



Marion P. Thomas Charter School Board of Trustees

Minutes of Scheduled Meeting

Held on December 18, 2017

I. Call to order

The Chair called the meeting to order.

II. Roll call

Femi Amorin the School Business Administrator/Board Secretary conducted a roll call of members present. Members were counted, and the Board Secretary confirmed quorum for the meeting.

Members Present

G. Collins - Chair
D. Blount
V. Rouse
R. Petty
L. Leslie
D. Best – (Joined by phone)
Dean-Taylor (Joined by phone)
K Thomas - CEO
F. Amorin

(ii) Excused

K. Sherrer El
Rev. R. Slaughter
M. Jones

(iii) Other:

T. Jalloh – Board Counsel
Dr D. Land – Chief Academic Officer
D. White, Director of Operations
M. Fletcher - Director of Human Resources
Ms. Griffin – Director of Marketing and Development



III ADOPTION OF AGENDA:

The Agenda for the meeting was adopted
Moved by D. Blount
Seconded by: V. Rouse

IV PRESENTATIONS

1) KNTM Architects

KNTM Architects represented by Anthony J. Mauro presented a schematic report of the newly acquired properties at Burnett and Clinton Street. The presentation attempted to provide the conditions of each of the properties along with their potential capacities and usage. The overarching goal will be to provide MPTCS a comprehensive five-year facility plan that meets the strategic goals of MPTCS.

V. ADMINISTRATIVE REPORTS

1) Chief Executive Officer Report

The Chief Executive Officer gave the status of ongoing eleven projects. Four activities were completed and 7 activities are in various stages of completion.

On Charter Renewal, the CEO reported that we are still waiting the final notice on renewal and expansion. In the meantime, she reported that MPTCS received approval for 75 slots for Pre K which is half of the number we had requested. She reported that no expansions are being granted for Pre-K due to budget constraints in the Department of Early Childhood. She reported that a walk-through of MPTCS existing facilities for Pre-K was conducted by the Office of Early Childhood during the month.

On Board development, the CEO, informed members of a series of recommendations made to the Board Chair and Board Secretary and is expected to be fully rolled out rolled in February 2018 Board meeting: It includes amongst others:

- Adding an alumnae seat to the Board.
- Creation of a portal on MPTCS website for the board through which would distribute electronic board packages. Chrome book would be available during the board meeting to replace paper packages.
- All specific committees' resolutions would be approved as a group following committee reports.
- A consideration of one virtual board meeting added to the schedule



- A Board sub-facility is created to work with the Committee of Friends of MPTCS to monitor facilities plans.

On enrollment, MPTCS closed the CHE at 1,363 students with a shortfall of 67 scholars between Middle and High School. There were 21 students not released by Irvington. She reported that the School is working with NJ Department of Education to resolve the issue. Address verification is down to two students. She also reported that the School has received 334 letters of intent to return forms across the district and 52 families have indicated a desire for Pre-K.

On Facilities, she reported that the 5-Year facilities plan is in development. KNTM Architects have been retained to assist in developing the plan that will include:

- District needs assessment,
- Facility acquisition,
- Property acquisition and development,
- Deferred maintenance on existing properties,
- Improvement plans, and
- Branding of facilities Development of classroom and floor plans unique to each School. Cost.

The CEO reported that Burnett Street is under contract for \$5.1 Million. She also reported that the School is waiting for an update on the 6th Street property next to the elementary school and Seymour property near Clinton Avenue.

On Other issues, she reported that the Village remembered Ms. Kema Roberts during her celebration of life. She emphasized that her contributions and impact on MPTCS Village were tremendous and she will be sorely missed.

She invited board members to the “Staff Holiday Party” scheduled for December 22, 2017 at 1:30 am. She announced that March 9 2018 has been chosen as the date for Father for our Children at SPOC, South Orange New Jersey. She announced that March 6, 2018 is the Compact signing for Newark Charter School fund and the release of a new book by Dr. Karen Thomas “Expanding School Quality through Choice: 20 Years of Charters in Newark”. She stated that the book includes a case study of Marion P Thomas Charter School.



2 Chief Academic Officer Report

The Chief Academic Officer reported that the second Data Day was held on Friday December 8, 2017. During the session, the team analyzed the NWEA Fall Screening Assessment Summary data. The team's conclusion was that efforts seem to be moving in the right direction for scholars. The charts also reflected the skills that need to be reinforced by teachers in the classrooms.

