



Marion P. Thomas Charter School Board of Trustees
Minutes of Scheduled Meeting
August 13, 2018

I. Call to order

The Chair G. Collins called the meeting to order at 6:00 pm

II. Roll Call

Femi Amorin, the Board Secretary, conducted a roll call of members present. A quorum was confirmed for the meeting.

Members Present

Greg Collins
Vincent Rouse
David Blount joined by Phone
Dean Taylor joined by Phone
Khaatim Sherrer El
Lesley Leslie
Michelle Jones – joined by phone
Briana Gilchrist-Alumnae board member
Tyisha Kidd-Parent board member
Misha Simmonds- Interim Chief School Administrator

Femi Amorin – SBA /Board Secretary

Excused

Rev. Ronald Slaughter
Reginald Petty

Other

T. Jalloh-Board Counsel
M. Fletcher – Director of Human Resources
Damon White – Director of Operations
Michele Griffin – Chief Communications & Engagement Officer

III. ADOPTION OF AGENDA

The Agenda for the meeting was adopted

Moved: V. Rouse

Second: D. Blount

ADOPTION OF MINUTES

The minutes from June 25, 2018 meeting were adopted with necessary corrections

Moved: D Blount

Second: Vincent Rouse

IV. PRESENTATION

A School Safety Data System

The report was presented by Dean Rankin. The new reporting system replaced EVVRS (violence and vandalism report) that was rolled out in August 2017 by the NJ DOE. The report for Sept 1 to Dec. 31 data was shared with the board at the meeting held on June 25, 2018: The Jan 1-June 30 report was submitted to DOE on July 16, and is required to be presented at the next board meeting after July 16, 2018.

The report contained data from incident reports by months and types. Dean Rankin was able to respond to all inquiries and questions on the report.

B NJEDA Charter School Revenue Bonds MPTCS Series 2018

The Attorney and consultants (Leah Sandbank and Dave Berkowitz), representing MPTCS, provided an overview of the proposed \$25 Million Tax Exempt Bond that the school applied for to acquire three properties to meet the facility needs of the school, The Bond Attorney and Consultant stated that based on market trends the underwriter envisaged the Bond to be priced at 5.35% for 30 years. The School has the call up option on the bond within 10 years

The Board is required to approve a revised lease agreement on the three properties with Friends of Marion P Thomas Charter School as part of the application for the Bond.

The Consultants/ Attorney pointed out that of the \$25 Million - \$24,450,000 Series 2018 A is tax exempt and \$550,000 Series 2018B is federally taxable. The series B will have a higher interest rate. The proceeds of Series B are expected to meet the cost of issuance and any other incidental costs of the bonds.

C Friends of Marion P Thomas Charter School

The Executive Director of Friends of Marion P Thomas Charter School (FOMPTCS or Friends) Rev Garvey Ince gave an overview of activities of Friends and the status of ongoing property acquisitions.

Burnet Street Property:

On 28 Burnet Street property, he reported that Certification of Occupancy has not been secured. He noted that delay is due to the fact that the building is a historical building that requires the approval of the Historical Building Commission.

570 Broad Street

He reported that the 570 Broad Street property has been subleased to METS Charter School for the 2018-2019 School Year.

Clinton Property:

The Clinton property has been subleased to Achieve Community Charter School for three years.

Proposed Central Office Building

The Executive Director informed members that Friends submitted an application for \$1.5 Million loan at an interest rate of 4% to Victoria Foundation. The plan is to use the proceeds to finance the construction of the proposed Central Office at a vacant plot on South 7th Street Newark.

Morton Street

The Executive Director reported of ongoing discussions with a number of potential investors on the property. Nothing has yet to be finalized.

On a follow up question, he reported the Burnet Street property will be heated with oil instead of gas for now.

V. OPEN PUBLIC FORUM

No comments from the public

VI. ADMINISTRATIVE REPORTS

1) Interim Chief School Administrator

The Interim Chief School Administrator (ICSA) Mr. Misha Simmonds provided an update to members of the board. He restated the 7 Core Ethical Values for all members of the MPTCS Village. This ultimately is to make MPTCS Scholars college and career ready upon graduation.

The core values are summarized into an acronym REACH. REACH is an easy way to remember and reinforce the core values.

- R - Respect everyone,
- E- Excellence to career and college
- A- Accountability for all action
- C- Caring for the village
- H- Honest at all times.

The ICSA stated that the School will be 20 years this year He announced the theme for our 20th Anniversary agreed upon by leadership of the School - Honoring Our Past, Transforming Our Future.

