

Burch Charter School of Excellence
100 Linden Avenue
Irvington, New Jersey 07111
Regular Board Meeting Minutes
May 9, 2022
6:00PM
Via Zoom Videoconferencing

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

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. Dr. Jeff White, Chief School Administrator
2. Jennifer Stein-Vice Principal
3. Joel Julien, School Business Administrator
4. Nicole R. Fisher, Board Attorney

Motion to approve the meeting agenda made by D. Johnson and 2nd by Z. Clark. Motion approved by consensus.

Motion to approve the meeting minutes of the April Regular Board Meeting made by Z. Clark and 2nd by C. Heath. Motion approved by consensus.

Approval of **Resolution No. 05092022-001**-Resolution to approve the reappointment of Board Member Carolin Heath, whose term shall expire May 2022. Motion to approve **Resolution No. 05092022-001** made by B. Canady and 2nd by D. Clark-Johnson. Motion passed.

Approval of **Resolution No. 05092022-002**-Resolution to approve the resignation of Board Member Sandra Brown, effective January 1, 2022. Motion to approve **Resolution No. 05092022-002** made by B. Canady and 2nd by C. Heath. Motion passed.

Chief School Administrator's Report – Dr. White 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. 05092022-003** – Presented by F. Glien along with a written report that was provided to the Board. The ending balance was \$2,119,951.17.

Approval of the Bill List, **Resolution No. 05092022-004** – 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 \$268,958.67.

Approval of the Board Secretary's Report, **Resolution No. 05092022-005**– Presented by J. Julien along with a written report that was submitted to the Board.

Motion to consolidate and approve **Resolution No. 05092022-003**, **Resolution No. 05092022-004**, and **Resolution No. 05092022-005** made by Z. Clark and 2nd by B. Canady. 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. 05092022-006**-Resolution to approve Custodial Services RFP for SY 2022-2023.

Motion to approve **Resolution No. 05092022-006** made by C. Heath and 2nd by P. Martindale. Motion passed.

b. Approval of **Resolution No. 05092022-007**-Resolution to approve the 1st grade field trip to Kids Empire in Fairfield, NJ on Friday, May 27, 2022, for 61 students and 10 chaperones (including 4 BCSE teachers). The total cost to the school not to exceed \$1650.00-\$610.00 entrance fee for scholars/\$1,040.00 transportation (General Funds).

Motion to approve **Resolution No. 05092022-007** made by Z. Clark and 2nd by C. Heath. Motion passed.

- c. Approval of **Resolution No. 05092022-008**-Resolution to approve Kindergarten field trip to Turtle Back Zoo in West Orange, NJ on Friday, June 8, 2022, for 61 students and 10 chaperones (including 4 BCSE teachers). The total cost to the school is not to exceed \$1,750.00-\$710.00 entrance fee for scholars/\$1,040.00 transportation (General Funds).

Motion to approve **Resolution No. 05092022-008** made by Z. Clark and 2nd by B. Canady. Motion passed.

- d. Approval of **Resolution No. 05092022-009**-Resolution to approve SY 2022-2023 Summer Enrichment Program at a cost not to exceed \$48,000 (Title I funds).

Motion to approve **Resolution No. 05092022-009** made by Z. Clark and 2nd by P. Martindale. Motion passed.

- e. Approval of **Resolution No. 05092022-010**-Resolution to approve the School Administration (Dr. White, Mr. Simmons and Ms. Stein) to attend NJSchoolJobs Virtual Job Fair from 4:30pm-7:30pm on June 1, 2022, at a cost of \$500.00 (maximum four administrators-ESSER II Funds).

Motion to approve **Resolution No. 05092022-010** made by C. Heath and 2nd by Z. Clark. Motion passed.

- f. Approval of **Resolution No. 05092022-011**-Resolution to approve Arrow Security for unarmed security services for School Year 2022-2023 using the contract Security Guards Bid #ESCNJ 21/22-05 awarded by Educational Services Commission of NJ at the rate of \$30.09/hr.

Motion to approve **Resolution No. 05092022-011** made by B. Canady and 2nd by C. Heath. Motion passed.

- g. Approval of **Resolution No. 05092022-012**-Resolution to approve contract with Nu-Way Concessionaires for Vended Meals Services for School Year 2022-2023 at the following rates: Breakfast \$1.49, Lunch \$3.25 for an estimated total of \$307,152 using 360 students and 180 days.

Motion to approve **Resolution No. 05092022-012** made by B. Canady and 2nd by D. Clark-Johnson. Motion passed.

5. Governance Report-

- a. Approval of **Resolution No. 05092022-013**-Resolution to approve Board Member Zende Clark to attend the National Charter School Conference in Washington, DC June 19-22 at an estimated cost of \$2,561 covering registration, lodging and transportation.

Motion to approve **Resolution No. 05092022-013** made by P. Martindale and 2nd by B. Canady. Motion passed.

6. Other-

- a. Approval of **Resolution No. 05092022-014**-Resolution to approve the Extension of the 2019-2022 Burch Charter School of Excellence's Comprehensive Equity Plan for one year through 2022-2023.

Motion to approve **Resolution No. 05092022-014** made by B. Canady and 2nd by C. Heath. Motion passed.

- b. Approval of **Resolution No. 05092022-015**-Resolution to approve the 2022-2023 contract for Substitute Teachers with Sub Teacher Source effective July 1, 2022, with no upfront costs to Burch Charter School.

Motion to approve **Resolution No. 05092022-015** made by C. Heath and 2nd by B. Canady. Motion passed.

- c. Approval of **Resolution No. 05092022-016**-Resolution to approve the 2022-2023 contract renewal for Substitute Teacher with Delta T. Group effective July 1, 2022.

Motion to approve **Resolution No. 05092022-016** made by Z. Clark and 2nd by C. Heath. Motion passed.

- d. Approval of **Resolution No. 05092022-017**-Resolution to approve the revised and updated Math Coach Job Description effective May 9, 2022.

Motion to approve **Resolution No. 05092022-017** made by Z. Clark and 2nd by C. Heath. Motion passed.

Public Comments-

1. Diane Larrieux-100 Linden Avenue-Provided information on behalf of the PTA for the Color Run.
2. Employee #86-100 Linden Avenue-Provided public comments regarding his employment status.

Announcement of Future Board Meeting Date-Next Regular Board meeting to be held June 13, 2022, at 6:00 PM.

Motion to adjourn Public Session made by Z. Clark and 2nd by C. Heath. Motion approved by consensus. Public Session adjourned at 7:41PM.

Motion to open Executive Closed Session made by B. Canady and 2nd by P. Martindale. Motion approved by consensus. Closed Session opened at 7:44PM.

1. Dr. White presented on **Resolution No. 05092022-018**-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 2nd by P. Martindale. Motion approved by consensus. Executive Closed Session adjourned at 8:31PM.

Motion to re-open Public Session made by C. Heath and 2nd by D. Clark-Johnson. Motion approved by consensus. Public Session re-opened at 8:34PM.

Approval of **Resolution No. 05092022-018**-Personnel Services Agenda, made by C. Heath and 2nd by D. Clark-Johnson. Motion passed.

Motion to adjourn the meeting made by Z. Clark and 2nd by D. Clark-Johnson. Motion passed by consensus. Meeting adjourned at 8:37PM.