

# **MINUTES**



Marion P. Thomas Charter School Board of Trustees  
**Minutes of Scheduled Meeting**  
**September 24, 2018**

**I. Call to order**

The Chair G. Collins called the meeting to order at 6:00 pm

**II. Roll Call**

Femi Amorin, the Board Secretary, conducted a roll call of members present. A quorum was confirmed for the meeting.

**Members Present**

Greg Collins  
Vincent Rouse  
David Blount joined  
Khaatim Sherrer El  
Craig Rogers  
Briana Gilchrist-Alumnae board member joined by phone  
Misha Simmonds- Interim Chief School Administrator  
Femi Amorin – SBA /Board Secretary

**Excused**

Rev. Ronald Slaughter  
Reginald Petty  
Tyisha Kidd-Parent board member  
Michelle Jones –  
Lesley Leslie

**Other**

T. Jalloh-Board Counsel  
M. Fletcher – Director of Human Resources  
Damon White – Director of Operations  
Michele Griffin – Chief Communications & Engagement Officer  
Rev .Garvey Ince – Executive Director – Friends of MPTCS

**III. ADOPTION OF AGENDA**

The Agenda for the meeting was adopted after amendments to include a report by Friends of MPTCS - Rev Garvey Ince and Community Engagement report by M. Griffin

Moved: K. Sherrer El

Second: D. Blount

**ADOPTION OF MINUTES**

The minutes from August 13, 2018 meeting were adopted with necessary corrections.

**Moved:** D Blount

**Second:** V. Rouse

**IV. OPEN PUBLIC FORUM**

The President of the Marion P. Thomas Education Association – Ms Maria Parelis presented a number of requests and comments to the board:

- She requested a reversal of the decision to change security from full time to part time.
- Pointed out that there is currently no dedicated room for Special Education students at the temporary location for PAC Academy. She requested action on this as soon as possible
- She shared that there are not enough laptops for the students and would like prompt action on this by the Board
- Additionally, there is no Technology Coordinator for the School. She wants the Board to consider the hiring of a Technology Coordinator
- She also voiced concern regarding the lack of Math Teachers at the High School. She wanted concerted efforts by the board to hire math teachers.

## V. ADMINISTRATIVE REPORTS

### 1) Community Engagement Report

The report was presented by Ms Griffin - - Chief Communications and Community Engagement Officer (CCCEO). She provided a detailed report to members on the students that were sent home for dress code violation on the first day of school; the aftermath and how the school responded. She pointed out the following key issues:

- Respond as quickly as possible to an issue
- Apologize when necessary and be as transparent as possible
- Communicate issue and resolution to all stakeholders as quickly as possible.
- Develop a generic communications plan to insure all stakeholders are aware of issues and resolution in a timely manner

The CCEO also discussed a news matter that was raised as a result of the uniform incident. This has to do with address verification. One of the students featured in the video was dropped from enrollment for not completing the address verification. The School decided to drop students whose families had not provided residency documentation as required by Newark Public Schools, by the end of July 2018.. This decision was reversed after a conversation with a representative from NJ Department of Education. She pointed out a majority of all the affected students have been contacted and those who wanted to return have been accepted back to MPTCS.

### 2) Interim Chief School Administrator Report

The Interim Chief School Administrator (ICSA) Mr. Misha Simmonds provided the board with updates on the progress made by the school Vis-a vis MPTCS' 7 strategic goals of MPTCS

- Increase Achievement
- Grow Enrollment
- Strengthen Operations
- Strengthen Team
- Secure Facilities
- Operate sustainably
- Organize Village

1. For each of the goals, the ICSA provided a description of each goal, measurement, status of each component of the goals and the key partners.
2. The ICSA promised to provide members with the status of each goal at its regularly scheduled meetings.
3. The ICSA also provided a snapshot of the results of MPTCS 2018 Partnership Assessment of Readiness for College and Careers. (PARCC) exam He compared the results with prior years for all grades s in Math and ELA.. He noted that no School achieved its goals.
4. The ICSA reported that as part of the strategy to address enrollment shortfall, MPTCs has decided to open up 11<sup>th</sup> Grade to accept new students .
5. ICSA also reported the conclusion of the following updated handbooks which the board is required to approved at this meeting:
  - ✓ PreK-8 Academies Family Handbook
  - ✓ HS Parent Scholar Handbook and
  - ✓ Employee Handbook.

### **3) Friends of Marion P Thomas Charter School**

The Executive Director of Friends of MPTCS, Rev. Ince, informed the Board of the closing of the \$25 Million Bond for the acquisition of 28-34 Burnet Street, 88-109 Shipman Street and 534 – 544 Clinton Avenue properties

He informed the Board that Friends of MPTCS is still exploring various options for the development of the Morton Street property. However, there are ongoing discussions with various investors on the property.

