



Marion P. Thomas Charter School Board of Trustees

Minutes of Scheduled Meeting

Held on February 26, 2018

I. Call to order

The Co-Chair Rev. Slaughter 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

Rev. R. Slaughter Vice - Chairman
D. Blount
V. Rouse **
L. Leslie
M. Jones
D. Best – Joined by Phone
J. Dean-Taylor Joined by Phone
Thomas – CEO
D. White- DOO
F. Amorin

(ii) Excused
G. Collins - Chair
R. Petty
J-Dean –Taylor
K Sherrer El

**Member was present but unable to vote

(iii) Other:
T. Jalloh – Board Counsel
M. Fletcher - Director of Human Resources
M. Griffin – Director of Marketing and Development



III ADOPTION OF AGENDA:

The Agenda for the meeting was adopted

Moved by D. Blount

Second by: L. Lesley

IV OPEN PUBLIC FORUM

The agenda was amended and public forum was brought forward

No comment from the public.

IV. ADMINISTRATIVE REPORTS

1) Chief Executive Officer Report

The Chief Executive Officer gave the status of ongoing eleven projects. Five activities were completed, and 6 activities are in various stages of completion.

The CEO reported that the Leadership of the School is planning to recruit an interim replacement for Dr. Land; the late Chief Academic Officer The position will not be CAO. This is to provide continuity and leadership in the CAO Office until the end of the School Year.

Enrollment

She informed members of the Board that enrollment for pre-school are full for the next school year. The application window closed, but registration and marketing will commence and continue. She announced that current enrollment has stabilized at 1,375, which is 55 students less than the approved capacity.

Miscellaneous

She reported that a student was removed from the School for sending threatening emails to another student. The student has been placed on home instruction until the disciplinary process has taken place. .

Student Achievement:

The CEO reported that February 23, 2018 completes the Middle of the Year Cycle for MAP. Data day for principals has been scheduled for March 1, and for staff March 2, 2018.



Programs

The CEO reported on performance of the students on the use of NJFDI. The coach had concerns about the fidelity of the implementation of the program at SELECT. The coach made some recommendation and retooling needed to ensure the maximum benefits

Curriculum

The CEO reported that the Academic committee is recommending two major curriculum changes as from the next school year:

1. To move from Reading Mastery and adopt NY/Engage in grades 3-5. Reading Mastery tool would be used as a remediation support next year but as ELA curriculum in grades and in k-2.

The CEO reported that the Leadership decided to focus the BRICK support and push on math, since this is the area we are the weakest. BRICK held a Professional Development session for all math teachers in grades 2-8.

PARCC Power Program

The CEO reported that PARCC Academy attendance seems to be at about 80% across the 3 campuses. The NJIT Tutors will begin on March 5 at the high school on all "B" days which occur about 3 days per week.

The CEO reported that she is recommending a summer math and literacy camp for our lowest and highest students. The program would run for 4 weeks beginning after July 4 and ending the first week in August. It would consist of 2 weeks of intense math support and 2 weeks of intense literacy support. Dr. Chambers is leading the development and overseeing the Program.

Staffing:

The CEO reported that all cycle 1 evaluation are complete across the district. Instructional and non-instructional staff is receiving feedback and rubrics are being developed for all staff on which to base the evaluations.

School Calendar

. **The proposed 2018-2019 School CALENDAR** 2018-19 is in development and will be presented in March for final approval. The biggest change will be to start school before Labor Day again. This year we pushed the beginning of school to after Labor Day



Facilities

On facilities, the CEO reported the following:

Morton Street Property

Morton Street is scheduled to close in partnership with Urban Developers. Friends will begin project development to determine the feasibility of potentially one of 3 models:

- a. Low income housing
- b. Low/moderate income housing
- c. Low/moderate income housing with school space attached

We are continuing to develop the facilities plan with our architects and Friends.

- Clinton Ave. is moving along and the plans have been approved. Working on parking options and now securing 2 Seymour properties.
- Burnett St. requires a SHIPPO application prior to purchase. We are developing a term sheet for Achieve so that there will be a lease in place. Preferably a 4-year lease
- Attempting to sublease Broad St. for next year. Middle School would then move to Burnett for the last 2 classes of students.

Shipman approval for renovation from St. James has been acquired. Architectural plans approved and now waiting for construction bids

Board Development

On board development, the CEO reported the following:

Alumni Seat – received and reviewing reformations on how to structure this position on the board.

New Board members— an initial meeting was held with the new President and CEO of United Health Care recommended by Joi Taylor Dean.

The CEO also received a list of Leadership Newark fellows interested in board service for MPTCS has been submitted and is being reviewed.

