

Burch Charter School of Excellence
100 Linden Avenue
Irvington, New Jersey 07111
Regular Board Meeting Minutes
September 11, 2023
6:00 PM

Regular Board Meeting Called to Order by Board President, Zende Clark, at 6:05 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. Tyhisha Henry
7. Celeste C. Williams
8. 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 C. Heath and 2nd by P. Martindale. Motion approved.

Motion to approve the Meeting Minutes of the August 2023 Regular Board Meeting made by C. Heath and 2nd by P. Martindale. Motion approved.

Interim Chief School Administrator's Report –Mr. Simmons provided the Board and public with an update on all critical school events and information. Mr. Simmons also presented NJSLA data.

New Business

Approval of the Treasurer's Report, **Resolution No. 09112023-001** – Presented by F. Glien along with a written report that was provided to the Board. The ending balance was \$2,108,310.57.

Approval of the Bill List, **Resolution No. 09112023-002** – 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 \$169,432.83.

Approval of the Board Secretary's Report, **Resolution No. 09112023-003** – Presented by J. Julien along with a written report that was submitted to the Board.

Motion to consolidate and approve **Resolution No. 09112023-001**, **Resolution No. 09112023-002**, and **Resolution No. 09112023-003** made by C. Heath and 2nd by T. Henry. 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. 09112023-004**-Resolution to approve VP Krystal Albright's annual membership to Learning Forward at a cost not to exceed \$200.

Motion to approve **Resolution No. 09112023-004** made by C. Heath and 2nd by P. Martindale. Motion passed.

- b. Approval of **Resolution No. 09112023-005**-Resolution to approve the contract with Jubilee Children Entertainment to provide 5 SEL assemblies for scholars in grades K-5 at a cost of \$2500 for the School Year 2023-2024 (Esser III Funded).

Motion to amend and approve **Resolution No. 09112023-005** made by C. Heath and 2nd by R. Bartholomew. Motion passed.

- c. Approval of **Resolution No. 09112023-006**-Resolution to approve contract with Fan4Kids to provide structured lessons on healthy eating and fitness and provide additional structured activities during recess at a cost of \$20,000 (ESSER III Funded).

Motion to approve **Resolution No. 09112023-006** made by C. Heath and 2nd by C. Williams. Motion passed.

- d. Approval of **Resolution No. 09112023-007**- Resolution to approve School Counselor, Melissa Griffin, to attend the New Jersey School Counselors Association Conference to be held on October 12-13, 2023, at Pines Manor, Edison, NJ at a cost of \$159 to the district (Title IIA Funded).

Motion to approve **Resolution No. 09112023-007** made by C. Heath and 2nd by T. Henry. Motion passed.

- e. Approval of **Resolution No. 09112023-008**-Resolution to approve the field trip to Wightham Farm for grades K-2 on Thursday, October 12, 2023, at a cost not to exceed \$3000 for admission. Transportation for the trip is \$3,600 (General Fund).

Motion to approve **Resolution No. 09112023-008** made by P. Martindale and 2nd by R. Bartholomew. Motion passed.

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

6. **Other**-

- a. Approval of **Resolution No. 09112023-009**-Resolution to approve the SY 2023-2024 Burch Charter School of Excellence Assessment Calendar.

Motion to approve **Resolution No. 09112023-009** made by C. Williams and 2nd by P. Martindale. Motion passed.

- b. Approval of **Resolution No. 09112023-010**-Resolution to approve the Burch Charter School of Excellence Mentoring Program.

Motion to approve **Resolution No. 09112023-010** made by C. Williams and 2nd by C. Heath. Motion passed.

- c. Approval of **Resolution No. 09112023-011**-Resolution to approve the Burch Charter School of Excellence Organizational Chart.

Motion to approve **Resolution No. 09112023-011**, with amendment, made by H. Martindale and 2nd by R. Bartholomew. Motion passed.

Public Comments-

1. Z. Clark, Burch Charter School of Excellence-Thanked Board Members that attended and participated in the Board Retreat.

Announcement of Future Board Meeting Date-Next Regular Board meeting is to be held October 16, 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 6:49 PM.

Motion to open Executive Closed Session made by C. Heath and 2nd by R. Bartholomew. Motion approved by consensus. The Closed Session opened at 6:61 PM.

1. Mr. Simmons presented **Resolution No. 09112023-012**-Personnel Services Agenda.

Motion to adjourn Executive Closed Session made by H. Martindale and 2nd by R. Bartholomew. Motion approved by consensus. The Executive Closed Session was adjourned at 7:11 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 7:12 PM.

Approval of **Resolution No. 09112023-012**-Motion to approve the Personnel Services Agenda made by C. Heath and 2nd by H. Martindale. Motion passed.

Motion to adjourn the meeting made by H. Martindale and 2nd by C. Williams. Motion passed by consensus. Meeting adjourned at 7:14 PM.