



Marion P. Thomas Charter School Board of Trustees

Minutes of Scheduled Meeting

Held on November 20, 2017

I. Call to order

The Chair 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 - Chair
D. Blount
V. Rouse
M. Jones
R. Petty
K. Sherrer El
L. Leslie
D. Best – (Joined by phone)
K Thomas - CEO
F. Amarin

(ii) Excused

K. Roberts
Rev R. Slaughter
J.-Taylor-Dean

(iii) Other:

T. Jalloh – Board Counsel
Dr D. Land – Chief Academic Officer
D. White, Director of Operations
M. Fletcher - Director of Human Resources



III ADOPTION OF AGENDA:

The Agenda for the meeting was adopted

Moved by V. Rouse

Seconded by: D. Blount

IV PRESENTATIONS

1) Middle School Student Government

The newly elected representatives of Marion P Thomas Charter Middle School Student Council led by the newly elected president Ms. Imani Blakely supported by 6 other elected representatives. Al-Zaire Perry – Vice President, Nykeemah McFadden – Secretary Elbridge Charway – Treasurer, Amir Benekin – 6th Grade Representative, Grace Ajiboye 7th Grade Representative and Ajamil Rasul 8th Grade representative. The president thanked members of the board for their services to the school. She listed a number of requests to the Board. The President wants improvement in the use of technology in the classroom. She specifically requested installation of Smart Board in all the classrooms and to allow students to go home with Chromebook. She also requested an increase in the size and varieties of Vegan foods served to students.

The CEO advised the Board that Vegan meals don't meet the current Nutritional standards for the Federal Nutrition program and exceed the cost budget. Food services currently run 190,000 in the negative and must be budgeted from the general fund.

The Director of Operations was directed to report to the board on the various requests listed by the Student representatives especially on the food being served at its next meeting.

2) Presentation by the External Auditors - Galleros Koh LLP

The Senior Partner of the Firm of Galleros Koh LLP presented the MPTCS 2017 Summary of Audit Results. She informed members of the auditor's plan to issue unmodified opinion on the audit. She stated that General Fund Reserves decreased by \$2,146,828, She also presented the Audit Synopsis which covers all key areas of operations of the school and an assessment of their performance and no material weakness noted in the operations of the School during the audit.



V. ADMINISTRATIVE REPORTS

1) Chief Executive Officer Report

The Chief Executive Officer gave the status of ongoing projects eleven projects. Three (3) activities were completed and 8 activities are in various stages of completion.

On Charter Renewal, the CEO reported the visiting team requested a revised enrollment plan with no expansion and expansion with access for the next grade. She also informed members that the Finance Team of the Charter School Finance Office will be visiting the school on November 22, 2017 as part of the financial due diligence of the Charter Renewal process.

On Board development the CEO reported that the Trustees Academic Committee has been launched. Trustee Michelle Jones is leading the committee and will report to the board. The development plan included the recruitment of new board members with the needed complimentary skills that fill the position of members whose terms are expiring in May 2018. Mr. Fletcher met with Ms U Barry to activate the succession planning and search for a new school leader.

On enrollment, MPTCS closed the CHE at 1,386 students with a shortfall of 40 scholars between Middle and High School. She also reported that METS High School was required to stay open by DOE until June 2018. Consequently, they are working to retain all their students and could not release their students to other schools. .

On Facilities, she reported that Clinton Avenue renovation is being planned and a team for the project has been assembled. She also reported that the renovation and expansion of shipman Street campus that will accommodate 4 classrooms is being planned to start in January 2018. . To accommodate this expansion, the Operations and Human Resources Departments currently in the building will be relocated; a space has been negotiated at 60 Park Place Newark as a co-location with Newark Charter School Fund at a cost of 5,000 per month. The CEO also announced that Burnet Street School building is back on the market. MPTCS has increased its bid to \$5.1 million and received a letter awarding the contract to Friends. .

On Other issues, she reported that she will be honored by Dr Bob Lee's Make the Grade Foundation on December 7, 2017 in New York City.

She also reported that the Pre-School Application was submitted on November 15, 2017. The board has to pass a supporting resolution at this meeting.

She reported that Newark Universal Enrollment Memorandums of Understanding (MoU) #5 has been circulated to members for review and approval. Then she called on Ms



Griffin – Director of Marketing and Development to provide highlights of the updated MoU.

The Director of marketing and development reported the following:

- Included in the MOU is an updated timeline that ensures students receive both matched and waitlist the same time rather than on piecemeal as was the case.
- The MoU codified the policy that student retention and grade level decision will be respected by all schools in the program.
- The MoU codified the policy that 11th and 12 graders will not be able to use Family Enrollment Portal in the spring and summer of 2018 to change schools but must come to the Family Support Center.

