

Board of Trustees Meeting June 28, 2023 (Virtual) Marion P. Thomas Charter High School of Culinary and Performing Arts 125 Sussex Avenue, Newark, NJ 07103

June 28, 2023 | 5:00 PM ET Zoom:

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

1. CALL TO ORDER – Open Public Meetings Act - 5:08 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 February 2023.

2. ROLL CALL

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

• Gilchrist joined the meeting at letter J1

Non-Voting Board Members 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 including sharing the news that the board is a certified board now.

4. SUPERINTENDENT'S UPDATE

- Mincy gave a presentation update.
 - o Is it fair for me to think the growth percentages in the future should be higher since the things we are newly implementing are in the beginning stages? (Valdivieso)
 - I would say that is reasonable. The new curriculum adoptions come with a learning curve, so I would suspect this would grow in the future as we become more efficient with the tools we have adopted and use them on a daily basis. (Abbaleo)
 - Have you looked into what is going on with grade one with the lowest percentage of meeting their projection goal? (Valdivieso)
 - That is the next phase of working with this data really pinpointing the narrative to see what we can attribute changes in expected growth with. Maybe maternity leave or substitute coverage or a vacancy. (Abbaleo)
 - o I love that we were able to improve our attendance, even if we were not able to increase attendance by our goal percentage. Our hat is off to you for making that a priority. If we can keep on adding 2% each year, then we will be there next year. I also want to say how impressed I was for the colleges our scholars have been accepted to. I love to see that 100% acceptance rate. It is important that everyone has the opportunity to go to college. (Boomer).
 - We see the energy you and your team Ms. Mincy has been put into the school. (Ince)
 - Do we know where we stand in terms of other schools' college acceptance rate? (Valdivieso)
 - That is probably something we will never truly know. It would be wonderful but we do know some of the amazing work where the model of my past school is kids earning their associates before graduating high school. I want to shout out the work of those schools but we do not have any side by side comparison. (Mincy)
 - I appreciate the level of transparency found in our village. I have sat in on a lot of other board meetings, and never see such a comprehensive report. (Valdivieso)

5. COMMITTEE REPORTS

Operations & Finance Committee

- Operations & Finance
 - We had our meeting on June 14th. In attendance, we had myself, Chair Dashay Carter, Briana Gillchrist, as well as our non-members Kristina Haugen, Jose Arce, and Anthony Avery. We started by talking about the finance items. We went through the May reconciliation report, the May board secretary report, and the June vendor bill list. We talked a little bit about Aramark in the notion that we paid the bill last time, we had one more bill. Spoke about a few other vendors to just really understand the purpose of the payments, so we are going to be having a vote on the vendor bill list. For the May reconciliation reports, we talked about some of the steps necessary to clean up the grant accounts. It is a matter of moving funds from one packet to the next to make sure that we get rid of negative line items and sort of clean up our fund accounting. We had a discussion about some of the ESSER money that we still have to spend from Covid. We



- were pleased to hear that we still should be able to spend all the money. That came from those Covid grants even if it's not spent just yet. Finally we discussed our fund balance being at 12 million. The school is in a solid position from a cash perspective. That is our bottom line every time, what is the state of our school finances. (Boomer)
- We move onto the operations item. We voted to approve our SBA's contract. That is Kristina's company's contract for her to be the SBA for the school. There is a small 3.5% increase, which is the standard inflation increase. We also heard updates from IT from Mr. Avery. We talked about a new ticket system called Incident IQ that allows the students, faculty, and staff to set up real time incident reports if there's anything wrong with a particular piece of hardware for a chrome book, pager, or classroom asset. It's a system for identifying all the inventory and also called indicating if there's anything wrong with it. We suggested moving forward with that system. We talked about a few other systems like School Dude, the current system that we would be replacing. Even though Incident IQ would cost a little bit more, it would be worth it since it's a better system. We had a discussion about facilities. We heard about the auditorium in PAC. The HVAC system is now complete, so will be able to have complete heating and cooling in the auditorium at PAC. That is great, it's been an issue for a while and so we are excited the HVAC system has been repaired. We also just talked about other work that needs to happen in terms of creating a statement of work for additional things that we need to get bids on. Finally we talked about the delayed egress progress project, which is if someone is looking to exit the school they push the button but it to the door doesn't open immediately. The project has been a little over the deadline. We thought it would be done in May, but it looks like it will be done by July 15. The project is about 80% complete. We have not paid anything yet, so we're still on budget. It's just over the expected timeframe. We spoke about Aramark and the need for updating some of the hardware so that we can make sure that we don't end up with a mismatch in funding the way the auditor thought there was a mismatch in funding this past school year. We finally went through enrollment updates. I don't know if there will be a report out on enrollment updates today, but we walk-through the gaps. It seems we look pretty good across most of our grade levels. It's just that we do have a couple of gaps within a few grades. There is a plan for closing those gaps and making sure we are on track for when school starts. (Boomer)

