

**Burch Charter School of Excellence**  
100 Linden Avenue  
Irvington, New Jersey 07111  
Regular Board Meeting Minutes  
October 7, 2019  
6:00PM

Regular Board Meeting Called to Order by Board President, H. Martindale at 6:29PM

Salute to the Flag

Roll Call Taken:

**Board Members Present**

1. Heather Martindale, President
2. Raquel Fraser, Vice President
3. Beverly Canady, Secretary
4. Frank Glien, Treasurer
5. Paulita Martindale
6. Carolyn Heath

**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 R. Fraser and 2<sup>nd</sup> by C. Heath. Motion approved by consensus.

**Interim Chief School Administrator's Report** – Mr. Simmons reported that there have been zero HIB incidents in the past month. He noted that the student enrollment is at 353. He provided dates for important events: Back to School Night was on September 25<sup>th</sup>; the YMCA began its programming on October 1<sup>st</sup>; the Title I program begins October 8<sup>th</sup>; the HIB Assembly Program and Hispanic Heritage Month celebration is scheduled for October 9<sup>th</sup>; the PTA Zumba night is scheduled for October 25<sup>th</sup> and Trunk or Treat will be held on October 31<sup>st</sup>. Mr. Simmons also noted that the school raised \$340 during its first of many student fundraisers. Teacher evaluations begin this week and classroom walk-throughs began the first week of school. Additionally, Ms. Marlo Rice was acknowledged as the Teacher of the Year.

H. Martindale requested that the Interim CSA monthly report include a section regarding the status of student enrollment.

Presentation by Tom Collins from TIC regarding insurance options for the school. Mr. Collins recommended that Burch contemplate staying with Horizon as its carrier and consider other options to bring down the cost of premiums. R. Fraser made a note that the current plan will remain an option, with the hope that other plans will also become available.

## New Business

**Approval of Treasurer’s Report, Resolution No. 10072019-001**—F. Glien presented the report of September 30, 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 \$372,260.10.

**Approval of the September 30, 2019 Board Secretary & SBA Report, Resolution No. 10072019-002**—Presented by J. Julien, along with a written report that was provided to the Board. Mr. Julien noted that if we continue at the same rate, we will have a deficit of \$320,030.

**Approval of the October 7, 2019 Bill List, Resolution No. 10072019-003**—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 \$194,166.40.

Motion to approve by consolidation the monthly budget reports, Resolution No. **10072019-001**, **10072019-002** and **10072019-003**, made by R. Fraser and 2<sup>nd</sup> by C. Heath. Motion passed.

## Resolutions

### Committee Reports

#### **1. Executive/Legal-**

- a. Attorney Cole advised that there will be a recommended update of the critical policies and bylaws. She noted that a policy and personnel committee meeting will need to be scheduled to address this, as well as other outstanding issues. Attorney Cole also noted that she and the Board are in the process of a facilities sublease renegotiation.

#### **2. Curriculum-**

- a. Approval of **Resolution No. 10072019-004**-Resolution to approve the field trips to a Broadway play on February 19, 2020, with an admission cost of \$2,430 (36 tickets at \$67.50/each) and transportation cost of \$350. This trip will be funded by Title IV carryover.

Motion to approve **Resolution No. 10072019-004** made by R. Fraser and 2<sup>nd</sup> by P. Martindale. Motion passed.

- b. Ms. Williams-HR Consultant-provided the Board and the public with an update regarding the CSA search. She advised of the next steps in the search, the assigning of members to the CSA search committee, and noted that she and the Board intend to have the position filled and started by January 2, 2020.

#### **3. Building and Grounds-N/A**

#### **4. Finance**

- a. Approval of **Resolution No. 10072019-005**-Resolution to approve Dr. Rudolph Willis as the school physician for the school year 2019-2020 at a cost of \$3,000.

Motion to approve **Resolution No. 10072019-005** made by R. Fraser and 2<sup>nd</sup> by P. Martindale. Motion passed.

5. **Governance Report** N/A

6. **Other-**

- a. Approval of **Resolution No. 10072019-006**-Approval of the donation of \$340 (funds raised by Burch Students) to the Bahamas Red Cross.

Motion to approve **Resolution No. 10072019-006**-made by R. Fraser and 2<sup>nd</sup> by P. Martindale. Motion passed.

- b. **Resolution No. 10072019-007**-Approval of 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. The amount spent will be reimbursed by the YMCA-**Resolution No. 10072019-007** reserved for the Personnel Services portion of the Agenda.

- c. Approval of **Resolution No. 10072019-008**-Approval of the HIB assembly program by NED Mindset Mission on January 13, 2020 at no cost to the school 2019-2020.

Motion to approve **Resolution No. 08122019-008**-made by P. Martindale and 2<sup>nd</sup> by R. Fraser. Motion passed.

- d. Approval of **Resolution No. 10072019-009**-Resolution to approve staff attending conferences at a total cost of \$975.

Motion to approve **Resolution No. 10072019-009** made by R. Fraser and 2<sup>nd</sup> by P. Martindale. Motion passed.

- e. Approval of **Resolution No. 10072019-010**-Resolution to approve the letter of cooperation between Burch Charter School of Excellence and Rutgers University to continue participation in the School Climate Transformation Study at Rutgers University Funded by NJDOE.