He listed the strategic goals of MPTCS by 2024

- Math and ELA 15% performance over the Newark Public School district
- Approval to expand to 2,250 students over 5 years
- Develop and implement effective and efficient operational systems in the following departments: Facilities, IT, Food Services, Security
- Reorganize staffing and organization for retention, succession and sustainability
- MPTCS will create and execute a comprehensive facilities plan
- Create and execute a comprehensive financial plan with specific goals and objectives
- Redefine relationships for affiliated organizations

The ICSA took members through MPTCS Theory of Change. He listed the Core values, key activities needed to implement them and the anticipated targeted outcomes.

The ICSA announced the creation of MPTCS data dashboard. Through the Data Dashboard the leaders of the school will be able to track progress by campus on leading indicators that will allow the school to address issues on real time. It's expected to cover among others enrollment, attendance, staff vacancies, staff attendance, attrition rate, parent activities, parent satisfaction and assessment. They would be reported on either weekly, monthly quarterly or semi-annual depending on the indicators.

The ICSA also reported on some unanticipated challenges and proposed responses to the challenges.

- Shifting Facilities
- Filling New Seats
- Recurring Deficits
- Cash Flow Crunch

The ICSA presented planned responses to the challenges

Shifting facilities

- Scaling back facility projects
- Recommend pause until current buildings are filled
-

Filling New Seats

- Intern team over Summer months reached out to parents to register
- Marketing Campaign in August especially K-5

Recurring Deficits

- Cut Interventionist and coaches (already done)
- Cut 6 elective /support positions at the High School (already done)
- Cutting custodial and security costs by 33% by November, 2018

Cash Flow Crunch

- Holding all checks except payroll
- Pursuing additional line of credit
- Engaging funders for grant or loan

3. Operations

The Director of Operations (DOO) Damon White provided members with key notifications and submissions:

Safety

- He reported that the Department is working the revised Uniform State memorandum between Education and law enforcement office for the 2018-2019 School Year to ensure MPTCS policy conforms to and be in accordance with the requirements of NJ DOE
- He reported the provision of Security personnel for each campus during the summer hours. This decision has been well received by stakeholders, and we have had no incidents of any kind reported on any campus.
- The NJDOE mandated SSS requirements for MPTCS have been completed. The school is ensuring that our procedures are consistent with the information disseminated at the training, and it is reflected in the updated Safety & Security Plan.

Facilities

On Facilities, the DOO reported the following

- ES – Building “C” HVAC work is completed. Facilities staff will be repairing the building façade. Also, Abbey Design will be contacted to replace the awning that was removed due to wear and tear.
- ES – Chimney repair is awaiting the permit from the building department.
- Shipman – Furniture has been in ordered and is in route. HVAC work is scheduled to continue on the 3rd floor
- HS – He reported that are looking into options for resolving the issue with the first floor lighting. An electrician is scheduled to come out this week.
- Burnet – He noted that Contractors are in the building and the work continues and is ongoing. The parking lot appears to be in a state of disrepair. Once the cleaning is completed, we will explore options and estimates for the scope of work.
- Burnet – Internet and phone service has been installed. Instructional technology will be installed once the contractors’ work is completed.

VII. COMMITTEE REPORTS

1) Personnel Committee

The Director HR Mr. Michael Fletcher presented the personnel report on behalf The Chair of the Personnel Committee David Blount concerning new hires, promotions, separations, leaves of absences, and any employees on workers compensation.

The Personnel Committee reported that there are 26 vacancies yet to be filled. He provided the breakdown as follows - Grades k-8, 10 vacancies. High School, 11 vacancies, and Central Office, 5 vacancies.

He presented the key dates for Personnel and HR related activities in the month of August 2018.

2) Finance Committee

The Finance Committee report was presented by the School Business Administrator. The bill list for July 2018 in the amount of \$1,701,533.21 was presented to the Board for approval. The SBA also presented the Board Secretary and Board Treasurer Report as of June 30, 2018.

2) Legal Updates

The Board Attorney provided members with updates on the following:

The Chad School Foundation vs MPTCS
Blackney Haynes vs MPTCS

VIII. CLOSED SESSION

None.

IX. AUGUST 2018 RESOLUTIONS

FINANCE

8-18-1

The Board of Trustees of Marion P. Thomas Charter School approves the bill list for the month of July 2018 for \$ 1,701,533.21 **Approved**

8-18-2

The Board of Trustees of Marion P. Thomas Charter School approves the Board Secretary Report for the month of June 2018. **Approved**

8-18-3

The Board of Trustees of Marion P. Thomas Charter School approves the Treasurer of School Monies report for the month of June 2018. **Approved**

HUMAN RESOURCES

8-18-4

The Board of Trustees of Marion P. Thomas Charter School approves the following New Hires for the 2018-2019 School Year **Approved**

