



**Minutes of Scheduled Board Meeting
March 27, 2019**

I. CALL TO ORDER

The Chair G. Collins called the meeting to order at 6:10 pm.

II. ROLL CALL

Misha Simmonds, Interim Chief School Administrator, conducted a roll call of members present:

1. Voting Members (9)
 - a. David Blount
 - b. Greg Collins
 - c. Joi Taylor-Dean (phone)
 - d. Leslie Lesley (phone)
 - e. Michele Jones (phone)
 - f. Reginald Petty
 - g. Vincent Rouse
 - h. Khatim Sherrer El
 - i. Craig Rogers (phone)
2. Non-Voting Members
 - a. Superintendent Robert Gregory
 - b. Interim Chief School Administrator Misha Simmonds
3. Other staff members
 - a. Michael Fletcher, Director of HR
 - b. Milton Tannis, Director of Facilities
4. Village Organizations
 - a. Rev. Ince, Executive Director, Friends of Marion P. Thomas

A quorum was confirmed for the meeting.

Subsequently Mr. Collins read the following statement:

As many of you are aware, I have recently accepted an appointment as the Chief Financial Officer (CFO) of the Brick Education Network. In this capacity I will be working with their CMO to provide financial and administrative oversight to the educational institutions in their network including MPTCS. I have come to understand this may be perceived as a conflict of interest to my role as the chair of this board. In consideration of this fact and with the advice of our counsel, I hereby tender my resignation as the board chair of Marion P. Thomas Charter School effective immediately. I will remain as a trustee until June 30th of this year and then resign from the board entirely.

I have given over 20 years of my life to help found this organization and grow the school to 1,400 students in grades pre-K to 12. During this time we have accomplished many great things together including building this high school and acquiring the real estate that we needed to house our educational organization. We have truly had many hills and valleys and I am proud to have been part

of this movement.

I would like to thank all of you and the MPTCS village in its entirety for putting up with me and letting me be part of your lives. In particular I would like to express my sincere affection and thanks to Dr. Karen Thomas who made me get involved with the project at the outset. I would also like to acknowledge my endless appreciation to Trustee David Blount for joining me on this ride and adding his sage wisdom and leadership to this experience.

I am turning the gavel over to the capable hands of trustee Vincent Rouse who has served as my vice-chair and supported me and this organization through the past few years. I am confident that he will take the reigns (sic) and lead this village through its next chapter. I ask that you support him as you have supported me. I will also be available to him if he feels the need to call.

Once again, I thank you for letting me be a part of the Marion P. Thomas Charter School village.

Sincerely,

Greg Collins

The board and audience gave Mr. Collins a standing ovation and statements of appreciation for his over 20 years of service to MPTCS.

Vice Chair Pastor Vincent Rouse was handed over the duties as Acting Board Chair for the rest of the meeting and moving forward.

III. ADOPTION OF MINUTES

The minutes from the January meeting were adopted.

Moved: **Second:** **Approved (Dean-Taylor Abstained)**

IV. ADOPTION OF AGENDA

The Agenda for the meeting was adopted with the change in order so that the resolutions would be presented and approved prior to the Executive Session.

Moved: **Second:** **Approved: Unanimous.**

VIII. OPEN PUBLIC FORUM

- No one stepped forward with public comment.

VIV. ADMINISTRATIVE REPORTS

- A. Superintendent Gregory's Report (R. Gregory)
 - a. Budget Overview
 - i. Budget Goals
 1. Work towards increasing our general fund balance to destroy a potential structural deficit

