

Marion P. Thomas Charter School Board of Trustees

Minutes of Meeting, November 28, 2016

125 Sussex Avenue

Newark, NJ 07103

The meeting was advertised in Star Ledger of August 5, 2016

Time: 6:00 PM – 8:00PM

I. Call to order

The Chair called the meeting to order.

II. Roll call

Femi Amarin, School Business Administrator/Board Secretary, conducted a roll call of members in attendance and a quorum was counted: Rev Slaughter joined the meeting on the phone for about 40 minutes and conveyed his proxy vote to the chair. Trustees Donna Best and Khaatim Sheerer El gave their vote proxies to the Chair.

i. Members Present

G. Collins - Chair
D. Blount Joined by Phone
R. Petty
R. Slaughter Joined by Phone
V. Rouse
L. Leslie
M. Jones
K. Robert Joined by Phone
J. Dean-Taylor Joined by Phone
k. Thomas
F. Amarin

(ii) Excused

K. Sheerer El
D. Best

(iii) Other:

T. Jalloh – Board Counsel
D. Land – Chief Academic Officer
D. White – Director of Operations
G. Hamilton - Middle School Principal

III ADOPTION OF AGENDA:

The motion to approve the agenda for the meeting was moved by D. Blount and seconded by L. Leslie

IV. MINUTES

The minutes for the October, 2016, meeting of the board were approved. The motion to approve the minutes was moved by David Blount and seconded by Leslie Lesley.

V. PRESENTATAION

The newly elected Student Council President of the Marion P Thomas Charter School (MPTCS) Middle School Government Association Ms. Kiyannah Kimbrough and her team made up of 5 other officers of the Association attended the board meeting. The Student Association President informed the Board that her goals for the year are to focus on obtaining more resources that could improve academic excellence and enhance school spirit. She plans to organize fundraising programs and solicit funding from not for profit entities within the neighborhood to supplement available resources to the school.

She asked on behalf of the students and staff if they could have more resources including smart boards. The administration responded that the building unfortunately does not have the capacity to accommodate the necessary electrical power to run technology and lights at the same time. However the middle school facility is a priority that the Board and Friends of MPTCS are addressing.

VI ADMINISTRATIVE REPORTS

1 Chief Executive Officer Report

(i) *Universal Enrollment*

Ms. Griffin gave an update on revised Memorandum of Understanding for 2017 universal enrollment and the related timelines. After discussion on enrollment policy and in view of the requirement for an annual reverification of students, the Board decided to delay decision on continued participation of MPTCS in the Newark Universal Enrolment until the disagreement on the annual reverification of scholars issue is resolved.

(ii) *Enrollment and Reverification*

The Director of Operations, Mr. Damon White, gave an update on the status of the enrollment as of October 15, 2016. The student head count was 1,339 as of November 28, 2016. He also provided an update on the ongoing verification of residence of all students in MPTCS as directed by Newark Public School which is 6 students shy of 100%.

The CEO informed members of the shrinkage of the number of school-age children in Newark as a result of the changes in the demographics of the City and the need for

MPTCS to be proactive in addressing fallout from the changes in MPTCS viability and growth.

(iii). *Sustainability Planning*

The CEO reported that the sustainability committee will meet on December 8, 2016. The CEO also reported the submission of sabbatical application to the Executive Committee for action.

(iv) *Facilities update*

Rev. Ince – Executive Director of Friends of MPTCS gave an update on the 308 South 9th Street and the way forward. He informed members that an architectural evaluation and cost of repairs on the building were commissioned. The reports of the evaluation and cost of repairs were submitted to the Board of Friends of MPTCS for evaluation and is approximately \$3 million.

Plan A is an outright acquisition of the building by Friends of MPTCS and depending upon the response, the Plan B will be possible facilities partnership with landlord - the Chad School Foundation.

The CEO reported that MPTCS had very successful “Thanksgiving Luncheon” celebrations across the District.