Last Name	First Name	Position	Salary	Effective Date
Hawkins	Ashley	Teacher	\$56,004.00	8/17/2018
Nelson	Anthony	Teacher	\$58,725.36	8/17/2018
Tavarez	Leonor	Food Handler	\$13.29/hr	8/17/2018
Grullon	Jakdiel	Food Handler	\$13.29/hr	8/17/2018
Williams	Lillian	Instructional Assistant (Pre-k)	\$35,215.00	8/17/2018
Norton	Asia	Community Engagement Specialist	\$75,000.00	8/1/2018
DePaola	Angela	Teacher	\$56,004.00	8/17/2018
Garcia	Frank	Teacher	\$56,004.00	8/17/2018
Smith	Craig	Teacher	\$56,004.00	8/17/2018
Fana	Tresy	Teacher	\$55,975.00	8/17/2018
Aronds	Cassandra	Teacher	\$59,304.00	8/17/2018
Coleman	Rebekah	Instructional Assistant	\$35,535.00	8/17/2018
Oluku	Patricia	Instructional Assistant (Pre-K)	\$34,894.00	8/17/2018
Odeyemi	Mary	Classroom Aide	\$27,086.00	8/17/2018
Young	Rasheda	Teacher	\$56,004.00	8/17/2018
Picone	Marie	Dir. of Early	\$125,000.00	8/1/2018

		Childhood Education		
Henchey	Lawrence	Teacher	\$56,004.00	8/17/2018
Shirden	Dorrette	Instructional Assistant	\$35,535.00	8/17/2017
Benjamin	Juli-Anne	Dean of Academics	\$77,786.00	8/20/2018

8-18-5

The Board of Trustees of Marion P. Thomas Charter School approves the following Re-hires /Change of title for the 2018-2019 School Year **Approved**

Last Name	First Name	Position	Effective Date
Jefferson	Keith	Interventionist-Dean of Students	7/2/2018
Hardy	Alfuquan	Interventionist - Dean	7/20/2018
Escarraman	Lizbeth	Interventionist - Teacher	8/20/2018
Hinds	Arielle	Aide-Office Manager	7/2/2018
Black	Brittany	Interventionist-Parent Liaison	7/2/2018
Aisagbonhi	Aderonke	One on One Aide - Instructional Assistant	8/20/2018
Flournoy	Desiree	Interventionist-Teacher	8/20/2018
Caesar	Valencia	Kindergarten Aide	8/20/2018
Fashing	Meggan	Interventionist -Teacher	8/20/2018
Sobers	Sharon	Instructional Assistant	8/20/2018
Stokes	Tyria	Instructional Assistant	8/20/2018
Walker	Michael	Interventionist - Instructional Assistant	8/20/2018
Salek-Nejad	Peter	HS VP-Select VP	7/23/2018
Williams	Annette	Intervention Specialist -	8/20/2018
Sai	Joanna	Interventionist-Teacher	8/20/2018
Carrazana	Frank	Basic Skills	8/20/2018

8-18-6

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

Last Name	First Name	Position	Status	Effective Date
Brown	Jarrad	Social Worker	Resigned	8/24/2018
Barnwell	Brittany	Teacher	Resigned	8/21/2018
Rutledge	Maya	Teacher	Resigned	8/27/2018
Craig	Jason	Teacher	Resigned	9/9/2018
Goodrick	Randy	Teacher	Resigned	9/2/2018
Waller	Brittany	Teacher	Resigned	9/2/2018
Gerke	Troy	Teacher	Resigned	9/10/2018
O'Larte	Carissa	Teacher	Resigned	8/31/2018
Mitchell	Desiree	Social Worker	Resigned	10/2/2018
Adeoye	Adebimpe	Sr. Accountant	Resigned	8/15/2018
Khan	Bassit	Jr. Accountant	Terminated	8/10/2018

8-18-7

The Board of Trustees of Marion P. Thomas Charter School approves the following Leaves of Absence – **Approved**

New and Updated

Last Name	First Name	Position	Type of Leave	Leave Date	Return Date
<i>*Ferrer</i>	<i>Angie</i>	<i>ES Teacher</i>	<i>maternity leave</i>	<i>5/11/2018</i>	<i>10/1/2018*</i>
Monteith	Sean	HS Teacher	Sick Leave	6/15/2018	08/20/2018
Williams	Ramona	Assistant SBA	Maternity Leave	7/16/2018	11/1/2018
Lopez	Nilsa	custodian	Sick Leave	7/26/2018	8/6/2018
Ndiche	Nkira	ES Nurse	sick leave	8/7/2018	10/2/2018

New Leave Requests in Bold

**Updated Leave Requests in Italics*

8-18-8

The Board of Trustees of Marion P Thomas resolves to change the current full time security staff to part time security with effect from November 1, 2018. **Approved**