Motion to approve **Resolution No. 10072019-010** made by C. Heath and 2<sup>nd</sup> by R. Fraser. Motion passed.

- f. Approval of **Resolution No. 10072019-011**-Resolution to approve the use of facilities by the PTA on October 25, 2019 from 6:30PM to 8:30PM.

Motion to approve **Resolution No. 10072019-011** made by C. Heath and 2<sup>nd</sup> by R. Fraser. Motion passed.

### **Public Comments-**

1. Diane Larrieux-100 Linden Avenue-Spoke on behalf of the PTA regarding the Zumba Kickoff scheduled for October 25<sup>th</sup> and Trunk or Treat scheduled for October 31<sup>st</sup>.
2. Malik K.-100 Linden Avenue-Raised concerns regarding the funding and support of the Summer Program. He also noted that the morale and the culture of the school is declining. He also stated that the school needs additional supplies for the students.
3. Kathleen Wilson-100 Linden Avenue-Advised that the staff did not receive new supplies for the Summer Program but had leftover supplies from the prior year and items that they brought from their classroom.
4. Kris L.-31 Harding Terrace-Advised that her son has an acting Math teacher and states that she received very little response regarding concerns about her son's classroom performance. She also discussed concerns regarding her son's gym time.
5. Safia Cummings-150 Cummings Street-States that her son is an honor roll student and she is not receiving direct contact from her son's teacher. She states that she was instructed to wait until November 5<sup>th</sup> to speak with his teacher.
6. Effie Clyburn-Parent-Discussed the lack of communication, culture for the students, and the separation of students into different performance levels. She also requested that there be better communication on Title I services.
7. Rashonda Carlton-390 Stuyvesant Avenue-Stated that its important to bring motivation back to the school and students, ex. developing a morning mantra/chant for the students. She stated that she noticed a difference between her daughter's excitement with attending school.
8. Ms. Everett-100 Linden Avenue-Advised that 2<sup>nd</sup> grade is the only grade level without Title I assistance.
9. Lisa Rouse-100 Linden Avenue-Stated that the focus of the Board should be on the community and the parents. She noted that the morale/culture of the parents and students is an issue. She also requested that the morning exercise be reintroduced.
10. Michelle Williams-100 Linden Avenue-Advised that though the school previously had a School Leadership Team, that is no longer the case. She also noted a change in the culture and climate for the parents, staff and students.

**Announcement of Future Board Meeting Date-** Next Regular Board meeting to be held November 4, 2019 at 6:00 PM.

Motion by R. Fraser and 2<sup>nd</sup> by P. Martindale to adjourn Public Session. Motion approved by consensus. Public Session adjourned at 8:52PM.

Motion to open Closed Session made by B. Canady and 2<sup>nd</sup> by P. Martindale. Motion approved by consensus. Closed Session opened at 9:03PM.

1. Discussion of **Resolution No. 10072019-007**-Approval of 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. The amount spent will be reimbursed by the YMCA.
2. Personnel Services Agenda-**Resolution No. 08122019-012**:
  1. Appointment of Certificated Staff-**Tabled**;
  2. Approval of Teachers for the After-School Title 1 Program;
  3. Approval of Staff Members as Advisors for Strengthening Families;
  4. Approval of the Job Descriptions of the Data Specialist, Mathematics Lead, ELA Lead and School Support Coordinator;
  5. Approval of Girls of Excellence Mentoring Program- **Tabled**;
  6. Approval of the Affirmative Action Officer Stipend- **Tabled**.
3. Mr. Simmons addressed the complaints of the parents made during Public Session concerning the drop-off and pick-up of students as well as some of the noted safety concerns for teachers and students.
4. Personnel Services Report by Ms. Williams-
  - a. Updates to the file review status/updates to employee files
  - b. Updates to the onboarding plan
  - c. Updates to the CSA Search committee
5. Burch Legal Agenda-Attorney Cole provided the Board with a status update regarding the pending DOE ethics complaint and the filing of a complaint from C.W.

Motion to end Closed Session made by B. Canady and 2<sup>nd</sup> by P. Martindale. Closed session adjourned by consensus at 10:24PM.

Motion to re-open Public Session made by B. Canady and 2<sup>nd</sup> by P. Martindale. Public Session re-opened at 10:26PM.

Motion to amend the Personnel Services agenda to only include:

1. Approval of Teachers for the After-School Title 1 Program;
2. Approval of Staff Members as Advisors for Strengthening Families;
3. Approval of the Job Descriptions of the Data Specialist, Mathematics Lead, ELA Lead and School Support Coordinator;

And table the balance of the items on the agenda (**Resolution No. 10072019-013**) made by P. Martindale and 2<sup>nd</sup> by B. Canady. Motion passed.

Motion to approve the Personnel Services Agenda, as amended (**Resolution No. 10072019-013**), made by P. Martindale and 2<sup>nd</sup> by B. Canady. Motion passed.

Motion to table **Resolution No. 10072019-007** made by P. Martindale and 2<sup>nd</sup> by C. Heath. Motion passed.

Motion to adjourn the meeting made by P. Martindale and 2<sup>nd</sup> by H. Martindale. Motion passed by consensus. Meeting adjourned at 10:31PM.