

Burch Charter School of Excellence
100 Linden Avenue
Irvington, New Jersey 07111
Regular Board Meeting Minutes
August 12, 2019
6:00PM

Regular Board Meeting Called to Order by Board President, H. Martindale at 6:31PM

Salute to the Flag

Roll Call Taken:

Board Members Present

1. Heather Martindale, President
2. Raquel Fraser, Vice President (Via Teleconference)
3. Beverly Canady, Secretary
4. Frank Glien, Treasurer
5. Paulita Martindale
6. Carolyn Heath
7. S. Brown (Via Teleconference)

Non-Board Members Present

1. Joel Julien, School Business Administrator
2. Chandra R. Cole, Board Attorney
3. Timothy Simmons, Vice Principal (Interim Chief School Administrator)

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

Motion to approve the July 8, 2019 Regular Board Minutes and August 6, 2019 Special Board Meeting minutes made by P. Martindale and 2nd by C. Heath. Motion approved by consensus.

Interim Chief School Administrator's Report – Mr. Simmons advised that there is no HIB monthly report and noted the completion of the HIB annual report. The student enrollment as of July is 351. He provided an update on the Summer Enrichment program. Approximately 20 families participated in the kindergarten orientation on August 10, 2019. The Charter School Annual Report was completed and submitted by the July 30, 2019 deadline. Mr. Simmons advised that a professional development plan has been created. He also stated that a new teacher mentor plan was revised as well as the school safety plan. Mr. Simmons noted that he and staff completed interview for three open positions provided recommendations. He also advised of a pipe that was broken in the building and caused damage to the system; all repairs are to be completed within 3 business days.

New Business

Approval of Treasurer’s Report, Resolution No. 08122019-001—F. Glien presented the report of July 31, 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 \$610,889.00.

Approval of the July Board Secretary & SBA Report, Resolution No. 08122019-002—Presented by J. Julien, along with a written report that was provided to the Board.

Approval of the August 8, 2019 Bill List, Resolution No. 08122019-003—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 \$276,265.59. J. Julien advised that not all of the total \$276,265.59 will be paid this month. Additionally, he noted that the grand total for the year is \$320,832.75.

Motion to approve by consolidation the monthly budget reports, Resolution No. **08122019-001, 08122019-002** and **08122019-003**, made by C. Heath and 2nd by P. Martindale. Motion passed.

Motion by P. Martindale and 2nd by S. Brown to approve **Resolution No. 08122019-018**-Approval of Board Member C. Heath’s extension of term to July 2023. Motion passed.

Resolutions

Committee Reports

1. Executive/Legal-

- a. Reserved for closed session.

2. Curriculum-

- a. Ms. Zende Clark reported to the Board on her summer month’s observations. She reviewed the job description for school social worker and guidance counselor and revised them. She advised that she added duties/responsibilities to the job descriptions. She also noted that she had conversations with Mr. Simmons regarding the MAP data and developed some goals for the 2019-2020 school year. She also noted approval of the Frontline Evaluation System. Ms. Clark provided further recommendations to the Board that were highlighted in her report.
- b. Approval of **Resolution No. 08122019-004**-Resolution to approve the Frontline Teacher Evaluation Instrument for the school year 2019-2020 at a cost of \$7,340 (startup cost \$3,640 and annual subscription and recurring cost of \$3,700).

Motion to approve **Resolution No. 08122019-004** made by P. Martindale and 2nd by C. Heath. Motion passed.

- c. Approval of **Resolution No. 08122019-005**-Resolution to approve the Extended Day Title I Remediation Program from September 16, 2019 to June 12, 2020 from 4pm to 5pm at a cost not to exceed \$59,740 allocated as follows: \$42,250 to run the program and \$17,490 for the purchase of a 1 year license of Achieve 3000 and professional development.

Motion to approve **Resolution No. 08122019-005** made by P. Martindale and 2nd by C. Heath. Motion passed.

3. **Building and Grounds**-N/A

4. **Finance** N/A

5. **Governance Report** N/A

6. **Other-**

- a. Approval of **Resolution No. 08122019-006**-Approval of creation of the Teacher Attendance Incentive Program of \$100 for 1st year of perfect attendance.