2. Leverage resources across the village to increase efficiency while ensuring funds are distributed to address the needs of our students, families, teachers, and administrators.
 3. Ensure the organizational structure established to accelerate student outcomes and foster educator effectiveness and growth is implemented with fidelity.
 4. Implement a bottoms up budget build to right size school based organizational structures in an effort to increase the amount of co-curricula activities; college preparation, visual & performing arts, and high interest electives offered.
 5. Empower principals to determine how to use their Title I and non salaried funds to accelerate learning at each campus.
- ii. Consolidation into 3 buildings
 1. SELECT Academy will be moved into Burnett to take advantage of better space and location
 2. Shipman will be subleased to generate savings for MPTCS
 - iii. Alignment to core strategic priority areas
 1. Attracting and Keeping Talented Educators
 2. Increasing access to rigor and grade level appropriate content, high interest & VPA electives, and after school activities.
 3. Student Support Teams, Restorative Practices, and Distributive Counseling (SEL Advisories)
 4. Fostering Community Involvement and Strategic Partnerships
 5. Improved Budgeting and Operations
- b. Also shared presentation materials on “Identification as a School in Need of Comprehensive and Targeted Support and Improvement”
- B. ICS Report (M. Simmonds)
- a. Quick 2018-2019 Items
 - i. Audit Corrective Action Plan
 1. 3 Findings, mostly repeat from previous years
 2. Theme: Accuracy of records and strength of controls
 - ii. 2018-2019 IDEA Grant Revision
 1. Initial award based on last year’s enrollment
 2. After October 15, we confirmed our enrollment is larger, so got ~\$15K more
 3. Allocated to additional special education services and supplies
 - iii. 2019 Reallocated Title I Award
 1. Board approved application in January, now we have the accept the approved award
 - b. 2019-2020 Budget
 - i. Reviewed 108-line budget format
 - ii. Explained calculation of enrollment and revenue
 - iii. Explained allocation of expenses
 - iv. Overall Budget Outcomes
 1. In addition to \$1.4M tuition reserve, there is \$0.6M surplus, for total \$2M
 - a. Required General Fund Allocation Analysis
 - b. Instructional: 62%

- c. Administration: 20%
 - d. Support: 18%
 - 2. Rent is 11.2% of revenues, which is low for a charter
 - a. Now includes Friends margin for South 7th, Burnett, Sussex, subject to agreement
 - b. Shipman and Clinton are pass-throughs
 - 3. Lease coverage ratio is 1.18
 - a. Important as we pursue refinancing of Sussex Ave
- v. Cash Flow Analysis
 - 1. Challenge
 - a. Only 2.5% of revenue comes in July and August
 - b. We have a full payroll August 31, so need to dip into fund balance
 - 2. Cash flow reflects reduction in 12 month staff to reduce summer costs
 - a. Until we build back up fund balance, makes it difficult to do summer activities
 - 3. Working with City National Bank right now to increase credit line to \$1M
 - a. If we get that, then low point is August with \$400K, then payoff credit line in December
 - 4. If credit line does not increase, may need to postpone some facility projects and manage payment schedule of vendors
 - a. Will also seek to manage expenses by structuring service contracts with less payment in summer, more during school year

IX. COMMITTEE REPORTS

- A. Finance Committee (M. Simmonds)
 - a. Board Secretary Report for January and February 2019 & Treasurer's Report for January 2019 were presented
 - b. Bill List for March 2019 was presented
- B. Personnel Committee (D. Blount and M. Fletcher)
 - a. Reviewed list of New Hires, separations, and leaves
 - b. Analysis of number of candidates vs. anticipated openings for 2019-2020 was presented.
 - c. MPTCS and MPTEA have settled the Employee Contract, covering 2018-2021. The final documents are in the process of being reviewed before being presented to MPTEA for ratification.
- C. Legal Updates (T. Jalloh)
 - a. Chad and YJ disputes have been both settled.
- D. Parent Committee (C. Rogers)
 - a. STEAM has safety issues regarding speeding cars and lack of police presence
 - b. STEAM and SELECT also have cleanliness issues around the perimeter.

X. VILLAGE REPORTS

- A. Friends of MPTCS (Rev. Ince)
 - a. Had required with NJEDA meeting, learned of new requirements which are slowing work
 - b. Also met with underwriter to begin discussion of refinancing of high school.
 - c. Finally, we were reminded that new sublease for Shipman and revised sublease for Clinton must include community use terms per bond agreements.

