

Board of Trustees Meeting August 9, 2023 (Virtual) Marion P. Thomas Charter High School of Culinary and Performing Arts 125 Sussex Avenue, Newark, NJ 07103

August 9, 2023 | 5:00 PM ET Zoom:

https://us02web.zoom.us/i/87205682710?pwd=dWh4bE5aWCtkWk9PcThPSWdLbVZZUT09

1. CALL TO ORDER - Open Public Meetings Act - 5:07 PM

• The New Jersey Open Public Meetings Act ("Act") was enacted to ensure the right of the public to have advance notice of, and to attend meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Marion P Thomas Charter School Board of Trustees has caused notice of this meeting to be advertised by having the date, time, and place there of posted on the district's website (www.mptcs.org), in the office of the Clerk of the City of Newark, and was published in the Star-Ledger in August 2023.

2. ROLL CALL

Board Member	Present	Absent	Board Member	Present	Absent
Vincent Rouse	\checkmark		Julio Valdivieso	\checkmark	
Dashay Carter			Allan Boomer		
Briana Gilchrist	\checkmark		Toni Ince	\checkmark	
Dr. Princess Towe					

<u></u>	
Non-Voting Board Me	mbers Present
Elijah Griffiths (Board Secretary/Administrator)	Tina Jalloh (Board Attorney)
Angela Mincy, Chief School Administrator/Superintendent	Kristina Haugen (School Business Administrator)



3. CHAIRMAN'S UPDATE

• Chairman Rouse gave an update.

4. SUPERINTENDENT'S UPDATE

• Mincy gave a presentation update.

5. COMMITTEE REPORTS

Operations & Finance Committee

- We had our committee meeting on August 2. We started out with an enrollment update from Ms. Easter. We are on track to hit or exceed our enrollment goals. We had a target of 1392 students. Our enrollment is on track to hit a grandchild of 1402 students. We spent a good amount of time going through the different grades and schools where we might be a little bit behind. But all together we're really excited about where we are landing from an enrollment perspective. In particular, we know that the state looks at enrollment as sort of a key metric to make sure we are not under achieving in enrollment and it looks like we're going to potentially overachieve, which is really really good. We also have a waitlist for each grade which is also really positive. Next, we talked about some of the IT updates with Avery. Our delayed egress project was at the time said it was going to be finished by the next week and that they would be testing the system. I believe that is complete. If that is incorrect, I'll ask someone to correct me on that. But that project we've been waiting on for a while is finally just about done and certainly by the time school starts the children of the village will be able to feel safer knowing the delayed egress is in place. We talked about Incident IQ as a software enhancement and we're working on trying to get that contract in place. The holdup is that we have another contract with another vendor that we need to close out first, so that has not been purchased yet even though it's been approved by the board. Next moving on to facilities with Mr. Arce, we talked about a number of facility items. The HVAC system updates include some of the improvements to the HVAC system and the new HVAC maintenance contract. We in the finance committee approved to move forward on the company called Hutchins, moving away from other company Carrier. We talked about the summer cleaning being on schedule. We spent a good amount of time talking about the boiler, specifically its inspection and its need for repairs. We talked about the LED sign that will be installed as soon as we get permits. The sign will be a beautiful thing to display on the front of the building. We looked at pictures of the gazebo which is being refurbished and it's currently under construction. Next moving on to the finance committee, we learned that our beloved SBA is having a baby and will be taking maternity leave soon. We are super excited about that, we think she has done an amazing job. We know she is a great mom and having a child is a huge blessing. We wish her the best as she heads off to maternity leave. She did describe to us her replacement. His name is Josh. We then reviewed the reports that needed to be voted on so we reviewed the reconciliation report which shows that there was about 14.5 million dollars in cash. Then we reviewed the checks that need to be re-issued. We then reviewed and had a discussion about some ESS grants and there's some follow up on that. We talked about a few other contracts and then we approved the bills list with a few exceptions of things that we pulled off the bills list. That is the operations and finance committee report. I want to ask if the SBA would like to say anything before she heads off to maternity leave and also introduce her replacement. (Boomer)
 - Thank you so much and thank you for your kind words. I definitely will be thinking of you all and had a wonderful meeting with the superintendent this morning and I will be working through the