Curriculum & Instruction Committee

• The curriculum and instruction committee met on June 13th. Dr. Towe, Ms. Ince were present from the board side, and then Dr. Moore, Ms. McLain, our K-8 Supervisor of Stem, and Ms. Wilson, our Director of K-8 Humanities were in attendance. Number of items that we're gonna vote on today, such as renewals of contracts for the subsequent school years. I am excited about these contacts because we are moving past the bare bones for instruction, and really focusing on programming to really hit our special education leaders and English language learners to address the child from a more holistic manner. There's a renewal for a home instruction contract for the 23-24 school year. Effective solutions are currently under contract with us and provide social and emotional support through two licensed social workers. Next year one will be placed at PAC and STEAM. They also provide professional development for our staff members on Fridays and during opening leadership and teacher institutes. There is a contract for NYNJ Goodwill Industries. They are a transition service for students with IEPs so they will support our students ages 14 through 21 that have an IEP. Just to ensure they are successful with their post secondary plan. We are entering a new partnership with Seton Hall where they'll have student interns who are obtaining their masters in social work complete



field work experience under Dr. Moore. For the 23-24 school year, we're looking to bring in about three interns via that partnership. Main Street counseling is a program that's been with us for a while. Ms. Mincy has had this going back to her Barringer and Science Park days and has now been brought to the village. They will be providing licensed social workers to support the STEAM and high school campus where they have licensed clinicians during small group and individual therapy on campus next year. I believe it's five days a week between the two campuses. We are still working out the details. Next is the HMH reading contract that is a continuation, the reason we are voting on it is because it will be a three-year contract. Like many curriculum companies, you receive a significant decrease in the price when you sign for multi years. This is a well-known and established curriculum that we've used for the past two years in grades K to five so we are looking to continue our partnership for three more years. The last two items one is a renewal of the student science contract, that is a partnership that Ms. McLain has spearheaded. It allows our students in grades six through 12 to work with scientists from the real world at their on-site lab in East Hanover, and virtually via Isaac labs. Next is the renewal of CCL therapy that is our occupational therapy for our students with IEP's. working with them in a number of ways to build gross motor skills and addressing sensory issues. Last one, I skipped over is the approval of Mr. Triquero attending the WIDA conference. Mr. Triquero is an emerging leader within the village, who has been kind of our English language learner guru. He's been with us for a few years from Barringer through now working with ELL students at the all three campuses in the village. This is to provide the funds for him to attend the national WIDA conference and improve his skills. Attorney Jalloh has reviewed all the contracts and approved them. (Abbaleo)

- Can you just clarify on the Goodwill contract in layman's terms what they are doing? (Valdivieso)
 - Pending on the severity or the student's individual education plan just make sure we have plans for once they leave high school. Whether that is college or career, this makes students sure they are set up for success. Making sure parents are aware of their rights from a legal standpoint. It encompasses all of that. (Abbaleo)
 - Does that prepare them to go and get jobs that Goodwill is doing or a job with Goodwill? (Valdivieso)
 - It would be them preparing them and helping place them if that is appropriate for that students IEPs. You might have a student with an IEP who wants to attend post secondary education so as to ensure that they receive the services they are entitled to like extended test time. Dr Moore planned this for us, and it will be funded through the ESSER fund. (Abbaleo)

