



Board of Trustees Meeting November 15, 2023 (Virtual)
 Marion P. Thomas Charter High School of Culinary and Performing Arts
 125 Sussex Avenue, Newark, NJ 07103

November 15, 2023 | 5:00 PM ET

Zoom:

<https://us02web.zoom.us/j/87205682710?pwd=dWh4bE5qWCtkWk9PcThPSWdLbVZZUT09>

1. CALL TO ORDER – Open Public Meetings Act - 5:05 PM

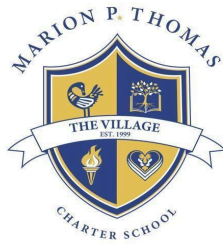
- The New Jersey Open Public Meetings Act (“Act”) was enacted to ensure the right of the public to have advance notice of, and to attend meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Marion P Thomas 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Julio Valdivieso	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dashay Carter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Allan Boomer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Briana Gilchrist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Toni Ince	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dr. Princess Towe	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

Non-Voting Board Members Present	
Elijah Griffiths (Board Secretary/Administrator)	Tina Jalloh (Board Attorney)
Angela Mincy, Chief School Administrator/Superintendent	Joshua Solow (School Business Administrator)

** Motion Seconded



3. CHAIRMAN'S UPDATE

- Chairman Rouse gave an update.

4. SUPERINTENDENT'S UPDATE

- Mincy gave a presentation update.

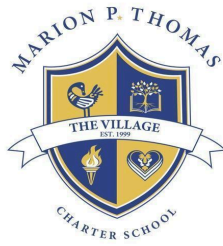
5. COMMITTEE REPORTS

Personnel Committee

- No Report Given.

Operations & Finance Committee

- First we had Ms. Jennifer Kohl from the Marion P. foundation come, just to give a couple quick updates. Number one they are looking for board members so if you know, folks might have an interest in fundraising for the school board both gathering potential donors, but also those who might know people in the grant writing and grant making community, those are the type of people we are looking for. Number two they are going to be hosting events, so they are asking for the board and communities in general to bring people into the village who can help with financial resources and connections. They talked about a couple of events that are having. The next big event they're having as you all know they did the first annual golf outing this year. They are planning a big donor reception in February and some other events so they want us to just get behind them with things that they're doing. Next we met with Ms Easter who went over our enrollment and I was pleasantly surprised every time we meet to talk about enrollment, enrollment is going in one direction and that's up. We are now less than a percentage point away from where we are projected that we would be at. At one point we were about four percentage points off now we're literally less than half a percent off in terms of the number that we have now in enrollment versus what we projected to have. That looks really good. That reflects really well when the state looks at our financial situation. Next, we talked about some of the things that we do when folks are looking to transfer out. We do have processes in place when folks indicate they are looking to relocate to other schools. That process has been successful. We've been able to stop 40% of potential folks looking to transfer out of the district village from transferring out. A lot of the time people are moving away, which we can not prevent. We heard a stat that 90% of our families are satisfied with MPTCS so far and we are super excited about that. We spent some time on the marketing plan. We talked about the things the school is doing to spend money to make sure we raise awareness from the advertising, bus signs, light rail signs, billboards, and canvassing. We went back and asked the marketing folks to think more about digital, social media, and search engine optimization. I'm moving onto facilities. Moving onto facilities, we talked about some of the contracts we are going to ask the board to vote on which are for the Shipman Street Building. These are contracts that are already in place for us at our other Marion P. facilities, we need to amend those contracts to take into account those services needed to add to the shipman building. We had an update for Mr. Arce about the PAC playground which the renovations are on schedule. The physical plant stuff all seems to be going really well. Our boiler in PAC passed its inspection, so it will live on to fight another day. We are planning to move forward with replacing some boilers but right now we have passed our inspection. We talked about our PSAT process with the 11th graders. It was a digital process and it went well. Mr. Avery gave us a report on that. We talked about one of the other things that needs to be voted on today: the emergency plan. The emergency plan is very similar to the plan we implemented in Covid which is to continue making



sure that students are connected and educated even in the event we have to shut down the physical plant. We moved on to finance. We looked at our cash balance, and our fund balance and where it is now versus a year ago. It's over \$2 million higher than where it was, so that's a good thing. We talked about the grants we still have the opportunity to spend down, particularly the ESSER 3 grant. We talked about making sure all that money gets spent. We looked at a number of other matters. We spent some time talking about the budget and how we can see all the revenue line items of the school to keep a better eye on things. We went over the bills list, some bills looked a little higher than others, but our committee felt very good about moving forward on all resolutions. (Boomer)

○ QUESTIONS

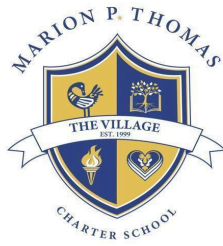
- The only question I have is we are voting on a survey, and there were some missing answers not filled out. The questions were are there outstanding loans, about a bond escrow fund, and if state health benefits are current or not. Can our SBA answer those questions before we move forward with voting? (Boomer)
 - I can dive into these answers. The first answer to whether we have outstanding loans is yes. We have bonds that are through friends of MPTCS right now. The escrow fund is yes as well since all schools are required to have a \$75,000 escrow fund in case all goes wrong. That is something we definitely have. Our state health payments as well as all our expenditures are up to date. Everything there is yes. (Solow)

Curriculum & Instruction Committee

- No Report Given.