end of this month and then potentially a little bit in September depending on when the baby decides to arrive. I just want to touch base quickly also before I introduce my colleague on the grant that we did discuss. I do have some additional information and it was with thorough conversations that we had at the finance committee meeting that we are going to move forward with accepting the title 3 immigrant funds, so I have great news to report. It was definitely a great dive into exactly how we can use the funds and we're excited to be using those moving forward, so we do have that as part of our report for approval as well. I am happy to introduce my colleague Josh. He's been working with the school business office for longer than I have. We kind of went through the SBA program almost at the same time, I started a little bit before him and then he became a SBA shortly after. He's been the head finance person in our office since he started which is great because when we first took over this account he and I worked together to catch up the school on reconciliations so he's very familiar with the school. We've been working together already. He already got married so he is back now. (Haugen)

• Hi everyone, I just got married this past Friday, so thank you. I've been with the school business office for about nine years. I've been a certified school business administrator (SBA) for the past two or three years. I have a school that I am the SBA of and I am taking over the interim care here as well as at another school. I am excited to get started with Marion P and get a better understanding of how the school operates on the ground and excited to dive in. We're in a closeout season so I am gonna learn a lot more really quickly about the financials. I've been working with Marion P in the background, so I am definitely familiar with the budget. I am really excited to get rolling here and I will be a participant in the finance committee as well as here during normal board meetings. (Solos)

Curriculum & Instruction Committee

The C&I team met this past Monday. The vice chair Carter was in attendance as well as Ms. Ince from the board, and we had several representatives from the Marion P side of things Director Gable, Dr. Moore, and Ms. Wolf in their rules from the central office. We covered a variety of topics, I give them a little preview of our data of how we performed on the statewide assessments. But as Ms. Mincy said we can not share until we hit the 60 day period, so we will have that in totality for September's board meeting. We also covered the teacher evaluation guidebook. This is just an annual approval that we see in August of each year, no major modifications to the guidebook aside from the evaluation timeline. That just gets tweaked based on the school calendar and when the actual observations for mid year and annual evaluation are due. We then also discussed a pending partnership with Fraser Mathematics, so we leveraged them last year to support mathematics instruction at the elementary level and a little bit in high school, and we're expanding that partnership this year. We are looking to partner with them. They will actually be leading a parent math Academy that will be in person each month at the high school campus. We are going to toggle between the location, so location is to be determined. But they will be supporting our parents with how to support their child with mathematics at home. And then last two items to vote on, we have a renewal contract with Brett DiNovi and Associates that is for our BCBA our behaviors contract. They support our students with behavioral intervention and they also support our teachers with the strategies to support those students in class. Lastly, we discussed the adoption of our new preschool curriculum so the state of New Jersey has four state approved curriculums that you can choose from. We are making a minor transition to the creative curriculum so the creative curriculum supports our children in four main categories of their social and emotional development, their physical



development, their cognitive development, and then as well as their language development. One of the main reasons we made the switch is because the assessment tool that we used to monitor student progress teaching strategies Gold did not align with our previous club curriculum. With the adoption of the creative curriculum, there is 100% complete alignment between the curriculum and how we monitor the progress of our pre-K 3 and pre-K 4 students. Likewise they have a bit more robust scope and sequence for our parents, so Carla Wynter-Darius who is our supervisor of Pre K programming she will also develop her own parent Academy to assist our parents with their younger children grades Pre K 3 and Pre K 4. (Abbaleo)

Culture & Climate + Alumni Committee

Alumni

The alumni committee actually this year has been separated from the culture and climate, so that we can be able to focus more on some of our goals for the year. We met on August 1st, myself, Ms Ince was in attendance and we also had Ms Mincy and Ms Griffin in attendance. The main purpose of this meeting was to begin to talk about what our goals are for the Alumni committee. In the past we were a joint committee with the climate and culture, so this year we have separated so we can focus more on what our actual goals are. We briefly talked about what our plans are for the year. Ms Mincy has some great things that she's excited to roll out with us. I can't wait to report about our next committee and what our next goals are and what you can expect to hear from us, but moving forward we will hopefully have our resolutions to put forth. There is always room for more board members on our committee so if anyone wants to volunteer their time, feel free to reach out. (Gilchrist)