XI. CHAIRMAN REPORT (Rouse)

- A. Pastor Rouse thanked Mr. Collins again on behalf of the board for his contributions.

XII. RESOLUTIONS (Numbered 19-03-X)

FINANCE

1. The Board of Trustees of Marion P. Thomas Charter School approves the attached Budget Summary and Cash Flow Schedule for the 2019-2020 school year for submission to the NJ Department of Education. **Approved: Unanimous.**
2. The Board of Trustees of Marion P. Thomas Charter School approves the attached PreSchool Budget and Plan for the 2019-2020 school year for submission to the NJ Department of Education. **Approved: Unanimous.**
3. The Board of Trustees of Marion P. Thomas Charter School approves the attached Corrective Action Plan for the Comprehensive Annual Financial Report (CAFR) for the 2017-2018 School Year for submission to the New Jersey Department of Education. **Approved: Unanimous.**
4. The Board of Trustees of Marion P. Thomas Charter School approves the attached amendment to the Individuals with Disabilities Education Act (IDEA) grant for the new increased amount for submission to the New Jersey Department of Education. **Approved: Unanimous.**

IDEA Consolidated	ORIGINAL AWARD AMOUNT	REVISED AWARD AMOUNT
Basic	271,989	283,920
Preschool	4,324	5,006

5. The Board of Trustees of Marion P. Thomas Charter School accepts the following grant and ensures it will be implemented in accordance with the Fiscal Year (FY) 2019. Notification of Grant Award and the approved FY 2019 Reallocated Title I application, including assurances, filed with the NJDOE which was used as the basis of awarding the grant. **Approved: Unanimous.**

PROGRAM NAME	GRANT NUMBER	FY 2019 AWARD AMOUNT
Reallocated Title I		43,200

6. The Board of Trustees of Marion P. Thomas Charter School approves the attached Board Secretary Reports for the months of January 2019 and February 2019. **Approved: Unanimous.**
7. The Board of Trustees of Marion P. Thomas Charter School approves the attached Treasurer of School Monies Report for the month of January 2019. **Approved: Unanimous.**
8. The Board of Trustees of Marion P. Thomas Charter School approves the attached Bills and Claims Report for the month of March 2019 for **\$2,676,385.07. Approved: Unanimous.**

HUMAN RESOURCES

9. The Board of Trustees of Marion P. Thomas Charter School approves the following New and Updated Hires for the 2018-2019 School Year: **Approved: Unanimous.**

New

Last Name	First Name	Position	Annual Salary	Effective Date	Prorated Salary	10 OR 12 Months
Elks	Benjamin	Teacher-Social Studies H.S.	\$67,524.28	TBD	TBD	10
Beaton-Garcia	Wascar	Sub Cleaner	\$12.78 hr	4/1/19	\$12.78 hr	12

*= awaiting clearance to start

Updates

Last Name	First Name	Position	Salary	Effective Date	Prorated Salary	10 OR 12 Months
Bermudez	Erika	Building Based Sub -PAC	\$125/day	02/25/2019	\$125/day	10
Lloyd	Heather	Teacher (Art)-PAC	\$56,004	04/08/2019	TBD	10
King	Rashaan	Security Office	\$21.55 hr	3/4/2019	\$21.55 hr	10

10. The Board of Trustees of Marion P. Thomas Charter School approves the following rehires/changes of title for the 2018-2019 School Year: **Approved: Unanimous.**

Last Name	First Name	Position	Salary	Effective Date
Sobers	Beatrice	Sub Cleaner	\$12.78 hr	3/11/2019

11. The Board of Trustees of Marion P. Thomas Charter School approves the following separations for the 2018-2019 School Year: **Approved: Unanimous.**

Last Name	First Name	Location	Position	Type	Effective Date
Closs	Taliah	High School	Asst. to Principal	Resigned	4/19/2019
Grape	Donna	High School	Teacher, ELA	Resigned	3/29/2019
Izzolino	Theresa	High School	Dept. Chair, ELA	Resigned	3/13/2019

