



Marion P. Thomas Charter School Board of Trustees  
Minutes of Scheduled Meeting  
May 19, 2018

**I. Call to order**

The Chair G. Collins called the meeting to order at 1:30pm

**II. Roll Call**

Ramona Jackson the Assistant School Business Administrator/Assistant Board Secretary conducted a roll call of members present. Members were counted and the Assistant Board Secretary confirmed quorum for the meeting.

**Members Present**

Greg Collins  
Vincent Rouse  
David Blount  
Reginald Petty3  
Khaatim Sherrer El  
Karen Thomas-CEO  
Misha Simmonds- Interim ED  
Damon White-DOO  
Ramona Jackson- ASBA

**Excused**

Rev. Ronald Slaughter  
Donna Best  
Lesley Leslie  
Michele Jones

**Other**

T. Jalloh-Board Counsel  
Briana Gilchrist-Alumni  
Tyisha Kidd-Parent  
Craig Rogers- Parent

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**III. ADOPTION OF AGENDA**

The Agenda for the meeting was adopted

Moved: K. Sherrer El

Second: V. Rouse

## **ADOPTION OF MINUTES**

Correction was made to the minutes from April's meeting

David Blount was present at the meeting and not by phone

The minutes from April's Meeting were adopted with necessary corrections

Moved: K. Sherrer El

Second: V. Rouse

## **IV. OPEN PUBLIC FORUM**

No comments from the public

## **V. ADMINISTRATIVE REPORTS**

### **1) Chief Executive Officer Reports**

The Chief Executive Officer explained that the policy meeting met via conference call and the following recommendations were made to present to the board:

#### **A. Terms and Officers**

- The current Board Chair should be elected to serve another 2-year term. The first year, (2018-2019) he will continue as Board Chair and during the second he will serve as a voting trustee and not an officer
- The First Vice Chair should be elected to serve a 3-year term, the first (2018-19) as first vice chair of the board and chair of the nominating committee and the last 2 as Board Chair.
- The Second vice Chair should serve a 2-year term as Vice Chair. In the event that either the Chair or the First Vice Chair is unable to carry out their duties, they will assume those responsibilities
- The Policy Committee recommends the addition of a 2-year termed Alumnae Seat to the Board, to be held by a MPTCS Alumnae.
- The Policy Committee recommends that the Parent Committee of the Board elect their representative and alternate to hold a 2-year term on the Board of Trustees.

#### **B. Board Committees**

- To meet the goals of the affiliation alignment, the Policy Committee recommends that 2 members of the Friends Board be appointed in an advisory capacity to the Finance Committee of the MPTCS Board Committee
- To meet the strategic goals of the affiliate alignment, the Policy Committee recommends that the Alumnae member of the Foundation Board serve in an advisory capacity on the Alumnae Committee of the MPTCS Board Alumnae Committee

## **VI. COMMITTEE REPORTS**

### **1) Personnel Committee**

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

The Personnel Committee is recommending a new 12 month position called Chief Communication and Engagement Officer and to promote Michele Griffin to this position.

### **OVERVIEW OF THE POSITION**

The Chief Communications and Engagement Officer is charged with raising the visibility of the Marion P. Thomas Charter School (MPTCS) by leading the creation of a central narrative for MPTCS and developing an integrated communications and marketing strategy which reflects the school's priorities. The CCEO develops, manages, and leverages multiple communications channels to influence key internal and external audiences to meet student recruitment, fundraising, Board engagement, and other goals. The CEO also oversees parent, student, and community engagement, and is responsible for the development and execution of a long-term advocacy agenda that enables our students, schools and community to thrive. David Blount explained that 30 employees are non-renewed for 2018-2019 and 32 staff will have to be laid off due to reduction in force. The position of Interventionist will be replaced with basic skills teachers at each school.

### **2) Finance Committee**

The Finance Committee report was presented by the Assistant School Business Administrator. The bill list for May 2018 in the amount of \$2,551,748.80 was presented to the Board for approval. The ASBA also presented the Board Secretary and Board Treasurer Report as of May 31, 2018.

