

**Burch Charter School of Excellence**  
100 Linden Avenue  
Irvington, New Jersey 07111  
Regular Board Meeting Minutes  
December 9, 2019  
6:00PM

Regular Board Meeting Called to Order by Board President, B. Canady at 6:09PM

Salute to the Flag

Roll Call Taken:

**Board Members Present**

- Heather Martindale, Board President (Via Teleconference)
- Beverly Canady, Secretary
- 3. Paulita Martindale
  - Carolyn Heath
  - Frank Glien
  - Tyhisha K. Henry

**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 2<sup>nd</sup> by P. Martindale. Motion approved by consensus.

Motion to approve the meeting minutes of the November 4, 2019 Regular Board Meeting made by C. Heath and 2<sup>nd</sup> by P. Martindale. Motion approved by consensus.

**Interim Chief School Administrator's Report** – Mr. Simmons honored the Staff Member of the Month, Kathleen Williamson. Ms. Afolabi was honored as the Staff Member of the month for the month of November. He noted that a middle school fair was held last week with a number of local schools in attendance. A Thanksgiving Food Drive was held at the school where 20 families were supported with food. The PTA will host a Brunch with Santa on December 14th. A Holiday Extravaganza will be held on December 18, 2019. The School will host a super honor roll breakfast this week; the PTA is donating the cost of the breakfast. There remain two staff vacancies for the 1<sup>st</sup> and 2<sup>nd</sup> grades. Mr. Simmons noted that the first round of teacher evaluations are complete. He also reported one confirmed HIB incident.

Attorney Cole administered the Oath of Office to Ms. Tyhisha K. Henry as the newest Board member of the Burch Charter School of Excellences' Board of Trustees.

## New Business

**Approval of the November Treasurer's Report, Resolution No. 12092019-001**-Presented by F. Glien along with a written report that was provided to the Board. He noted that the ending balance is \$85,573.74 and noted that the amount is low as the December receipts have not been received.

**Approval of the December 2019 Bill List, Resolution No. 12092019-002**—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. J. Julien advised that the total bill list is \$261,528.36.

**Approval of the October and November 2019 Board Secretary Report, Resolution No. 12092019-003**—Presented by J. Julien along with a written report that was provided to the Board. J. Julien noted that a financial deficit still exists.

Motion to consolidate and approve **Resolution No. 12092019-001, Resolution No. 12092019-002** and **Resolution No. 12092019-003** made by C. Heath and 2<sup>nd</sup> by P. Martindale. Motion passed.

## Resolutions

### Committee Reports

#### Executive/Legal-

- a. Attorney Cole advised that the update of the critical policies will be done once the new school leader is hired. Additionally, there was a contract addendum to the YMCA agreement.

#### Curriculum-

- a. **Approval of Resolution No. 12092019-004**-Resolution to approve the field trip to Kean University/Kean Stage on January 24, 2020 to attend Dog Man: The musical for 138 students Grades 2 and 3 at the cost of admission of \$1,320 and transportation cost of \$337. 50.

Motion to approve **Resolution No. 12092019-004**-made by C. Heath and 2<sup>nd</sup> by P. Martindale. Motion passed.

- b. B. Canady advised that she would also like to meet with Mr. Simmons to discuss a complaint she received concerning gym time.

#### Building and Grounds-N/A

#### Finance –

- a. Approval of **Resolution No. 11042019-005**-Resolution to approve the 2019-2020 Annual Charter School Fiscal Questionnaire.

Motion to approve **Resolution No. 12092019-005**-made by C. Heath and 2<sup>nd</sup> by P. Martindale. Motion passed.

- b. Approval of **Resolution No. 12092019-006**-Resolution to approve the 2019-2020 Independent Audit Report.

Motion to approve **Resolution No. 12092019-006** made by C. Heath and 2<sup>nd</sup> by P. Martindale. Motion passed.

- c. Approval of **Resolution No. 12092019-007**-Resolution to approve amended contract with Preferred Meals to provide reimbursable packaged breakfast at an increase of \$0.2056 bringing total breakfast cost to \$1.45.

Motion to approve **Resolution No. 1209019-007** made by C. Heath and 2<sup>nd</sup> by P. Martindale. Motion passed.

- d. Approval of **Resolution No. 12092019-008**-Resolution to approve the contract with Delta T to provide teachers for current and future vacancies at a cost of \$30 per hour/ per teacher.

Motion to approve **Resolution No. 12092019-008** made by C. Heath, with a friendly amendment by P. Martindale to include language of "temporary contract", 2<sup>nd</sup> by P. Martindale. Motion passed.

- e. Approval of **Resolution No. 12092019-009**-Resolution to approve the contract with Comcast Spotlight for Ad Campaign for the period of March 2020 to March 2021 at a cost not to exceed \$11,850.00.

Motion to approve **Resolution No. 12092019-009** made by C. Heath and 2<sup>nd</sup> by P. Martindale. Resolution failed.

- f. Approval of **Resolution No. 12092019-010**-Resolution to approve the contract with Squared Brain Web design to redesign the school website at a cost of \$3,060 and a monthly maintenance fee of \$100.00. There was discussion surrounding the specifics of what would be provided and whether the cost was reasonable.

Motion to table **Resolution No. 12092019-010** made by C. Heath and 2<sup>nd</sup> by P. Martindale. Motion passed.

