

Burch Charter School of Excellence
100 Linden Avenue
Irvington, New Jersey 07111
Regular Board Meeting Minutes
November 4, 2019
6:00PM

Regular Board Meeting Called to Order by Board President, H. Martindale at 6:24PM

Salute to the Flag

Roll Call Taken:

Board Members Present

1. Heather Martindale, President
2. Raquel Fraser, Vice President
3. Carolyn Heath
4. Sandra Brown

Non-Board Members Present

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

Motion to approve the agenda made by C. Heath and 2nd by S. Brown. Motion approved by consensus.

Motion to approve the meeting minutes from the September 9, 2019 and October 7, 2019 Regular Board Meeting Minutes, with an amendment to the public comments section to reflect Malik Cave, made by C. Heath and 2nd by S. Brown. Motion approved by consensus.

Interim Chief School Administrator's Report – Mr. Simmons reported that there was one HIB incident reported in the past month in which the investigation found no HIB violation. Student enrollment is at 356. All the grades are filled to capacity, except for the 5th grade. Mr. Simmons also reported on the summer loss in Mathematics and ELA. He noted that the PTA Kickoff last week and was a huge success. November 4th and 5th is Bring Parent to School Showcase. Mr. Simmons reported on the Minority Teacher Development Grant in the amount of \$375K. The Staff Member of the month is Ms. Afolabi and she will be recognized next month. There are still staff vacancies (1st and 2nd Grade Elementary Teachers).

Mr. Sullivan Johnson from Comcast presented to the Board regarding the marketing and advertising performed by Comcast Spotlight.

New Business

Approval of the November 5, 2019 Bill List, Resolution No. 11042019-001—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 \$224,424.23.

Motion to approve Resolution No. **11042019-001**, made by C. Heath and 2nd by R. Fraser. Motion passed.

Note: A special Board meeting will be scheduled to address the SBA report and the Treasure’s Report due to the scheduling of this Month’s meeting.

Resolutions

Committee Reports

1. Executive/Legal-

- a. Attorney Cole advised that the policy committee meeting was not held but dates of a special board meeting will be presented to the Board. Attorney Cole also noted that numbers are being prepared for the sublease renegotiations.

2. Curriculum-

3. Building and Grounds-N/A

4. Finance –

- a. R. Fraser advised that she met with the SBA to go over budget deficits and to discuss the spending trends. She also intends to meet with Legal to go over the numbers for the sublease renegotiation.

5. Governance Report-

- a. Approval of **Resolution No. 11042019-002**-Resolution to approve Tyhisha K. Henry as a new board member with term to expire November 2023. The election of Ms. Henry was done by secret ballot according to the Board Bylaws. Ms. Stevens was voted in as a member of the Burch Charter School of Excellence Board of Trustees.

Motion to approve **Resolution No. 11042019-002**-made by R. Fraser and 2nd by P. Martindale. Motion passed.

6. Other-

- a. Approval of **Resolution No. 11042019-003**-Resolution to approve the Interim Principal Timothy Simmons to serve as a Supervisor for the YMCA afterschool program at the rate of \$70/HR starting October 1, 2019, pending the YMCA acquiring the required State License. Amount spent to be reimbursed by the YMCA.

Motion to move **Resolution No. 11042019-003** to the Personnel Services Agenda made by R. Fraser and 2nd by S. Brown. Motion approved by consensus.

- b. Approval of **Resolution No. 11042019-004**-Resolution to approve the Burch Charter School of Excellence website redesign by Squared Brain Web Design at a cost of \$3,060 and a maintenance fee of \$100/month. R. Fraser advised that she would like to schedule a meeting to discuss all the features included with the web redesign.

Motion to table **Resolution No. 11042019-004**-made by R. Fraser and 2nd by C. Heath. Motion passed.

- c. Approval of **Resolution No. 11042019-005**-Resolution to approve the Educational Services Commission of NJ to provide Child Study Team Services at a cost of \$8160.

