

**Burch Charter School of Excellence**  
100 Linden Avenue  
Irvington, New Jersey 07111  
Regular Board Meeting Minutes  
June 10, 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. Carolyn Heath
6. Sandra Brown
7. 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

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 May 2019 regular board meeting minutes made by C. Heath and 2<sup>nd</sup> by P. Martindale. Motion approved by consensus.

**Chief School Administrator's Report** – Mr. Boler advised that six students were inducted into the Honor Society. He also noted that the annual Fun Day is scheduled for June 19, 2019. The Kindergarten graduation is scheduled for June 20, 2019 as well as the 5<sup>th</sup> grade graduation.

**New Business**

**Approval of Treasurer's Report, Resolution No. 06102019-001**—The report of May 31, 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 with an ending balance of \$346,008.41.

**Approval of the March Board Secretary & SBA Report, Resolution No. 06102019-002**—Presented by J. Julien, along with a written report that was provided to the Board. Mr. Julien advised that there is deficit and would like to have a meeting sometime next week to address same. J. Julien noted that there is a deficit of approximately \$150,000 that will need to be addressed.

**Approval of the June 2019 Bill List, Resolution No. 06102019-003**—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 \$125,190.95.

Motion to approve by consolidation the monthly budget reports, Resolution No. **06102019-001**, **06102019-002** and **06102019-003**, made by C. Heath and 2<sup>nd</sup> by P. Martindale. Motion passed.

## Resolutions

### Committee Reports

1. **Executive/Legal**-Reserved for closed session.
2. **Curriculum**-
  - a. Ms. Zende Clark-Educational Consultant-Addressed the Board and reported on several issues matters observed during her first month in the school. She noted that it was a transitional month. She spoke on the topic of using new evaluation tools, evaluating the re-appointment of staff members, and cutting costs where possible.
  - b. Approval of **Resolution No. 06102019-004**-Resolution to approve the Summer Enrichment Program proposal for the cost of \$29,591. B. Canady acknowledged that she received a copy of the report from Mr. Simmons and made a recommendation for the Program to go forward. H. Martindale questioned whether the program was possible with the noted deficit of \$150,000. R. Fraser and J. Julien noted that they are meeting this week to review the finances. R. Fraser noted that she recommends an approval of the Summer Enrichment Program but also noted that they will likely need to cut costs in other areas.

Motion to approve **Resolution No. 06102019-004** made by C. Heath and 2<sup>nd</sup> by P. Martindale.

3. **Building and Grounds**-H. Martindale inquired as to whether there was an update regarding the lease agreement/reduction in rent. Attorney Cole advised that there needs to be a meeting to develop a comprehensive financial plan. She also discussed the process of negotiating a new lease. R. Fraser advised that she would like this item on the agenda for the next meeting and will take the lead on developing a comprehensive financial plan.
4. **Finance**-R. Fraser advised that a meeting will be held this coming Wednesday.
  - a. Approval of **Resolution No. 06102019-005**-Resolution to approve the submission of the Refusal to Fund FY 2020 Elementary and Secondary Act (ESEA) for Tittle III Immigrants in the amount of \$2,778.
  - b. Approval of **Resolution No. 06102019-006**-Resolution to approve the submission of the FY 2020 IDEA Grant in the amounts of \$71,719 (Basic) and \$1,367 (Pre-School).

- c. Approval of **Resolution No. 06102019-007**-Resolution to approve the submission of the FY 2020 Elementary and Secondary Act (ESEA) application and acceptance funds in the following grant amounts: Title I Part A \$235,230, Title II A \$19,951 and Title IV \$14,662.
- d. Approval of **Resolution No. 06102019-008**-Resolution to approve the submission of the revised 2019-2020 budget to the NJ DOE with a beginning fund balance of \$643,829 instead of \$971,075 resulting in an ending budgeted fund balance of \$156,695.

