
3. Beverly Canady, Secretary
4. Paulita Martindale
5. Sandra Brown
6. Carolyn Heath
7. Tyhisha Henry
8. Frank Glien

**Non-Board Members Present**

1. Joel Julien, School Business Administrator
2. Dr. Jeff White, Chief School Administrator
3. Timothy Simmons, Vice Principal
4. Chandra R. Cole, Board Attorney

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

Motion to approve the meeting minutes of the April 20, 2020 Regular Board Meeting made by S. Brown and 2<sup>nd</sup> by C. Heath. Motion approved by consensus.

**Chief School Administrator's Report** – Dr. White advised that there were no reported HIB incidents for April 2020. Current student enrollment is at 359. Dr. White provided the Board and public with critical updates on the status of school events.

In response to questions from H. Martindale, Dr. White advised of plans for the remainder of the school year. Dr. White advised that school leadership is planning for the closing of the end of the year with intention that staff and students will enter the building on a staggered schedule over a two-week period. He also noted that the school will likely hold a virtual graduation. He noted plans for the return of chrome

books at the end of the year. Dr. White further explained that he is planning for a remote summer session, with plans to follow.

### **New Business**

**Approval of the April 2020 Treasurer’s Report, Resolution No. 05112020-001**-Presented by F. Glien along with a written report that was provided to the Board. With an ending balance of \$667,857.99, Mr. Glien noted that all of the accounts have been reconciled.

**Approval of the May 2020 Bill List, Resolution No. 05112020-002**—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 \$134,914.43. J. Julien noted that there is a delay in the mail, as such, any outstanding invoices will be addressed during the next meeting.

**Approval of the April 2020 Board Secretary Report, Resolution No. 05112020-003**—Presented by J. Julien along with a written report that was provided to the Board. J. Julien noted that a financial deficit still exists of \$177,226.23. J. Julien advised that he is also awaiting confirmation of whether the purchase of the Chrome Books will be reimbursed by the State.

Motion to consolidate and approve **Resolution No. 05112020-001, Resolution No. 05112020-002** and **Resolution No. 05112020-003** made by C. Heath and 2<sup>nd</sup> by S. Brown. Motion passed.

### **Resolutions**

#### **Committee Reports**

**1. Executive/Legal-**

- a. Attorney Cole provided a detailed update regarding the status of the rent negotiations, including strategy sessions and reporting that will be compiled. She also notes that a meeting will be scheduled for sometime this summer for critical policy updates.

**2. Curriculum-N/A**

- 3. Building and Grounds-**Dr. White advised that panic buttons will need to be installed. He noted that a quote will be submitted to the Finance Committee.

**4. Finance-**

- a. Approval of **Resolution No. 05112020-004**-Resolution to approve the carryover for IDEA-Basic and IDEA-Preschool in the amounts of \$16,616 and \$1,367, respectively.

Motion to approve **Resolution No. 05112020-004** made by S. Brown and 2<sup>nd</sup> by T. Stevens. Motion passed.

- b. Approval of **Resolution No. 05112020-005**-Resolution to approve the contract with Quality Education & Development, LLC for the purchase of various networking items

(attached) with partial funding from the Schools and Libraries programs (Erate) in the amount of \$4,055.

Motion to approve **Resolution No. 05112020-005** made by P. Martindale and 2<sup>nd</sup> by S. Brown. Motion passed.

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

6. **Other**-

- a. Approval of **Resolution No. 05112020-006**-Resolution to approve Burch's acceptance to operate as a School-Wide Title I program for school year 2020-2021.

Motion to approve **Resolution No. 05112020-006** made by P. Martindale and 2<sup>nd</sup> by R. Fraser. Motion passed.

- b. Approval of **Resolution No. 05112020-007**-Resolution to approve Burch's revised Pandemic Crisis Plan for 2019-2020.

Motion to approve **Resolution No. 05112020-007** made by P. Martindale and 2<sup>nd</sup> by S. Brown. Motion passed.

- c. Approval of **Resolution No. 05112020-008**-Resolution to approve the Strengthening the Family Program for 2020-2021 at no cost to the District.

Motion to approve **Resolution No. 05112020-008** made by C. Heath and 2<sup>nd</sup> by S. Brown. Motion passed.

