

Burch Charter School of Excellence Board of Trustees
100 Linden Avenue
Irvington, NJ 07111
Special Board Meeting Minutes
(via teleconference)
January 22, 2019 6:30pm

Called to order by President H. Martindale at 6:40pm

Roll Call

Board Members Present

Heather Martindale
Paulita Martindale
Carolyn Heath
Raquel Fraser
Beverly Canady

Others Present

Theodore Boler, CSA/School Leader
Timothy Simmons, Vice Principal
Joel Julien, Board Secretary
Chandra Cole, Board Attorney

Motion to approve agenda - C. Heath, 2nd P. Martindale, motion passed

Saturday STEAM Academy and Girls Who Code Programs

Ms. Martindale indicated that there was an updated proposal as it related to the STEAM Saturday Academy. Ms. H. Martindale and Ms. Fraser had questions regarding the roles of each position requested. Mr. Simmons indicated a confidential secretary is needed to do the payroll, order supplies, plan safety drills and answer phone calls from parents. He indicated that the person will work an hour per day. The Administration and Board members discussed job descriptions and allocation of resources.

The budget of the Girls Who Code program should be adjusted based upon the security being in the building for other programs and the entire allocation may not be necessary.

Mr. Boler indicated that he sees the benefit of the programs and the monies are already allocated through Title 1 and the budget. He also indicated that the positions of Project Leader and Administrator.

Ms. Canady raised a concern in terms of taking action on the Saturday Steam Academy to begin to hire teachers.

Ms. Martindale and Ms. Fraser indicated that with the overlap in duties of the Project Leader and Administrator. Mr. Simmons indicated that although there was some overlap there are differences, but he was willing to present consolidation of the two roles.

P. Martindale made a motion to approve Resolution 01222019-001 Saturday STEAM Academy with the following revisions: (1)The roles of the Project Leader and Administrator will be consolidated into one position; (2) Confidential Secretary role will be expanded; and (3) the

allocation of maintenance costs to be revised based upon salary rate of a lower paid staff member. The motion was seconded by C. Heath. The motion passed.

All amendments to the proposal consistent with the resolution will be provided by Mr. Simmons to the Board by Friday. Snacks will be included in the Budget and Mr. Julien will assist.

P. Martindale moved to approve Resolution 01222019-002 and B. Canady 2nd the motion. Motion passed.

Mr. Boler indicated that Burch was presented with an invitation by Raritan Valley College for the 4th and 5th grade students to attend a Black History Program. Mr. Boler stated that Mr. Dubose indicated that it would be a good educational opportunity for students to visit a college campus. The Board was concerned that there were no costs identified for transportation and other expenses.

P. Martindale made a motion to table resolution 01222019-003 and it was seconded by Ms. Heath. Motion passed.

Meeting Adjourned 8:22pm