

**MASTERY SCHOOLS OF CAMDEN
BOARD OF TRUSTEES MEETING**

November 16, 2016 6pm-8pm

**Mastery – East Camden Middle
(Conference Call)**

****Minutes****

Members present: Judith Tschirgi, Reuel Robinson, Sharell Sharp, Jim Sheward.
Member absent: Jamie Reynolds.
Staff and Guests: Yonca Agatan, Scott Gordon, Jim Leonard, Tom Greenwood, Tom Johnston (Counsel), William Hayes, Arliss Pratt.

Board President called the public meeting to order at 6:04pm.

1. Approval of the Minutes from October 19, 2016 (as attached pp. 8-14).

#111616-01

Resolved, to approve the minutes from the meeting held on October 19, 2016, as presented.

Motion to approve #111616-01: Jim Sheward. Second by: Sharell Sharp.

Motion carried (4-0, unanimous)

2. Human Resources

#111616-02

Resolved, to ratify Mastery Schools of Camden staff hired between October 10, 2016 and November 4, 2016 as presented below.

First Name	Last Name	Location	Job	FTPT	Original Hire	Rate/Salary
Joel	Perez	Cramer Hill	After-School Support	P	10/17/2016	\$27.00
Magaly	Martinez	Molina	SpEd Classroom Asst	P	10/24/2016	\$15.00

We report the following terminations from Mastery Schools of Camden between October 10, 2016 and November 4, 2016 as presented below.

First Name	Last Name	Location	Job	Termination Date	Termination Reason
Rodrigo	Diaz	East Camden	Teacher - Spanish	10/14/2016	Voluntary
David	Bolanos	Molina	Teacher - Math	10/19/2016	Voluntary
Martin	Nwoga	East Camden	Teaching Assistant	10/24/2016	Involuntary
Sean	Brown	East Camden	Support Teacher	10/24/2016	Involuntary
Christopher	Brady	Molina	Teacher 3-6	11/02/2016	Voluntary
Jesse	McKevitt	East Camden	Teacher - History	11/04/2016	Voluntary
Scott	Arney	Molina	Teacher- Literature	11/04/2016	Voluntary

Motion to approve #111616-02: Jim Sheward. Second by: Sharell Sharp.
Motion carried (4-0, unanimous)

Gordon announced the hiring of a Chief Talent Officer, Laura Clancy. She will present teacher retention data at an upcoming board meeting.

#111616-03

Resolved, to ratify the \$33,489.85 of “other earnings” compensation paid during October 2016 for Mastery Schools of Camden staff, as presented on the below.

First Name	Last Name	Job Title	Other Earnings	Description
Maritza	Guridy	Community Engagement Mgr.	\$1,307.69	End of Year Bonus (\$1000) RETRO (\$307.69) merit increase
Ashley	Reiss	Teacher - ESL	\$163.46	Summer Stipend for PHLOTE home language phone surveys
Erika	Cruz	Intern	\$1,336.50	After school care
Richard	Gaines	SpEd Classroom Asst	\$958.50	After school care
Mia	Harper	Teaching Assistant	\$810.00	After school care
Iris	Hill	Teacher - SpEd	\$810.00	After school care
Jenese	Tejero	Teacher - SpEd	\$810.00	After school care
Andre	Brown	SpEd Classroom Asst	\$756.00	After school care
Alexandra	Mazyck	Teacher - SpEd	\$692.00	After school care
Justin	Cole	Teacher - K-2	\$681.75	After school care
Kimberly	Garvin	Teacher - 3-6	\$681.75	After school care
Kimberly	Clark	Support Teacher	\$661.50	After school care
Cintrella	Harris	Teacher - K-2	\$648.00	After school care
Maryah	Wilcox	SpEd Classroom Asst	\$567.00	After school care
Lolita	DeShazor	SpEd Case Manager	\$1,125.25	After school care
Kenneth	Reyes	Teacher - K-2	\$540.00	After school care
Amanda	Vignali	Teacher - 3-6	\$540.00	After school care
Hend	Hashem	After-School Support	\$519.75	After school care
Cynthia	Lawson	After-School Support	\$513.00	After school care
Erica	Carmichael	Teaching Assistant	\$486.00	After school care
Aaron	Rhock	Support Teacher	\$418.50	After school care
Kristen	Saggiomo	Teacher - SpEd	\$405.00	After school care
Shikeya	Setzer	SpEd Classroom Asst	\$364.50	After school care
Sean	Burg	Teacher - Social Studies	\$324.00	After school care
Casey	Trimper	Teacher - 3-6	\$270.00	After school care
Isamar	Figueroa	Community Engagement Mgr.	\$250.00	Enrollment Stipend
Xiomara	Garcia	Admin Assistant	\$250.00	Enrollment Stipend
Artavia	Walker	After-School Support	\$243.00	After school care
Davanna	Morris	SpEd Classroom Asst	\$67.50	After school care
Risa	DeSilva	Teacher - 3-6	\$54.00	After school care
Martin	Nwoga	Teaching Assistant	\$54.00	After school care
Jovana	Ramos	Teacher - 3-6	\$1,288.10	Terminated employee payout
Rodrigo	Diaz	Teacher - Spanish	\$1,312.60	Terminated employee payout