As a follow up to the PARCC projections, The CAO noted that there is some work that needs to be done to move MPTCS scholars in the right direction. She announced that the PARCC Power Program kicks off January 8, 2018 and will run through April, 26, 2018 Monday through Thursday. Academic programs will run from two to four days a week depending on the campus.

The CAO reported that during the month of December, each of the Schools will host a Breakfast Launch and an evening meeting and a one on one meeting with parents that miss the meeting. The purpose of the meeting is to sensitize parents on the importance of the PARCC Exam and discuss how parents can partner with the school to ensure students are more focused and perform better on the test.

She reported that the targeted groups of Scholars for the PARCC Power Program are – Tier 1 scholars that achieved a Level 3 on prior year PARCC Assessment and Tier 2 - All scholars who achieved a Level 4 on last year which is proficiency, but was in the lower range.

On the family and scholar engagement she listed various activities and events that took place in the month December across the District.

ES

12/14: Spanish Speaking Countries Festival
12/16: New Pre K & K Family Day at the Movies
12/21: Family Favorite Dessert Event
11/16, 17: Parent Teacher Conferences

MS

12/7: PTO/Community History Day in Partnership with Newark Public Library December 7th
12/11-15: College Exploration Week and Rutgers University College Tours, December 12th
12/21: Winter Concert
12/22: Poetry Slam



SELECT

12/22 - Winter Concert

HS

12/8: Premier of Annual Mystery Dinner Theatre -- Engaged with Theatre, Culinary, Dance, and Vocal Programs in promoting this event

12/15: Honor/Recognition Luncheon -- Honor, Attendance and Other Areas -- for 1st Marking Period; approximately 75 to 100 students will be honored, along with two invited guests (parent/guardian/grandparent/other).

12/19: "*Chromatic World Celebration*" and "Winter Holiday Show" -- Dance, Fashion Design, TV Program, Vocal and Theatre Programs

2) OPERATIONS

The Director of Operations Mr. Damon White presented a report from Operations for the month of December 2017. He provided District attendance report and District suspension and Expulsion Summary for November. He also reported a number of priority notifications and submissions for the month of December 2017. The DOO also provided an overview of technology usage across the District in December. He announced that to enhance safety and visibility all outside lighting has been repaired on the Elementary and SELECT campuses.

On facilities the DOO reported that KNTM Architects continue to work on the design of the Chimney at Elementary School campus. The estimated costs are being awaited. However, to avoid a complete shutdown of the boiler, actual repair will not commence until the spring. However, in the interim the contractor will secure the chimney so that the administrative parking lot can be accessed.

IV. COMMITTEE REPORT

1) Superintendent Search

Ms. Grizel Ubarry, a consultant retained to assist in strategic and succession planning presented to the board an outline of the time table and methodology for the selection of the firm for the hiring of a new superintendent. She promised that she will provide regular updates on the process to the board as it progresses.



2) Personnel Committee

The Chair of the Personnel Committee David Blount presented the personnel committee 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 along with the request for leaves of absence.

The Personnel Chair also provided a report of current openings. He reported that there are total of 10 openings across the four campuses and the Central Office.

The Chair of Personnel Committee reported that MPTEA and MPTCS have agreed on the Salary guide. MPTEA has ratified the guide for the 2017-2018 School Year.

The Personnel Committee chair informed members medical and prescription benefits will increase by 29%. He also informed members of the addition of OMNIA 10 plan in addition to the existing plan options to combat the increase in rates and give employees more options. The new plan will be offered to staff not in the bargaining unit. He reported that MPTCS dental premiums will increase by 4.5% and MPTCS will see no increase in vision plan.

He announced that village wide staff celebration will be December 22, 2017 at the High School Campus.

3) Finance Committee

The Finance Committee report was presented by the School Business Administrator. The Bill List in the amount of \$ 2,396,958.45 for the month December was presented to the Board for approval. The SBA also presented the Board Secretary and Board Treasurer Report for the month of November 2017.

4) Legal Updates

The Board Attorney Ms. Tina Jalloh presented updates on number of issues affecting MPTCS.

A. CHAD VS MPTCS:

- Each party has exchanged interrogatories
- In process of scheduling mediation.
- Waiting on Status of Attorney for Hamilton.



- Discovery is until May 29, 2018.

