

**BURCH CHARTER SCHOOL OF EXCELLENCE BOARD OF TRUSTEES**

100 Linden Avenue  
Irvington, New Jersey 07111  
Special Board Meeting Minutes  
February 19, 2019  
6:00PM

Regular Board Meeting Called to Order by Board President, H. Martindale at 6:49 PM

Roll Call Taken:

**Board Members Present**

1. Heather Martindale, President
2. Raquel Fraser, Vice President (via telephone)
3. Beverly Canady, Secretary
4. Paulita Martindale
5. Carolin Heath

**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 2<sup>nd</sup> by P. Martindale. Motion approved.

Resolution 02192019-001 to approve professional development by R&D Innovations at a cost of \$6000 for 3 days. The resolution was moved by C. Heath and Seconded by R. Fraser. Motion passed.

Resolution to approve an Afterschool program for the School year 2019-2020. Resolution 02192019-002.

There was discussion regarding the possible structure of the after school program. Mr. Simmons indicated that the possible proposal was provided at the last meeting and if we have over 80 kids the program will run at a profit. He also indicated that there would be no cost at all to the Charter School. It would be completely family funded. Mr. Simmons indicated that most of the charter schools in our area have after school programs. He indicated that what was provided in the proposal was not the program per se, and he would be presenting the specifics of program within the next two months based upon further research and tailoring a budget with salaries etc. Approval of the resolution to have the program would allow him to continue to prepare and plan.

Resolution to approve having an Afterschool program for the School year 2019-2020. Resolution 02192019-002 was moved by C. Heath and Seconded by P. Martindale. Motion passed.

Resolution to Girls on the Run proposal Resolution 02192019-003 at a cost of \$350 for transportation and \$3000 for staff honorarium. Moved by P. Martindale, Seconded by C. Heath. Motion passed.

Resolution 02192019-004 to approve the TV Ad campaign for the period March 2019-March 2020 at cost not to exceed \$12,951 (\$1575 (commercial spot) + \$11,376 campaign) and for the period. Ms. Martindale asked whether we could be provided with statistics and results on how much of an impact the campaign has had in the past. Mr. Julien stated that it could be provided. Resolution 02192019-004 was moved by P. Martindale and Seconded by C. Heath. Motion passed.

Resolution 02192019-005 to approve the Memorandum of Agreement between the Burch Charter School of Excellence and the Irvington Police Department for School year 2019.

Attorney Cole indicated that she reviewed the document and it is the standard form for 2019 that was provided to every school district and charter school in the state. It is a Memorandum of Agreement which is done between the parties every year with local law enforcement to discuss the respective duties and responsibilities as it pertains to various issues. She went over the differences between this agreement and the agreements in the past as well as items requiring mandatory versus non-mandatory reporting and the requirement that all stakeholders outlined in the agreement were to meet, review and discuss the agreement. Mr. Simmons indicated that once the agreement was signed he would provide a fully executed copy.

Resolution 02192019-005 was moved by C. Heath and seconded by P. Martindale. Motion passed.

Board President H. Martindale opened the floor up for public comments and there were none. She also announced the future board meeting date of March 11, 2019.

Motion was made by C. Heath and seconded by P. Martindale to close public session and adjourn to private session to discuss a portion of the Personnel Services Agenda. Motion passed by consensus at 7:41pm.

Motion was made by P. Martindale and seconded by C. Heath to open private session at 7:47pm. Motion passed by consensus.

Resolution 02192019-006 to approve the Personnel Services Agenda. The Personnel Agenda included appointments of staff for the Girls Who Code Program as well as the Saturday STEAM Academy. Each category and salary was recited as reflected in the Personnel Services Agenda.

At 8:00 pm C. Heath moved to close the private session. Seconded by P. Martindale. Motion passed by consensus.

At 8:11 Motion to reopen public session was made by C. Heath and Seconded by P. Martindale. Motion passed by consensus.

Resolution 02192019-006 to approve the Personnel Services Agenda was moved by P. Martindale and seconded by C. Heath, motion passed.

Mr. Boler confirmed that he would like to have his pre-evaluation conference where he would have the opportunity to discuss all of the information that he placed in his self evaluation conducted in public. Mr. Boler made the following points:

Thanked the Board for the opportunity to share accomplishments;  
Commended staff and fellow administrators;  
Read the mission statement of Burch;  
He indicated that he assumes additional roles such as the CSA, principal, Director of Special Education; NCLB Coordinator, Bilingual and ESL point of contact are some of them;  
Began the year by disseminating an updated student handbook and placed it on the website;  
Consistently holds grade level meetings;  
Ensures communication with parents and students electronically;  
Ensured that the 2018-2019 school website updated;  
Has students enrolled in the NJ SEEDS program and cycle honor roll;  
Participated in the Disney Musical Schools Program for the last two years, Law Day, NJ Biz time program for math and Honor Society;  
Instituted Student / Staff of Month Parent of the Month Awards which are given at monthly board meetings;  
He brought in Rutgers University school climate survey to improve school climate and improvement of relationships. High attendance rate of staff and students unlike the past;  
Provides health and wellness services to the students;  
Coat, clothing and food drives to support the community and increases parent involvement;  
Gave out food to the homeless;  
Help and support the PTA which is fully functional;  
Positive behavior incentives for the students;  
Held a middle school fair;  
Instituted Saturday STEAM Academy;  
Ensures that there is consistent use of data to drive instruction. Made adjustments to 4th and 5th grade math by looking at the data and provided the adjustment to give extra support by changing TA schedules;  
Provide ongoing staff development and encourages outside teacher and staff development;  
Improved Fiscal Management in controlling all controllable expenses;  
Positive Cashflow in food program and credits/refunds in other areas;  
Daily classroom visits and observations; decrease staff turnover and additional highly qualified staff recently hired;  
Submits chief school administrator reports;  
Attends the monthly charter school meeting;  
Established meaningful outside relationships;  
Increased engagement in the community and brought back people to Burch;  
Doing better than last year in attempting to transition into a paperless environment and saves money on paper;  
Communicates with parents by having 2 monthly school calendars;  
Continue to provide support to students and staff through the efforts of staff who support all. Staff do things that they are not compensated to service children. He has worked and contributed toward same.

President Martindale thanked Mr. Boler.

Motion made to adjourn the public portion of the meeting by P. Martindale, seconded by C. Heath. Motion passed by consensus, meeting adjourned at 8:32pm.