Culture & Climate + Alumni Committee

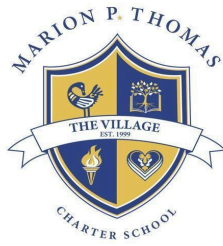
- No alumni report. With culture climate no resolutions again however, we did cover a lot again. The big gist of these was we are trying to standardize reports so that a lot of times the committee can review because we have so much ground to cover. We have so much to cover we don't always get through everything so we're trying to standardize everything into reports so that we can review it ahead of time and then just bring up the items that are a particular concern or significant whatever for that month. We went into this already with threat assessment team reports being reported. We have access to the attendance dashboard and we review that from a culture and climate perspective to see what we can do to improve that from a climate culture perspective. Also the HIB report which Mr. Williams is going to be producing every month as well. On the threat of assessment team front, the state of New Jersey has issued the Department of education guidance on establishing these threat assessment teams. The way that the guidance was written was they were going to provide standard guidance, but we were supposed to tailor it as Mr. Williams has reported it's becoming even a standardized policy they're putting out. So we're trying to see where the final line is between accepting the standard language the state is producing and also tailoring it to what specifically we need for our school. The initial phase of training is complete as far as our staff that are involved in those teams. We're pushing forward to see what we need to do to get the proper policy implemented and we're continuously working on that. On HIB again, we were trying to balance coordinating a level of detail for the committee that enables us to see specific trends and consider whether we need to highlight something or show potential ideas but at the same time balancing students privacy, so probably something we need to coordinate with Attorney Jalloh in examining what kind of information the committee can examine and basically balancing privacy. We didn't get to cover this info in the earlier meeting so we did flashback and covered preschool community resource day which happened in September and we got feedback on it. There was a good turn out



from outside organizations and parents. Hosting it right after school helped the attendance and that was learned from a survey, so that's another great thing that we want to keep doing that our CSA has noted is evaluating what works for the community and implementing that cause that's directly helping the turn out. It was also a good opportunity to provide fun activities for the community and once you got people there also engage in parent education about school related things, so this way they're making the effort and being rewarded with fun activities. As far as attendance, one of the things that we covered was Friday half-day and how that affects attendance, and that day becomes a little tricky to encourage good attendance just because it is a half-day. So the successful measures that we talked about were aftercare until 6 PM, robocalls, communications between the principals, the administrator, and parents on the importance of attendance. Suggested ideas were maybe a parent buddy system, and then benchmark from other charter schools that also have half-day Fridays and seeing what works. It seems to be similar to the ones I just mentioned. The climate and culture calendar was covered. There are four things that we evaluate ourselves at the end of the year that we want to tie events on the district climate and culture calendar. They are celebrating students, promoting inclusivity, fostering relationships with the greater school community, and promoting the schools mission. There's gonna be an ongoing report going forward categorizing the month events and future events with one of those 4 categories. Dr. Moore will be providing this to the committee every month, so we can more meaningfully make sure we are meeting all 4 categories of goals. We also covered school discipline, and talked about the trends. We were looking at when the most school issues tend to be and at one school. We have been working on reducing the number of out of school suspensions and utilizing in school restorative programs. This allows the child to stay in school and try and work on the behavior to restore them back to the classroom. We are going well with those efforts. That is the end of my report. (Valdivieso)

Executive Committee

- No Report Given.