Culture & Climate

Similarly since we just split the committees, there was a lot of am kind of laying down groundwork like answering what is our membership, identifying our membership, identifying ground rules of our roles. We're looking forward to this school year. I think I want to transition to more ongoing reports to make sure that we're keeping tabs on specific numbers like partnerships. Our aim is to eventually start providing you with regular reports on some of the numbers coming out of our committee. We are still going through each subject area, culture and climate encompasses a very broad range of topics so we are trying to identify which ones we are prioritizing and which ones we want to qualify. One of the immediate issues that we had to deal with, which is one of tonight's resolutions, is last year the New Jersey legislature put out NJ statutes chapter 18, a 17-4, 3.4, and established required threat assessment teams. That is a requirement now that every school in the state has a threat assessment team. That is comprised of the minimum membership of five types of members including a social worker, the school principal or their designee and other categories of members. That team is there specifically if there is a circumstance that merits it they're supposed to identify whether a concerning behavior becomes an actual threat that we need to act on, and what that level of the threat is, and how it should be handled. The New Jersey department of education just put out their guidance to part of the statutes part of the related statutes and that's in 43.5 says that we're supposed to draft our policy and model our procedures in line with New Jersey Department of Education's guidance. They just put the guidance out only recently so we've been scrambling to try to make sure that we are in compliance. The meeting was very productive. In that respect, we had a whole team there Mr. Williams has already been stepping up to the plate, so the resolution that we are proposing coming out of the committee is basically modeled after the New Jersey Department of



education's quidance. They actually have a step-by-step process on how to get your threat assessment and management team set up. Some of it is procedural, some of it's going to be policies for this board, maybe seeing upcoming resolutions as pertains to the policy. But basically the resolution models the guidance in terms of steps that we need to take to make sure we're in compliance. That is something you can look forward to which we will be voting on shortly. Another thing that we covered just because we're about to hit you know the first day of school is ways that we can ease parents' potential concerns or anxiety, regarding dropping your kid off at school and making sure that when they leave your hands as a parent that they make it to their classroom safely in the morning. That was a good productive discussion about that and a large part of that we feel can be handled in the orientations. Next month I'll be up looking forward to hearing if there was anything that worked particularly well that would be great. Finally another recent opportunity just cropped up and so this subject has to do with culture and climate because it involves a partnership as well as one between ops. It also involves Ops, so the Ops trustee Boomer and Briana were involved with this as well. Our CSA is also specifically aware. So basically where we stand right now as we have a playground over at PAC that we plan to replace and then a situation came up where there's a partnership from a company called Kaboom that actually with us putting up \$8500 to them and then also in handling some of the cost and prepping the area. They will basically facilitate us building this playground at a much reduced cost. We went through the contract extensively. Thanks for the efforts of Mr. Arce, Mr. Shankar, and Ms Wynter-Darius who have been working and working hard to address these issues. There's a unique opportunity to really really soon jump on this application and potentially be part of this program to have a new playground for our kids in place. There are some things, we went through the contract painstakingly and there are areas of concern that we would like our attorney to try to negotiate with the other side. There are potentially even a couple of points that could be showstoppers if we can't work them out, so what we're asking is that the board approves the resolution to get this done but subject to attorney negotiation and concurrences. It gives us a little leeway because we have to get this done. I think the application deadline is supposed to be August 10 or we have a little leeway to extend by like a couple weeks maybe but we can't wait till the next board meeting to have a more finalized product so that is why we are proceeding in this matter. (Valdivieso)

- What are the concerns of the playground contract? (Towe)
 - The concerns I believe are mainly about how the contract is written. The program is a good program and a positive company, we just need like anything to make sure certain things in the contract are beneficial to us as a school. I don't think anything Julio is mentioning is a concern for a school perspective, but just making sure we are covered from a legal perspective. (Gilchrist)
 - The concerns are about the contract language, but I think we might need to go into closed session for that if we want to table that vote since those are more legal advice. (Valdivieso)

Executive Committee

We had the opportunity to discuss in our executive board developing liaisons for our policies. We
have some policies that need updating. As policy makers, we need to make sure that the policies are
divided out to the committees for review and make any necessary changes to bring back to the
board for a vote. We also talked about our golf outing coming up as board members will play a large



part in, so we're asking that everyone continue to respond and provide support so that the golf outing which is partnering with the fundraising board is a great success. We look forward to making sure that we are all available for our training. You will be receiving the dates of availability from Elijah soon, so that we continue our training. We are being honored because we are now a certified board and so those dates of availability will also be sent to everyone. We are ready to vote on those two items. One item is on the executive board, and maybe should have been under finance but we are happy to see Joshua coming onboard as Kristina welcomes a new bundle of joy. (Rouse)

Going into executive session - Motion: Valdivieso | Rouse**

• The reason for the executive session is these involve matters of personnel and pending litigation including potential legal advice given by our attorney, so they are not suitable for the public. (Valdivieso)

Coming out of executive session - Motion: Gilchrist | Carter**

Personnel Committee

No report given.