First Name	Last Name	Job Title	Other Earnings	Description
Alex	Garcia	Teacher - English	\$1,000.00	Referral Bonus
Carmen	U Barry	Community Engagement Mgr.	\$1,000.00	Referral Bonus
Scott	Arney	Teacher- Literature	\$500.00	Referral Bonus
Laura	Battipaglia	Teacher - SpEd	\$500.00	Referral Bonus
Katherine	Roman	Teacher - K-2	\$500.00	Referral Bonus
Allison	Eller	Teacher - ESL	\$500.00	Referral Bonus
Kathryn	Rehill	Teacher - K-2	\$500.00	Referral Bonus
Catherine	Steckel	Teacher - SpEd	\$500.00	Referral Bonus
Niki	Williams	Teacher - Art	\$500.00	Referral Bonus
Mildred	Rojas	Community Engagement Mgr.	\$500.00	Referral Bonus
Theodore	Gibson	Classroom Counselor	\$580.50	Rate Increase effective 8/8/2016. RETRO amount
Jesse	McKevitt	Teacher - History	\$2,000.00	Signing Bonus
Katherine	Schoen	Social Worker 10 Month	\$1,000.00	Signing Bonus
Jenna	Forte	Teacher-Bilingual	\$3,000.00	Tuition Reimbursement
Tyneika	Bond	Teaching Assistant	\$1,000.00	Tuition Reimbursement
Total			\$33,489.85	

Motion to approve #111616-03: Jim Sheward. Second by: Reuel Robinson.
 Motion carried (4-0, unanimous)

**3. Disbursement Approvals
 (No attachment for payroll, Separate document for invoices)**

#111616-04

Resolved, that the Mastery Schools of Camden Board of Trustees ratifies the payroll in the amount of \$565,204 for October 7, 2016 and \$579,005 for October 21, 2016.

Motion to approve #111616-04: Sharell Sharp. Second by: Jim Sheward.
 Motion carried (4-0, unanimous)

#111616-05

Resolved, to approve payment of \$1,183,715.18 for operating and start-up expenses as detailed in the invoices listing (Board Document 111616-01).

Motion to approve #111616-05: Reuel Robinson. Second by: Sharell Sharp.
 Motion carried (4-0, unanimous)

4. Finance Presentation (Yonca Agatan) – pp. 5-7

- **Section I – Enrollment Update**
- **Section II – Overview of FY17 Financials**

Discussion: Agatan presented updated financials and the budget revisions for November. She identified special education expenses as the biggest risk (outside of enrollment). Sheward inquired about the creation of a special education reserve to mitigate risk. Gordon and Agatan will monitor SPED expenses and report back if budget changes are required.

5. General Business and School Operations

#111616-06

Resolved, to approve and accept the Comprehensive Annual Financial Report for the year ended June 30, 2016 for Mastery Schools of Camden.

Discussion: Clean audit, no major areas of concern.

