

Burch Charter School of Excellence
100 Linden Avenue
Irvington, New Jersey 07111
Regular Board Meeting Minutes
February 11, 2019
6:00PM

Regular Board Meeting Called to Order by Board President, H. Martindale at 6:22PM

Roll Call Taken:

Board Members Present

1. Heather Martindale, President
2. Raquel Fraser, Vice President
3. Beverly Canady, Secretary
4. Paulita Martindale
5. Andrea Hyatt
6. Sandra Brown
7. Carolin Heath
8. 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 S. Brown and 2nd by C. Heath. Motion approved by a consensus.

Motion to approve the January 22, 2019 regular board meeting minutes made by C. Heath and 2nd by S. Brown. Motion approved by consensus.

Chief School Administrator's Report – Mr. Boler advised that between January 22-25th, the School held its annual No Name Calling week. He also noted that the Annual Performance Report was submitted to the DOE on January 25th. On February 1, 2019, the PTA hosted a Zumba class fundraiser and had approximately 40 attendees. The second round of report cards were sent out on February 6th. Finally, Mr. Boler noted that the school production of Cinderella will be held March 7th and 8th.

There was a presentation by Sullivan Johnson from Comcast. He indicated that the school has been a client since 2012 under a traditional targeted advertising. He offered a new a Premium Digital Video package at a cost of \$11,366. He also noted that the filming of a new commercial would cost \$1,575.00.

Presentation by Girls on the Run: Ms. Holness and a representative from GOR addressed the Board and provided information on the organization. She noted that there is a benefactor who will be covering the

cost of the school's participation this year. However, the participants will still be responsible for \$20 as a "skin in the game" incentive.

Mr. Simmons acknowledged both the parent and teach of the month. Further, he addressed the Board with a proposal for a After School Program. The total salary expenditures for the proposed program would be \$85,428.13. The total cost of supplies for the program would be \$9,141.79. The proposal also included figures detailing a potential for a financial lost or profit depending on the enrollment level.

New Business

Approval of Treasurer's Report, Resolution No. **002112019-001**—The report of January 2019 was presented by F. Glien, along with a written report that was provided to the Board. F. Glien noted that all the accounts have been reconciled.

Approval of the February Board Secretary & SBA Report, Resolution No. **02112019-002**—Presented by J. Julien, along with a written report that was provided to the Board. J. Julien also addressed the student enrollment and how that affects the final budget.

Approval of the February 2019 Bill List, Resolution No. **02112019-003**—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. Further, the Board requested that Mr. DuBose present an itemized list regarding \$5,000 issued to him for the purchase of supplies for the Cinderella production.

Motion to approve by consolidation the monthly budget reports, Resolution No. **002112019-001**, **02112019-002** and **02112019-003**, made by R. Fraser and 2nd by S. Brown. Motion approved by consensus.

Resolutions

Committee Reports

1. **Executive/Legal**-Reserved for Closed Session

2. **Curriculum**-

a. Approval of Resolution No. **02112019-004**-Resolution to approve a field trip to Ja Biz Town in Edison NJ on February 28th with a transportation cost of \$1,190.00.

Motion to approve Resolution No. **02112019-004** made by R. Fraser and 2nd by C. Heath. Motion passed.

b. Approval of Resolution No. **02112019-005**-Resolution to approve the Family Liaison position.

Motion to table Resolution No. **02112019-005** for the Personnel Services meeting made by R. Fraser and 2nd by C. Heath. Motion passed.

- c. Approval of Resolution No. **02112019-006**-Resolution to approve the professional development by R&D Innovations at a cost of \$6,000.00 for 3 days.

Motion to table Resolution No. **02112019-006** made by S. Brown and 2nd by R. Fraser.
Motion passed.

- d. Approval of Resolution No. **02112019-007**-Resolution to approve the staffing for the Saturday STEAM Academy and Girls Who Code programs.

Motion to table Resolution No. **02112019-007** for the Personnel Services meeting made by S. Brown and 2nd by R. Fraser. Motion passed.

- e. Approval of Resolution No. **02112019-008**-Resolution to approve the Afterschool Program for the school year 2019-2020.

Motion to table Resolution No. **02112019-008** made by R. Fraser and 2nd by P. Martindale.
Motion passed.

- f. Approval of Resolution No. **02112019-009**-Resolution to approve the Girls on the Run proposal for the event held on June 8, 2019 in Florham Park at a transportation cost of \$350.00 and honorarium for the staff of \$3,000.00.

Motion to table Resolution No. **02112019-009** made by R. Fraser and 2nd by B. Canady.
Motion passed.

- g. Approval of Resolution No. **02112019-0010**-Resolution to approve the SEMI Waiver for the school year 2019-2020.

Motion to approve Resolution No. **02112019-0010** made by R. Fraser and 2nd by C. Heath.
Motion passed.

- 3. **Building and Grounds**-J. Julien advised that he sent an invoice to the Archdiocese regarding the work that needed to be completed in the building.

- 4. **Finance**-R. Fraser advised that the Finance Committee will be meeting to discuss outstanding issues.

- a. Approval of Resolution No. **02112019-011**-Resolution to approve the TV ad campaign for the period of March 2019-March 2020 at a cost not to exceed \$11,376.

Motion to table Resolution No. **02112019-011** made by R. Fraser and 2nd by S. Brown.
Motion passed.

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

- 6. **Other** N/A

Public Comments

- a. Ms. Hancock-100 Linden Avenue, Irvington, NJ-Addressed the board and requested that it review the sick policy and derive a resolution to paying teachers for unused sick-time.
- b. Tujuana Irby-100 Linden Avenue, Irvington, NJ-Ms. Irby addressed the Board and noted that the August 2018 meeting minutes reflect that her request for compensation for unused vacation time was tabled (Resolution No. 08132018-006). She advised the Board that she has several duties during the summer months that affect her ability to take her vacation time. She requested that the Board provide a decision regarding the outstanding resolution.

Announcement of Future Board Meeting Date- Next Regular Board meeting to be held March 11, 2019 at 6:00 PM. Special Board meeting scheduled for February 19, 2019 at 6:00PM.

Public Session adjourned at 8:41PM by consensus- Motion by R. Fraser; 2nd by S. Brown.

Motion to open Closed Session made by S. Brown and 2nd by P. Martindale. Motion approved by consensus. Closed Session opened at 8:51PM.

1. Discussion of Resolution No. **02112019-007**-Resolution to approve the staffing for the Saturday STEAM Academy and Girls Who Code programs.
2. Discussion of Resolution No. **02112019-005**-Resolution to approve the Family Liaison position.
3. Discussion of scheduling the CSA Mid-Year Evaluation and Pre-Conference.

Closed session adjourned by consensus.

Motion by B. Canady and 2nd by S. Brown to open Public Session. Motion approved by consensus. Open Session re-opened at 9:34PM.

Motion to approve Resolution No. **02112019-005** made by S. Brown and 2nd by B. Canady. Motion passed by consensus.

Motion to table Resolution No. **02112019-007** made by P. Martindale and 2nd by R. Fraser. Motion passed by consensus.

Motion by B. Canady and 2nd by R. Fraser to adjourn the meeting. Motion passed by consensus. Meeting adjourned at 9:45PM.