2. **Chief Academic Officer Report**

The CAO report provided information and updates on the five (5) areas of focus: Academic Achievement, Assessment, Village Culture, Family Engagement and Programs.

The Chief Academic Officer (CAO) reported that CAO continues to adjust MPTCS PARCC Ready document to reflect on the past year experiences. This year’s document includes action items for special education, technology that would ensure that most scholars in testing grades have a one-to-one pairing with Chrome book. She reported that the building administrators will submit Test Prep Action Plans using samples provided. Teachers will utilize the PARCC developed curriculum outline for reading mastery (Grades 3—5) and Go Math (Grades (3-8)). She also informed the Board that the cusp scholars continued to participate in the After School Enrichment program. . She notified members that more interactive sessions are being planned for parents to complement the efforts of the School at enhancing the success of our scholars. The CAO informed the Board that the CAO is planning a series of professional developments that will cover exam preparation and logistics. The overall goal is to get MPTCS ready and improve on scholars’ performance in the PARCC exam.

The Triple A Afterschool Program continues to focus on PARCC cusp scholars in grades 4-11 and serving our family’s needs.

The CAO reported that the first marking period “Parent Teacher Conferences” were held from November 16 through November 18, 2016. She also reported that the conferences were well attended across all the four campuses. Middle School had 194 families in attendance, SELECT with 97 families, The Elementary School 166 families and High School 170 families in attendance. .

VI COMMITTEE REPORTS

1. The Executive Committee

The Committee received a request for Sabbatical leave from the CEO - Dr. Karen Young Thomas. This has been reviewed by the Committee and recommended for approval by the Board of Trustees.

2 Personnel Committee

The Personal Committee Chair presented the 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. The Personnel Chair also provided a report of current openings and a request for medical leave by a staff member. The committee also presented an outline of the recruiting transition for the remaining part of the School Year. He reported that December 23, 2016 is the end date of the recruiting contract with Advance Talent Solution. The Personnel Chair informed members of the hiring of Michael Fletcher as HR Director effective December 12, 2016.

3 Finance Committee:

The School Business Administrator presented the financial status of the school as of October 31, 2016. He affirmed that the school is solvent and has enough cash to pay the bill list presented if approved. All required reports are also up to date.

The SBA also took members through the Audit as of June 30, 2016. The SBA answered questions from members on the financial statements of the School as of June 30, 2016 and as of October 31. 2016.

VII LEGAL UPDATES

The Board Attorney reported that she is in receipt of a lawsuit on injuries sustained by Tyjuana Rollins while the building was under construction. The Board Attorney reported that she has filed a response to the notice. We might not have liability as we did not have possession of the building at that time, but we are checking to see if Endurance Insurance Company will cover the claim since they insured MPT Facility at the time of the alleged incident in case a liability is found.

The Board Attorney also reported she supervised the RFP and award of the snow removal contract for the 2016-2017 School Year.

VIII OPEN PUBLIC FORUM

No comment from the public.

. X RESOLUTIONS

FINANCE

11-16-1

The Board of Trustees of Marion P. Thomas Charter School approves the bill list for the month of December 2016 in the amount of \$2,176,561.34 **Approved**

11-16-2

The Board of Trustees of Marion P. Thomas Charter School approves the Board Secretary Report for the month of October 2016. **Approved**

11-16-3

The Board of Trustees of Marion P. Thomas Charter School approves the Treasurer of School Monies report for the month of October 2016. **Approved**

11-16-4

The Board of Trustees of Marion P Thomas Charter School approves the Comprehensive Annual Financial Report (CAFR) of Marion P Thomas Charter School for the year ended June 30, 2016. **Approved**

11-16-5

The Board of Trustees of Marion P. Thomas Charter School approves adjustments to the 2016- 2017 budget through 7 transfers proposed by the School Business Administrator resulting in a fully balanced and positive budget. **Approved**