B. TJ VS MPTCS:

- Insurance co did not agree to represent MPTCS. We wrote them a letter and they have not responded. Our next step would be normally bringing them into the lawsuit by filing a suit against them. However if we do that they might drop us as an insured and there are limited insurance companies who handle school insurance. So the school opted not to sue.
- We will start deposing YJ and his mother
- The School will find a psychologist to examine him for damage.
- We can expect them to depose the principal and some teachers.
- Discovery is until July 2018

C. Suspension of teaching license for Tira Clegg and Shakoor Reid

- The two teachers hired a lawyer to represent them.
- Their present school has an attorney representing them. Tira Clegg was suspended for 6 months From August 1, 2017 until January 21, 2018.
- Shakoor Reid's hearing was schedule for Wed. 12/20 but the judge canceled until Jan 25th to give her a chance to look at the summary judgment motion, which was submitted in September 2017.
- The School is trying to negotiate a settlement of 8 months,

D. Property Acquisition.

- MPTCS closed on Clinton Ave and are in the process of renovations
- MPTCS is scheduled to close on Morton St. on Jan 26, 2018.
- On Burnet st. MPTCS are in the due diligence period. We are hiring a consultant to handle the application to purchase a building because it has a Historical preservation designation.

E. Policy Review

The Board Attorney reported that she reviewed the NJSB New Jersey School Board Association (NJSB) website for mandated changes in their mandated policies. She provided suggested updates for 24 MPTCS polices that were given to the School to forward to the policy committee. She also reported that she worked with Ms. Confrancisco to revise MPTCS attendance policy to align it with the new state regulations.

F. Court Appearance

She reported that she appeared in the court on December 20, 2017 for excessive burglary alarms by the School.



V OPEN PUBLIC FORUM

No comments from the Public

Motion to move to CLOSED SESSION

The Board moved to a closed session to discuss a confidential matter.

Moved by: L. Lesley

Seconded by: V. Rouse

Motion to move to OPEN SESSION

Moved by: D Blount

Seconded by: V Rouse

VI RESOLUTIONS

FINANCE

12-17-1

The Board of Trustees of Marion P. Thomas Charter School approves the bill list for the month of December 2017 in the amount of \$2,396,958.45. **Approved**

12-17-2

The Board of Trustees of Marion P. Thomas Charter School approves the Board Secretary Report for the month of November 2017. **Approved**

12-17-3

The Board of Trustees of Marion P. Thomas Charter School approves the Treasurer of School Monies report for the month of November 2017. **Approved**

12-17-4

The Board of Trustees of Marion P. Thomas Charter School approves adjustments to the 2017- 2018 budget through 10 transfers proposed by the School Business Administrator resulting in a fully balanced and positive budget. **Approved**



HUMAN RESOURCES

12-17-5

The Board of Trustees of Marion P. Thomas Charter School approves the following new hires for the 2017-2018 School Year: **Approved**

Last Name	First Name	Position	Salary	Signing Date
Elementary School				
Grullon	Reynier	Food Service Worker	\$12.50 per hour	11/22/2017
McFarland	Christopher	Food Service Worker	\$12.50 per hour	12/01/2017
Middle School				
Cardona	Adrian	Science Teacher	\$55,649	12/7/2017
High School				
Shuman	James	Mathematics Teacher	\$58,568.04	12/04/2017
White	Terri	Special Education Teacher	\$65,299.08	12/11/2017
Central Office				
Brooks	Joshua	On - Call Substitute	\$125 per day	12/04/2017
Hodges	Jocelyn	ESL Teacher	\$24,000	11/20/2017
Isatou	Jawneh	On-Call Substitute	\$125 per day	10/31/2017
Tomlin	Andrew	On-Call Substitute	\$125 per day	11/02/2017



Thompson	LaToye	Food Service Worker (floater)	\$12.50 per hour	11/22/2017
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12-17-6

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

Approved

Last Name	First Name	Position	Status	Effective Date
Jenkins	Doris	Elementary Teacher K	Resigned	12/16/2017
Tweed	James	MS Special Education Teacher	Resigned	12/18/2017 released early 11/17/2017
Rios	Kyle	HS ELA Teacher	Resigned	12/13/2017
Simmons	Denise	Elementary Teacher 5th	Resigned	12/30/2017
Cier	Shawn	HS Art Teacher	Terminated	12-15-17



12-17-7

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

Last Name	First Name	Position	Type of Leave	Leave Date	Return Date
Mosley	Krystal	Payroll, Business office	Sick	9/18/2017	1/30/2018 (updated)
Wright-White	Kimberly	HS Principal	Sick	11/1/2017	1/3/2018 (updated)
Fields	Andre	HS Sub Security	sick	10/19/2017	11/20/2017
McLeod	Aaron	ES Security	sick leave	11/30/2017	1/8/2018
Wilcher	John	ES Security	sick leave	11/13/2017	11/19/2017
Nedrick	Vanessa	ES Teacher	P/leave, bonding	1/30/2018	August 2018