Additionally, Rev. Ince announced that the next task of the FOMPTCS is the refinancing of the Qualified School Construction Bond (QSCB Bond) used for the acquisitions and construction of 125 Sussex Avenue. Goldman Sachs and Prudential are the holders of the MPTCS QSCB Bonds.

#### **4. Operations**

The Director of Operations (DOO) Damon White provided members with key notifications and submissions and updates of Safety Facilities and technology units of MPTCS operations

- MPTCS 2018 – 2019 Maximum number of school days (CHE) – submission deadline September 25, 2018.
- MPTCS Lead Testing Statement of Assurance - 2017 – 2018 SY has been submitted.
- NJSMART - Currently taking measures to ensure that MPTCS data is accurate and clean in preparation for the Oct. 15<sup>th</sup> snapshot submission.
- Statement of Assurance (Paraprofessional) due to county office – submission deadline September 30, 2018.
- Notification received regarding the revised New Jersey School Register (2018 – 2019).

#### **Safety:**

- MPTCS school security drills have been conducted within first 15 days as delineated in (18A:41-1)
- We have not received the revised Uniform State Memorandum of Agreement between Education and Law Enforcement Officials (MOA) for the 2018 – 2019 school year. The 2018 – 2019 review of this document will take place upon receiving the revised document.
- School Resource Officers (SROs) have been confirmed for each campus.

#### **Technology:**

- NJTRAX technology readiness tool information has been updated and submitted.
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#### **Facilities:**

- Chimney repair at STEAM underway as of 9.20.18 (anticipated 2 to 3 weeks)
- Automated Control System (Boiler – STEAM Bldg. A) is not operational and needs to be replaced. Estimated cost of repair is \$4,000 - \$6,000.
- HVAC work at SELECT continues. Currently reviewing options and securing estimates for costs of repair for 5 units in 5 classrooms.

## **VI. COMMITTEE REPORTS**

### **1) Personnel Committee**

The Chair of the Personnel Committee David Blount presented the personnel committee report concerning new hires, promotions, separations, leaves of absences, and any employees on workers compensation.

The Personnel Committee reported that there are 18 vacancies yet to be filled. He provided the breakdown as follows - Grades PreK-8, 9 vacancies. High School, 6 vacancies, and Central Office, 3 vacancies.

The Personnel Chair reported that MPTEA and MPTCS have begun mediation for the Collective Bargaining Agreement (CBA). The next mediation meeting is scheduled for November 29, 2018. He also reported that the Employee handbook has been finalized for the 2018-2019 School Year.

### **2) Finance Committee**

The Finance Committee report was presented by the School Business Administrator. The bill list for September 2018 in the amount of \$2,997,758.79 was presented to the Board for approval. The SBA also presented the Board Secretary for the months of July and August 2018.

### **3 Legal Updates**

The Board Attorney provided members with updates on the following:

- The Chad School Foundation vs MPTCS
- Blackney Haynes vs MPTCS

## VI. CLOSED SESSION

**The meeting moved to close session to discuss the following:**

- Union negotiation
- New Superintendent
- Potential merger with Achieve Community Charter School
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Moved by: David Blount

Seconded by: V. Rouse

## VII. SEPTEMBER 2018 RESOLUTIONS

### FINANCE

#### 9-18-1

The Board of Trustees of Marion P. Thomas Charter School approves the bill list for the month of September 2018 for \$ 2,997,458.19 – **Approved**

#### 9-18-2

The Board of Trustees of Marion P. Thomas Charter School approves the Board Secretary Report for the months of July and August 2018. **Approved**

#### 9-18-3

The Board of Trustees of Marion P. Thomas Charter School approves the Treasurer of School Monies report for the month of July and August 2018. **Approved**

#### 9-18-4

The Board of Trustees of Marion P. Thomas Charter School resolves to approve the consulting contract between MPTCS and Baje Consulting Group for School Business Office Support for August 27, 2018 until June 30, 2019. **Approved**



## HUMAN RESOURCES

**9-18-5**

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

Last Name	First Name	Position	Salary	Effective Date
Bobbit	Sha’Kira	Instruction Assistant	\$35,535	*
Carr	Jeff	Teacher (PE/Health)	\$61,083.54	8/20/18
Celestine	Ralph	Instructional Assistant (K)	\$35,535	8/20/18
Costello	Trisha	Teacher (K)	\$56,004	9/10/18
Felix	Bernardo	Teacher (Science)	\$61,083	8/20/18
Gray	Paula	Teacher (PreK)	\$56,004	8/20/18
Hanks	Gregory	Building Based Sub	\$125/day	*
Hall	Tatyana	Classroom Aide	\$20,905	*
Harris	Tiffany	Classroom Aide	\$27,086	9/10/18
Henchey	Lawrence	Teacher (ELA)	\$56,004	8/20/18
Holloway	Ammirah	Teacher (Media)	\$61,083.54	8/20/18
Jawneh	Isatou	One to One Aide	\$24,660	8/27/18
Johnson-Torres	Cassandra	Teacher	\$55,975	8/20/18
Kirkland	Janet	Teacher (SPED)	\$61,083.54	9/10/18
McKnight	D’Quan	Teacher (Dance)	\$55,200	8/20/18