She announced that enrollment opens on December 9, 2017 and ends February 16, 2018.

The Board is being asked to approve the signing of the MOU as presented.

In view of the December 1, deadline for the submission of charter amendment, the CEO has requested for a closed session to consider all options and the way forward.

The CEO reported that the Marketing Department and the Leadership Team has identified themes and a plan for our campus expansions. She provided members with the suggested names for each of the campuses.

Clinton Ave. MPTCS PAC Academy (Performing Arts & Culinary)

Shipman St. MPTCS SELECT Academy (Single Gender)

South 7th St. MPTCS STEAM Academy (Science, Technology, Engineering, Arts & Math)

Broad St. MPTCS Village Academy (Middle School)

Sussex Ave MPTCS High School of Performing and Culinary Arts



3 Chief Academic Officer Report

The Chief Academic Officer report as usual centers on six key areas, Academic Achievement, 2) Assessments/ Data, 3) Village culture, 4) Staff Development , 5) Family Engagement and 6) Curriculum.

The Chief Academic Officer CAO (Dr Doreen Land) informed members that the school has after a series of professional developments and workshops with staff has deepened the use of various data tools to collect, analyze and act on data collected to address deficiencies noted on the performances of scholars across the District. She shared with members the recent NWEA MAP Assessments collected with projections of possible performances of scholars in PARCC exams if administered concurrently.

The CEO also shared the CAO November 2017 Newsletter along with the Data Cycle and Data Team Planning.

On Family Engagement, she enumerated various activities and events involving parents at the Elementary and Middle Schools. In October and November 2017

ES

10/25: Movie Night – Hidden Figures
11/16, 17: Parent Teacher Conferences

MS

10/2: Peer Pressure, Arts Horizons
10/16: It's No Fun Being a Bully, Arts Horizons
10/26: PBSIS Incentive Events: Glow Stick Party
11/16, 17: Parent-Teacher Conferences

SELECT

10/25: Naming Ceremony - The Baraka Class has its naming ceremony in honor of the Mayor Ras Baraka's father Amiri Baraka
11/4: Fatherhood Group - Our Fathers Group planned and solicited for participants for their first flag football game Saturday
11/16, 17: Parent-Teacher Conferences
Principal to Parent - Principal Gamble sent two newsletters to parents during the month of October.

HS

11/14: Thanksgiving cooking class
11/15: Parent/Teacher Conferences
11/17: Sierra House Community Event
11/30: November's *Monthly School Showcase* – Sciences/Chemistry/Biology leading



4 Director of Operations Report

The Director of Operations – Damon White provide highlights of the operations of the School The report provided District Attendance Record, District Suspensions and Expulsion Summary. The DOO reported various programmatic reports submitted in October 2017 and the projects undertaken by the various units within the Operations Department. – Technology, Safety, and Facilities units

IV. COMMITTEE REPORT

1) Executive Committee

The Chair requested for a timetable when each of the Student Governments will address the Board during this School Year. The Board also requested a listing of all field trips planed by each school for the rest of the year for approval.

2) Personnel Committee

The Chair of the Personnel Committee David Blount presented the personnel committee report. 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

The Personnel Chair also provided a report of current openings. He reported that there are total of 14 openings across the four campuses and the Central Office.

The Chair of Personnel Committee reported that MPTEA and MPTCS have agreed on the Salary guide. MPTEA is moving with the ratification of the interim 2017-2018 contract.

The Personnel Committee chair informed members that Centric Benefits Consulting anticipates MPTCS Medical /Prescription benefits will be increasing by as much as 34%; dental premiums will increase by 4.5% and the Vision Plan stay the same.

The committee is recommending that The Principal of the High School be allowed to borrow against her anticipated Paid Time off for the 2018-2019 School Year.

The Committee Chair informed members that MPTCS has reached a settlement in the Caravan Vs MPTCS case for \$30,000. This will be settled by MPTCS insurer – NJ School Insurance Group.



3) Finance Committee

The Finance Committee report was presented by the School Business Administrator. The Bill List in the amount of \$ 2,613,033.35 for the month November was presented to the Board for approval. The SBA also presented the Board Secretary Report and Board Treasurer Report for the month of October 2017.

4) Legal Updates

No updates from the Board Attorney

V OPEN PUBLIC FORUM

Mr. Doyal Siddell invited members of the Board to a Mystery Dinner being planned by the Culinary Department at a modest fee of \$20.00 for a 4-course meal.

Motion to move to CLOSED SESSION

The Board moved to a closed session to discuss a potential reorganization.

