

Burch Charter School of Excellence
100 Linden Avenue
Irvington, New Jersey 07111
Regular Board Meeting Minutes
February 10, 2020
6:00PM

Regular Board Meeting Called to Order by Secretary, B. Canady at 6:12PM

Salute to the Flag

Roll Call Taken:

Board Members Present

1. Heather Martindale, Board President
2. Raquel R. Fraser, Vice President (Via Teleconference)
3. Beverly Canady, Secretary
4. Paulita Martindale
5. Carolyn Heath
6. Tyhisha Henry
7. Frank Glien

Non-Board Members Present

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

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

Motion to approve the meeting minutes of the January 13, 2020 Regular Board Meeting and January 29, 2020 Special Board Meeting Minutes made by C. Heath and 2nd by P. Martindale. Motion approved by consensus.

Chief School Administrator's Report – Dr. White advised that there were no HIB incidents in the month of January. He also reported that at current, 356 scholars were enrolled. He noted that the PTA movie night was held the previous Friday. A staff meeting is scheduled for the coming Wednesday. The CSA Meet and Greet will be held this coming Thursday as part of the parent teacher night. The curriculum should be updated during the summer of 2020. He noted that there are currently 4 personnel vacancies. A professional development was held at the end of January. He reported that the partnership with the YMCA ended on January 31, 2020. He also reported on the cost of upcoming field trips.

New Business

Approval of the January Treasurer’s Report, Resolution No. 02102020-001—Presented by F. Glien along with a written report that was provided to the Board.

Approval of the January 2020 Bill List, Resolution No. 02102020-002—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 \$238,557.60.

Approval of the January 2020 Board Secretary Report, Resolution No. 02102020-003—Presented by J. Julien along with a written report that was provided to the Board. J. Julien noted that a financial deficit still exists. He advised that he will be providing the Board with some projections for now to June.

Motion to consolidate and approve **Resolution No. 02102020-001**, **Resolution No. 02102020-002** and **Resolution No. 02102020-003** made by P. Martindale and 2nd by B. Canady. Motion passed.

Resolutions

Committee Reports

1. Executive/Legal-

- a. Attorney Cole advised that an update on the critical policies is pending; the Policy Committee will meet soon to discuss same. She also provided updates regarding the rent negotiations.
- b. Motion to direct Attorney Cole to submit a letter and commence rental negotiations with the Archdiocese and the CDC as soon as possible, made by C. Heath and 2nd by P. Martindale. Motion passed by consensus.

2. Curriculum-N/A

3. Building and Grounds-N/A

4. Finance –

- a. Approval of **Resolution No. 02102020-004**—Resolution to approve the submission of the Special Education Medicaid Initiative (SEMI) waiver to the County Executive Superintendent for the school year 2020-2021.

Motion to approve **Resolution No. 02102020-004** made by P. Martindale and 2nd by B. Canady. Motion passed.

- b. Approval of **Resolution No. 02102020-005**—Resolution to approve the submission of the 2019-2020 budget revision to the NJ DOE that includes the audited 2019 Fund Balance of \$609,539 and the new October 15 Revenue of \$4,617,864 and 356 students.

Motion to approve **Resolution No. 02102020-005** made by C. Heath and 2nd by P. Martindale. Motion passed.

- c. Approval of **Resolution No. 02102020-006**-Resolution to approve the submission of the FY 2020 amended budgets based on the following carryover from FY 2019 for the following grants: Title IA carryover of \$16,817 bringing total grant to \$252,047; Title IIA carryover of \$15,044 bringing total grant to \$34,995; and Title IVA carryover of \$9,967 bringing total grant to \$24,629.

Motion to approve **Resolution No. 02102020-006** made by P. Martindale and 2nd by C. Heath. Motion passed.

- d. Approval of **Resolution No. 02102020-007**-Resolution to approve Girls on the Run proposal for the event that will be held on Saturday June 6, 2020 in Florham Park, NJ: Transportation of \$350, Honorarium for staff: \$3,000 for a grand total of \$3,350. The season begins March 2, 2020 and ends June 6, 2020.

Motion to approve **Resolution No. 02102020-007** made by C. Heath and 2nd by B. Canady. Motion passed.

- e. Approval of **Resolution No. 02102020-008**-Resolution to approve the proposal by Squared Brain Web Design to redesign the school website. Cost: \$3060 and a monthly maintenance cost of \$150.

Motion to approve **Resolution No. 02102020-008** made by P. Martindale and 2nd by B. Canady. Motion passed.

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

6. **Other**- N/A

Public Comments-

1. Kathleen Wilson-100 Linden Avenue-provided the Board with an update regarding the Aladdin production. The students will be going on their trip next Wednesday to see Aladdin. The shows will be presented on Friday, March 27th and Saturday, March 28th.
2. Lisa Rouse-100 Linden Avenue-asked the question of how a tardy is accounted for.

Announcement of Future Board Meeting Date- Next Regular Board meeting to be held March 9, 2020 at 6:00 PM.

Motion by P. Martindale and 2nd by B. Canady to adjourn Public Session. Motion approved by consensus. Public Session adjourned at 7:18PM.

Motion to open Closed Session made by P. Martindale and 2nd by B. Canady. Motion approved by consensus. Closed Session opened at 7:24PM.

1. Personnel Services Agenda-**Resolution No. 02102020-009**:
 - a. Dr. White and Mr. Simmons addressed recommendations regarding Section A. Appointments and Section C. Other.
2. 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 2nd by B. Canady. Closed session adjourned by consensus at 7:53PM.

Motion to re-open Public Session made by P. Martindale and 2nd by C. Heath. Motion approved by consensus. Public Session re-opened at 7:56PM.

1. Personnel Services Agenda-**Resolution No. 02102020-009**:
 - a. Celeste Williams addressed Section B of the Personnel Serviced Agenda-Leave of Absence. The employee made a written request that this matter be discussed in public session. The employee is requesting that she retroactively be granted Family Bonding Time and FMLA.

Motion to approve Section C of the Personnel Services Agenda - **Resolution No. 02102020-009** – with amendment to reflect the school administrator to work the after-school program at the approved rate, made by T. Henry and 2nd by B. Canady. Motion passed.

Motion to table Sections A and B of the Personnel Services Agenda - **Resolution No. 02102020-009** – made by T. Henry and 2nd by B. Canady. Motion passed.

Motion to adjourn the meeting made by P. Martindale and 2nd by C. Heath. Motion passed by consensus. Meeting adjourned at 8:10PM.