

Burch Charter School of Excellence
100 Linden Avenue
Irvington, New Jersey 07111
Regular Board Meeting Minutes
May 13, 2019
6:00PM

Regular Board Meeting Called to Order by Board President, H. Martindale at 6:27PM

Roll Call Taken:

Board Members Present

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

Motion to approve the April 18, 2019 regular board meeting minutes, as amended, made by C. Heath and 2nd by R. Fraser. Motion approved by consensus.

Chief School Administrator's Report – Mr. Boler advised that the school celebrated administrative professionals' week on April 17th. He also noted that the School received a mini-grant through the NJ State Bar Foundation. He also advised that the School participated in a NJ Pep Rally for Academics. A financial literacy workshop will be held on May 7th. In May, 5 of the School's scholars were invited to the NJ Court House to be awarded 1st Place for Law Day. On May 23rd, the School was invited to partner with Rutgers.

Mr. Simmons acknowledged the Teacher of the Month—Ms. Williams

New Business

Approval of Treasurer's Report, Resolution No. 05132019-001—F. Glien presented the report of April 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 \$907,497.42.

Approval of the April Board Secretary & SBA Report, Resolution No. 05132019-002—Presented by J. Julien, along with a written report that was provided to the Board.

Approval of the May 2019 Bill List, Resolution No. 05132019-003—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 \$218,607.82.

Motion to approve by consolidation the monthly budget reports, Resolution No. **005132019-001**, **05132019-002** and **05132019-003**, made by R. Fraser and 2nd by C. Heath. Motion passed.

Resolutions

Committee Reports

1. **Executive/Legal**-Attorney Cole advised that the monthly Legal Report would be provided in closed session.
2. **Curriculum**-N/A
3. **Building and Grounds**-T. Simmons advised that he sent a request to Attorney Cole to have the cost of the rent re-negotiated. Attorney Cole advised of the proper procedure for having the rent re-negotiated.
4. **Finance**-R. Fraser advised that a the Finance Committee held a meeting to discuss the budget and finances and provided the Board with a update regarding same.

a. **Approval of Resolution No. 05132019-004**: Resolution to approve the renewal contract for the School Lunch Program with Preferred Meals for the school year 2019-2020 at the following rates: Breakfast \$1.2444 and lunch \$2.3154 based on the State Index Rate of 2% in effect as of Friday April 26, 2019.

b. **Approval of Resolution No. 05132019-005**: Resolution to approve the Internet and Voice contract with Comcast for (3) years ending June 30, 2022 at a monthly cost of \$850.05 for 200M with partial funding from the Schools and Libraries Programs (Erate).

Motion to amend **Resolution No. 05132019-005** made by R. Fraser and 2nd by P. Martindale to include "...at an estimated rate of 80%, less consultant fees, and partially reimbursed to the Charter School". Motion passed.

Motion to approve, with amendments, **Resolution No. 05132019-005** made by R. Fraser and 2nd by P. Martindale. Motion passed.

c. **Approval of Resolution No. 05132019-006**: Resolution to approve the contract with Quality Education & Development, LLC for the purchase of various networking items, with partial funding from the Schools and Libraries Programs (Erate) in the amount of \$30,280.50.

Motion to amend **Resolution No. 05132019-006** to include "...at an estimated rate of 80%, less consultant fees, and partially reimbursed to the Charter School" made by R. Fraser and 2nd by P. Martindale. Motion passed.

Motion to approve, with amendments, **Resolution No. 05132019-006** made by R. Fraser and 2nd by P. Martindale. Motion passed.

d. Approval of Resolution No. 05132019-007: Resolution to approve the 5th grade field trip to Branch Brook Park Roller Skating, Newark NJ on June 12, 2019. Admission is \$420 and transportation is \$300.

e. Approval of Resolution No. 05132019-008: Resolution to approve the lease of Kyocera 4002i copier rm New York Business System (NYBS) at a cost of \$198 a month for 39 months.

Motion to consolidate and approve **05132019-004, 05132019-007, 05132019-008** made by R. Fraser and 2nd by P. Martindal. Motion passed.

5. Governance Report N/A

6. Other-

a. Approval of Resolution No. 05132019-009: Resolution to approve a new master contract between the Burch Charter School of Excellence and teacher/employee. There were questions from the audience about the language in the contract. Attorney Cole advised the audience of the amended language.