*Updated info in italics

12. The Board of Trustees of Marion P. Thomas Charter School approves the following Leaves of Absence - New and Updated: **Approved: Unanimous.**

Leaves of Absence (new and updated)

Last Name	First Name	Location	Position	Type of Leave	Leave Date	Return Date
Felix	Bernardo	High School	Science Teacher	Sick Leave	10/12/2018	4/15/19
Sanchez	Samantha	STEAM	Grade 1 Teacher	Maternity	01/02/2019	05/04/19
Fasching	Megan	Select	Art Teacher	Maternity	11/5/2018	4/8/19
<i>Chancey</i>	<i>Trina</i>	<i>STEAM</i>	<i>Security Guard</i>	<i>Maternity</i>	<i>12/10/2018</i>	<i>3/9/2019*</i>
<i>Shuman</i>	<i>James</i>	<i>High School</i>	<i>Math Teacher</i>	<i>Sick Leave</i>	<i>12/17/2018</i>	<i>6/30/2019*</i>
Breheney	Deanna	Select	Teacher	Maternity	2/25/2019	6/10/2019
Rivera	Vernetta	Home Office	Business Office Coordinator	Sick Leave	1/29/2019	5/1/19

***New Leave Requests in Bold**

**Updated Leave Requests in Italics*

13. The Board of Trustees of Marion P. Thomas Charter School approves the following staff eligible for Worker's Compensation: **Approved: Unanimous.**

Workers' Compensation

Last Name	First Name	Position	LossDays	Location
Fabian	Blake	Dept. Chair	35	HS
Pisani	Margaret	Reading Specialist	0	HS
Izzolino	Theresa	Dept. Chair	0	HS
Moore	Clement	Custodian	2	SELECT
Jawneh	Isatou	One on one aid	0	PAC

OTHER

14. The Board of Trustees of Marion P. Thomas Charter School approves the following field trips:

Date	Purpose/Destination	School/Students	Transport	Cost
3/5/19*	<i>Devils Hockey Game (Prudential Center)</i>	<i>High School</i>	<i>Own Transport</i>	<i>Free</i>
6/4/19	Newark Public Library (5 Washington St)	PAC Grade 2	Walking	Free
6/5/19	Newark Public Library (5 Washington St)	PAC Grade 3	Walking	Free
6/7/19	iFly in Paramus, New Jersey	STEAM SciGirls Club	Bus (Grant)	\$539.40 (Grant)
6/11/19	Newark Museum (49 Washington St)	PAC Grade 6	Walking	Free
6/12/19	Newark City Hall (920 Broad St)	PAC Grade 7	Walking	Free

6/13/19	Grammy Museum (25 Lafayette Street)	PAC Grade 5	Walking	Free
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**Previously approved by Executive Committee.*

Moved: Collins; Second: Sherrer El. Approved: Unanimous.

15. The Board of Trustees of Marion P. Thomas Charter School approves the following off-site professional development:

Date	Training	Location	Attendees	Cost
5/30/19	Dare to Dream Conference	Montclair State University	Jerome Patterson Janet Kirkland	Free

Moved: Collins; Second: Sherrer El. Approved: Unanimous.

16. The Board of Trustees of Marion P. Thomas Charter School approves the attached HIB investigations, including 2 confirmed cases.

Moved: Collins; Second: Rogers. Approved: Unanimous.

17. The Board of Trustees of Marion P. Thomas Charter School approves the attached disciplinary actions.

TABLED

18. The Board of Trustees of Marion P. Thomas Charter School approves the attached settlement with the Chad School.

Moved: Sherer El; Second: Rogers. Approved: Unanimous.

XI. CLOSED SESSION

The board went into closed session at 7:52 PM to discuss:

- Legal

Moved: **Second:** **Approved** Not Approved

The board returned to open session at 9:15 PM.

Moved: **Second:** **Approved** Not Approved

XIII. ADJOURNMENT

The board adjourned at 9:18 PM

Moved: Sherrer El Second: Collins. Approved: Unanimous.

Prepared by: Misha Simmonds