



**Minutes of Scheduled Board Meeting
August 12, 2019**

Mission: “By every means necessary, our mission is to become a 21st Century village that is responsive to the needs of students, staff, parents and the Newark community at large, where scholars become ready for college, careers, and life.”

I. CALL TO ORDER

Chair V. Rouse called the meeting to order at 6:10 pm.

II. RESOLUTIONS FOR BOARD SECRETARY

Moved: **Second:** **Approved: Unanimous.**

III. ROLL CALL & GOVERNANCE UPDATE

Board President and Board Secretary, conducted a roll call of members present:

1. Voting Members (9)
 - a. Nichelle Bowes
 - b. Lincoln Farquharson
 - c. Brianna Gilchrist
 - d. Michelle Jones
 - e. Tyisha Kidd
 - f. Tia Morris
 - g. Reginald Petty
 - h. Vincent Rouse
 - i. Khaatim Sherrer El
2. Non-Voting Members
 - a. Robert Gregory, Superintendent
 - b. Chaleeta Hines, Chief of Staff
 - c. Carrieann Zielinski, School Business Administrator

A quorum was confirmed for the meeting.

IV. ADOPTION OF MINUTES

The minutes from the June 24, 2019 meeting were adopted.

Moved: **Second:** **Approved: Unanimous.**

V. ADOPTION OF AGENDA

The Agenda for the August 12, 2019 meeting was adopted.

Moved:

Morris

Second:

Sherrer El

Approved: Unanimous.

VI. OPEN PUBLIC FORUM

- No comments

VII. ADMINISTRATIVE REPORTS

A. Superintendent/CEO Report v

a. The presentation focused on the following:

- 1) Ensured the Board of Trustees understood the technical concept of a CMO (Charter Management Organization and the benefits for LEAs (Districts), in particular, Marion P. Thomas Charter School.
- 2) Provided the Board of Trustees with an analysis of preliminary NJSLA results and the plan of action.
- 3) Previewed the six-week vision for all Marion P. Thomas Charter schools.
- 4) Shared Save the Dates for community/family events (orientations/BBQs) happening for the month of August in all MPTCS schools.

VIII. COMMITTEE REPORTS

1. Finance Committee (C. Zielinski)

a. The yearly audit has begun and everything is on target.

b. Cash Flow

- i. We are closely monitoring cash flow and we are in a good position. It looks like we will be able to get through the summer. At the end of this month, we may need to draw down \$ 500,000 on the credit line to help with the beginning of the year expenses until our revenue starts to come in for the school year. Our cash flow projections will be forthcoming.

c. MIP

- i. We are in the middle of a transition to MIP our accounting software. There were some kinks on getting Marion P up and running so in the meantime Marion P will continue using Systems 3000 to get the ball rolling
- ii. We will use System 3000 for a few months until things smooth out and we will then transition over to MIP.

d. Current Budget

- i. There will be no significant changes to the current school budget. We will have to take a close look at certain lines because there are some costs that were not originally in the approved budget that has surfaced. One, in particular, was a shortage in our unemployment benefits for the state of NJ.