## **VII. CLOSED SESSION**

Closed Session to discuss confidential Personnel Matter

Resolution to move to closed session.

Moved: K. Sherrer El

Second: D. Blount

## **OPEN SESSION**

Resolution to move into an Open Session

Moved: V. Rouse

Second: K. Sherrer El

## **FINANCE**

### **5-18-1**

The Board of Trustees of Marion P. Thomas Charter School approves the bills list for the month of May 2018 in the amount of \$2,551,748.80. **APPROVED**

### **5-18-2**

The Board of Trustees of Marion P. Thomas Charter School approves the Board Secretary Report for the month of May 31, 2018. **APPROVED**

### **5-18-3**

The Board of Trustees of Marion P. Thomas Charter School approved the Treasurer of School Monies report for the month of May 31, 2018. **APPROVED**

### **5-18-4**

The Board of Trustees of Marion P. Thomas Charter School resolves to approve participation of the School Business Administrator- Femi Amorin in the 2018 Annual Conference of the NJ School Business Officials at a cost of \$750.00 course fee and accommodation for three nights. **APPROVED**

## **POLICY COMMITTEE**

### **5-18-5**

The Board of Trustees of Marion P. Thomas Charter School elects the following trustee to a new 2-year term: **APPROVED**

Mr. Greg Collins

### **5-18-5A**

The Board of Trustees of Marion P. Thomas Charter School approves the appointment of Mr. Greg Collins for a two year trustee term with one year as Board Chair for the 2018-2019 school years. **APPROVED**

### **5-18-6**

The Board of Trustees elects the following to a 3-year term: **APPROVED**

Rev. Vincent Rouse

**5-18-7**

The Board of Trustees of Marion P. Thomas Charter School elects Mr. Greg Collins to a one-year term as Board Chair. **APPROVED**

**5-18-8**

First The Board of Trustees of Marion P. Thomas Charter School elects Rev. Vincent Rouse as the Vice-Chair of the Board. **APPROVED**

**5-18-9**

The Board of Trustees of Marion P. Thomas Charter School resolves to elect Rev. Dr. Ronald Slaughter to a two-year term as Second Vice-Chair of the Board. **APPROVED**

**5-18-10**

The Board of Trustees of Marion P. Thomas Charter School resolves to approve the bid for the classroom expansion 88-108 Shipman St. Select Campus by Vallee Construction at an estimated cost of \$198,000. **APPROVED**

**5-18-11**

The Board of Trustees of Marion P. Thomas Charter School resolves to approve the agreement with the Essex Regional Educational Services Commission for the provision of Public School English as a Second Language (ESL) for Scholars for 2018-2019 School Year at a cost of \$74.29 per hour for the ESL services. **APPROVED**

**5-18-12**

The Board of Trustees of Marion P. Thomas Charter School resolves to approve the agreement with the Essex Regional Educational Services Commission for the provision of Public School Child Study Team services to scholars for 2018-2019 school year at the following cost social assessment, educational evaluation, bilingual evaluation \$450 per evaluation. **APPROVED**

**5-18-13**

The Board of Trustees of Marion P. Thomas Charter School resolves to approve the agreement with the Essex Regional Educational Services Commission for the provision of Public School Speech Services to Scholars for 2018-2019 School Year at a cost of \$84.36 per hour for speech language services. **APPROVED**

**5-18-14**

The Board of Trustees of Marion P. Thomas Charter School approves the following new hires for the 2017-2018 School Year: **APPROVED**

**New Hires**

Last Name	First Name	Position	Salary	Signing Date
<b>SELECT Academy</b>				
Davis	Brielle	Food Service On call	\$11.00/hr	4/16/2018
<b>Elementary</b>				
Minor	Myasia	One to One Aide	\$24,660	5/3/2018