OTHER

8-18-9

The Board of Trustees of Marion P. Thomas Charter School resolves to reaffirm the attached School Mission for the 2018-2019 school year. **Approved**

8-18-10

The Board of Trustees of Marion P. Thomas Charter School resolves to approve the attached amended Core Ethical Values to better align with the school's mission to prepare students to be college and career ready. **Approved**

8-18-11

The Board of Trustees of Marion P. Thomas Charter School resolves to reaffirm "Honoring our Past, Transforming our Future" as the school's theme for the 2018-2019 school year, in recognition of the school's 20th Anniversary. **Approved**

8-18-12

The Board of Trustees of Marion P. Thomas Charter School resolves to approve the attached Curriculum, Instruction and Assessment Handbook with documents organization wide policies and practices for academics for the 2018-2019 school year. **Approved**

8-18-13

The Board of Trustees of Marion P. Thomas Charter School resolves to approve the attached agreement with the New Jersey Special Education Collaborative (NJSEC) to provide 70 hours of consulting to support the development of special education and English Language Learner programs for the 2018-2019 school year at a total cost of \$10,000. **Approved**

8-18-14

The Board of Trustees of Marion P. Thomas Charter School resolves to approve the attached Parent-Scholar Handbook that documents organization-wide policies and practices for families for the 2018-2019 school year. **Tabled**

8-18-15

The Board of Trustees of Marion P. Thomas Charter School resolves to approve the attached agreement with The Future Project, Inc. (TFP) for the provision of a school-based program to improve school culture and climate and assist high school students in realizing their dreams at the high school for the 2018-2019 school year at a total cost of \$50,000. **Approved**

8-18-16

The Board of Trustees of Marion P. Thomas Charter School resolves to approve the attached agreement with The Achievement Network, for the provision of online assessments and in-person training and coaching to implement data driven instruction and increase student achievement at the high school for the 2018-2019 school year at a total cost of \$41,350.

Approved

8-18-17

The Board of Trustees of Marion P. Thomas Charter School resolves to approve the attached agreement with Building Responsible Intelligent Creative Kids (BRICK) for the provision of instructional materials for mathematics and in-person training and coaching to implement data driven instruction and increase student achievement in grades K-8 for the 2018-2019 school year at a total cost of \$81,751. **Approved**

8-18-18

The Board of Trustees of Marion P. Thomas Charter School resolves to approve the attached Staff Attendance Bonus program to improve staff attendance. **Approved**

8-18-19

The Board of Trustees of Marion P. Thomas Charter School resolves to approve the attached Staff Dress Code Policy to ensure staff professionalism and role modeling for scholars.

Approved

8-18-20

The Board of Trustees of Marion P. Thomas Charter School resolves to approve the attached Employee Handbook that documents organization-wide policies and practices for staff for the 2018-2019 school year. **Approved**

8-18-21

The Board of Trustees of Marion P. Thomas Charter School resolves to approve the attached 2018 Annual Report that was completed and submitted by August 1, 2018 as required by the NJ Department of Education. **Approved**

8-18-22

The Board of Trustees of Marion P Thomas Charter School resolves to approve the agreement with CCL Therapy , LLC for the provision of Occupational and or Physical Therapy to students on need basis for the 2018-2019 School Year at a cost of \$425.00 per evaluation/Reevaluation **Approved**

8-18-23

The Board of Trustees of Marion P Thomas Charter School resolves to approve the agreement with Brett DiNovi and Associates, LLC for the provision of Behavioral Therapy to students on need basis for the 2018-2019 School Year at a cost of \$120.00 per hour. **Approved**

8-18-24

The Board of Trustees of Marion P Thomas resolves to approve the following staff members of staff for Home Instruction for Special Education students for the 2018-2019 School Year at a rate of \$40.00 per hours: **Approved**

- S. Kennedy
- D. Romano
- J. Patterson
- W. Patterson
- M. Parelis

8-18-25

The Board of Trustees of Marion P Thomas resolves to approve the following Field trips by the STEAM Academy School for the 2018-2019 School Year as per the attached listing **Approved**

8-18-26

The Board of Trustees of Marion P Thomas resolves to approve the following Field trips by the PAC Academy School for the 2018-2019 School Year as per the attached listing **Approved**

8-18-27

The Board of Trustees of Marion P Thomas Charter School , Inc. resolve authorizing the execution and delivery of certain documents in connection with the issuance by the New Jersey Economic Development Authority of its bonds to finance various capital projects to be leased to Marion P Thomas Charter School, Inc.

Prepared by: Femi Amorin
School Business Administrator/Board Secretary

Approved by:

Board of Trustees