

Board of Trustees Meeting December 8, 2025 (Virtual)  
 Marion P. Thomas Charter High School of Culinary and Performing Arts  
 125 Sussex Avenue, Newark, NJ 07103

December 8, 2025 | 5:00 PM ET

Zoom:

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

1. CALL TO ORDER – Open Public Meetings Act - 5:09 PM

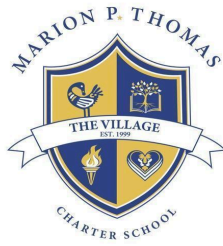
- The New Jersey Open Public Meetings Act (“Act”) was enacted to ensure the right of the public to have advance notice of, and to attend meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Marion P Thomas 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](http://www.mptcs.org)), in the office of the Clerk of the City of Newark, and was published in the Star-Ledger in November 2025.

2. ROLL CALL

Board Member	Present	Absent	Board Member	Present	Absent
Vincent Rouse	<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"/>	Daryl Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Julio Valdivieso	<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.

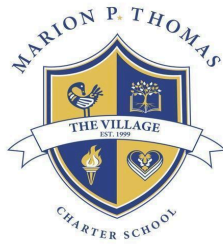
### 4. SUPERINTENDENT'S UPDATE

- Ms. Mincy gave a presentation update.

### 6. COMMITTEE REPORTS

#### Operations & Finance Committee

- Good afternoon. So we had our operations and finance committee meeting on December 3rd. The first thing we talked about was enrollment. We hired a new enrollment vendor. It's called TrustEd, like trusted. And they're in month two of the partnership with them. And what they are doing is helping us to develop what I'm going to call a professional enrollment management system that includes advertising and marketing, but also a CRM, a customer relationship management tool. We know that the families are not customers, but in the sales world, that's what you use. And so what they're doing is helping us to optimize our marketing. Optimize our marketing, optimize how we're spending it, and then developing what's in the sales world is called a funnel, where you're attracting families, you're generating leads, and then ultimately, you get conversions, students who are enrolled into our village. And so far, we're doing really well. We've generated about 158 leads in the last two months at a cost per lead of \$17.25 versus our goal of \$25 per lead. And that means that our marketing efforts have been more effective than we expected. We have the goal of also working on enrollment for the current school year, but we also have to acknowledge that we're not really in the proper sort of enrollment cycle to be adding on meaningful numbers in this particular school year. But it is something that they are going to spend some time working on. Next, moving on to technology, we had a total of 674 technology and operations tickets that have been closed out for the year. We have 11 tickets that are open right now. Things that were done recently was we have a new digital display installed in the Steam cafeteria. And we also discussed renewing our internet service contract for the village as well. Moving on to facilities maintenance and school-wide building operations, we talked about some of the ongoing projects, including in the high school the painting projects being done and upgrades to our lighting, and the culinary and kitchen side. We talked about some different options that are being explored for improvement. And then finally, we talked about just the idea that if we can improve our physical plan, it will help us with not just recruitment, but also retention as well. On the kitchen side, we talked about installing new double doors and all the electrical work that's going to go into that, new double-door ovens, I should say, into our kitchen, and just the maintenance cycle that we're going through in our kitchen. Which this kitchen, we were so proud at the gala to be able to prepare all the desserts for our gala. And we took people on tours to see the kids actually in there, the scholars in there working and preparing the desserts and the appetizers for the gala. Moving on to building repairs, we walked through a number of repairs from Steam leaks, painting issues, gas line update, and a door that had some holes that we sealed and replaced as well. We went over the scope of a roof replacement project and then finally moving on to finance. So we expect, I know we have a budget deficit that we expected going into the school year that was around a million. We expect that deficit to be substantially higher than that. However, the school's in a really strong cash position because, you know, we are well in excess of what the state requires in terms of operating cash on hand. We also have a number of, you know, grants that are coming in that have been delayed. But even though we're in a deficit position and the deficit is bigger than



expected, we don't expect that we're in any sort of financial jeopardy whatsoever. And there's a number of financial reports we went over, including our bills list and some contracts that are being renewed. And so we went through all those items on our financial and operations call. And that concludes the report. And I'll ask if there's any questions. (Boomer)

#### Personnel Committee

- Good evening, everybody. Our vice chair and myself was the board members who were in attendance and our updates for our teacher vacancies. Our instructional vacancies by campus, Sankofa was one, PAC 0, STEAM one, and our high school two of which those vacancies were non-instructional. And so those vacancies by campus were the theater and business that had the vacancies. The non-instructional were zero for Sankofa, zero for PAC, one for STEAM, and two for the high school, which put us at 7 vacancies across all four campuses. And so our personal actions for today, you can find that will be our resolution. You'll find that in your packet, which I'm sure that you have read already. And we also had some other personnel matters that were discussed in moving the village forward. That's our report for today. I'm asking that we would approve the resolution for the personnel matters that you find in your packet today. (Rouse)