**Public Comments**-

1. **Diane Larrieux**-100 Linden Avenue-PTA will have an upcoming virtual meeting. She requested that it be posted to the school website and that a text message blast also go out. The PTA is also planning a back-pack drive and a scholarship for a winning 5<sup>th</sup> grader.
2. **Malissa Everett**-100 Linden Avenue-Wanted to know what could be done to support the students and families during the pandemic. She noted that she is very concerned for the social and emotional welfare of the students and looking for ways to support the families.
3. **Lisa Rouse**-100 Linden Avenue-Noted that a number of her students are suffering emotionally as a result of the current crisis and asked what could be done for the community.
4. **Ms. Dallas**-100 Linden Avenue-Spoke regarding the Strengthening Families Program and how it could possibly assist the students during this time.
5. **Kathleen Wilson**-100 Linden Avenue-Spoke regarding the Aladdin performance as well as provided a suggestion of Friday Fun Days for the students.

6. **Malika Fullop**-100 Linden Avenue-Advised that she received a Rice Letter and had questions regarding the abolishment of the TA position.
7. **Ms. Holness**-100 Linden Avenue-She suggested that the school keep a running list of all the students that are affected by grief to be able to refer them to appropriate services. She also noted requirements for Strengthening Families.
8. Attorney Cole and the staff engaged in a brief discussion regarding Rice Letters and recommendations for non-renewal of employment contracts by the CSA/School Leader.

**Announcement of Future Board Meeting Date**- Special Board Meeting to be held May 26, 2020 at 6:00PM. Next Regular Board meeting to be held June 8, 2020 at 6:00PM.

Motion to amend the agenda to move into the Annual Reorganization Meeting made by R. Fraser and 2<sup>nd</sup> by C. Heath. Approved by consensus. Reorganization Meeting called to order at 7:42PM.

**Attorney Chandra Cole is presiding over the meeting**

**A. Nomination and Election for Board Officers**

1. Attorney Cole opened the floor for nominations for President. Nomination of Heather Martindale for President made by S. Brown and 2<sup>nd</sup> by P. Martindale. 6-YES, 0-NO, 1-Abstention. The Board President is Heather Martindale. **Resolution 05112020-001R**
2. President Martindale presides over the meeting and opens the floor for nominations for the office of Vice President. Nomination of R. Fraser as Vice President made by P. Martindale and 2<sup>nd</sup> by C. Heath. 6-YES, 0-NO, 1-Abstention. The Board Vice President is R. Fraser. **Resolution 05112020-002R**
3. Nomination of the Beverly Canady for Board Secretary made by P. Martindale and 2<sup>nd</sup> by C. Heath. 6-YES, 0-NO, 1-Abstention. The Board Secretary is Beverly Canady. **Resolution 05112020-003R**

**B. Appoint Committee Representatives/Liaisons**

1. **Finance Resolution-05112020-004R**-President Martindale named R. Fraser as Chairperson and named P. Martindale as Committee Member.
2. **Personnel-Resolution 05112020-005R**-President Martindale will serve as Chairperson and named C. Heath and T. Henry as Committee Members.
3. **Building and Grounds Resolution 05112020-006R**-President Martindale named S. Brown as Chairperson and H. Martindale as Committee Member.
4. **New Jersey Charter School Association Representative-Resolution 05112020-007R**-President Martindale appointed T. Henry as Representative.

5. **New Jersey School Board Association Representative-Resolution 05112020-008R-H.** Martindale appointed C. Heath as the Representative.
6. **Essex County School Board Association Representative-Resolution 05112020-009R**-President Martindale appointed P. Martindale as the Representative.

Motion to consolidate and approve **Resolution No. 05112020-004R** through **05112020-009R** by C. Heath and 2<sup>nd</sup> by S. Brown. Motion passed.

### **C. Board Business Reorganization**

1. Readoption of Board Policies, Rules, Regulations and Directives for 2020-2021-**Resolution 05112020-010R**

Motion to approve **Resolution No. 05112020-010R** made by P. Martindale and 2<sup>nd</sup> by S. Brown. Motion passed.

2. Appoint Joel Julien as the Designated Public Agency Compliance Officer (PACO) for 2020-2021 School Year-**Resolution 05112020-011R.**

Motion to approve **Resolution No. 05112020-011R** made by R. Fraser and 2<sup>nd</sup> by B. Canady. Motion passed.

