

**Burch Charter School of Excellence**  
100 Linden Avenue  
Irvington, New Jersey 07111  
Regular Board Meeting Minutes  
January 13, 2020  
6:00PM

Regular Board Meeting Called to Order by Vice-President, R. Fraser at 6:25PM

Salute to the Flag

Roll Call Taken:

**Board Members Present**

1. Heather Martindale, Board President
2. Raquel R. Fraser, Vice-President
3. Beverly Canady, Secretary
4. Paulita Martindale
5. Carolyn Heath
6. Frank Glien

**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, with amendment to **Resolution No. 01132020-004** to reflect the trip to SOPAC, made by C. Heath and 2<sup>nd</sup> by P. Martindale. Motion approved by consensus.

Motion to approve the meeting minutes of the December 9, 2019 Regular Board Meeting made by C. Heath and 2<sup>nd</sup> by B. Canady. Motion approved by consensus.

**Interim Chief School Administrator's Report** – Mr. Simmons advised that there is no HIB report this cycle. He noted that the student enrollment is at 356. Mr. Simmons also made a presentation to the Board on the NJSLA comparison data.

**New Business**

**Approval of the December Treasurer's Report, Resolution No. 01132020-001**-Presented by F. Glien along with a written report that was provided to the Board. He noted that the ending balance is \$43,292.21. J. Julien advised that the account balance is low due to a timing issue regarding the payroll.

**Approval of the January 2020 Bill List, Resolution No. 01132020-002**—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 \$192,432.47.

**Approval of the December 2019 Board Secretary Report, Resolution No. 01132020-003**—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. 01132020-001, Resolution No. 01132020-002 and Resolution No. 01132020-003** made by P. Martindale and 2<sup>nd</sup> by C. Heath. Motion passed.

## Resolutions

### Committee Reports

#### 1. Executive/Legal-

- a. Attorney Cole advised that the update on the critical policies would be completed once the new Chief School Administrator is hired. She also advised that there are no updates regarding the rent negotiations.

#### 2. Curriculum-

- a. **Approval of Resolution No. 01132020-004**-Resolution to approve the field trip to South Orange Performing Arts Center (SOPAC) on February 21, 2020 to attend Super Circus at the cost of \$552 for admission and \$337.50 for transportation.

Motion to approve **Resolution No. 01132020-004**-made by P. Martindale and 2<sup>nd</sup> by C. Heath. Motion passed.

- b. **Approval of Resolution No. 01132020-005**-Resolution to approve the Saturday Academy Proposal for the period of February 1, 2020 to May 23, 2020 at a cost of \$25,000 to be funded by Title I.

Motion to approve **Resolution No. 01132020-005**-made by P. Martindale and 2<sup>nd</sup> by B. Canady. Motion passed.

- c. **Approval of Resolution No. 01132020-006**-Resolution to approve home instruction for student MA #100732 beginning January 21, 2020.

Motion to approve **Resolution No. 01132020-006**-made by P. Martindale and 2<sup>nd</sup> by B. Canady. Motion passed.

- d. **Approval of Resolution No. 01132020-007**-Resolution to approve the purchase of EasyIEP program from Public Consulting Group to effectively write student IEPs at a cost of \$7,500 (annual fee of \$5,000 and on time implementation fee of \$2,500).

Motion to approve **Resolution No. 01132020-007**-made by P. Martindale and 2<sup>nd</sup> by B. Canady. Motion passed.

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

4. **Finance** – N/A

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

6. **Other**-

- a. Approval of **Resolution No. 01132020-008**-Resolution to approve the use of the facilities by the Burch PTA on January 17, 2020 from 6:30pm to 8pm for parent night (movie night for students).

Motion to amend **Resolution No. 01132020-008** to reflect the date and time of February 7, 2020 from 6:00PM to 8:00PM made by P. Martindale and 2<sup>nd</sup> by B. Canady. Motion passed.

Motion to approve **Resolution No. 01132020-008**, as amended, made by P. Martindale and 2<sup>nd</sup> by B. Canady. Motion passed.

- b. Approval of **Resolution No. 01132020-009**-Resolution to approve the 2019-2020 Burch Charter School of Excellence MOA with Irvington Police Department and its submission to the appropriate authorities.

Motion to approve **Resolution No. 01132020-009** made by P. Martindale and 2<sup>nd</sup> by B. Canady. Motion passed.

- c. Approval of **Resolution No. 01132020-010**-Resolution to approve the Girls on the Run proposal for 2019-2020. Season begins March 2, 2020 and ends June 6, 2020. Cost of \$3,350 (Honorarium for staff \$3,000 and transportation \$350).

Motion to approve **Resolution No. 01132020-010** made by P. Martindale and 2<sup>nd</sup> by B. Canady. Motion failed.

**Public Comments-**

1. Kathleen Wilson-100 Linden Avenue-provided the Board with an update regarding the Aladdin production.
2. Diane Lurrieux-100 Linden Avenue-advised that the use of the facilities by the PTA will be on February 7, 2020 from 6:00pm to 8pm.
3. Crysla Vitale-31 Harding Terrace -advised that her son is struggling with school.
4. Valerie Stewart-87 Melville Place-provided comments regarding the student lunches and fundraising. She noted that she too is having a difficult time motivating her daughter to go to school in the mornings.

**Announcement of Future Board Meeting Date-** Next Special Board Meeting scheduled for January 29, 2020 at 6:00PM. Next Regular Board meeting to be held February 10, 2020 at 6:00 PM.

Motion by P. Martindale and 2<sup>nd</sup> by B. Canady to adjourn Public Session. Motion approved by consensus. Public Session adjourned at 7:49PM.

Motion to open Closed Session made by B. Canady and 2<sup>nd</sup> by R. Fraser. Motion approved by consensus. Closed Session opened at 7:59PM.

1. Personnel Services Agenda-**Resolution No. 01132020-011**:
  - a. Mr. Simmons addressed recommendations regarding A. Appointments, B. Resignation and C. Other.
2. Personnel Services Report by Ms. Williams
  - a. Update regarding the hiring of the CSA, updates to employee files, personnel concerns.
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 9:23PM.

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 9:26PM.

Motion to approve the Personnel Services Agenda - **Resolution No. 01132020-011** - with amendment to section A. Appointments, to reflect \$60,500 (salary contingent upon verification of 12 years of experience) made by P. Martindale and 2<sup>nd</sup> by B. Canady. Motion passed.

Motion to adjourn the meeting made by P. Martindale and 2<sup>nd</sup> by C. Heath. Motion passed by consensus. Meeting adjourned at 9:29PM.