

Burch Charter School of Excellence
100 Linden Avenue
Irvington, New Jersey 07111
AMENDED Regular Board Meeting Minutes
March 18, 2019
6:00PM

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

Roll Call Taken:

Board Members Present

- Heather Martindale, President
- 2. Raquel Fraser, Vice President
- Beverly Canady, Secretary
- Paulita Martindale
- Carolyn Heath
- Sandra Brown
- 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 S. Brown and 2nd by C. Heath. Motion approved by a consensus.

Motion to approve the February 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 provided highlights from the March 2019 CSA report. He noted recent events at the school as well as upcoming events. He also provided the Board with an update on the professional development plan for both certified and noncertified staff members. Mr. Boler addressed the Board with a status on NJSLA. He likewise noted updates regarding the Burch Family Link program.

Mr. Boler also advised that the results of the 2017-2018 New Jersey School Performance Report were available; he stated that he would report on the contents of the NJSPR at the next board meeting. H. Martindale requested that Mr. Boler provide the Board with a copy of the report following the meeting.

In Mr. Simmons absence, Mr. Boler acknowledged the Parent and Teacher of the Month. There was also a presentation/video by Mr. Dubose regarding the School's Annual Law Day.

New Business

Approval of Treasurer's Report, Resolution No. 03182019-001—The report of February 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 \$461,943.17.

Approval of the March Board Secretary & SBA Report, Resolution No. 03182019-002—Presented by J. Julien, along with a written report that was provided to the Board. Mr. Julien advised that the budget must be submitted by March 31, 2019. As such, a meeting will be held before March 31, 2019 regarding same.

Approval of the March 2019 Bill List, Resolution No. 03182019-003—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 \$281,941.92.

Motion to approve by consolidation the monthly budget reports, Resolution No. **03182019-001**, **03182019-002** and **03182019-003**, made by P. Martindale and 2nd by R. Fraser. Motion passed.

Resolutions

Committee Reports

1. Executive/Legal-

- a. Approval of the Personnel Services Agenda-**Resolution No. 03182019-004**-Attorney Cole advised the Board on the status of the current Vacation Policy, including the limitations on payouts. All other items on the Personnel Services Agenda were reserved for Closed Session.
- b. Approval of the Temporary Sick-Time Buyout Program-**Resolution No. 03182019-006**-Attorney Cole provided the Board with a historical review of the Sick-Time Policy. She advised that a resolution was previously put before the Board in October 2017. However, the previous resolution failed to provide the specifics/conditions for the new policy. As such, **Resolution No. 03182019-006** was presented for the Board's consideration. However, Mr. Boler advised that staff members were previously paid out in July 2018 for unused sick time. In response, Board members advised that they were not aware of the monies paid out for unused sick time and called for a review of same. There was a question by staff member Katrina Hancock as to what the policy for the 2018-2019 payout will be.

Motion by S. Brown to table **Resolution No. 03182019-006** and 2nd by R. Fraser, with a friendly amendment to table the Resolution until such time when the appropriate committees can meet, do research and determine what action is needed. Motion passed.

2. Curriculum-

- a. Approval of **Resolution No. 03182019-005-B**. Canady advised that she and S. Brown had an opportunity to meet and discuss the contract and proposal of Ms. Zende Clark for an interim role as an educational consultant. B. Canady made a recommendation to the Board for the approval of the contract to hire Ms. Clark as an educational consultant. Ms. Danielle Marshall addressed the Board regarding the recommendation to hire Ms. Clark as she states that the Board did not meet with the data team prior to this recommendation. B. Canady responded to the comments voiced by Ms. Marshall. The Board was also advised that the contract will run from April 1, 2019 to June 30, 2019. Mr. Boler asked, “[d]o you think I should have been present at the curriculum meeting?”. He also stated that he “never saw a copy of the proposal”. In response, Mr. Boler was advised that he was provided a copy of the proposal along with the meeting materials. Ms. Canady also responded that only she and Ms. Brown were present at the meeting.

3. Building and Grounds-N/A

4. Finance-N/A

5. Governance Report N/A

6. Other N/A

Public Comments

- a. Ms. Katrina Hancock-100 Linden Avenue, Irvington, NJ-Advised the Board that the computer equipment at the school is very outdated, including the desktops. She requested that the Board consider providing the school with updated equipment with the possibility of chrome books. In response, the Board questioned Mr. Boler on the status of the school’s equipment. He advised that most of the equipment is between from 5-7 years old. He also stated that there is a need for major updates. R. Fraser advised Mr. Boler to present a proposal for the purchase of new computers, as well as provide an inventory of what is currently in the school and the condition of the equipment.
- b. Ms. Rosalie Rosa-100 Linden Avenue, Irvington, NJ-Advised that approximately only 20 computers in the building can be used at this time.
- c. Diane Leroux-100 Linden Avenue, Irvington, NJ-Advised that the school PTA will be participating in a Color Run on June 1, 2019.

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

Public Session adjourned at 7:47PM by consensus- Motion by S. Brown; 2nd by C. Heath.

Motion to open Closed Session made by R. Fraser and 2nd by H. Martindale. Motion approved by consensus. Closed Session opened at 8:05PM.

1. Discussion of the Personnel Services Agenda-**Resolution No. 03182019-004**-including the recommendation to approve the temporary appointment of K.D.
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 status of student A.G.

Motion to end Closed Session made by S. Brown and 2nd by P. Martindale. Closed session adjourned by consensus at 8:18PM.

Motion by S. Brown and 2nd by P. Martindale to open Public Session. Motion approved by consensus. Open Session re-opened at 8:25PM.

Motion to approve **Resolution No. 03182019-005** made by P. Martindale and 2nd by B. Canady. Motion passed.

The Board held a compilation meeting to review compiled CSA evaluation results and develop a majority opinion performance report. At Mr. Boler's request, the compilation meeting was held in public. During the compilation meeting, Mr. Boler was advised that he would not be given a copy of the documents being reviewed by the Board as this was the Board's meeting to compile their responses and determine the majority opinion of the Board. He was also informed that he would be provided with the evaluation document and permitted to comment at the evaluation conference and not at this time.

Motion to approve the Personnel Services Agenda-**Resolution No. 03182019-004** made by C. Heath and 2nd by S. Brown. Motion passed.

Motion by S. Brown and 2nd by C. Heath to adjourn the meeting. Motion passed by consensus. Meeting adjourned at 10:16PM.