3. Appoint Joel Julien as School Business Administrator/Board Corporate Secretary for 2020-2021 School Year-**Resolution 05112020-012R**

Motion to approve **Resolution No. 05112020-012R** by R. Fraser and 2<sup>nd</sup> by C. Heath. Motion passed.

4. Appoint Joel Julien as Qualified Purchasing Agent (QPA) for 2020-2021 School Year-**Resolution 05112020-013R.**

Motion to approve **Resolution No. 05112020-013R** by P. Martindale and 2<sup>nd</sup> by R. Fraser. Motion passed.

5. Approval of Bank Depositories for 2020-2021 School Year-**Resolution 05112020-014R:** Investors Bank Accounts#: 149901761, 149903460, 149903479, 149903452, 149903840, 149903444, 149903891: City National Bank #1457098.

Motion to approve **Resolution No. 05112020-014R**, as amended to reflect Industrial Bank instead of City National Bank, made by S. Brown and 2<sup>nd</sup> by C. Heath. Motion passed.

6. Approve Designated Bank Signatories for 2020-2021 School Year (Frank Glien and Joel Julien) **Resolution 05112020-015R**

Motion to approve **Resolution No. 05112020-015R** by B. Canady and 2<sup>nd</sup> by C. Heath. Motion passed.

7. Approval of Burch Affirmative Action Officer for 2020-2021 School Year- **Resolution 05112020-016R**

Motion to table **Resolution No. 05112020-016R** by R. Fraser and 2<sup>nd</sup> by C. Heath. Motion approved by consensus.

8. Appoint Frank Glien as Burch Board Treasurer of School Monies for 2020-2021 School Year- **Resolution 05112020-017R**

Motion to approve **Resolution No. 05112020-017R** by B. Canady and 2<sup>nd</sup> by S. Brown. Motion passed.

9. Approve Liability and Workers Compensation Agent-Lamb Financial Group for 2020-2021 School Year- **Resolution 05112020-018R**

Motion to approve **Resolution No. 05112020-018R** by C. Heath and 2<sup>nd</sup> by S. Brown. Motion passed.

10. Appoint Olubenga Olabintan, CPA as Burch School Accountant to Perform Financial Audit for 2020-2021 School Year at a cost of \$20,000- **Resolution 05112020-019R**

Motion to table **Resolution No. 05112020-019R** by B. Canady and 2<sup>nd</sup> by S. Brown. Motion approved by consensus.

11. Appoint Law Office of Chandra Cole as Burch Board Attorney for 2020-2021 School Year- **Resolution 05112020-020R**

Motion to approve **Resolution No. 05112020-020R** by P. Martindale and 2<sup>nd</sup> by S. Brown. Motion passed.

12. Appoint Law Office of Chandra Cole as Personnel Services Consultant for 2020-2021 School Year- **Resolution 05112020-021R**

Motion to approve **Resolution No. 05112020-021R** by P. Martindale and 2<sup>nd</sup> by B. Canady. Motion passed.

13. Approval of Burch Affirmative Action Team for the 2020-2021 School Year- **Resolution 05112020-022R**

Motion to table **Resolution No. 05112020-022R** by P. Martindale and 2<sup>nd</sup> by B. Canady. Motion approved by consensus.

Motion made by S. Brown and 2<sup>nd</sup> by B. Canady to adjourn the reorganization meeting at 8:31PM. Approved by consensus.

Motion to adjourn Public Session made by P. Martindale and 2<sup>nd</sup> by C. Heath. Motion approved by consensus. Public Session adjourned at 8:33PM.

Motion to open Executive Closed Session made by B. Candy and 2<sup>nd</sup> by C. Heath. Motion approved by consensus. Closed Session opened at 8:37PM.

1. Dr. White provided the Board with an overview of the Personnel Services Agenda-**Resolution 05112020-009**.
2. Attorney Cole presented on outstanding confidential legal matters.

Motion to exit Executive Closed Session and re-open Public Session made by S. Brown and 2<sup>nd</sup> by C. Heath. Approval by consensus. Public session re-opened at 9:06PM

Motion to table the Personnel Services Agenda-**Resolution No. 05112020-009** made by C. Heath and 2<sup>nd</sup> by T. Henry. Motion passed.

Motion to adjourn the meeting made by S. Brown and 2<sup>nd</sup> by C. Heath. Motion passed by consensus. Meeting adjourned at 9:08PM.