Culture & Climate + Alumni Committee

• Good evening, I apologize for being late to the meeting. I want to start off with some good news from the month I want to go over our HIB reports. We had zero suspensions at PAC, zero suspension at STEAM, and 13 suspensions at the high school. That is all for our HIB report. The culture and climate meet on June 13th, myself, Dr. Towe, Ms. Ince, Mr. Mickens, Ms. Griffin, Ms. Carla Wynter-Darius, Mr. Avery and Ms Morre all met together and discussed a few items. A couple updates from Mr. Mickens partnerships. We have two incoming sophomores who successfully completed their program at Kean. We are in the process of interviewing more students for the upcoming school year to see how many students we can get into this program. We also have five senior students that have accumulated college credits this year with our partnership with MCLC. We are working on a partnership with Montclair State University. We wanted to close out the Sigma beta club this year, so the students met the last time on June 22nd. Some went out to Applebee's which is an awesome opportunity to allow them to eat outside of the academic setting and be at a restaurant.



Our middle school culinary exploration program is successful and going very well over at PAC. academy. I want to point out to any parents on the line that we have scholarship opportunities from the MPTCS foundation. Feel free to have your students apply to those scholarships. We have four scholarships available. One is the Academic Excellence Scholarship, Ms. Ernestine Watson Community Service Scholarship, Dr. Karen Thomas Leadership Scholarship, and Dr. Charles E. Thomas Legacy Award Scholarship. Those are the 4 available scholarships, so if you are a rising senior or the parent of a rising senior please keep those in mind. That is all my current updates. (Gilchrist)

Enrollment Ad Hoc Committee

No report.

Executive Committee

No report

Personnel Committee

• The personnel committee met on June 26th at 5:09PM. Those in attendance were myself, Chairman Rouse. We spoke about the personnel report. As far as the resignations before you, it's a mix of the reasons some people did not sign their contracts. Those who did not sign their contracts were notified twice and informed if they did not sign they would be forfeiting their position. These steps were completed under the guidelines of our labor attorney. We talked about the financial incentive resolution which is a simple amendment from last year. Another gives principals approval to make decisions in the summer, if any personnel changes need to be made the board will get an email this will end in August. This resolution is in order to not slow down progress in the district and make sure they are able to follow hire for the district before our scholars come back. We used to have a \$500 referral bonus. We are asking it to increase to \$1000 for certified teachers only. The person who refers will be paid if they stay in the building for 90 days. There is also a resolution to approve a \$4500 signing bonus for hard to staff positions. We are pushing to get certified teachers in front of our students. This bonus will be paid in two increments in December and June. We are suggesting an appreciation bonus to our returning staffers. This will be paid in December, and it will require them to complete certain criteria. The meeting ended at 5:21PM. (Carter)



6. RESOLUTIONS

I. 023-6-28-A: Approval of the June 28, 2022 BOT Meeting Agenda

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

Discussion:

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II. 2023-6-28-B: Approval of the May 24, 2023 BOT Meeting Minutes

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

Discussion:

III. REPACKAGE C - A1 | Motion: Rouse - Second: Boomer - Approved 2023-6-28-C: Approval of the Regular Meeting Dates 2023/2024 School Year



2023-6-28-D: Approval of Special Meetings

2023-6-28-E: Approval of the Superintendent's Appointments

2023-6-28-F: Adoption of Code of Ethics

2023-6-28-G: Adoption of Policies

2023-6-28-H: Depository of Funds

2023-6-28-I: Newspaper of Record

2023-6-28-J: Authorize the SBA to Audit and CSA to Approve Bill Payments

2023-6-28-K: Authorize Payment of Bills Between Meetings

2023-6-28-L: Appoint a School Purchasing Agent

2023-6-28-M: Authorize purchases below 15% of the Bid Threshold without competitive quotations

2023-6-28-N: Approve the SBA to purchase from current and valid State Contract Vendors under their applicable state contract titles