12-17-8

The Board of Trustees of Marion P Thomas Charter School resolves to approve the following field trips by the High School for the 2017-2018 School Year:

Moved by D. Blount

Seconded by: R Petty

Approved

<u>DATE</u>	<u>FIELD TRIP</u>	<u>Grade Level</u>	<u># Scholars</u>	<u># C</u>	<u>Cost \$</u>
<u>20-Apr-18</u>	<u>Six Flags Physics Day</u>	<u>12th Grade</u>	<u>70</u>	<u>6</u>	<u>2,015.57</u>
<u>23-Jan-17</u>	<u>St. John's University</u>	<u>11th Grade</u>	<u>40</u>	<u>4</u>	<u>-</u>
<u>22-Feb-18</u>	<u>Top Golf</u>	<u>10th Grade</u>	<u>25</u>	<u>3</u>	<u>1,042</u>
<u>22-Jan-18</u>	<u>Seton Hall University</u>	<u>11th Grade</u>	<u>45</u>	<u>-</u>	<u>500</u>
<u>7-Feb-18</u>	<u>Schimberg Center</u>	<u>11th Grade</u>	<u>30</u>	<u>3</u>	<u>\$ -</u>
<u>5-Feb-18</u>	<u>NYU & Columbia University</u>	<u>10th and 11th Grade</u>	<u>52</u>	<u>-</u>	<u>\$ -</u>
<u>11-Apr-18</u>	<u>Lackawanna Coal Mine Tour Museum</u>	<u>9th & 12th Grade</u>	<u>45</u>	<u>3</u>	



12-17-9

The Board of Trustees of Marion P Thomas Charter School resolves to approve the agreement with Ready By Design, Inc. for after school program at the Middle School subject to the incorporation of changes recommended by the Board Attorney.

Moved by: D Blount

Seconded by: V. Rouse

Approved

12-17-10

The Board of Trustees of Marion P Thomas Charter School resolves to approve the renewal of Health Insurance terms with Horizon Blue Cross Blue Shield of New Jersey. The Board Secretary is hereby authorized to sign on behalf of the Board the terms as negotiated by Centric Benefits Consulting, on behalf of Marion P Thomas Charter School for the Direct Access Plan and OMNIA 10 (With BlueCard) for period January 1, 2018 through December 31, 2018.

Moved by: V. Rouse

Seconded by: D. Blount

Approved

12-17-11

Kema Roberts Board Resolution

The Board of Trustees of Marion P Thomas Charter School resolves to approve resolution to commiserate with the family of Ms. Kema Roberts. **Approved**

See Attachment

A handwritten signature in blue ink, appearing to read "Femi Amorin", is written over a faint, illegible printed name.

Prepared by Femi Amorin - Board Secretary

Approved by MPTCS Board of Trustees



marion p. thomas
CHARTER SCHOOL

The Board of Trustees of Marion P. Thomas Charter School is recognized and authorized as the governing body of the Marion P. Thomas Charter School in Newark, New Jersey. It is with this authority that we do pass the following resolution:

"Whereas; Ms. Kema Roberts served two terms as a Trustee and parent representative on the Marion P. Thomas Charter School Board of Trustees,

"Whereas; Ms. Kema Roberts served faithfully and with great commitment as the President of the Marion P. Thomas Charter School Parent Teacher Organization,

"Whereas; Ms. Kema Roberts worked with diligence and vigor as the cheerleading coach for students at Marion P. Thomas Charter School, winning several state and national cheerleading championships;

"Whereas; the passing of **Ms. Kema Roberts**, a great Village leader, has caused a deep void of sadness in the Village;"

"Whereas; Ms. Kema Roberts has served the MPTCS Village well and faithfully;"

"Whereas; Ms. Kema Roberts, loved her family and served with a gentle spirit;"

"Whereas; Ms. Kema Roberts lived in such a manner to touch each and everyone one of us with a great example of love and hope;"

"Therefore be it resolved, that we as a community will mourn with the family and continue the great work of Ms. Kema Roberts;"

"Therefore let it be known, that we can't replace **Ms. Kema Roberts**, but we will attempt to improve our lives as demonstrated by the great example of **Ms. Kema Roberts**, and observe during the December 18, 2017 MPTCS Board of Trustees meeting, a moment of silence in commemoration of her life and contributions to the Village.

DONE BY ORDER BOARD OF TRUSTEES:

MARION P. THOMAS CHARTER SCHOOL



Greg Collins, Chair

December 18, 2018