Moved by: D. Blount
Seconded by: V. Rouse

Motion to move to OPEN SESSION

Moved by: V Rouse
Seconded by: K Sherrer El

VI RESOLUTIONS

11-17-1

The Board of Trustees of Marion P. Thomas Charter School approves the bill list for the month of November 2017 in the amount of \$2,613,033.35. **Approved**

11-17-2

The Board of Trustees of Marion P. Thomas Charter School approves the Board Secretary Report for the month of October 2017. **Approved**



11-17-3

The Board of Trustees of Marion P. Thomas Charter School approves the Treasurer of School Monies report for the month of October 2017. **Approved**

11-17-4

The Board of Trustees of Marion P Thomas Charter School approves the Comprehensive Annual Financial Report (CAFR) and Auditor Management Report on Administrative Findings Financial, compliance and Performance of Marion P Thomas Charter School for the year ended June 30, 2017. **Approved**



HUMAN RESOURCES

11-17-5

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

Last Name	First Name	Position	Salary	Signing Date
Elementary School				
Bradley	Sherri	Elementary Teacher	\$67,660	11/13/2017
High School				
Lang	Holly	Building Based Sub	\$125 per day	11/08/2017
Ofoegbu	Charles	Science Teacher	\$63,255.57	10/25/2017
White	Kimberly	Building Based Sub	\$125 per day	11/13/2017
Central Office				
Brant	Justin	Senior Manager for Marketing and Recruitment	\$62,000	10/23/2017
Nelson	Anthony	On-Call Substitute Teacher	\$125 per day	11/02/2017
Smith	Sameera	On-Call Maintenance Worker	\$12.50 per hour	10/31/2017



11-17-6

The Board of Trustees of Marion P Thomas Charter School approves the following changes of roles and title.

Last Name	First Name	Position	Effective Date
Gutierrez	Gabriela	Change from Interventionist to MS Special Education teacher	11/16/2017

11-17-7

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

Last Name	First Name	Position	Status	Effective Date
Jenkins	Doris	ES Teacher K	Resigned	12/16/2017
Tweed	James	MS Special Education Teacher	Resigned	12/18/2017 released early 11/17/2017
Rios	Kyle	HS ELA Teacher	Resigned	12/13/2017
Simmons	Denise	ES Teacher 5 th	Resigned	12/30/2017

11-17-8

The Board of Trustees of Marion P Thomas Charter School approves the following leaves of absence **Approved**

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>1/2/2018 (updated)</i>
Wright-	Kimberly	HS Principal	Sick	11/1/2017	12/20/2017



White					
Fields	Andre	HS Sub Security	sick	10/19/2017 7	11/20/2017

OTHER

11-17-9

The Board of Trustees of Marion P Thomas Charter School approves the submission of the application for 2018-2019 Preschool Education Aid grant to the NJ Department of Education Division of Early Childhood Education for \$1,963,650 for 150 scholars in Pre k 3 and 4.

Moved by. D Blount
Seconded by V. Rouse

Approved

11-17-10

The Board of Trustees of Marion P Thomas Charter School resolves to approve the Memorandum of Agreement (MOU) between Marion P Thomas Charter School and Newark Public Schools which will govern the operations of a Universal Enrollment System in the 2017-2018 School Year for 2018-2019 enrollments for all Local Education Agencies (LEAs) who choose to participate.

Moved by: D. Blount
Seconded by: Leslie

Approved

11-17-11

The Board of Trustees of Marion P Thomas Charter School resolves to approve the 2017-2018 Salary Guide and one year contract agreement jointly prepared by the NJEA on behalf of the MPTEA and MPTCS.

Moved by D Blount
Seconded by: R Petty

Approved

11-17-12



The Board of Trustees of Marion P Thomas Charter School resolves to approve the lease agreement between Marion P Thomas Charter School and the Newark Charter School Fund for the leasing of a portion of their Office at 60 Park Place, Newark, NJ 07102 at \$5,000 per month. **Approved**

11-17-13

The Board of Trustees of Marion P Thomas Charter School resolves to approve the merger with Achieve Community Charter School if the expansion for MPTCS is approved on or before November 30, 2017

Moved by: K Sherrer El

Seconded by: D Blount

. **Approved**

11-17-14

The Board of Trustees of Marion P Thomas Charter School resolves to approve the recommendation by the Personnel Committee for Ms Kimberly-Wright-White to borrow against anticipated Paid Time off (PTO) in School Year 2018-2019.

Moved by: D Blount

Seconded by: V. Rouse

Approved

A handwritten signature in blue ink, appearing to be "D Blount", is written over the word "Approved". The signature is stylized and includes a long horizontal stroke at the end.

Prepared by Femi Amorin – Board Secretary

Approved by MPTCS Board of Trustees