**5-18-15**

The Board of Trustees of Marion P. Thomas Charter School approves the following promotions and/or changes for the 2017-2018 School Year: **APPROVED**

**Promotions/Changes:**

Last Name	First Name	Position	Effective Date
None to report at this time			

**5-18-16**

The Board of Trustees of Marion P. Thomas Charter School approves the following separations for the 2017-2018 School Year: **APPROVED**

**Separations:**

Last Name	First Name	Position	Status	Effective Date
Garcia	Marcus	One on one aide	Resigned	4/20/2018
Shiera	Ola	ES Teacher	Resigned	6/20/2018
French	Willieneil	Manager of Talent and Recruitment	Resigned	5/14/2018
Diakite	Abdou	HR Coordinator	Resigned	5/18/2018

**5-18-17**

The Board of Trustees of Marion P. Thomas Charter School approves the following leaves of absences for the 2017-2018 School Year: **APPROVED**

**Leaves of Absence (New and Updated):**

Last Name	First Name	Position	Type of Leave	Leave Date	Return Date
<i>Mosley</i>	<i>Krystal</i>	<i>Payroll, Business office</i>	<i>Sick</i>	<i>9/18/2017</i>	<i>*6/4/2018</i>
Yekeen	Khadijat	Sped. Teacher MS	maternity leave	2/26/2018	5/29/2018
Ramos	Tanya	World Languages Teacher MS	Maternity Leave	3/9/2018	6/1/2018

Shiera	Ola	ES Teacher	Sick Leave	3/02/2018	08/2018
Ferrer	Angie	ES Teacher	maternity leave	5/11/2018	9/2018
Wilson	Andray	Custodian	Sick Leave	2/27/2018	*5/17/2018
Caldwell	Shirena	Custodian	Sick Leave	3/20/2018	9/2018
<i>Einstein</i>	<i>Julie</i>	<i>ES Teacher</i>	<i>maternity leave</i>	<i>*5/5/2018</i>	<i>8/20/2018</i>
Jones	Martha	MS Teacher	administrative leave	3/29/2018	6/30/2018

**5-18-18**

The Board of Trustees of Marion P. Thomas Charter School approves the following workers' comp for the 2017-2018 School Year: **APPROVED**

**Workers' Comp:**

Last Name	First Name	Position	Loss Time	Location
Ofoegbu	Charles	HS Teacher	10 days	HS
Plant	Saif	Security	7days	HS

**5-18-19**

The Board of Trustees of Marion P. Thomas Charter School approves the list of employee renewals for 2018-2019 School Year: **APPROVED**

**5-18-20**

The Board of Trustees of Marion P. Thomas Charter School approves the list of employees not renewed 2018-2019 School Year: **APPROVED**

**5-18-21**

The Board of Trustees of Marion P. Thomas Charter School approves the list of employees not renewed due to reduction in force 2018-2019 School Year: **APPROVED**



**5-18-22**

The Board of Trustees of Marion P. Thomas Charter School approves the new 12-month position called the Chief Communications and Engagement Officer 2018-2019 School Year: **APPROVED**

Position	Salary Guide	JD -Chief Communications and Engagement Officer
<b>Chief Communications and Engagement Officer</b>	<b>Commensurate of Experience</b>	<b>12 month position</b>

**5-18-23**

The Board of Trustees of Marion P. Thomas Charter School approves the appointment of Briana Gilchrist to serve as the alumni member of the Board of Trustees for a two year term: **APPROVED**

**5-18-24**

The Board of Trustees of Marion P. Thomas Charter School approves the appointment of Tyisha Kidd as the parent member of the Board of Trustees for a two year term: **APPROVED**

**5-18-25**

The Board of Trustees of Marion P. Thomas Charter School approves the appointment of Craig Rogers Sr. as the parent member alternate of the Board of Trustees for a two year term: **APPROVED**

**Prepared by:** Ms. Ramona Williams-Jackson  
Assistant School Business Administrator

**Approved by:**