#### Curriculum & Instruction Committee

- Good afternoon, everyone. We have several resolutions that need to be addressed this afternoon. We have the field trips, the students at home on instruction, and well, generally, we pass that because they're there for a reason. And then we have the MOU from Montclair State University, and that's a partnership that we have with the university. And this is for our high school seniors and juniors to participate in a dual enrollment program. The courses that will be selected are to be determined, but this is in the process of being finalized with the attorneys. And the final resolution deals with our preschool operational plan for 26-27 and you have a copy of that attached to this agenda. So those are the 4 areas to be voted on this afternoon. (Towe)

#### Culture & Climate + Alumni Committee

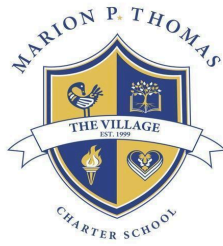
- Good evening, everyone. Thank you so much for being present and just staying a part of the village. We know 2025 has been a long year, but we do have some good news coming out of the culture and climate committee. We met on November 11th and we discussed a few things. One thing that we wanted to revisit was our cell phone policy. But some of the good things that we have coming out of the committee would be our college acceptances and scholarships. In total, we have a total of 97 applications in already. We have \$237,000 in scholarships so far, which is incredible because we're not even at winter break yet. So all of you scholars and families who are proactive, thank you so much for staying ahead of the game. We did a Thanksgiving food drive on November 25th and we had a family engagement council meeting. So the first family engagement council meeting took place on November 4th. It was very successful. The FACE team will be identifying any of the family council leadership teams that will be any other events that will be coming up in the future. So once again, just thank you guys for all the hard work that you've done this year. And I look forward to seeing what we can accomplish in 2026. (Gilchrist)

#### Safety Committee

- No new report since meeting was unable to occur but Mr. Williams has been working on several policies that will be addressed next meeting. (Valdivieso)

#### Executive Committee

- No report given.



6. RESOLUTIONS

I. [2025-12-8-A: Approval of the December 8, 2025 BOT Meeting Agenda](#)

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"/>	Allan Boomer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Briana Gilchrist	<input checked="" 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"/>	Daryl Stewart	<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"/>						

Discussion:

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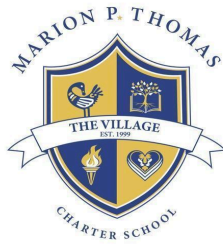
II. [2025-12-8-B: Approval of the October 27, 2025 BOT Meeting Minutes](#)

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"/>	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"/>	Daryl Stewart	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Julio Valdivieso	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

Discussion:

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\*\* : Motion Seconded



- III. *PACKAGE C - F: Motion: Boomer - Ince\*\* | Approved*  
[2025-12-8-C: Approval of December 25' Finance Report](#)  
[2025-12-8-D: Approval of Annual Charter School Fiscal Questionnaire & NJDOE](#)  
[2025-12-8-E: Approval of Capital Maintenance Funds Certification & Submission to NJDOE](#)  
[2025-12-8-F: Approval of Snow Removal Vendor - Lampley Landscaping](#)

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"/>	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"/>	Daryl Stewart	<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"/>						

**Discussion:**

- Clarification given that the Snow Removal Contract does not need to be approved every time a new snow occurs just that for each snow their rate has been set based on the amount of snow for this contract and these rates are set for the length of the contract. (Shankar)

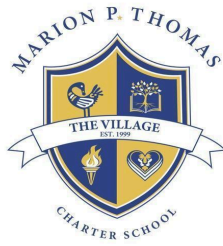
- IV. [2025-12-8-G: Approval of December 25' Personnel Report](#)

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"/>	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"/>	Daryl Stewart	<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"/>						

**Discussion:**

- Clarification given that the resolution is the general personnel report and no additional resolution is given for this committee. (Griffiths)

\*\* : Motion Seconded



- V. *PACKAGE H & K: Motion: Towe - Ince\*\* | Approved*  
[2025-12-8-H: Approval of Montclair State Univ. Enrollment MOU - Spring 2025](#)  
[2025-12-8-I: Approval of Pre-School Operational Plan](#)  
[2025-12-8-J: Approval of Field Trips](#)  
[2025-12-8-K: Approval of Home Instruction Students](#)

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"/>	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"/>	Daryl Stewart	<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"/>						

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 2-minutes to address the BOT.

- No Speakers

EXECUTIVE SESSION | Motion: Rouse - Gilchrist\*\* | Approved

LEAVE EXECUTIVE SESSION | Motion: Rouse - Towe\*\* | Approved

8. CLOSED SESSION - 7:59 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: 7:59 PM ET Rouse - Gilchrist\*\* | Approved

Respectfully submitted at: 12/8/2025

Submitted by: Elijah D. Griffiths

\*\* : Motion Seconded