Motion to approve **Resolution No. 05132019-009** made by R. Fraser and 2nd by C. Heath. Motion passed.

b. Approval of Resolution No. 05132019-010: Resolution to approve a new master contract between the Burch Charter School of Excellence and Administrators. Attorney Cole explained the terms of the contract as requested by Mr. Simmons.

Motion to approve **Resolution No. 05132019-010** made by R. Fraser and 2nd by C. Heath. Motion passed.

Public Comments

1. Mr. DuBose-Advised that the Color Run will be held on June 1, 2019-May 17th is the last day for cash payment and May 19th is the last day for online registration. Mr. DuBose also advocated or the approval of the summer enrichment program. He also voiced his support of Mr. Boler.
2. Lisa Rouse-100 Linden Avenue-Has been a teacher at Burch since 2009. She advocated for the approval of the summer enrichment program.
3. Melissa Everett-Follow-up on the comments concerning the summer enrichment program as well as the Saturday academy. She advocated for grades K-2.

4. Eric Fuller-Voiced his support of Mr. Boler.
5. Sean Woodlay-Voiced his support of Mr. Boler.
6. Kathleen Wilson-Voiced her support of Mr. Boler.
7. Mike Simms-Voiced his support of Mr. Boler.
8. Diane Larrieux-Voiced her support of Mr. Boler. She also noted that the PTA has 150 participants registered for the Color Run.
9. Inzinga Green-100 Linden Avenue- Voiced her support of Mr. Boler.
10. Patrice Holness-Voiced her support of Mr. Boler.
11. Ms. Irby and Ms. Moore- Voiced their support of Mr. Boler. Ms. Irby also addressed her unused vacation time and asked for an update regarding same. Attorney Cole advised Ms. Irby of the Board's decision and stated that she is encouraged to use her vacation time.
12. Mr. T. Simmons- Voiced his support of Mr. Boler.
13. Donna Campbell-Orange Avenue, Irvington, NJ- Voiced her support of Mr. Boler.
14. Additional Comments-Person not identified-The unnamed parent extended her gratitude to Mr. Boler.
15. Valerie Stuart-87 Mellville Place-Voiced her support of Mr. Boler.
16. Reggie Pettetti-Trenton, NJ- Voiced his support of Mr. Boler.
17. Genis Redis-Voiced his support of Mr. Boler.

Announcement of Future Board Meeting Date- Next Regular Board meeting to be held June 10, 2019 at 6:00 PM.

Public Session adjourned at 8:11PM by consensus- Motion by R. Fraser; 2nd by B. Canady.

Motion to open Closed Session made by B. Canady and 2nd by R. Fraser. Motion approved by consensus. Closed Session opened at 8:18PM.

1. Discussion of the Personnel Services Agenda-**Resolution No. 05132019-011**-Item 2 discussed-Recommendation by Mr. Simmons for the docking of Pay. In response was advised that prior to any discussion taking place, there it is a legal requirement that employees be served with a Rice Notice.
2. Attorney Cole updated the Board on the status of the Y. Greene matter, a records request from A.G., and a records request from F. Jones.

Motion to end Closed Session made by R. Fraser and 2nd by B. Canady. Closed session adjourned by consensus at 8.50PM.

Motion by R. Fraser and 2nd by B. Canady to open Public Session. Motion approved by consensus. Open Session re-opened at 8:55PM.

Motion to approve the Item 1 (non-renewal) on the Personnel Services Agenda-**Resolution No. 05132019-011** made by C. Heath and 2nd by P. Martindale. Motion passed.

Motion to table the Item 2 (docking of pay) on the Personnel Services Agenda-**Resolution No. 05132019-011** made by C. Heath and 2nd by B. Canady. Motion passed.

Motion by C. Heath and 2nd by B. Canady to adjourn the meeting. Motion passed by consensus. Meeting adjourned at 9:02PM.

Burch Charter School of Excellence
100 Linden Avenue
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Annual Reorganization Meeting Minutes
May 13, 2019

Attorney Chandra Cole is presiding over the meeting.

Motion made by C. Heath and 2nd by B. Canady to open the reorganization meeting and call it to order at 9:03PM.