Meeting end time



6. RESOLUTIONS

I. 2023-8-9-A: Approval of the August 9, 2023 MPTCS BOT Meeting Agenda

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Vincent Rouse		V				Julio Valdivieso	\searrow	K			
Dashay Carter		V				Allan Boomer		K			
Briana Gilchrist		V				Toni Ince**		K			
Dr. Princess Towe		✓									

Discussion:

• Motion with exclusion of 8-9-K + 8-9-L and table discussion of personnel report to end and if K and L are going to be on the agenda or not will be discussed in executive session. (Valdivieso)

II. 2023-8-9-B: Approval of Regular 6.28.23 & Special 7.24.23 BOT Meeting Minutes

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Vincent Rouse		\				Julio Valdivieso**		\			
Dashay Carter		V				Allan Boomer		K			
Briana Gilchrist	\checkmark	∀				Toni Ince		▽			
Dr. Princess Towe		V									

Discussion:

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III. 2023-8-9-C: Approval of August 23' Personnel Report

Maria Maria							N 4 - +:	V	NI.	Abatain	Absont
Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	IVIOTION	Yes	No	Abstain	Absent
Vincent Rouse		V				Julio Valdivieso				\checkmark	
Dashay Carter**		\				Allan Boomer		\			
Briana Gilchrist		V				Toni Ince		\			
Dr. Princess Towe		K									

Discussion:

^{**:} Motion Seconded



IV. 2023-8-9-D: Approval of August 2023 Finance Report

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Vincent Rouse		\				Julio Valdivieso**		\			
Dashay Carter		N.				Allan Boomer	V	(
Briana Gilchrist		N				Toni Ince		\			
Dr. Princess Towe		N									

Discussion:

- The payment for the Levina group, do we have an update for the time frame we are paying for before we add that back to the bills list? (Boomer)
- I wasn't gonna release the check, it still shows up on the report. That amount pays the whole contract. That is just how the contract was written for the payment to be upfront. I am gonna request to see if we can pay the contract in half for two payments, but it was just the way written in the contract for them to receive that amount. The total contract is not much more than that. (Haugen)
- I just want to make a note that the acceptance of the finance report bills list is with the exception of that Levina Group bill. I think it would be a mistake to pay a full contract that has not been executed yet, I think we should go with further payment completed upon performance. So if you can approve everything with exception of that Levina payment so that is one mistake on the report. (Boomer)
- And that is correct, the finance report would be approved with the exception of that Levina payment on the report number 0392. (Haugen)
- Voted on correction. Boomer motion Valdivieso** All approved amended bill list with removal of Levina Group payment with check 0392 removed.

V. 2023-8-9-E: Approval of ESEA & IDEA Contracts & Title III Funds for SY 23-24

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Vincent Rouse		V				Julio Valdivieso		V			
Dashay Carter		V				Allan Boomer	V	V			
Briana Gilchrist		N				Toni Ince**		Ŋ			
Dr. Princess Towe		N									

Discussion:

• I just want to say I am glad we are able to pass this, since there are certain states this can't be passed anymore like Florida (Valdivieso)



2023-8-9-F: Approval of ERESC CST Service Contract for SY 23-24

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Vincent Rouse		✓				Julio Valdivieso**		\checkmark			
Dashay Carter		V				Allan Boomer	\checkmark				
Briana Gilchrist		\				Toni Ince		V			
Dr. Princess Towe		\									
<u>Discussion:</u> ● VII. 2023-8-9-F1:	Approv	val of H	utchins	s HVAC	Contra	ac <u>t</u>					
Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Vincent Rouse		V				Julio Valdivieso		✓			
Dashay Carter		V				Allan Boomer	\checkmark	\searrow			
Briana Gilchrist**		\(\)				Toni Ince		V			
Dr. Princess Towe		V									
<u>Discussion:</u> • VIII. 2023-8-9-G: A	ipprova	l of Cre	eative (<u>Curricul</u>	<u>um Co</u>	ntract (Preschool)					
Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Vincent Rouse**		\vee				Julio Valdivieso		$ \vee $			
Dashay Carter		V				Allan Boomer		\checkmark			
Briana Gilchrist		✓				Toni Ince		\checkmark			
Dr. Princess Towe	V	\									

