

Burch Charter School of Excellence
100 Linden Avenue
Irvington, New Jersey 07111
Regular Board Meeting Minutes
April 8, 2019
6:00PM

Regular Board Meeting Called to Order by Board President, H. Martindale at 6:19PM

Roll Call Taken:

Board Members Present

Heather Martindale, President
Raquel Fraser, Vice President
Beverly Canady, Secretary
Paulita Martindale
Carolyn Heath
Andrea Hyatt
Frank Glien, Treasurer

Non-Board Members Present

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

Motion to approve the agenda made by R. Fraser and 2nd by C. Heath. Motion approved by a consensus.

Motion to approve the March 18, 2019 regular board meeting minutes, as amended, made by C. Heath and 2nd by R. Fraser. Motion approved by consensus.

Chief School Administrator's Report – Mr. Boler provided an update regarding the student production of Cinderella. He noted that the performances were well attended. He also advised that Girls on the Run began on April 2, 2019. He stated that this week is National Charter School Week. He also stated that the School is being honored during an upcoming program. He advised that the National Honors Program for Burch will be held on May 23rd.

Mr. Boler presented on the 2017-2018 School Report Card. There was extensive discussion regarding the trends and reported data. Specifically, the Board discussed whether the Report Card indicates that Burch students are not meeting the Math standards. Mr. Boler noted that the students are meeting the ELA standards and that the scores show improvement, though the School did not meet State standard in certain areas.

Mr. DuBose extended his gratitude to those who participated in and supported the Cinderella production. He also noted that a total of \$1,331 was raised from the production.

New Business

Approval of Treasurer’s Report, Resolution No. 04082019-001—F. Glien presented the report of March 2019, along with a written report that was provided to the Board. F. Glien noted that all the accounts have been reconciled with an ending balance of \$834,822.52.

Approval of the March Board Secretary & SBA Report, Resolution No. 04082019-002—Presented by J. Julien, along with a written report that was provided to the Board.

Approval of the March 2019 Bill List, Resolution No. 04082019-003—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 \$171,139.85. J. Julien and R. Fraser noted that the Executive Committee are meeting on April 16th to go over the expenditures as well as an upcoming trip.

Motion to approve by consolidation the monthly budget reports, Resolution No. **04082019-001, 04082019-002** and **04082019-003**, made by R. Fraser and 2nd by P. Martindale. Motion passed.

Resolutions

Committee Reports

1. Executive/Legal-

- a. Attorney Cole advised that the monthly Legal Report would be provided in closed session.
- b. It was reported that the Executive Committee met and discussed the budget that was submitted. There was a discussion of the technology at the school. It was also noted that a specific request for an inventory of the technology in the school was submitted to the Administration. Once the requested information has been received, the Executive Committee would like to consult with IT to determine what the next steps will be.

2. Curriculum-

- a. It was noted that a meeting will be held between the Curriculum Committee, Data Specialist, CSA and the Educational Consultant to discuss the school curriculum and recent data included in the 2017-2018 School Report Card.

3. Building and Grounds-N/A

4. Finance-

- a. R. Fraser advised that the Finance Committee held a meeting to discuss the budget and finances and provided the Board with a update regarding same.

- b. Approval of **Resolution No. 04082019-004**-Approval to submit the 2019-2020 Budget to the NJDOE in the amount of \$5,391,406.00.

Motion to approve **Resolution No. 04082019-004** made by C. Heath and 2nd by R. Fraser.
Motion passed.

5. **Governance Report** N/A

6. **Other-**

- a. Approval of **Resolution No. 04082019-005**-Approval of the new NJSLA (Formerly PARCC) Testing Security Plan. Mr. Simmons provided the Board with more detailed information before the plan to be submitted.

Motion by R. Fraser and 2nd by P. Martindale to approve **Resolution No. 04082019-005**.
Motion passed.

- b. Approval of **Resolution No. 04082019-006**-Approval of grant writing stipend not to exceed \$4,375 for the grant writing team to perform work on the 21st Century Grant from April 10th to April 25th for 5 persons at \$35/hr and 25 hrs. The grant submission is due April 25th. Mr. Simmons provided the Board with additional information regarding the grant writing stipend including the number of hours required to complete the stipend and what programs the stipened will be used to support.

Motion to approve **Resolution No. 04082019-006** made by C. Heath and 2nd by B. Canady. Motion passed.

Public Comments

- a. Rick Pressler, Director of the New Jersey Charter School Association-Hamilton, NJ-Mr. Pressler noted that he recently met with Mr. Boler at the quarterly meeting. He also extended an offer to the Board to provide any assistance if needed.
- b. Ms. Hancock-100 Linden Avenue, Irvington, NJ -Asked if there had been any update regarding unused sick-time. She wanted to know if persons who did not use their sick time that accumulated prior to the 2016-2017 policy change would be reimbursed. R. Fraser asked for a listing of all employees who would potentially be affected by the policy change.
- c. Melissa Everett-100 Linden Avenue, Irvington, NJ – Asked for an understanding of what caused the change in the sick-policy.
- d. Diane Larrieux-100 Linden Avenue, Irvington, NJ-Advised that the school PTA will be participating in a Color Run on June 1, 2019. She also provided the Board with a copy of the sample flyer for the event.

Announcement of Future Board Meeting Date- Next Regular Board meeting to be held May 13, 2019 at 6:00 PM.

Public Session adjourned at 8:24PM by consensus- Motion by R. Fraser; 2nd by P. Martindale.

Motion to open Closed Session made by A. Hyatt and 2nd by B. Canady. Motion approved by consensus. Closed Session opened at 8:37PM.

1. Discussion of the Personnel Services Agenda-**Resolution No. 04082019-007**-including a recommendation for one new appointment and one resignation.
2. Request to have any non-renewals presented to the Board prior to May 15th.
3. Meeting scheduled for May 2, 2019 at 6:00PM for the CSA Board Conference regarding Mr. Boler's evaluation.
4. Attorney Cole provided the Board with a status update on the litigation regarding the matter of Y.G. and student A.G. Attorney Cole also noted a document request from Rutgers regarding the A.G. matter.

Motion to adjourn Closed Session made by A. Hyatt and 2nd by B. Canady. Closed session adjourned by consensus at 9:10PM.

Motion by A. Hyatt and 2nd by B. Canady to open Public Session. Motion approved by consensus. Open Session re-opened at 9:13PM.

Motion to approve the Personnel Services Agenda-**Resolution No. 04082019-007** made by A. Hyatt and 2nd by B. Canady. Motion passed.

Motion by H. Martindale and 2nd by B. Canady to adjourn the meeting. Motion passed by consensus. Meeting adjourned at 9:20PM.