

Burch Charter School of Excellence
100 Linden Avenue
Irvington, New Jersey 07111
Regular Board Meeting Minutes
March 11, 2024
6:00 PM

Regular Board Meeting Called to Order by Board President, Zende Clark, at 6:16 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. Heather Martindale
6. Celeste C. Williams
7. Rosalind Bartholomew

Non-Board Members Present

1. Dr. Karleen Kemp, Vice Principal
2. Joel Julien, School Business Administrator
3. Nicole R. Fisher, Board Attorney

Motion to approve, as amended, the meeting agenda made by H. Martindale and 2nd by R. Bartholomew. Motion approved by consensus.

Motion to approve the Regular Board Meeting Minutes of February 2024, made by H. Martindale and 2nd by D. Clark-Johnson. Motion approved by consensus.

Chief School Lead/Principal's Report –Dr. Kemp, in Mr. Simmons' absence, 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. 03112024-001** – Presented by F. Glien along with a written report that was provided to the Board. The ending balance was \$2,665,822.73.

Approval of the Bill List, **Resolution No. 03112024-002** – 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 \$318,712.37.

Approval of the Board Secretary’s Report, **Resolution No. 03112024-003** – Presented by J. Julien along with a written report that was submitted to the Board.

Motion to consolidate and approve **Resolution No. 03112024-001**, **Resolution No. 03112024-002**, and **Resolution No. 03112024-003** made by H. Martindale and 2nd by R. Bartholomew. Motion passed.

Committee Reports

1. **Executive/Legal**- Attorney Fisher provided the Board with an update on the status of the State of New Jersey, Department of Community Affairs inspection and required repairs.
2. **Curriculum**- N/A
3. **Building and Grounds**- N/A
4. **Finance**-
 - a. Approval of **Resolution No. 03112024-004**-Resolution to approve the submission of the SY 2024-2025 budget based on State projected revenue of \$5,432,036 and enrollment of 350 students.

Motion to approve **Resolution No. 03112024-004** made by H. Martindale and 2nd by R. Bartholomew. Motion passed.

- b. Approval of **Resolution No. 03112024-005**-Resolution to approve three (3) BCSE staff to coach Girls on the Run between April 18 -June 1 at a cost not to exceed \$2,500. (ESSER III Funded). Diane Larrieux -\$40/hr., Nadaisia Boss -\$27/hr., Haneefah Jackson -\$20/hr.

Motion to approve **Resolution No. 03112024-005** made by D. Clark-Johnson and 2nd by H. Martindale. Motion passed.

- c. Approval of **Resolution No. 03112024-006**-Resolution to approve the registration of Ms. Melissa Griffin-Thomas, School Counselor and Ms. Sierra, Vice Principal to attend Kean University’s Educational Jobs Fair on March 18, 2024, at a total cost of \$100 (Title IIA Funds).

Motion to approve **Resolution No. 03112024-006** made by R. Bartholomew and 2nd by D. Clark-Johnson. Motion passed.

- d. Approval of **Resolution No. 03112024-007**-Resolution to retroactively approve the registration of Dr. Kemp, Vice Principal and Ms. Larrieux, School Social Worker to attend Kean University's Educational Job Fair on March 5, 2024, at a cost of \$75 (Title IIA Funds).

Motion to approve **Resolution No. 03112024-007** made by H. Martindale and 2nd by R. Bartholomew. Motion passed.

- e. Approval of **Resolution No. 03112024-008**-Resolution to approve Sunshine Education to run the Summer School Program to begin July 8, 2024, and culminates on August 8, 2024, at a cost not to exceed \$50,000. (ESSER III Funds, subgrant).

Motion to approve **Resolution No. 03112024-008** made by P. Martindale and 2nd by D. Clark-Johnson. Motion passed.

- f. Approval of **Resolution No. 03112024-009**-Resolution to approve School Counselor, Ms. Griffin-Thomas, to attend the following conference: NJ School Counselor Association's Spring Conference on April 19, 2024, at a cost not to exceed \$200 (ESSER III Funds).

Motion to approve **Resolution No. 03112024-009** made by R. Bartholomew and 2nd by H. Martindale. Motion passed.

- g. Approval of **Resolution No. 03112024-010**-Resolution to approve the Chief School Leader/Principal, Mr. Timothy Simmons, to attend the Annual NJ Public Charter School Association Workshop and Gala on April 18, 2024, as a cost of \$350. (Title IIA Funds).

Motion to approve **Resolution No. 03112024-010** made by D. Clark-Johnson and 2nd by H. Martindale. Motion passed.

- h. Approval of **Resolution No. 03112024-011**-Resolution to approve a field trip to the Turtle Back Zoo on April 10 (Grades K-2) and April 11, 2024 (Grades 3-5) at a cost not to exceed \$4,500 for registration (transportation cost = \$3,600).

Motion to approve **Resolution No. 03112024-011** made by H. Martindale and 2nd by R. Bartholomew. Motion passed.

5. Governance Report- N/A

6. Other-

- a. Approval of **Resolution No. 03112024-012**-Resolution to approve the SY 2024-2025 School Calendar.

Motion to approve **Resolution No. 03112024-012** made by D. Clark-Johnson and 2nd by H. Martindale. Motion passed.

- b. Approval of **Resolution No. 03112024-013**-Resolution to approve the clothing and toiletry drive to aid underprivileged families within BCSE school community to begin March 13 – May 1, 2024.

Motion to approve **Resolution No. 03112024-013** made by H. Martindale and 2nd by R. Bartholomew. Motion passed.

Public Comments- N/A

Announcement of Future Board Meeting Date-Next Regular Board meeting is to be held April 8, 2024, at 6:00 PM.

Motion to adjourn Public Session made by H. Martindale and 2nd by D. Clark-Johnson. Motion approved by consensus. Public Session adjourned at 7:16 PM.

Motion to open Executive Closed Session made by D. Clark-Johnson and 2nd by H. Martindale. Motion approved by consensus. The Closed Session opened at 7:17 PM.

1. Dr. Kemp presented **Resolution No. 03112024-014**-Personnel Services Agenda.
2. Burch Legal Agenda-Attorney Fisher provided the Board with an update on confidential legal matters.

Motion to adjourn Executive Closed Session made by H. Martindale and 2nd by R. Bartholomew. Motion approved by consensus. The Executive Closed Session was adjourned at 7:29 PM.

Motion to re-open Public Session made by H. Martindale and 2nd by D. Clark-Johnson. Motion approved by consensus. Public Session re-opened at 7:30 PM.

Approval of **Resolution No. 03112024-014**-Motion to approve the Personnel Services Agenda made by R. Bartholomew and 2nd by H. Martindale. Motion passed.

Motion to adjourn the meeting made by H. Martindale and 2nd by R. Bartholomew. Motion passed by consensus. The meeting was adjourned at 7:31 PM.