

**Burch Charter School of Excellence**  
100 Linden Avenue  
Irvington, New Jersey 07111  
Regular Board Meeting Minutes  
February 12, 2024  
6:00 PM

Regular Board Meeting Called to Order by Board President, Zende Clark, at 6:03 PM

Salute to the Flag-Waived

Roll Call Taken:

**Board Members Present**

1. Zende Clark, President
2. Paulita Martindale, Vice President
3. Dewanna Clark-Johnson, Secretary
4. Frank Glien, Treasurer
5. Tyhisha Henry
6. Celeste C. Williams

**Non-Board Members Present**

1. Timothy Simmons, Chief School Lead/Principal
2. Joel Julien, School Business Administrator
3. Nicole R. Fisher, Board Attorney

Motion to approve the meeting agenda made by D. Clark-Johnson and 2<sup>nd</sup> by P. Martindale. Motion approved.

Motion to approve the Regular Board and Special Board Meeting Minutes of January 2024, made by P. Martindale and 2<sup>nd</sup> by D. Clark-Johnson. Motion approved.

**Chief School Lead/Principal's Report** –Mr. Simmons provided the Board and the public with an update on all critical school events and information.

**New Business**

Approval of the Treasurer's Report, **Resolution No. 02122024-001** – Presented by F. Glien along with a written report that was provided to the Board. The ending balance was \$2,227,342.56.

Approval of the Bill List, **Resolution No. 02122024-002** – 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 and advised that the total bill list is \$348,760.95.

Approval of the Board Secretary’s Report, **Resolution No. 02122024-003** – Presented by J. Julien along with a written report that was submitted to the Board.

Motion to consolidate and approve **Resolution No. 02122024-001**, **Resolution No. 02122024-002**, and **Resolution No. 02122024-003** made by P. Martindale and 2<sup>nd</sup> by D. Clark-Johnson. Motion passed.

### **Committee Reports**

1. **Executive/Legal**- N/A

2. **Curriculum**- N/A

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

4. **Finance**-

- a. Approval of **Resolution No. 02122024-004**-Resolution to approve Handle with Care to provide 2 full day sessions on March 13, 2024 and April 24, 2024 to train educators, security, and administration on verbal and physical interventions to address crisis and behavioral management at a cost of \$2500 per/session. (Title IIA Funds).

Motion to approve **Resolution No. 02122024-004** made by D. Clark-Johnson and 2<sup>nd</sup> by T. Henry. Motion passed.

- b. Approval of **Resolution No. 02122024-005**-Resolution to approve a \$3500 Sign-on Bonus to new teacher hires for SY 2024-25. (ESSER III Funds)

Motion to approve **Resolution No. 02122024-005** made by P. Martindale and 2<sup>nd</sup> by D. Clark-Johnson. Motion passed.

- c. Approval of **Resolution No. 02122024-006**-Resolution to approve a \$1000 Referral Bonus to refer new teachers and school nurses for SY 2024-25. (ESSER III Funds).

Motion to approve **Resolution No. 02122024-006** made by D. Clark-Johnson and 2<sup>nd</sup> by P. Martindale. Motion passed.

- d. Approval of **Resolution No. 02122024-007**-Resolution to approve increases to the hourly pay rates of Burch Charter School Staff for extracurricular activities:
  - a. Food Service Worker = \$20
  - b. Secretary = \$32.40
  - c. Academic Interventionist = \$27
  - d. Teacher = \$40
  - e. Program Lead = \$43.20
  - f. Administrator = \$75.60
  - g. Principal = \$88

Motion to amend and approve **Resolution No. 02122024-007** made by D. Clark-Johnson and 2<sup>nd</sup> by P. Martindale. Motion passed.

- e. Approval of **Resolution No. 02122024-008**-Resolution to approve the amended language in the Delta-T substitute services contract to reduce the hourly rates for Saturday and Afterschool programs to \$33/ hr.

Motion to approve **Resolution No. 02122024-008** made by P. Martindale and 2<sup>nd</sup> by T. Henry. Motion passed.