A. Nomination and Election for Board Officers

1. Attorney Cole opened the floor for nominations for President. Nomination of Heather Martindale for President made by R. Fraser and 2nd by C. Heath. H. Martindale accepted the nomination, the floor was closed. 4-YES, 0-NO, 1-Abstention. The Board President is Heather Martindale by acclamation. **Resolution 05132019-001R**
2. President Martindale presides over the meeting and opens the floor for nominations for the office of Vice President. Nomination of R. Fraser as Vice President made by C. Heath and 2nd by B. Canady. R. Fraser accepted the nomination, the floor was closed. 4-YES, 0-NO, 1-Abstention. The Board Vice President is R. Fraser by acclamation. **Resolution 05132016-002R**
3. Nomination of the Beverly Canady for Board Secretary made by P. Martindale and 2nd by C. Heath. B. Canady accepted the nomination. 4-YES, 0-NO, 1-Abstention. The Board Secretary is Beverly Canady by acclamation. **Resolution 05132019-003R**

B. Appoint Committee Representatives/Liaisons

1. **Finance Resolution-05132019-004R**-President Martindale named R. Fraser as Chairperson and named J. Julien and P. Martindale as Committee Members.
2. **Personnel-Resolution 05132019-05R**-President Martindale named H. Martindale and C. Heath as Committee Members.
3. **Building and Grounds Resolution 05132019-06R**-President Martindale named herself and P. Martindale as Committee Member.

4. **New Jersey School Board Association Representative-Resolution 05132019-07R**-S. Brown was appointed to the Representative position with A. Hyatt as an alternate.
5. **Essex County School Board Association Representative-Resolution 05132019-08R**-President Martindale and Vice President Fraser were named as Representatives.
6. **New Jersey Charter School Association Representative-Resolution 05132019-09R**-A. Hyatt was named as Representative with C. Heath as an alternate.

Motion to consolidate and approve **Resolution No. 05132019-004R** through **05132019-009R** by R. Fraser and 2nd by B. Canady. Motion passed.

C. Board Business Reorganization

1. Readoption of Board Policies, Rules, Regulations and Directives for 2019-2020-**Resolution 05132019-010R**
2. Appoint Joel Julien as the Designated Public Agency Compliance Officer (PACO) for 2019-2020 School Year Resolution Appoint Joel Julien as Burch School Business Administrator for 2016-2017 School Year-**Resolution 05092016-011R**
3. Appoint Joel Julien as Burch School Business Administrator for 2019-2020 School Year-**Resolution 05132019-012R**
4. Appoint Joel Julien as Qualified Purchasing Agent (QPA) for 2019-2020 School Year-**Resolution 05132019-013R**
5. Approval of Bank Depositories for 2019-2020 School Year-**Resolution 05132019-014R**: Investors Bank Accounts#: 149901761, 149903460, 149903479, 149903452, 149903840, 149903444, 149903891: City National Bank #1457098
6. Approve Designated Bank Signatories for 2019-2020 School Year (H. Martindale, Frank Glien and Joel Julien) **Resolution 05132019-015R**
7. Approval of Burch Affirmative Action Officer for 2019-2020 School Year- **Resolution 05132019-016R**
8. Appoint Frank Glien as Burch Board Treasurer of School Monies for 2019-2020 School Year-**Resolution 05132019-017R**
9. Approve Liability and Workers Compensation Agent-Lamb Financial Group for 2019-2020 School Year- **Resolution 05132019-018R**
10. Appoint Olubenga Olabintan, CPA as Burch School Accountant to Perform Financial Audit for 2018-2019 School Year at a cost of \$20,000- **Resolution 05132019-019R**

**11. Appoint Law Office of Chandra Cole as Burch Board Attorney for 2019-2020 School Year-
Resolution 05132019-020R**

**12. Appoint Law Office of Chandra Cole as Personnel Services Consultant for 2019-2020 School Year-
Resolution 05132019-021R**

**13. Approval of Burch Affirmative Action Team for the 2019-2020 School Year- Resolution
05132019-022R**

Motion to consolidate and approve Resolutions 05132019-010R through Resolution 05132019-022R made by P. Martindale and 2nd by B. Canady. Motion passed.

Motion made by R. Fraser and 2nd by B. Canady to adjourn the reorganization meeting at 9:21PM. Approved by consensus.

