



**Marion P. Thomas Charter School Board of Trustees**

Minutes of Scheduled Meeting

Held on March 26, 2018

**I. Call to order**

The -Chair G Collins called the meeting to order.

**II. Roll call**

Femi Amarin the School Business Administrator/Board Secretary conducted a roll call of members present. Members were counted, and the Board Secretary confirmed quorum for the meeting.

**Members Present**

G Collins  
D. Blount – Joined by Phone  
V. Rouse \*\*  
L. Leslie  
M. Jones  
D. Best – Joined by Phone  
K. Sherrer El  
Thomas – CEO  
D. White- DOO  
F. Amarin

- (ii) Excused**  
Rev. Slaughter  
R. Petty  
J-Dean –Taylor  
L. Leslie

\*\*Member was present but unable to vote

- (iii) Other:**  
T. Jalloh – Board Counsel  
M. Fletcher - Director of Human Resources  
M. Griffin – Director of Marketing and Development



### **III ADOPTION OF AGENDA:**

The Agenda for the meeting was adopted

Moved by K. Sherrer El

Second by: M. Jones

### **IV PRESENTATION**

Tyler Vega and Kedegia Williams made a presentation to the Board on the Distributive Education Clubs of America (DECA) conference that they attended in Atlantic City. They thanked faculty and board members for the opportunity to attend the conference. Ms. Williams announced that she has been elected to the membership of the Association.

### **V. OPEN PUBLIC FORUM**

The Principal of Elementary School Lisa Fin-Bruce thanked entire board for the opportunity to attend a movie – “Winkle in Time” through a donation made by Rev Ronald Slaughter on March 27, 2018 at 10:40 am She reported 54 Scholars attended and had a phenomenal time.

About 10 parents came to the meeting to register their displeasure with the punishment to students that left the School premises to participate in the recent nationwide protests by the students on the need for stricter gun control laws after the recent incident at a Florida High School. The students were given 3 days suspension, loss of senior trip and participation in the Prom. The parents also stated they were told that it is only the board that can overturned the punishment already handed down to the students

Parents were unanimous that the punishment was excessive, and that leadership of the School also must be blamed for not communicating timely with the parents and students a clear plan on participation in the protest. This resulted in some of the students leaving the School before the announcement was made.

The Dean of Senior Class James Robert and principal disputed some of the comments made by parents and students present at the meeting and the timeline presented.

The Board Chair stated that proper procedure has not been followed as there has been no formal grievance filed with the School except one parent. A formal referral has not been made to the board as a result, the Board cannot act based on the submission of the parents that were present. The Board Chair advised that parent should register their



displeasure by completing a formal grievance form in accordance with the Parent Handbook,

## **VI. ADMINISTRATIVE REPORTS**

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

Rev, Ince provided members with highlights of activities of Friends of Marion P Thomas Charter School.

- He reported that the Friends of MPTCS closed on the Clinton Avenue Property
- On Burnet Street property, the developer is waiting for the approval of the Historical Perseveration Council before renovation can commence.
- Friends is working on 5 Year projection /budget
- Working on getting someone to take over the lease of 570 Broad Street
- Exploring the possibility of a partner to develop the Morton Street Property

#### **1) Chief Executive Officer Report**

The Chief Executive Officer gave the status of ongoing twelve projects. Five activities were completed, and 7 activities are in various stages of completion.

On student's achievements, the CEO reported some impressive growth from the results of the middle of the year interim assessments completed in Elementary and Middle School; Because of PSAT and SAT Exam High School did not do interims for Mid-Year.

##### **Curriculum**

The CEO reported that all missing materials for ELA are in to support student reading and cut down on copying. The Curriculum Committee met on March 26, 2018 for their quarterly meeting.

##### **Enrichment Programing:**

The CEO reported that the High School has begun the "B" day NJIT tutors to support students for PARCC in Math.

The PARCC Power Program in elementary and middle school targeted to reach approximately 200 students in elementary and middle school.