McNeil	Myron	Teacher (ELA)	\$58,725.36	9/24/18
Maginnis	Luke	Teacher (SPED)	\$58,725.36	9/10/18
Martin	Shalonoda	Social Worker	\$67,794	8/21/18
Mosley	Qurterah	Instructional Assistant (Pre-K)	\$35,535	8/20/18
Oliver	David	Instructional Assistant	\$35,535	9/13/18
Pamplin-Grant	Cashonda	Building Based Sub	\$125/day	9/12/18
Pisani	Margaret	Reading Specialist	\$100,000	*
Rashwan	Regab	Teacher (Math)	\$56,004	*
Skelton	Nahum	Teacher (Math)	\$58,725.36	8/20/18
Smith	Profit	Teacher (PE/Health)	\$56,004	8/20/18
Spooner	Jeremiah	Food Handler	\$11.18	8/20/18
Taylor	Curtis	Building Based Sub	\$125/day	9/11/18
Torres	TaJuan	Teacher (PE/Health)	\$58,725.36	9/17/18
Wallace	Yakima	Teacher (PreK)	\$56,004	9/24/18
Wiggins	James	Teacher (Dance)	\$58,725.36	9/10/18
Wiley	Constance	Building Based Sub	\$125/day	9/17/18

**9-18-6**

The Board of Trustees of Marion P. Thomas Charter School approves the following Re-hires /Change of title for the 2018-2019 School Year. . **Approved**

Rehires/changes

Last Name	First Name	Position	Effective Date
Patterson-Odom	Winifred	Vice Principal	8/27/18
Valentin	Yalixa	Dean of Students	9/4/18

**9-18-7**

The Board of Trustees of Marion P. Thomas Charter School approves the following separations. **Approved**

Last Name	First Name	Position	Status	Effective Date
Mitchell	Desiree	Social Worker	Resigned	08/17/2018
Monteith	Sean	Math Teacher	Resigned	8/20/2018
Stuart	Sandra	Social Worker	Resigned	10/26/2018
Dabkowski	Kyle	Physical Ed. & Health	Resigned	08/12/2018
Ramos	Tanya	World Language Teacher	Resigned	11/9/2018
Hodges	Jocelyn	ESL Teacher	Resigned	10/5/2018
Jefferson	Keith	Dean of Students	Resigned	08/31/2018

**9-18-8**

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

Last Name	First Name	Position	Type of Leave	Leave Date	Return Date
Ferrer	Angie	ES Teacher	Maternity leave	5/11/2018	10/1/2018 *
Williams	Ramona	Assistant SBA	Maternity Leave	7/16/2018	11/1/2018
Lopez	Nilsa	Custodian	Sick Leave	7/26/2018	9/26/2018
Ndiche	Nkira	ES Nurse	Sick leave	8/7/2018	10/3/2018
<b>*Aisagbonhi</b>	<b>Aderonke</b>	<b>Instructional Assistant</b>	<b>Maternity leave</b>	<b>9/19/2018</b>	<b>11/15/2018</b>
<b>*Davis</b>	<b>Solange</b>	<b>Office Manager</b>	<b>Sick leave</b>	<b>11/8/2018</b>	<b>12/10/2018</b>

New Leave Requests in Bold

*\*Updated Leave Requests in Italics*

**OTHER**

**9-18-9**

The Board of Trustees of Marion P. Thomas Charter School resolves to approve the attached Academy (PK-8) and High School (9-12) Parent-Scholar Handbooks that documents organization-wide policies and practices for families for the 2018-2019 school year. . **Approved**

**Moved by : K Sherrer El**

**Seconded by: V. Rouse**

**9-18-10**

The Board of Trustees of Marion P. Thomas Charter School resolves to approve the attached

Employee Handbook that documents organization-wide policies and practices for staff for the 2018-2019 school year. . **Approved**

**Moved by:** D. Blount

**Seconded by:** V Rouse

**9-18-11**

The Board of Trustees of Marion P. Thomas Charter School resolves to approve the Reduction in Force for the Custodial Department. . **Approved**

**Moved By;** D. Blount

**Seconded by:** C. Rogers

**9-18-12**

The Board of Trustees of Marion P Thomas Charter School resolves to accept Alexa Beck a Speech –Language Pathology graduate student of Seton Hall University for First-Year teaching experience at Marion P Thomas Charter School for this fall 2018 through spring 2019.

**Approved**

**Moved by:** K. Sherrer El

**Seconded by** C. Rogers

**Adjournment:**

Moved by: K Sherrer El

Seconded by: B. Gilchrist

**Prepared by:** Femi Amorin

**School Business Administrator/Board Secretary**

**Approved by:**

**Board of Trustees**