Motion to approve #111616-06: Jim Sheward. Second by: Sharell Sharp.
Motion carried (4-0, unanimous)

#111616-07

Resolved, to approve the proposed budget transfers and November budget revision as presented (Board Document 111616-02).

Motion to approve #111616-07: Jim Sheward. Second by: Sharell Sharp.
Motion carried (4-0, unanimous)

#111616-08

Resolved, to ratify execution of contracts with vendors for services to Mastery Schools of Camden as presented below.

Contractor / Service Provider	Description of Services	Term of Contract (if applicable)	Contract Amount
Fresh and Healthy Vending	School vending machine at Molina	August 2016 - July 2017 with automatic one-year renewal, unless otherwise notified by either party.	No cost to MSC. School receives a 15% commission on items sold
State of New Jersey Dept. of Human Services, Commission for the Blind and Visually Impaired	Special education services for a visually impaired student at McGraw	September 2016 - June 2017	\$1,900
Girl Scouts of Central & Southern NJ, Inc	Girl Scouts troop programming that will increase a strong sense of self, positive values, challenge seeking, healthy relationships and community problem solving. (<i>Molina only</i>)	November 2016 - October 2017	No cost MOU. In-Kind services exchanged between organizations such as training for Scout leaders, location for troop meetings.

Motion to approve #111616-08: Jim Sheward. Second by: Sharell Sharp.
Motion carried (4-0, unanimous)

6. Camden City School District Agreements

#111616-09

Resolved, to enter into a Memorandum of Agreement between Mastery Schools of Camden and the Camden City School District ("CCSD") to outline the mutual responsibilities, understandings, and agreements regarding the Camden Enrollment system. (Separate document – Camden Enrollment MOA Year Two).

Motion to approve #111616-09: Jim Sheward. Second by: Sharell Sharp.
Motion carried (4-0, unanimous)

7. Compliance and Policy Updates

Harassment, Intimidation, and Bullying (HIB) information (separate document)

- Monthly HIB report (November 2016)

Discussion: Gordon, Pratt, and Hayes explained how we currently manage, monitor and support school-based culture teams.

#111616-10

Resolved, to amend the Student – Parent Handbook to say the following:

- Students in grades kindergarten through grade two:
 - Shall not be expelled from school, except as provided pursuant to the “Zero Tolerance for Guns Act,” P.L. 1995, c. 127,
 - Shall not receive an out-of-school suspension, except when the suspension is based on conduct that is of a violent or sexual nature and endangers others.

Discussion: Gordon explained that this revision matches what policies and practices are currently being practiced.

Motion to approve #111616-10: Sharell Sharp. Second by: Reuel Robinson.
Motion carried (4-0, unanimous)

8. CEO’s Report

Discussion: Gordon announced that in an upcoming meeting, he will walk through the academic progress to date.

Team also shared that there are ongoing discussions regarding the scopes of the renovation projects at Molina, McGraw and ECM. An increase in scope will potentially result in increased rent at each site. The increase will be paid through the per pupil allotment at each school. Rent is TBD until final scopes and budgets are determined.

9. Closed Session – legal and real estate matters

The Board went into closed session to discuss legal and real estate matters at 6:30pm (Sheward, Sharp, 4-0). The Board returned from closed session at 8:04pm (Sheward, Sharp, 4-0).

Board Counsel and Chair presented resolution authorizing the Chair to approve any revisions to By-laws as related to the Mastery's pension enrollment application.

#111616-11 (ADDED)

Resolved, to authorize the Board Chairperson, in consultation with counsel, to approve revisions to the School's by-laws and articles of incorporation, to allow for the distribution of the School's assets, after payment of all debts, to Camden City School District upon the School's closure and dissolution, in furtherance of the pending applications to enroll the School's employees' in the state pension systems.

Motion to approve #111616-11: Jim Sheward. Second by: Sharell Sharp.
Motion carried (4-0, unanimous)

10. Public Comment – *None at this time.*

11. Adjourn

Motion to adjourn at 8:06pm (Jim Sheward, Sharell Sharp)
Motion carried (4-0, unanimous)