Other

The CEO reported that the entire Village was all saddened by the passing of our CAO Dr. Doreen Land. And requested that we a\ keep her family in our thoughts and prayers. A memorial celebration of her life was scheduled for Monday February 26.

She also reported that with the recent school shooting incidents, and gun control (or lack thereof), we are reviewing our safety policies and procedures on all of our campuses.



The CEO stated that as she transitions out, there has been concern around the MPT/Friends relationship and duties and expectations from the new incoming school leader. She announced she will continue to develop a plan to be presented no later than the retreat to address these concerns from the Search Firm and Board members and lenders to the School.

2) OPERATIONS

The Director of Operations (DOO) Mr. Damon White presented a report from Operations for the month of January 2018. He provided District attendance report and District suspension and Expulsion Summary for December 2017. He also reported a number of priority notifications and submissions for the month of February 2018.

The DOO provided updates on all departments' efforts to establish improved internal controls /procedures to better support the learning community.

The DOO announced that reverification of scholars that started February 5, 2018 and that application window closed on February 16, 2018. Match letters will be accessible beginning April 20, 2018.

Technology

DOO gave an update on the Technology usage and recent projects completed. Office equipment for HR Department has been relocated from Shipman Street to Park Place. The installation of surveillance equipment in the main lobby and kitchen culinary areas in the high School is in progress.

Safety

The DOO reported that the district continues to engage in discussion(s) of what took place in Florida, and we continue to take added measures to ensure the safety of our staff and students in the event of an emergency. He informed members that monthly safety drills are being implemented with fidelity. Findings noted during the drills are communicated to all concerned and efforts made to resolve problems identified immediately.

Facilities

On facilities, the DOO provided updates on ongoing repairs and relocation at various locations and buildings:

- SWI Contractors to repair cafeteria doors (HS). It was noted during a recent drill that default unlock feature fails to activate during a fire drill. In addition, repair of Sussex Avenue exit gate is in progress.



- ES HVAC (Update) – Boiler inspected and serviced by A&S Boiler. (Repair of leaking radiators). Additional work is necessary (Heat-Timer Automation device needs to be replaced). Monitoring activities at the ES and Shipman locations are going well.
Update: Hollister Construction is scheduled to repair damaged walkways when the weather warms in the High School

Other

The DOO reported that a request was made to all building principals to submit their needs during PARCC Academy. The preparation of 2018-2019 School calendar is underway and will be submitted to the board for their review. The School attended a professional Session on Newark Enrolls and the accuracy of MPTCs info in Real time software

IV. COMMITTEE REPORT

1) Superintendent Search

No report

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 9 openings across the four campuses and the Central Office.

The Personnel chair announced the loss of our CAO, Dr. Doreen Land on February 19, 2018. He reported that Axis Talent Partners visited Marion P. Thomas Charter School to meet with Board Members, Administrators and Teachers to begin their work on the Superintendent Search. The School is waiting for their next step.

He announced that the recruiting session has begun.

MPTCS and MPTEA are set to begin negotiations on February 28, 2018. Our current one-year contract expires on June 30, 2018.



3) Finance Committee

The Finance Committee report was presented by the School Business Administrator. The Bill List in the amount of \$2,461,664.87 for the month February 2018 was presented to the Board for approval. The SBA also presented the Board Secretary and Board Treasurer Report for the month of January 2018

4) Legal Updates

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

T.J Vs MPTCS
MPTCS Vs Reid Shakoor
Chad Vs MPTCS
Morton Street property

VI RESOLUTIONS

FINANCE

2-18-1

The Board of Trustees of Marion P. Thomas Charter School approves the bill list for the month of February 2018 in the amount of \$2,461,664.87

2-18-2

The Board of Trustees of Marion P. Thomas Charter School approves the Board Secretary Report for the month of January 31, 2018

2-18-3

The Board of Trustees of Marion P. Thomas Charter School approves the Treasurer of School Monies report for the month of January 31, 2018



HUMAN RESOURCES

2-18-4

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

Last Name	First Name	Position	Salary	Signing Date
Elementary School				
Forde	Shanelle	Elementary Teacher	\$57,722	02/12/2018
Moffett	Kayla	Elementary Teacher	\$56,004	02/09/2018
SELECT Academy				
Gray	Paula	Building Based Sub	\$125.00 per day	1/31/2018
Wilson	Timothy	One to One Aide	\$24,660	01/31/2018
Middle School				
Love	Courtnee	Special Education Teacher	\$57,722	02/16/2018
High School				
Benjamin	Prince	Art Teacher	\$71,202.66	1/26/2018

2-18-5

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

Last Name	First Name	Position	Status	Effective Date
DiSilvestro	Deanna	ES Teacher	Resigned	4/3/2018