Motion to consolidate and approve **Resolution No. 06102019-005 through Resolution No. 06102019-008** made by C. Heath and 2<sup>nd</sup> by P. Martindale. Motion passed.

- e. Approval of **Resolution No. 06102019-009**-Resolution to approve AG's evaluation test at a cost of \$2,950. This item is on the legal agenda and will be discussed in closed session.

Motion to table **Resolution No. 06102019-009** made by C. Heath and 2<sup>nd</sup> by P. Martindale. Motion passed.

5. **Governance Report** N/A

6. **Other** –

- a. Approval of Resolution No. 06102019-010-Resolution to approve the 2019-2020 School Calendar.

Motion to approve **Resolution No. 06102019-010** made by C. Heath and 2<sup>nd</sup> by B. Canady. Motion passed.

**Public Comments**

1. Melissa Everett-100 Linden Avenue-Ms. Everett provided the Board with a printout regarding a Statute concerning contract renewals. She had questions regarding Items 4, 7 and 10 of the revised contract. Additionally, she indicated that the new statute advised that they should have signed new copies of their contracts prior to May 15, 2019. She asked what the changes to the contract meant. She advised that she is not saying that the new contract is unfair but that she has questions concerning what the changes mean. They are not saying that the contract is unfair but wanted to know what the changes meant for them. Attorney Cole advised that she would be willing to come to the school and go over the new contract terms for the Staff and explain the changes. Attorney Cole also briefly explained the process of contract renewal.
2. Tijuana Irby-100 Linden Avenue-Ms. Irby explained that school is dismissed in a week and wanted to know what she should do to make sure the contracts were signed before dismissal. Attorney Cole advised that she would come to the school and assist in the process of explaining the changes to the contract so the process can move along.
3. Lisa Rouse-100 Linden Avenue-Ms. Rouse explained that she is concerned about the process of hiring a new administrator-She wanted to know if the staff will have any input in the hiring process.
4. Terry Whitaker-100 Linden Avenue-Echoed the comments of Ms. Rouse regarding the hiring process. She wanted to know if the process would be transparent. H. Martindale explained that

they are hiring a consultant to manage the hiring process and noted that they will include input from the administration.

5. Ms. Moore-100 Linden Avenue-Ms. Moore asked if there is a deadline to select the new administration. Heather reiterated that they are not going to manage the process.
6. Sosanya Afolabi-100 Linden Avenue-Advised that she is a teacher at the school and raised concerns regarding security issues in the building. She stated that there needs to be a clear procedure for when parties come into the building, who they are and what their purpose is for being in the building. She indicated that there is often confusion between visitors for Burch and visitors for the Leaguers. H. Martindale advised that the Board needs to identify the procedure/process for visitors in the building. She asked about the process for security to ensure that children and staff are secure/safe during recess. P. Martindale noted that she wants to see something in writing first thing in the AM regarding the process. R. Fraser noted that the Board needs a meeting immediately. Ms. Rouse explained that the issue is with the side door that connected to the Leaguers and noted that there should be a process for how people are escorted from that door.
7. Michael DuBose-100 Linden Avenue-Attendance Policy in which students come to school and are held accountable. If you are absent 18 days. There are students who are absent more than 30 days at the school. He stated that they have a student who has been absent more than 75 days. He raised the possibility of hiring a truancy officer.
8. Ms. Marshall-100 Linden Avenue-Ms. Marshall asked if the process of hiring, appointing or re-appointing board members is provided for anywhere. Attorney Cole advised that the Board members are elected based upon the School's Constitution and Bylaws. Attorney Cole advised that the reorganization meeting is held once a year.
9. Lenae Baker-100 Linden Avenue-She asked what is the process for electing and re-electing Board members. She also asked where she could locate the By-laws. Attorney Cole asked that the Board Secretary make that documents available for anyone who would like a copy.
10. Jake Glass Jr.-Hamilton NJ-Advised that teachers should be made aware of any contract changes. He noted on May 13<sup>th</sup>, there was a gross misrepresentation of the data. He noted that Burch is steadily rising-though performance standards have not been met. He provided further comments and requested that his written statement be entered into the record, which was provided to the School Business Administrator.
11. Claudette Bailey-Director of the Head Start Program-She stated that Burch and the Leaguers Head Start Program needs to work together to collaborate. She also acknowledged that her building had only one security guard and noted that she does have issues with one door. She also noted that she has some concerns hearing that the students that transfer from her program are having testing issues.
12. Marion Nelson-147 Brookside Avenue, Irvington NJ-She was concerned about the hiring of Ms. Clarke so late in the school year and asked if her evaluation could be made sooner. She also asked whether the Board intended to provide the parents with any support rather than leaving everything to the PTA.
13. Renee Jackson-2 Laventhal, Irvington NJ-Addressed concerns that her granddaughter has been bullied. She indicated that she has brought the concerns of bullying to the administration and has not heard received a response. She asked what the process was for responding to such complaints.
14. Hakima Griffin, 11 Orange Place-Indicated that her daughter has been the victim of bullying. She stated that she sent a letter to the administration and was not satisfied with the response. She stated concerns over Mr. Simmons response to her complaints, noting he responded that her daughter "is very attractive". She noted that she sent a letter to administration but that he