- f. Approval of **Resolution No. 02122024-009**-Resolution to approve Girls on the Run proposal to strengthen third to fifth grade girls' social, emotional, physical, and behavioral skills through a dynamic training regimen that culminates with a 5K Race. The ESSER III funded program will not exceed \$4200.

Motion to approve **Resolution No. 02122024-009** made by P. Martindale and 2<sup>nd</sup> by D. Clark-Johnson. Motion passed.

- g. Approval of **Resolution No. 02122024-010**-Resolution to approve Dr. Kemp, Vice Principal to complete payroll at a flat rate of \$350 for each payroll (ESSER Funds).

Motion to approve **Resolution No. 02122024-010** made by D. Clark-Johnson and 2<sup>nd</sup> by P. Martindale. Motion passed.

- h. Approval of **Resolution No. 02122024-011**-Resolution to approve Fun Day Celebration on June 7, 2024 at a cost not to exceed \$12,000. (ESSER III Funds).

Motion to approve **Resolution No. 02122024-011** made by D. Clark-Johnson and 2<sup>nd</sup> by T. Henry. Motion passed.

- i. Approval of **Resolution No. 02122024-012**-Resolution to approve Staff Appreciation Week at a cost not to exceed \$3000. (Title IIA Funds).

Motion to approve **Resolution No. 02122024-012** made by P. Martindale and 2<sup>nd</sup> by D. Clark-Johnson. Motion passed.

- j. Approval of **Resolution No. 02122024-013**-Resolution to approve Merit Bonus due to scholars' growth on NJSLA and NWEA MAP for SY 2022-2023 (ESSER III Funds):
  - a. Dr. Karleen Kemp and Mr. Timothy Simmons (\$7500)
  - b. Teachers and Academic Interventionist: Erica Garcia, Eric Fuller, Panzy Harvey, Diane Larrieux, LaNorra Stevenson, Michelle Williams and Dafina Mosley (\$2500)

Motion to approve **Resolution No. 02122024-013** made by D. Clark-Johnson and 2<sup>nd</sup> by P. Martindale. Motion passed.

- k. Approval of **Resolution No. 02122024-014**-Resolution to approve \$3500 Retention Bonus of all Burch Charter School of Excellence employees that reports for SY 2024-25 on August 19, 2024 for professional development. Cost not to exceed \$90,000. (ESSER III Funds).

Motion to approve **Resolution No. 02122024-014** made by D. Clark-Johnson and 2<sup>nd</sup> by P. Martindale. Motion passed.

- l. Approval of **Resolution No. 02122024-015**-Resolution to approve STEM Field Trip to Branch Brook Skating in Newark on Wednesday, June 12, 2024, for grades K-2 and Thursday, June 13, 2024, for grades 3-5. Cost \$5000 registration Transportation \$3600.

Motion to approve **Resolution No. 02122024-015** made by P. Martindale and 2<sup>nd</sup> by T. Henry. Motion passed.

- m. Approval of **Resolution No. 02122024-016**-Resolution to approve a Black History Month Assembly Program conducted by Prismatic Magic on February 29, 2024, at a cost of \$1300. (ESSER III subgrant SEL).

Motion to approve **Resolution No. 02122024-016** made by D. Clark-Johnson and 2<sup>nd</sup> by P. Martindale. Motion passed.

- n. Approval of **Resolution No. 02122024-017**-Resolution to approve a SEL Assembly Program conducted by The Harlem Magic Masters on March 14, 2024, at a cost of \$2100. (ESSER III subgrant SEL).

Motion to approve **Resolution No. 02122024-017** made by D. Clark-Johnson and 2<sup>nd</sup> by P. Martindale. Motion passed.

- o. Approval of **Resolution No. 02122024-018**-Resolution to approve Mr. Simmonds, Art Teacher, and Ms. Melissa Griffin, School Counselor, registration to attend a professional development day at Kean University on 3/28/2024. Topic: Beyond the Canvas: Integrating Art, History, and Mental Awareness in K-12 Education. Cost \$150 (ESSER III).