2-18-6

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

▪ **Leaves of Absence (New and Updated):**

Last Name	First Name	Position	Type of Leave	Leave Date	Return Date
Mosley	Krystal	Payroll, Business office	Sick	9/18/2017	extended (updated)
Fields	Andre	HS Sub Security	sick	10/19/2017	3/30/2018 (updated)
Yekeen	Khadijat	Sped. Teacher MS	maternity leave	2/26/2018	5/29/2018
Ramos	Tanya	World Languages Teacher MS	Maternity Leave	3/9/2018	6/1/2018
Craig	Jason	History Teacher HS	Paternity Leave	anticipated week of 5/5/2018 and June 2018	August 2018

2-18-7

The Board of Trustees of Marion P Thomas Charter School approves the following promotion and change of title

Last Name	First Name	Position	Effective Date
Tomlin	Andrew	On Call Substitute to One to One Aide	02/05/2018
White	Kimberly	Building Based Sub to One to One Aide	02/01/2018
Bido	Jessie	Security part-time to full-time	02/01/2018
Gaines	Nasir	Moved from HS to Select Academy	01/29/2018
Plant	Saif	Select Academy to HS	01/29/2018
Locke	Deborah	From CAO office to HR	02/7/2018



2-18-8

The Board of Trustees of Marion P Thomas Charter School resolves to approve the appointment of Ms Anna Brown as the MPTCS 504 Compliance Officer effective immediately.

CURRICULUM COMMITTEE

2-18-9

The Board of Trustees of Marion P. Thomas Charter School approves changing the ELA Reading Mastery program currently in grades k-5 to only non-testing grades, K-2. This would be replaced with Expeditionary Learning currently in grades 6-8 now in grades 3-5. This change would address the grade level material that is currently a gap in Reading Mastery and provides greater rigor. It also provides some social studies integration and incorporates novels.

2-18-10

The Board of Trustees of Marion P. Thomas Charter School adopts Tools of the Mind Curriculum for the Pre School 3 and 4 programs effective with the 2018-19 school year.

OTHER

2-18-11

The Board of Trustees of Marion P. Thomas Charter School approves the calendar submitted by the administration for the 2018-2019 school year with the necessary dates for critical events to come.

2-18-12

The Board of Trustees of Marion P. Thomas Charter School approves the following members of staff as Home Instructors for a student that has been suspended for 10 days (non-consecutive or consecutive) in one year at a rate of \$40.00 per hour.

- Angel Solis
- Winifred Patterson
- Jerome Patterson
- Jon Rosenthal
- Maria Parelis



2-18-13

The Board of Trustees of Marion P Thomas Charter School resolves to approve the agreement with The Future Project, Inc. for the placement of Dream Director in MPTCS at a cost of \$100,000 for the 2017-2018 School Year

2-18-14

The Board of Trustees of Marion P Thomas Charter School resolves to approve the agreement with Audible Inc., a Delaware Corporation and its affiliates for Fire tablets and 12 months Audible memberships to eligible students in Newark Public and Charter Schools.

2-18-15

The Board of Trustees of Marion P Thomas Charter School resolves to approve the recommendations of the Disciplinary Committee for the expulsion of AMB

2-18-15A

The Board of Trustees of Marion P Thomas Charter School resolves to approve the recommendations of the Disciplinary Committee for the expulsion of THO

2-18-16

The Board of Trustees of Marion P Thomas Charter School resolves to approve a trip 15 selected scholars to visit the New Jersey State of House of Assembly on March 12, 2018

2-18-17

The Board of Trustees of Marion P Thomas Charter School resolves to renew the lease contract with Canon Solutions America with enhanced features for 60 months.



2-18-18

The board of Trustees of Marion P Thomas Charter school resolves to approve the Following field trips by the High School for March 2018

Date	Trip	Grade Level	# Scholars	# Chaperon	Cost	Location
3/1/18	Montclair State	11 th & 12 th	45	4	\$0.0	Montclair, NJ
3/1/18	Glass Roots	11 th & 12 th	25	2	\$650	Newark, NJ
3/1/18	Liberty Science Center	3 rd	37	4	\$994	Jersey City, NJ
3/7/18	Liberty Science Center	2 nd	45	5	\$1,212	Jersey City, NJ
3/7/18	TCNJ and Rider	11 th & 12 th	40	4	\$0.0	Ewing, NJ
3/13/18	Liberty Science Center	6 th	45	5	\$1,212	Jersey, NJ
3/15/18	Lincoln Tech & Rutgers	11 th & 12 th	45	4	\$0.0	Iselin, New Brunswick NJ
3/16/18	Berkeley College	11 th & 12 th	40	4	\$0.0	Woodbridge, NJ

Prepared by Femi Amorin – Board Secretary

Approved by MPTCS Board of Trustees