- ii. Before Misha left, he worked out a repayment plan with the state in the amount of \$50,000 a month to eliminate our debt. In a year, we will have satisfied this debt. We are looking at a number of options, but we are confident with the CMO's assistance and some minor budget cuts, these shortages will be resolved.
 - e. Refinance
 - i. We are currently working with Friends of Marion P on the refinance for the gym and getting the bank all of the required paperwork.
 - ii. At the Sept 23 board meeting, we will have the preliminary offer documents with associated plans to vote an offering that should happen at the end of October partial tax off because we can't double up.
 - f. RFP Security Company . Motivated Security
 - i. The contract has been created, we are currently negotiating the terms and this will probably be brought forward as a special resolution before the next Board Meeting
- 2. Personnel Committee (M. Weidman)
 - 1. The MPTCS Handbook was discussed and approved.
 - 2. The separation of Arther King was discussed and approved.
 - 3. An update was presented on progress filling vacancies.
 - 4. New Hires, separations and leaves were reviewed.
- 3. Academic Committee - no report
- 4. Legal Updates (T. Jalloh)
 - 1. False Alarms – July 7 – 8 calls System not working costing \$\$\$.
 - 2. Renewing Mortgage on Sussex Ave, through Bonds with NJ Economic Development Authority. Will need to approve a resolution in the Sept. Board meeting.
 - 3. Employee, JB, requesting an adjustment in status for a position the state never qualified. This request was to go to the Grievance committee, but she resigned.
 - 4. MPTCS and FMPTCS received an Informational Subpoenas regarding the information on the purchase of Clinton Ave and Burnett St. and the bonds with the NJ Economic Development Authority. They were supplied with the documents they requested. All of the documents were from FMPTCS.
- 5. Alumni Committee - no report
- 6. Parent Committee - no report

VIII. CHAIRMAN REPORT (Rouse)

- A. The report-out focused on the following:
 1. Welcomed all Board Members to the new school year. Shared the level of excitement because of the level of expertise each Board Member comes with. Explained volunteers are needed to effectively execute the committees.
 2. Supported the District Goals from the Superintendent.

XII. RESOLUTIONS (Numbered 8-12-X)

GOVERNANCE/POLICY

1. The Board of Trustees of Marion P. Thomas Charter School appointed the following member to be sworn in as the Board Secretary:
 - a. Carriann Zielinski, School Business Administrator **Approved.**

PERSONNEL

1. The Board of Trustees of Marion P. Thomas Charter School approves the following attached MPTCS Handbook. **Approved.**
2. The Board of Trustees of Marion P. Thomas Charter School approves the separation of Arther King. **Approved.**
3. The Board of Trustees of Marion P. Thomas Charter School approves the following attached new hires for the 2019-2020 School Year. **Approved.**
4. The Board of Trustees of Marion P. Thomas Charter School approves the following attached separations for the 2019-2020 School Year. **Approved.**

FINANCE

5. The Board of Trustees of Marion P. Thomas Charter School is pending approval for the Treasurer of School Monies Report for the months of June 2019. **Approved.**
6. The Board of Trustees of Marion P. Thomas Charter School approves the attached Board Secretary Report for the month of June 2019. **Approved.**
7. The Board of Trustees of Marion P. Thomas Charter School approves the attached Bills and Claims Report for the month of June 2019 for **\$3,097,745. 50. Approved.**
8. The Board of Trustees of Marion P. Thomas Charter School approves the attached Bills and Claims Report for the month of July 2019 for **\$2,073,161.98 (pending). Approved.**

OTHER

1. The Board of Trustees of Marion P. Thomas Charter School approves the following field trips: **Approved.**

STEAM Academy

Date	Purpose/Destination	School	Transport	Cost/Admissions
10/1/19	Fairfield Farms	Grade Pre-K, Kindergarten, First, Second	Bus (paid by school)	\$1,432
10/3/19	Lincoln University	Grade 7	Bus (paid by school)	\$1,300
10/15/19	Turtle Back Zoo	Grade Pre-K, Kdg, 1	Bus (paid by school)	\$1,265.00
10/17/19	Delaware State University	Grade 5	Bus (paid by school)	\$412.00 (lunch is included)
10/23/19	Liberty Science Center: Youth Day	Grades Pre-K, Kindergarten, First and Second	Bus (paid by school)	\$2,443.00
10/24/19	Adventure Aquarium	Grade 5	Bus (paid by school)	\$543.00

2. The Board of Trustees of Marion P. Thomas Charter School approves the 2019 Annual Report.
Approved.

XIII. ADJOURNMENT

The board adjourned at 7:50 PM

Moved: Rouse; Second: Sherrel El Approved: Unanimous.

Prepared by: Carrieann Zielinski