Motion to approve **Resolution No. 08122019-006**-made by C. Heath and 2nd by P. Martindale. Motion passed.

- b. Approval of **Resolution No. 08122019-007**-Approval of the submission of the 2018-2019 Annual Report to the DOE.

Motion to approve **Resolution No. 08122019-007**-made by C. Heath and 2nd by P. Martindale. Motion passed.

- c. Approval of **Resolution No. 08122019-008**-Approval of the submission of the School Safety and Security Plan for the school year 2019-2020.

Motion to approve **Resolution No. 08122019-008**-made by C. Heath and 2nd by P. Martindale. Motion passed.

- d. Approval of **Resolution No. 08122019-009**-Resolution to approve the submission of the Professional Development Plan for the school year 2019-2020.

Motion to approve **Resolution No. 08122019-009** made by C. Heath and 2nd by B. Canady. Motion passed.

- e. Approval of **Resolution No. 08122019-010**-Resolution to approve the new teacher mentor program for the school year 2019-2020.

Motion to approve **Resolution No. 08122019-010** made by C. Heath and 2nd by P. Martindale. Motion passed.

- f. Approval of **Resolution No. 08122019-011**-Resolution to approve the bi-monthly dress down day/school spirit fundraiser: \$2 per student who participates. The non-participating students have wear the school uniform.

Motion to approve **Resolution No. 08122019-011** made by P. Martindale and 2nd by B. Canady. Motion passed.

- g. Approval of **Resolution No. 08122019-012**-Resolution to approve the School Store as a fundraiser vendor for the school year 2019-2020.

Motion to approve **Resolution No. 08122019-012** made by P. Martindale and 2nd by B. Canady. Motion passed.

- h. Approval of **Resolution No. 08122019-013**-Resolution to approve Spirit and Pride as a vendor for non-uniform school apparel for the school year 2019-2020.

Motion to approve **Resolution No. 08122019-013** made by C. Heath and 2nd by B. Canady. Motion passed.

- i. Approval of **Resolution No. 08122019-014**-Resolution to approve the staging of Career Day on Friday, March 27, 2020 from 9am to 12pm.

Motion to approve **Resolution No. 08122019-014** made by P. Martindale and 2nd by B. Canady. Motion passed.

- j. Approval of **Resolution No. 08122019-015**-Resolution to approve the staging of Middle School Open House on Thursday, November 21, 2019.

Motion to approve **Resolution No. 08122019-015** made by P. Martindale and 2nd by B. Canady. Motion passed.

- k. Approval of **Resolution No. 08122019-016**-Resolution to approve the submission of the Harassment Intimidation and Bullying (HIB) report.

Motion to approve **Resolution No. 08122019-016** made by C. Heath and 2nd by P. Martindale. Motion passed.

Public Comments-N/A

Announcement of Future Board Meeting Date- Next Regular Board meeting to be held September 9, 2019 at 6:00 PM.

Public Session adjourned at 7:52PM by consensus- Motion by R. Fraser; 2nd by P. Martindale.

Motion to open Closed Session made by B. Canady and 2nd by P. Martindale. Motion approved by consensus. Closed Session opened at 8:03PM.

1. The Legal Agenda was presented by Attorney Cole: Attorney Cole updated the Board on the status of the Special Education Matter involving minor A.G. and the status of the Boler v. Martindale matter.
2. Personnel Services Agenda-**Resolution No. 08122019-017**-Recommendation by the Interim Chief School Administrator for staff transfers, appointments and new positions.

Motion to end Closed Session made by B. Canady and 2nd by C. Heath. Closed session adjourned by consensus at 8:48PM.

Motion to re-open Public Session made by B. Canady and 2nd by P. Martindale. Public Session re-opened at 9:00PM.

Motion to table the Personnel Services agenda-**Resolution No. 08122019-017** made by B. Canady and 2nd by P. Martindale. Motion passed.

Motion to adjourn the meeting made by P. Martindale and 2nd by B. Canady. Motion passed by consensus. Meeting adjourned at 9:05PM.