6. RESOLUTIONS

I. [2023-11-15-A: Approval of the November 15, 2023 MPTCS BOT Meeting Agenda](#)

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Vincent Rouse	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Julio Valdivieso	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dashay Carter	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Allan Boomer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Briana Gilchrist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Toni Ince**	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dr. Princess Towe	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

Discussion:

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II. [2023-11-15-B: Approval of Regular 10.25.23 BOT Meeting Minutes](#)

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Vincent Rouse	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Julio Valdivieso	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dashay Carter	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Allan Boomer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Briana Gilchrist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Toni Ince	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dr. Princess Towe**	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

Discussion:

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Go into Executive Session / Motion: Carter - Towe** / Approved

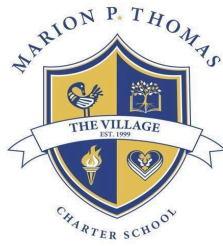
To discuss Legal issues, the school policy consulting services, & shipman street updates

Leave Executive Session / Motion: Valdivieso - Towe** / Approved

III. [2023-11-15-C: Approval of November 23' Personnel Report](#)

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Vincent Rouse	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Julio Valdivieso	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dashay Carter	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Allan Boomer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Briana Gilchrist**	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Toni Ince	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dr. Princess Towe	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

** : Motion Seconded



Discussion:

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IV. 2023-11-15-D: Approval of MPTCS Employee Handbook Updates

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Vincent Rouse	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Julio Valdivieso	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dashay Carter	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Allan Boomer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Briana Gilchrist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Toni Ince	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dr. Princess Towe**	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

Discussion:

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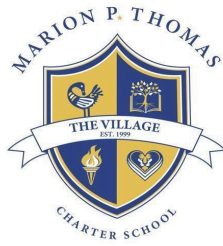
- V. *PACKAGE E - M1 Motion Boomer - Valdivieso** | Approved*
[2023-11-15-E: Approval of November 2023 Finance Report](#)
[2023-11-15-F: Approval of MPTCS Emergency Virtual Plan](#)
[2023-11-15-G: Approval of Ordonez Snow Contract](#)
[2023-11-15-H: Approval of Foley Generator Maintenance Contract](#)
[2023-11-15-I: Approval of Elevator Maintenance Contract](#)
[2023-11-15-J: Approval of Trash Service Agreement](#)
[2023-11-15-K: Approval of Alliance Pest Services Agreement](#)
[2023-11-15-L: Approval of Johnson Control - Fire Alarm Testing Contract](#)
[2023-11-15-M: Approval of Lightpath Internet Service Contract](#)
[2023-11-15-M1: Approval to Submit SY 23-24 Annual Charter School Fiscal Questionnaire](#)

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Vincent Rouse	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Julio Valdivieso**	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dashay Carter	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Allan Boomer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Briana Gilchrist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Toni Ince	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dr. Princess Towe	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

Discussion:

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** : Motion Seconded



VI. *PACKAGE N - Q Motion Towe - Valdivieso** / Approved*

[2023-11-15-N: Approval of Field Trips](#)

[2023-11-15-O: Approval to Submit the Annual Preschool Operational Plan](#)

[2023-11-15-P: Approval of \(2\) Home Instruction Contracts](#)

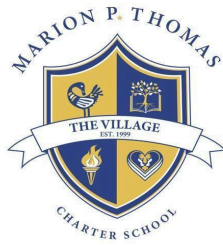
[2023-11-15-Q: Approval of Submit Dual Enrollment Grant](#)

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Vincent Rouse	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Julio Valdivieso	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dashay Carter	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Allan Boomer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Briana Gilchrist**	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Toni Ince	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dr. Princess Towe	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

Discussion:

- Could you give a quick summary if you feel there is anything significant that stands out like about the Pre-K plan? (Valdivieso)
 - That plan just looks at the totality of the Pre-K curriculum and speaks to the self assessment being an authorized program of the state so just all the inner workings of having a Pre-K program with the state. (Abbaleo)
- Anything worth noting about the home instruction contract? (Valdivieso)
 - Standard contracts for servicing kids outside of the traditional setting, so not much to get into here publicly given the confidentiality for both students. Dr. Moore spearheads our home instruction, so she did those contracts in conjunction with Ms Jalloh. (Abbaleo)
- Same question, but about the submission of the dual enrollment grants? (Valdivieso)
 - It's a state grant that we submitted an application for, part of that is you need a board resolution authorizing for the submission of the grant. We are basically looking to expand our partnership with Rutgers Newark in the spring semester of 2024. We've had this partnership for the past two years and they offer a litany of courses from basic math to English 101 things of that nature, so hoping we get the grant and then it'll just expand our dual opportunities for our upperclassman juniors and seniors. And then just one field trip for STEAM campus to the bowling alley in Bowlero to celebrate their students from quarter one. (Abbaleo)

** : Motion Seconded



VII. [2023-11-15-R: Approval of School Policy and Regulation Consulting Services](#)

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Vincent Rouse	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Julio Valdivieso	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dashay Carter	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Allan Boomer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Briana Gilchrist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Toni Ince	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dr. Princess Towe**	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

Discussion:

- Proxy votes for ViceChair Carter and Boomer.

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 - 6:38 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: 6:38 PM ET Ince - Towe**

Respectfully submitted at: 11/15/2023

Submitted by: Elijah D. Griffiths

** : Motion Seconded