daughter remains to be pushed, hit and bullied. She stated that her daughter will not be returning to the School next year and will only be present for the purpose of testing on Friday and her graduation. She advised that her next step would be to take legal action.

15. Kenny Paralin-East Orange- He extended sympathy to the parent, Ms. Griffin.

**Announcement of Future Board Meeting Date**- Next Regular Board meeting to be held July 8, 2019 at 6:00 PM.

Public Session adjourned at 8:17PM by consensus- Motion by C. Heath; 2<sup>nd</sup> by P. Martindale.

Motion to open Closed Session made by P. Martindale and 2<sup>nd</sup> by R. Fraser. Motion approved by consensus. Closed Session opened at 8:32PM.

1. Discussion of the Personnel Services Agenda-**Resolution No. 06102019-009**-Attorney Cole provided the Board with a status update on this matter; discussion of T. Simmons to serve as the interim CSA; and, discussion of the SBA Annual Evaluation.
2. Attorney Cole provided the Board with an update on the Y.G. matter.
3. Attorney Cole provided the Board with an update on the recent filing of an ethics violation.
4. Attorney Cole provided the Board with an update on a recent records request in the matter of F.J.

Motion to end Closed Session made by P. Martindale and 2<sup>nd</sup> by R. Fraser. Closed session adjourned by consensus at 9:10PM.

Motion by R. Fraser and 2<sup>nd</sup> by P. Martindale to open Public Session. Motion approved by consensus. Open Session re-opened at 9:13PM.

Motion to approve **Resolution No. 06102019-009** made by P. Martindale and 2<sup>nd</sup> by C. Heath. Motion passed.

Motion to open the floor for additional Board Comments and Comments from the Public made by C. Heath and 2<sup>nd</sup> by B. Canady. Motion passed.

1. Ms. Zende Clark advised that she recommends that one of the clerks be removed from the office, the removal of two teaching assistants, as well as the possible removal of one math teacher. She noted that these changes in staffing will improve the budget. She indicated that her suggestion would be that a percentage of the funds be used towards the support of the students.
2. Board Member B. Canady advised that all are welcome to join the Board of Trustees, assuming there is no conflict of interest such as being a teacher at the school. She also wanted to acknowledge the students from The Bridge who went out to support the Color Run.
3. Board members requested that additional microphones be made available for the next board meeting.

4. Board members also requested that the SBA J. Julien assist the Board President in the signing of Resolutions and moving papers during the meeting in an effort to be more organized.

Motion by P. Martindale and 2<sup>nd</sup> by B. Canady to adjourn the meeting. Motion passed by consensus. Meeting adjourned at 9:30PM.