- g. Approval of **Resolution No. 12092019-011**-Resolution to approve the contract with Celeste Williams (DBA Williams Talent Consulting, LLC) from December 1, 2019 to June 30, 2020 at a rate of \$115 per hour for a maximum 20 hours per month.

Motion to approve **Resolution No. 12092019-011** made by C. Heath and 2<sup>nd</sup> by P. Martindale. Motion passed.

- h. Approval of **Resolution No. 12092019-012**-Resolution to approve the use of facilities by the Burch PTA on December 14, 2019 for Brunch with Santa from 11AM to 2PM.

Motion to approve **Resolution No. 12092019-012** made by C. Heath and 2<sup>nd</sup> by P. Martindale. Motion passed.

- i. Approval of **Resolution No. 12092019-013**-Resolution to approve Nurse Jennifer Gaymes attending Professional Development: Pediatric Disaster Response and Emergency Preparedness on December 5<sup>th</sup> and 6<sup>th</sup> at a cost not to exceed \$400.

Motion to approve **Resolution No. 12092019-013** made by C. Heath and 2<sup>nd</sup> by P. Martindale. Motion passed.

### Governance Report-

#### Other-

- a. Approval of **Resolution No. 12092019-014**-Resolution to approve the partnership with NJCU, East Orange Community Charter School, Marion P. Thomas Charter School, Brick Education Network and Newark Educators Charter School to write the proposal for the Minority Teacher Development Grant. Expected award: \$375,000.

Motion to amend **Resolution No. 12092019-014** to replace Rutgers University with NJCU made by C. Heath and 2<sup>nd</sup> by P. Martindale. Motion passed.

Motion to approve **Resolution No. 12092019-014** made by C. Heath and 2<sup>nd</sup> by P. Martindale. Motion passed.

### Public Comments-

1. Katrina Hancock-100 Linden Avenue-Asking the Board to look at the current Prism scheduling and approve her attendance at the March course offerings. Mr. Simmons advised that it is appropriate to first advise the Administration of such request.
2. Crysia Vitale-31 Harding Terrace-Dress Down for a Cause-she requested that the cause be included in the flyers sent home to parents. She also noted that her son's Monday gym class has been conducted in a classroom and her son often does not want to get changed for gym on Mondays.
3. Malik Cave-100 Linden Avenue-Questioned whether there is an ESL program for non-English speaking students. He also noted that the scheduling throughout the day is difficult and provides little prep time.
4. Valerie Stewart-87 Melville Place-She questioned the duties of Celeste Williams and what services are covered under her contract. She also questioned what efforts have been made regarding partnerships with other charter schools for the 6<sup>th</sup> grade and on.

She also asked about the current status of the hiring of a new CSA. Lastly, she noted that her daughter asked about the quality of the meals provided for the lunch program.

5. H. Martindale-100 Linden Avenue-noted a sincere Thank-You to Ms. Brown and her family for putting together the Thanksgiving baskets.

### **Other Business**

- a. Attorney Cole advised that there were typographical errors on the agenda with respect to the resolution numbers. Motion to amend the agenda to reflect 12092019-05 through 12092019-13 made by C. Heath and 2<sup>nd</sup> by P. Martindale. Motion passed.

**Announcement of Future Board Meeting Date**- Next Regular Board meeting to be held January 13, 2020 at 6:00 PM.

Motion by C. Heath and 2<sup>nd</sup> by P. Martindale to adjourn Public Session. Motion approved by consensus. Public Session adjourned at 7:35PM.

Motion to open Closed Session made by B. Canady and 2<sup>nd</sup> by C. Heath. Motion approved by consensus. Closed Session opened at 7:44PM.

1. Personnel Services Agenda-**Resolution No. 12092019-15**:
  - a. Mr. Simmons addressed recommendations regarding A. Offer of Appointment B. Appointment, C. Resignation, D. Rescission of Termination and E. Other
2. Personnel Services Report by Ms. Williams
  - a. Update regarding the CSA search
3. Burch Legal Agenda-Attorney Cole provided the Board with an update regarding active pending legal matters.

Motion to end Closed Session made by P. Martindale and 2<sup>nd</sup> by B. Canady. Closed session adjourned by consensus at 8:32PM.

Motion to re-open Public Session made by P. Martindale and 2<sup>nd</sup> by C. Heath. Motion approved by consensus. Public Session re-opened at 8:39PM.

Motion to amend the Personnel Services agenda- **Resolution No. 12092019-015**- to reflect sections A. Offer of Appointment B. Appointment, C. Resignation, D. Rescission of Termination and E. Other, made by P. Martindale and 2<sup>nd</sup> by C. Heath. Motion passed.

Motion to approve Sections A. Offer of Appointment, C. Resignation, D. Rescission of Termination and E. Other of the Personnel Services Agenda **Resolution No. 12092019-015** made by P. Martindale and 2<sup>nd</sup> by C. Heath. Motion passed.

Motion to approve Section B. Appointment of the Personnel Services Agenda **Resolution No. 12092019-015** made by P. Martindale and 2<sup>nd</sup> by C. Heath. Motion failed.

Motion to adjourn the meeting made by P. Martindale and 2<sup>nd</sup> by B. Canady. Motion passed by consensus. Meeting adjourned at 8:44PM.