### ***Summer Academy***

The CEO reported that the Leadership of the School is proposing a summer academy that targets students in grade 2-8 who are projected 2 and 4 on PARCC exam this year. This has been designed to couple the low and high performing students not addressed in PARCC after school program. The program will target 150 students and will be held at the STEAM Academy campus on South 7<sup>th</sup> Campus.

### ***Enrollment***

The CEO provided members with the Statistics of the enrollment figure for the 2018-2019. She noted that kindergarten grade will be the most challenging grade to fill, and showed the projected numbers for each grade. She invited Ms Griffin to give updates on the Newark enrolls and efforts being made to attract candidates in to the school continue to be a challenge. More resources are being allocated to marketing to be able to attract more students to MPTCS

### ***Funding.***

The CEO reported that the new Governor released his 2018/2018 budget. The budget holds most of the districts harmless. MPTCS budget has been constructed based on 1,540 students instead of 1,600 students.

### ***Facilities Plan***

The CEO reported that Clinton Avenue will be leased to Achieve for the 18-19 School Year. However, MPTCS Pre School classes will still be in the building to take advantage of supplemental funding and allow Southward Children Alliance to be headquartered in the Southward.

Burnet Street will be the location for the new PAC Elementary School next year instead of Clinton Avenue. However, the school is still working to sublease Broad Street property for the next School Year.

The renovation of Shipman Street campus to get additional 4 classrooms and a new kitchen area has been estimated at a cost of \$200,000. Of which \$60,000 will come from 2017-2018 budget.

### ***Board Development***

On board development, The CEO is proposing a seat for an Alumnus on the Board. She provided members with the Draft Alumni Charter along with the draft of the proposed Parent Committee for consideration and action in May Board Retreat is also proposed.

There are Leadership Newark fellows interested in MPTCS board membership.



***Other***

- The CEO shared some of the planning of the NPS Interim Superintendent Mr. Robert Gregory on his vision for Newark schools.
  - He seeks creative ways to create schools and systems that provide high-quality education for all Newark students.
  - A system that is stronger when we work together.

The CEO reported that the school is working with Newark Charter School Fund to solidify a grant for a community engagement manager to work with MPTCS on enrollment and partnerships for 2018-2019.

She also reported that the Middle and High School campuses held scheduled walkout protests in support of ending gun violence. At the high school, there were several students who walked off campus and did not return to school as instructed. Those students have according to school policies been suspended and in line with senior contracts had privileges revoked.

**2) OPERATIONS**

The Director of Operations (DOO) Mr. Damon White presented a report from Operations for the month of February 2018. He provided a District attendance report and District suspension and expulsion summary for December 2017. He also reported a number of priority notifications and submissions for the month of March 2018.

The DOO provided updates on all departments' efforts to establish improved internal controls /procedures to better support the learning community.

The DOO announced that enrollment that started February 5, 2018 and that application window closed on February 16, 2018. Match letters will be accessible beginning April 20, 2018.

***Technology***

DOO gave an update on the Technology usage and recent projects completed. Office equipment for HR Department has been relocated from Shipman Street to Park Place. The installation of surveillance equipment in the main lobby and kitchen culinary areas in the high School is in progress.



### ***Safety***

- Safety Drill Report - DOO provided report of the drills conducted across on all the campuses.
- Live streaming video addendum (Memorandum of Understanding (2015) being provided for the approval of the Board.
- Dates for joint critical incident drills with law enforcement are being confirmed with the assigned SRO. Two of four locations have confirmed dates.
- Shipman Campus conducted the joint drill on March 15, 2018. The Directors of Security, Facilities and Technology were on site for the drill and collaborated with building admin. and law enforcement to critique the drill and address any findings. The Middle school is scheduled to conduct a critical incident drill on March 28<sup>th</sup>.