11-16-6

The Board of Trustees of Marion P Thomas Charter School accepts the \$20,000 grant from Newark Charter School Fund to support sabbatical work of Dr. Karen Young-Thomas, the Chief Executive Officer of the School on independent charter school sustainability. **Approved**

HUMAN RESOURCES

11-16-7

The Board of Trustees of Marion P. Thomas Charter School approves the following new hires for the 2015-2016 School Year:

Name	Position	Effective Dates
Camille Turner	One on one aide - ES	11/09/2016
Jonathan Ponder	Building based sub – MS	10/20/2016
Cheryl Ashman	MS Math Teacher	11/22/2016
Michael Fletcher	Dir. HR Dept.	12/12/2016
Suhaila Johnson	Aide	12/14/2016
Dina Muhamed	HS Math	11/8/2016
Marc Hapward	HS Math	11/7/2016
Michael Wonaszek	HS Phys. Ed	11/28/2016
Keith Jefferson	On call sub teacher	11/15/2016
Suhaila Johnson	Classroom aid	12/14/2016

11-16-8

The Board of Trustees of Marion P Thomas Charter School approves the following promotion and change of title. **Approved**

Promotions/Changes:		
Torrence Blevins	MS - From sub to full-time custodian	12/1/2016
Lillian Carson	From sub custodian to part-time	12/1/2016

11-16-9

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

Separations:

Name	Position	
Roland Franklin	Food services	11/16/2016
Naomi Widener	Academy technology	11/23/2016 last day working, last on payroll 12/30/2016

11-16-10

The Board of Trustees of Marion P Thomas Charter School approves a 13 day family leave for Ms Khadijah Yekeen Interventionist Specialist English Language Elementary School from 12/6/2016 through January 3, 2017.

EXECUTIVE COMMITTEE

11-16-11

The Board of Trustees of Marion P Thomas Charter School Thomas Charter School approves the request by Dr. Karen Young-Thomas CEO for sabbatical leave from the School from January 3, 2017 through April 3, 2017 as recommended by the Executive Committee of the Board. **Approved**

OTHER

11-16-12

The Board of Trustees of the Marion P. Thomas Charter School approves the Snow Removal Contract from DWC for the removal of snow on all four Campuses: 370 So. 7th St., 88-108 Shipman Street, 308 So. 9th St and 125 Sussex Ave, at the approximate cost of \$45,000.00 for the 2016/2017 school year. Bids were opened in response to an RFP on November 21, 2016 and DWC received the highest points on the items request in the RFP.

Moved by: D Blount

Seconded by: LLeslie

Approved

11-16-13

The Board of Trustees of Marion P Thomas Charter School approves the resolution for College tour by 16 scholars and 2 chaperons (Ms Gaither and Ms. Ramos) at total cost of \$7,883.33 (Hotel \$3,133.66 and transportation costs of \$4,750

Moved by: D Blount

Seconded by: K. Roberts

Approved

11-16-14

The Board of Trustees of Marion P Thomas Charter School approves the services agreement with PEX Card Systems for the issuance of Gas Cards to eligible employees for intra-campus commuting.

Moved by: D. Blount

Seconded by L. Leslie

Approved

11-16-15

The Board of Trustees of Marion P Thomas Charter School approves participation of Marion P Thomas Charter School in the Newark Universal Enrollment for 2017-2018 School Year as per the revised Memorandum of Understanding. **Tabled**

11-16-16

The Board of Trustees of Marion P Thomas Charter School approves the purchase of a 2017 Ford Transit Van at a cost of \$35,000 for transportation of goods and mails between campuses.

Moved by; R. Petty

Seconded by; D. Blount

Approved

XI ADJOURNMENT

Motion to adjourn the meeting was moved by Reginald Petty and seconded by Rev Vincent Rouse.

A handwritten signature in black ink, appearing to be 'Femi Amorin', written in a cursive style.

Prepared by Femi Amorin – Board Secretary

Approved by MPTCS Board of Trustees