**: Motion Seconded

Discussion:



<i>IX.</i> <u>2023-8-9-H: A</u>	Approva	l of Bre	tt DiN	ovi & A	ssociat	es Contract (renew	<u>al beha</u>	viorist	svcs.)		
Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Vincent Rouse		N.				Julio Valdivieso		N.			
Dashay Carter		V				Allan Boomer		\checkmark			
Briana Gilchrist		>				Toni Ince	\	N			
Dr. Princess Towe**		>						-		-	
<u>Discussion:</u> • X. 2023-8-9-1: A	pproval	of Tea	cher Ev	/al <u>uati</u> c	on <u>Guic</u>	debook Updates					
Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Vincent Rouse		N				Julio Valdivieso		\checkmark			
Dashay Carter		V				Allan Boomer		✓			
Briana Gilchrist		V				Toni Ince**		N			
Dr. Princess Towe	\vee	V									
<u>Discussion:</u> ● XI. 2023-8-9-J: R	esolutio	n to Es	tablish	Threa	t Asses	sment Teams					
Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Vincent Rouse		N				Julio Valdivieso	✓	V			
Dashay Carter		V				Allan Boomer		\searrow			
Briana Gilchrist		N				Toni Ince**		✓			
Dr. Princess Towe		V									

Discussion:

^{**:} Motion Seconded



XII. <u>2023-8-9-J1:</u> /	Approv	al of Ka	boom	Playgro	ound G	rant (pending neg	otiation	s and t	erms)		
Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Vincent Rouse		\checkmark				Julio Valdivieso	\checkmark	N.			
Dashay Carter		V				Allan Boomer**		\checkmark			
Briana Gilchrist		Ŋ				Toni Ince		\checkmark			
Dr. Princess Towe		\checkmark						-		-	
<u>Discussion:</u> ● XIII. <u>2023-8-9-K: A</u>	Approva	al of the	e Mars	Mellish	Settle	ment Payment					
Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Vincent Rouse	V	\checkmark				Julio Valdivieso		✓			
Dashay Carter			N			Allan Boomer		N.			
Briana Gilchrist		V				Toni Ince**		✓			
Dr. Princess Towe		V									
<u>Discussion:</u> XIV. 2023-8-9-L: Re	esolutic	on to Pa	ıy D.M.	for Ju	ne 202	3(pulled)					
Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Vincent Rouse						Julio Valdivieso					
Dashay Carter						Allan Boomer					
Briana Gilchrist						Toni Ince					
Dr. Princess Towe											

Discussion:

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XV. 2023-8-9-M: Approval of Jalloh & Jalloh Addendum (name change)

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Vincent Rouse	Y	V				Julio Valdivieso		\			
Dashay Carter				\checkmark		Allan Boomer		\			
Briana Gilchrist		V				Toni Ince		\			
Dr. Princess Towe**		\									

Discussion:

• Our attorney had a partnership in which she is no longer in partnership with so we need to take the name off. It's now approval for Jalloh Jalloh.

XVI. 2023-8-9-N: Approval of Joshua Solow as SBA of Record (interim coverage)

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Vincent Rouse		\				Julio Valdivieso	N.	\			
Dashay Carter		V				Allan Boomer**		K			
Briana Gilchrist		∀				Toni Ince		▽			
Dr. Princess Towe		V									

Discussion:

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- 7. PUBLIC COMMENT It is now time for public participation. To engage in public comment, all speakers must register via the district's website no later than 5 calendar days prior to the advertised meeting by 5:00 PM ET. Please state your name and address for the record. All speakers will have 3-minutes to address the BOT.
 - No registered speakers
- 8. CLOSED SESSION 7:15 PM
- 9. CLOSING REMARKS FROM BOARD CHAIR:

Thank you to all for your hard work and dedication to the village. Have a great evening! Committees thank you for meeting.

10. MOTION TO ADJOURN: 7:15 PM ET Rouse - Gilchrist**

Respectfully submitted at: 8/9/2023 Submitted by: Elijah D. Griffiths