Motion to approve **Resolution No. 02122024-018** made by P. Martindale and 2<sup>nd</sup> by T. Henry. Motion passed.

- p. Approval of **Resolution No. 02122024-019**-Resolution to approve in-person Full day Math PD session for March 13<sup>th</sup> (Kindergarten – 5<sup>th</sup> grade) with Savvas Learning at a cost of \$3450 (ESSER III).

Motion to approve **Resolution No. 02122024-019** made by P. Martindale and 2<sup>nd</sup> by D. Clark-Johnson. Motion passed.

- q. Approval of **Resolution No. 02122024-020**-Resolution to approve the submission of the 2023-2024 modified budget that includes the October 15 revenue of \$4,649,666 and FY 2023 audited fund balance of \$2,677,961.
- r. Approval of **Resolution No. 02122024-021**-Resolution to approve the 2022-2023 Audit report as presented

Motion to consolidate and approve **Resolution No. 02122024-020** and **Resolution No. 02122024-021** made by C. Williams and 2<sup>nd</sup> by P. Martindale. Motion passed.

**5. Governance Report- N/A**

**6. Other-**

- a. Approval of **Resolution No. 02122024-022**-Resolution to approve SY 2023-2024 Memorandum of Agreement between Education and Law Enforcement.

Motion to approve **Resolution No. 02122024-022** made by P. Martindale and 2<sup>nd</sup> by D. Clark-Johnson. Motion passed.

- b. Approval of **Resolution No. 02122024-023**-Resolution to approve the amended language in the SubTeacher Source contract that provides BCSE the ability to hire SubTeacher Source personnel for Afterschool and Saturday assignments as BCSE employees.

Motion to approve **Resolution No. 02122024-023** made by D. Clark-Johnson and 2<sup>nd</sup> by P. Martindale. Motion passed.

- c. Approval of **Resolution No. 02122024-024**-Resolution to accept the donation of books from Kent Place School, a private all girls school in Summit, NJ.

Motion to approve **Resolution No. 02122024-024** made by P. Martindale and 2<sup>nd</sup> by T. Henry. Motion passed.

- d. Approval of **Resolution No. 02122024-025**-Resolution to approve the submission of the SEMI Waiver for school year 2024-2025.

Motion to approve **Resolution No. 02122024-025** made by D. Clark-Johnson and 2<sup>nd</sup> by P. Martindale. Motion passed.

**Public Comments-** N/A

**Announcement of Future Board Meeting Date**-Next Regular Board meeting is to be held March 11, 2024, at 6:00 PM.

Motion to adjourn Public Session made by C. Williams and 2<sup>nd</sup> by P. Martindale. Motion approved by consensus. Public Session adjourned at 7:27 PM.

Motion to open Executive Closed Session made by P. Martindale and 2<sup>nd</sup> by D. Clark-Johnson. Motion approved by consensus. The Closed Session opened at 7:29 PM.

1. Mr. Simmons presented **Resolution No. 02122024-026**-Personnel Services Agenda.
2. Burch Legal Agenda-Attorney Fisher provided the Board with an update on confidential

Motion to adjourn Executive Closed Session made by P. Martindale and 2<sup>nd</sup> by C. Williams. Motion approved by consensus. The Executive Closed Session was adjourned at 7:54 PM.

Motion to re-open Public Session made by P. Martindale and 2<sup>nd</sup> by D. Clark-Johnson. Motion approved by consensus. Public Session re-opened at 7:55 PM.

Approval of **Resolution No. 02122024-026**-Motion to approve the Personnel Services Agenda made by D. Clark-Johnson and 2<sup>nd</sup> by P. Martindale. Motion passed.

Motion to adjourn the meeting made by D. Clark-Johnson and 2<sup>nd</sup> by P. Martindale. Motion passed by consensus. The meeting was adjourned at 7:57 PM.