

Burch Charter School of Excellence
100 Linden Avenue
Irvington, New Jersey 07111
Regular Board Meeting Minutes
July 8, 2019
6:00PM

Regular Board Meeting Called to Order by Board President, H. Martindale at 6:25PM

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

Non-Board Members Present

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

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

Motion to approve the June 10, 2019 Regular Board Minutes and June 20, 2019 Special Board Meeting minutes made by C. Heath and 2nd by P. Martindale. Motion approved by consensus.

Interim Chief School Administrator's Report – Mr. Simmons advised that the kindergarten and 5th grade classes had a wonderful graduation ceremony. He also advised the Annual School Plan had 4 goals identified-Goal 1: The Baseline was increased to 68%. Goal 2: The Baseline was increased to 51%, Goal 3: Baseline was increased to 46%, Goal 4: Baseline was increased to 23%. Mr. Simmons also noted that the higher grades have a lower baseline, particularly because the lower grades are excelling and the high grades (4th and 5th) have a lower baseline. Also, the culture and climate evaluation by Rutgers indicates that the School improved in all of the domains. They also recommended that the School change all of its goals for next year because the school exceeded all of its goals.

New Business

Approval of Treasurer's Report, Resolution No. 07082019-001—F. Glien presented the report of June 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 \$1,033,303.44.

Approval of the July Board Secretary & SBA Report, Resolution No. 07082019-002—Presented by J. Julien, along with a written report that was provided to the Board. J. Julien advised that he labeled the first five pages for revenue since October 2018. He noted that as of June there was a decrease in funds due to the lost of students. H. Martindale inquired as to how the School can recruit and retain students. There was discussion surrounding the different methods of recruitment for students. The Board agreed that a recruitment plan will be submitted by the Administration for the upcoming school year to address this issue.

Approval of the July 9, 2019 Bill List, Resolution No. 07082019-003—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 \$232,563.52. There was significant discussion regarding the rent and the need to meet and adjust the budget.

Motion to approve by consolidation the monthly budget reports, Resolution No. **07082019-001, 07082019-002** and **07082019-003**, made by C. Heath and 2nd by B. Canady. Motion passed.

Resolutions

Committee Reports

1. Executive/Legal-

- a. Attorney Cole discussed issues surrounding the tentative re-negotiation of the lease with the Archdiocese. It was resolved that the Budget and Finance Committee would meet and advise as to what Burch's position is as it related to finances so that any requests/demands made can be meaningfully presented with a rational relationship.

2. Curriculum-

- a. Approval of **Resolution No. 07082019-005**-Resolution to approve the field trips for the Summer school program: Round Valley on July 17: Admission \$130 and transportation \$850; Cineplex 12 on July 23-Admission \$0, Transportation \$450.

Motion to approve **Resolution No. 07082019-005** made by C. Heath and 2nd by B. Canady. Motion passed.

3. Building and Grounds-N/A

4. Finance N/A

5. Governance Report N/A

6. Other-

- a. H. Martindale called a tentative personnel services meeting for next Wednesday, July 17, 2019 at 6PM via teleconference, which will include the planning of the Board Retreat and the chief school administrator search.

- b. Approval of **Resolution No. 07082019-004**-Approval of the Personnel Services Agenda including retirements, resignations, approval of the contract for the Interim Chief School Administrator and approval of the School Business Administrator's 2018-2019 Evaluation.

Motion to approve the Personnel Services Agenda-**Resolution No. 007082019-004**-made by C. Heath and 2nd by P. Martindale. Motion passed.

Public Comments

1. Michael DuBose-100 Linden Avenue, Irvington NJ-Discussed the possibility of creating a committee to do outreach and recruitment in the community. Mr. DuBose also discussed being dissatisfied with not being selected for employment with the summer enrichment program.

Announcement of Future Board Meeting Date- Next Regular Board meeting to be held August 12, 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
 - a. Attorney Cole advised of a pending discovery request in the A.G. matter.
 - b. Attorney Cole provided an update in the Y.G. matter.
 - c. Attorney Cole provided an update in the Boler v. Martindale matter.
 - d. Attorney Cole addressed legal issues raised during last meeting re: security concerns.
2. Personnel Services Agenda presented by Attorney Cole
 - a. Attorney Cole provided the Board with updates regarding the School Business Administrator's annual evaluation.

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