### ***Facilities***

On facilities, the DOO provided updates on ongoing repairs and relocation at various locations and buildings:

- **ES HVAC (Update)** – KNTM Architects to revise the current plan for new HVAC system with considerations to meeting specifications for the building occupancy load.
- **ES (Update)** – Heat-Timer Automation device is in need of replacement. Currently, options are being explored.
- **ES (Chimney Update)** – Work is tentatively scheduled to begin after April 15<sup>th</sup> – post mandatory heating season and with consideration(s) given to the PARCC Assessment window.
- **HS (Update)** – Hollister Construction is scheduled to repair walkways damaged due to freezing when the weather warms.
- Automatic Gate (HS) is in need of repair. Guardian Fence has been contacted, and we are waiting to confirm the repair date.

### ***Other***

- The DOO reported that due to inclement weather – the district has utilized three snow days in the month of March and four days overall (January 4<sup>th</sup>, March 7<sup>th</sup> & 8<sup>th</sup>, March 21<sup>st</sup>). As a result, the district must add two additional days to the calendar for students (Wed., June 27<sup>th</sup> and Thurs., June 28<sup>th</sup>).

## **IV. COMMITTEE REPORT**

### **1) Curriculum Committee**

The Chair Ms. Jones reported that the committee is making progress. The committee is exploring ways to provide tools to support students and teachers to ensure curriculum is implemented with fidelity.



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## 2) Personnel Committee

The Michael Fletcher presented the personnel committee report on behalf of the Chair of the Personnel Committee David Blount. The report listed the new hires along with their effective dates. He also presented a listing of separations and the effective dates of their separations along with the request for leaves of absence. He reported that Axis Talent Partners visited MPTCS on February 15, 2018 to meet staff and members of the board to enable them to begin work on the superintendent search. However, based on a proposed reorganization, MPTCS is currently reviewing the work of Axis Talent Partners

He reported that MPTCS and MPTEA next negotiation meeting will be held on April 10, 2018 at the High School. He also announced that recruitment session has begun and that the School l hosted a job fair on Saturday March 24, 2018

## 3) Finance Committee

The Finance Committee report was presented by the School Business Administrator. The Bill List in the amount of \$2,884,257.27 for the month March 2018 was presented to the Board for approval. The SBA also presented the Board Secretary and Board Treasurer Report for the month of February 2018.

The SBA a presented that draft 2018-2019 budget to the Board.

He provided the basic assumptions of the budget

- 1655 students are our breakeven enrollment number. The school will be there in 2019-2020 school year with 1,850 students.
- 18-19 budget is based on 1,540 students although approved enrollment is 1,600.
- Budget is balanced based solely on projected general fund revenue with no recourse to fund balance as it has been in the last two academic years. It is also based on a reduced enrollment count.
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Biggest cost increases for next year are health benefits.

- Real estate costs are flat with plan to come out of Broad St. and open the new PAC Academy on Burnett St. consolidating new school and middle school.
- Deep staff cuts have been made across all departments and campuses to meet the budget constraints.
- Projected revenue and budget are based on 1,540 students and not the approved 1655.
- Total revenue for 18-19 \$27,803,409
- Total expenses \$27,795,420
- Projected Beginning Fund Balance \$1,702,855
- Projected Ending Fund Balance \$1,710,844



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***Budget Summary***

- Projected Enrollment 1,540
- Total Enrollment to 18-19 \$27,803,409
- Total Expenses 18-19 \$ 27,795,420
- Projected Beginning Fund Balance \$ 1,702,855
- Projected Ending Fund Balance \$ 1,710,844

**4) Legal Updates**

The Board Attorney Ms. Tina Jalloh presented updates on a few issues affecting MPTCS.

