

Burch Charter School of Excellence
100 Linden Avenue
Irvington, New Jersey 07111
Regular Board Meeting Minutes
August 9, 2021
6:00PM

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. Beverly Canady, Board Secretary
3. Paulita Martindale
4. Carolyn Heath
5. Tyhisha Henry
6. Zende Clark
7. Dewanna Clark-Johnson

Non-Board Members Present

1. Dr. Jeff White, Chief School Administrator
2. Chandra R. Cole, Board Attorney

Chief School Administrator's Report – Dr. White provided the Board and public with an update on all critical school events and information.

New Business

Approval of the Treasurer's Report, Resolution No. 08092021-001-Presented by Z. Clark along with a written report that was provided to the Board. The ending balance was \$1,290,822.24. She also reported on the expenditures from the government funds at a total of \$250,389.71.

Approval of the Bill List, Resolution No. 08092021-002—Presented by Z. Clarke along with a written report that was provided to the Board. Z. Clarke made note of line items that were over \$1,000 and advised that the total bill list is \$549,341.85.

Approval of the Board Secretary Report, Resolution No. 08092021-003 – In the absence of J. Julien, a written report was submitted to the Board.

Motion to consolidate and approve **Resolution No. 08092021-001**, **Resolution No. 08092021-002**, and **Resolution No. 08092021-003** made by Z. Clark and 2nd by D. Clark-Johnson. Motion passed.

Resolutions

Committee Reports

1. Executive/Legal-

- a. Attorney Cole advised that the legal agenda is reserved for Executive Closed Session.

2. Curriculum-

- a. Approval of **Resolution No. 08092021-004**-Resolution to approve a field trip to Bowlero located at 299 Paterson Avenue, Wallington, NJ 07057 on August 12, 2021 for 100 students and 12 instructional staff at an expected total cost of \$3,099 (Admission \$2,049 and transportation \$1,050) funded by Title I.

Motion to approve **Resolution No. 08092021-004** made by P. Martindale and 2nd by D. Clark-Johnson. Motion passed.

3. Building and Grounds-N/A

4. Finance-

- a. Approval of **Resolution 08092021-005**-Resolution to approve the contract with Ginkgo Bioworks, Inc., a Delaware Corporation, located at 27 Drydock Avenue, 8th floor, Boston, MA 02210 to provide COVID-19 testing beginning August 16, 2021 and ending April 25, 2022 at a total cost of \$21,400 funded by ESSER II.

Motion to approve **Resolution No. 08092021-005** made by Z. Clark and 2nd by D. Clark-Johnson. Motion passed.

- b. Approval of **Resolution 08092021-006**-Resolution to approve the proposal by Squared Brain Web Design to re-design the Burch Charter School website at a cost of \$1,400 to be funded by ESSER II

Motion to approve **Resolution No. 08092021-006** made by Z. Clark and 2nd by D. Clark-Johnson. Motion passed.

- c. Approval of **Resolution 08092021-007**-Resolution to approve the contract with Delta T to provide substitute staff for School Year 2021- 2022 based on the attached sheet rates.

Motion to approve **Resolution No. 08092021-007** made by Z. Clark and 2nd by D. Clark-Johnson. Motion passed.

- d. Approval of **Resolution 08092021-008**-Resolution to approve the submission and acceptance of the ARP-IDEA (ESSER) grant in the amount of \$20,732.

Motion to approve **Resolution No. 08092021-008** made by Z. Clark and 2nd by D. Clark-Johnson. Motion passed.

- e. Approval of **Resolution 08092021-009**-Resolution to approve the submission and acceptance of the ESSER III grant application in the amount of \$1,159,956.

Motion to approve **Resolution No. 08092021-009** made by Z. Clark and 2nd by C. Heath. Motion passed.

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

6. **Other**-

- a. Approval of **Resolution 08092021-010**-Resolution to approve the Burch Charter School of Excellence’s School Safety and Security Plan for SY 2021-2022.

Motion to approve **Resolution No. 08092021-010** made by C. Heath and 2nd by D. Clark-Johnson. Motion passed.

- b. Approval of **Resolution 08092021-011**-Resolution to approve the Kean University Pre-Service Teacher Partnership/Agreement for SY 2021-2022 **Resolution 08092021-011**

Motion to approve **Resolution No. 08092021-009** made by Z. Clark and 2nd by C. Heath. Motion passed.

- c. Approval of **Resolution 08092021-012**-Resolution to approve Child Study Team Services for SY 2021-2022 with the Educational Services Commission of New Jersey at an estimated cost of \$17,838 with a retainer fee of \$8,900 due upon acceptance of the proposal.

Motion to approve **Resolution No. 08092021-012** made by Z. Clark and 2nd by D. Clark-Johnson. Motion passed.

- d. Approval of **Resolution 08092021-013**-Resolution to approve the Burch Board of Trustees, the School Administration, Attorney Cole and Attorney Fisher, Joel Julien and Frank Glien to attend the NJ School Boards Virtual Conference to be held on October 26-28 at a cost \$900.00 for up to 25 attendees.

Motion to approve **Resolution No. 08092021-013** made by Z. Clark and 2nd by D. Clark-Johnson. Motion passed.

- e. Approval of **Resolution 08092021-014**-Resolution to approve Gretchen Katzenberger's attendance at a Professional Development Workshop: Meaningful Independent Literacy Centers and Activities to Keep Students Learning While You Are Teaching Reading Groups, at a cost of \$149.00 on August 30, 2021 (Title 2A Funds).

Motion to approve **Resolution No. 08092021-014** made by D. Clark and 2nd by C. Heath. Motion passed.

- f. Approval of **Resolution 08092021-015**-Resolution to approve Timothy Simmons' attendance at the NJ Science Convention at a cost of \$180.00 on October 19, 2021. (Title 2A Funds).

Motion to approve **Resolution No. 08092021-015** made by D. Clark and 2nd by C. Heath. Motion passed.

- g. Approval of **Resolution 08092021-016**-Resolution to approve the Burch Charter School of Excellence's Student Handbook for SY 2021-2022.

Motion to approve **Resolution No. 08092021-016** made by D. Clark-Johnson and 2nd by Z. Clark. Motion passed.

- h. Approval of **Resolution 08092021-017**-Resolution to approve the Burch Charter School of Excellence's Employee Handbook for SY 2021-2022.

Motion to approve **Resolution No. 08092021-017** made by Z. Clark and 2nd by C. Heath. Motion passed.

Public Comments- Ms. Williams-100 Linden Avenue-Enquired as to if/when any salary adjustments would be made.

Announcement of Future Board Meeting Date- Next Regular Board meeting to be held September 12, 2021 at 6:00 PM.

Motion to adjourn Public Session made by Z. Clark and 2nd by P. Martindale. Motion approved by consensus. Public Session adjourned at 7:17PM.

Motion to open Executive Closed Session made by Z. Clark and 2nd by D. Clark-Johnson. Motion approved by consensus. Closed Session opened at 7:27PM.

1. Burch Legal Agenda-Attorney Cole provided the Board with an update regarding pending legal matters.
2. Dr. White presented on **Resolution No. 08092021-018**-The Personnel Services Agenda.

Motion to adjourn Executive Closed Session made by Z. Clark and 2nd by P. Martindale. Motion approved by consensus. Executive Closed Session adjourned at 8:08PM.

Motion to re-open Public Session made by D. Clark-Johnson and 2nd by Z. Clark. Motion approved by consensus. Public Session re-opened at 8:10PM.

Approval of **Resolution No. 08092021-018**-the Personnel Services Agenda, made by P. Martindale 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 8:14PM.