Motion to approve **Resolution No. 11042019-005** made by C. Heath and 2nd by S. Brown. Motion passed.

- d. Approval of **Resolution No. 11042019-006**-Resolution to approve partnership with Rutgers University, East Orange Community Charter School, Marion P. Thomas Charter School, Brick Education Network and Newark Educators Charter School to write the proposal for the Minority Teacher Development Grant. The expected award is \$375,000.00.

Motion to table **Resolution No. 11042019-006** made by R. Fraser and 2nd by S. Brown. Motion approved by consensus.

Public Comments-

1. Danielle Marshall-100 Linden Avenue-She asked whether the meeting minutes were available for the September Regular Board Meeting. She stated that Mr. Simmons' response to her Rice Notice was not included in the minutes.
2. Kathleen Wilson-100 Linden Avenue-Reported on the Disney Musical and noted that auditions for the musical are underway and will be continued when the students come back from their break. She also asked why the teachers would be required to have their files audited and asked if this was a HIPAA violation.
3. Lisa Rouse-100 Linden Avenue-Advised that Ms. Williams did advise that letters would be sent to the teachers advising of the audit status of their files.
4. Ms. Williams, HR Consultant-100 Linden Avenue-advised that we are down to the top four candidates and will have an open forum on November 13, 2019 and November 15, 2019 at 4:30 and 5:15PM on both dates.
5. Mr. Julien-100 Linden Avenue-advised that a State representative appeared last week to perform a review of the meals program. He noted that because of some deficits, we will

implement and complete a corrective action plan. One of the recommendations is to have bagged lunches.

6. Tujuana Irby-100 Linden Avenue-She noted that the teachers and TAs are on overload and asked if there was anything that could be done to recruit the teachers and TAs for the classroom.

Announcement of Future Board Meeting Date- Next Regular Board meeting to be held December 9, 2019 at 6:00 PM. The Special Board will be held November 5, 2019 via telephone with a time to be determined.

Motion by S. Brown and 2nd by C. Heath to adjourn Public Session. Motion approved by consensus. Public Session adjourned at 8:04PM.

Motion to open Closed Session made by S. Brown and 2nd by C. Heath. Motion approved by consensus. Closed Session opened at 8:16PM.

1. Discussion of **Resolution No. 11042019-003**-Approval of Interim Principal Timothy Simmons to serve as a Supervisor for the YMCA after school program at the rate of \$70/HR starting October 1, 2019, pending the YMCA acquiring the required State License. The amount spent will be reimbursed by the YMCA.
2. Personnel Services Agenda-**Resolution No. 11042019-07**:
 1. Appointment, Transfers, Resignations and Stipends: discussion of Resignations, Terminations and Other
3. Personnel Services Report by Ms. Williams
 - a. Updates to the file review status/updates to employee files
 - b. Updates regarding the CSA Search
4. Burch Legal Agenda-Attorney Cole provided the Board with a status update regarding the pending DOE ethics complaint, matter of Y.G., filing of a complaint from C.W. and the contract with the YMCA.

Motion to end Closed Session made by S. Brown and 2nd by C. Heath. Closed session adjourned by consensus at 10:23PM.

Motion to re-open Public Session made by S. Brown and 2nd by C. Heath. Motion approved by consensus. Public Session re-opened at 10:26PM.

Motion to table **Resolution No. 11042019-003** made by S. Brown and 2nd by C. Heath. Motion passed.

Motion to approve the Personnel Services Agenda **Resolution No. 11042019-007** made by S. Brown and 2nd by C. Heath. Motion passed.

Approval of **Resolution No. 11042019-008**-Resolution to approve release and settlement of all claims by T.B.

Motion to approve **Resolution No. 11042019-008** made by S. Brown and 2nd by C. Heath. Motion passed.

Motion to adjourn the meeting made by S. Brown and 2nd by C. Heath. Motion passed by consensus.
Meeting adjourned at 10:32PM.