T.J Vs MPTCS

MPTCS Vs Reid Shakoor

Chad Vs MPTCS

Morton Street property

**FINANCE**

**3-18-1**

The Board of Trustees of Marion P. Thomas Charter School approves the bill list for the month of March 2018 in the amount of \$2,884,257.27

**3-18-2**

The Board of Trustees of Marion P. Thomas Charter School approves the Board Secretary Report for the month of February 28, 2018

**3-18-3**

The Board of Trustees of Marion P. Thomas Charter School approves the Treasurer of School Monies report for the month of February 28, 2018

**3-18-4**

The Board of Trustees of Marion P. Thomas Charter School approves the 2018-2019 operating budget as presented and transmission to the Essex County superintendent office and the New Jersey Department of Education, Charter School Finance Office. It meets the requirements for balance and 60/40 ratio.





**HUMAN RESOURCES**

**3-18-5**

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

Last Name	First Name	Position	Salary	Signing Date
<b>Middle School</b>				
Gibbs	Derrick	One to One Aide	\$29,867	02/23/2018
Ali	Fatimah	Special Education English Teacher (Leave Replacement)	\$273.27 per day	03/18/2018
<b>High School</b>				
Oliver	David	Building Based Sub	\$125 per day	02/23/2018
<b>Central Office</b>				
Khan	Basit	Junior Accountant	\$55,000	02/26/2018

**3-18-6**

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

Last Name	First Name	Position	Status	Effective Date
Rosenthal	Jonathan	HS Science	Resigned	5/15/2018
Pistoia	Veronica	HS Science	Resigned	6/29/2018
Greenwood	Sophia	One on One Aide	Termination	3/5/2018



marion p. thomas  
CHARTER SCHOOL

**3-18-7**

Leaves of Absence (new and updated)

Last Name	First Name	Position	Type of Leave	Leave Date	Return Date
Mosley	Krystal	Payroll, Business office	Sick	9/18/2017	extended (updated)
Fields	Andre	HS Sub Security	sick	10/19/2017	3/30/2018 (updated)
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
Craig	Jason	History Teacher HS	Paternity Leave	anticipated week of 5/5/2018 and June 2018	August 2018
Shiera	Ola	ES Teacher	Sick Leave	03/02/2018	*08/2018 (ER, no notice given)
*Blevins	Torrence	custodian	sick	2/16/2018	4/2/2018
*Ferrer	Angie	ES Teacher	maternity leave	5/20/2018	9/2018
*Wilson	Andray	Custodian	Sick Leave	2/27/2018	*4/9/2018 (ER)

**3-18-8**

The Board of Trustees of Marion P Thomas Charter School approves the following promotion and change of title Promotion/changes.

Last Name	First Name	Position	Effective Date
Nevius	LaSonya	Food Handler to Assistant Food Services	02/26/2018
Garcia	Marcus	Building Based Sub to One to One Aide	03/05/2018
DiSilvestro	Deanna	ES Teacher (Leave Replacement)	3/15/2018



**3-18-9**The Board of Trustees of Marion P Thomas Charter School approves the following workers comp

Last Name	First Name	Position	Loss Time	Location
Nevius	Nadirah	food services	23 days (2/23/18-3/29/18)	ES

**OTHER**

**3-18-10**

The Board of Trustees of Marion P. Thomas Charter School approves Ms. Rutledge, HS Film Production Teacher, and permission to travel with students off campus to shoot a short documentary about one of our scholar's fathers for our upcoming "Fathers for our Children" event on April 15, 2018.

**3-18-11**

The Board of Trustees of Marion P. Thomas Charter School approves the implementation of the greenhouse project at the High School. This project will involve science, culinary, and ELA departments. Official opening ceremony will take place April 20, 2018.

**3-18-12**

The Board of Trustees of Marion P. Thomas Charter School accepts the donation from Saint James AME Church in the amount of \$500.00 to sponsor elementary scholars to see *A Wrinkle in Time*.

**3-18-13**

The Board of Trustees of Marion P. Thomas Charter School approves addendum to the Security arrangement with Newark Police on Live Streaming.

**Prepared by** Femi Amarin - Board Secretary

**Approved by** MPTCS Board of Trustees