2023-6-28-O: CSA and SBA to make line item budget transfers between board meetings and all

transfers to be ratified at the next regular board meeting

2023-6-28-P: Appoint Labor Attorney

2023-6-28-Q: Appoint Board Attorney

2023-6-28-R: Appoint Board Secretary

2023-6-28-S: Appoint Architect of Record

2023-6-28-T: Approve Voluntary Payroll Deduction Companies

2023-6-28-U: Approve NJ Uniform Chart of Accounts

2023-6-28-V: Cooperative Purchasing

2023-6-28-W: Approve NJSIG as the Insurance Broker of Record for Property and Casualty, and

Workers Compensation Insurance

2023-6-28-X: Approve Use of Facsimile Signatures

2023-6-28-Y: Approve Medical Broker of Record for Dental and Vision Insurance Coverage

2023-6-28-Z: Appoint Affirmative Action Team

2023-6-28-Z1: Adopt the Backfill/Admission Policy

2023-6-28-A1: Approval of CSA Goals + MPTCS BOT Goals SY 23-24

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

Discussion:

- What is the NJ chart of accounts again? (Valdivieso)
 - That is what we have to follow for purchasing and budget purposes. (Haugen)



MOTION EXECUTIVE SESSION Motion: Rouse - Second Carter

Suggestion to complete other committees first before personnel. (Valdivieso)

Recall motion to move to executive session - holding for later.

Motion to move personnel report after culture & climate | Motion: Rouse - Second Valdivieso - Approved

IV. 2023-6-28-I1: Approval of June 22' Finance Report

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

Discussion:

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V. 2023-6-28-J1: Renewal of School Business Svcs. Agreement - SBO Management LLC.

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

Discussion:

- I just want to make a comment, I feel like our SBA has done a really great job. (Boomer)
 - Thank you, I appreciate that and look forward to working with the village for another year.
 (Haugen)
- Gilchrist joined the meeting



2023-6-28-J2: Approval of Incident I.Q. Contract with MPTCS Attorney changes

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent		
Vincent Rouse**		✓				Julio Valdivieso		✓					
Dashay Carter		✓				Allan Boomer	✓	\checkmark					
Briana Gilchrist		\checkmark				Toni Ince		✓					
Dr. Princess Towe		✓											
 Was this cove I did go on staff to sul current system I wasn't able to should be made to the should be made to the	The state of the s												
Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent		
Vincent Rouse		\checkmark				Julio Valdivieso	V	K					
Dashay Carter		✓				Allan Boomer		\checkmark					
Briana Gilchrist		\checkmark				Toni Ince		\checkmark					
Dr. Princess Towe**		V											

**: Motion Seconded

Discussion:

VI.



MOVE TO EXECUTIVE SESSION - Earlier vote Motion: Rouse - Second Carter

VIII. <u>2023-6-28-BT</u>	<u>: Appro</u>	val of J	<u>lune 23</u>	<u>Perso</u>	<u>nnel R</u>	<u>eport</u>					
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		∀				Toni Ince	\checkmark	✓			
Dr. Princess Towe		\									
IX. REPACKAGE 2023-6-28-C1 2023-6-28-D1 2023 Board N 2023-6-28-E1	C1 - H1 : Appro : Autho leetings : Appro : Appro	Moti val of S rize CS val of L val of N	on: Cab Summe SA to A Jnaffilia New Re	rter Se or Schoo pprove onted Co oferral E	cond: E ol Prog e/Proce. ost of L Bonus F	ne line item 2. Boomer - Approved ram Appointments ss Personnel Transactiving Salary Increase Program 23-24 SY	SY 23-2 actions		en the .	June -A	ugust
<u>2023-6-28-H1</u>	: Appro	val of (<u>One-tir</u>	ne Apr	<u>preciatio</u>	<u>on Bonus</u>					
Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Vincent Rouse		\checkmark				Julio Valdivieso		\vee			
Dashay Carter	\searrow	\				Allan Boomer**		\			
Briana Gilchrist		\				Toni Ince		N.			
Dr. Princess Towe		N.									
Discussion:							<u> </u>				

**: Motion Seconded



- 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 8:34 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: 8:34 PM ET Carter- Ince**

Respectfully submitted at: 6/28/2023 Submitted by: Elijah D. Griffiths