

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

December 14, 2016 6pm-7pm

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

****Minutes****

Members present: Judith Tschirgi, Jamie Reynolds, Sharell Sharp, Jim Sheward.

Member absent: Reuel Robinson.

Staff and Guests: Yonca Agatan, Scott Gordon, Jim Leonard, Michael Patron, Tom Greenwood, Tom Johnston (Counsel), Joe Ferguson.

Board President called the public meeting to order at 6:02pm.

1. Approval of the Minutes from November 16, 2016 (as attached pp. 9-14).

#121416-01

Resolved, to approve the minutes from the meeting held on November 16, 2016, as presented.

Motion to approve #121416-01: Jim Sheward. Second by: Sharell Sharp.

Motion carried (4-0, unanimous)

2. Human Resources

#121416-02

Resolved, to ratify Mastery Schools of Camden staff hired between November 5, 2016 and December 2, 2016 as presented below.

First Name	Last Name	Location	Job	FTPT	Original Hire	Rate/Salary
Lynne	Sanders	East Camden	Teacher - Spanish	F	11/14/2016	\$66,500
Cashana	Hudson	East Camden	Teacher - Science	F	11/14/2016	\$50,000
Kevin	Carroll	Molina	SpEd Classroom Asst	P	11/28/2016	\$15.00
Jovana	Ramos	Molina	Support Teacher	F	08/10/2015 (rehired 11/7/16)	\$40,000

We report the following terminations from Mastery Schools of Camden between November 5, 2016 and December 2, 2016 as presented below.

First Name	Last Name	Location	Job	Termination Date	Termination Reason
Luiz	Pereira	North Camden	AP/Director - School Culture	11/22/2016	Voluntary
Desireah	Osborne	East Camden	Asst School Leader-Specialized Services	11/09/2016	Voluntary
Yaritza	Medina	Molina	Teaching Assistant	11/09/2016	Voluntary
Laura	Battipaglia	Molina	Teacher - SpEd	11/09/2016	Voluntary
Sirjana	Wlotko	East Camden	Teacher - Science	11/07/2016	Voluntary

Motion to approve #121416-02: Jamie Reynolds. Second by: Sharell Sharp.
 Motion carried (4-0, unanimous)

#121416-03

Resolved, to ratify the \$40,827.97 of “other earnings” compensation paid during November 2016 for Mastery Schools of Camden staff, as presented on the below.

First Name	Last Name	Job Title	Other Earnings	Description
Tyneika	Bond	Teaching Assistant	\$472.50	After School Care
Andre	Brown	SpEd Classroom Asst	\$1,147.50	After School Care
Sean	Burg	Teacher - Social Studies	\$526.50	After School Care
Erica	Carmichael	Teaching Assistant	\$1,255.50	After School Care
Kimberly	Clark	Support Teacher	\$486.00	After School Care
Justin	Cole	Teacher - K-2	\$594.00	After School Care
John	Coleman	SpEd Classroom Asst	\$661.50	After School Care
Erika	Cruz	Intern	\$1,336.50	After School Care
Lolita	DeShazior	SpEd Case Manager	\$580.50	After School Care
Richard	Gaines	SpEd Classroom Asst	\$877.50	After School Care
Kimberly	Garvin	Teacher - 3-6	\$999.00	After School Care
Mia	Harper	Teaching Assistant	\$945.00	After School Care
Cintrella	Harris	Teacher - K-2	\$378.00	After School Care
Hend	Hashem	After-School Support	\$1,655.13	After School Care
Iris	Hill	Teacher - SpEd	\$945.00	After School Care
Courtney	Johnson	Support Teacher	\$337.50	After School Care
Cynthia	Lawson	After-School Support	\$540.00	After School Care
David	Martinez	Teacher - Math	\$715.50	After School Care
Alexandra	Mazyck	Teacher - SpEd	\$513.00	After School Care
Davanna	Morris	SpEd Classroom Asst	\$81.00	After School Care
Joel	Perez	After-School Support	\$985.50	After School Care
Kenneth	Reyes	Teacher - K-2	\$1,120.50	After School Care
Aaron	Rhock	Support Teacher	\$850.50	After School Care
Kristen	Saggiomo	Teacher - SpEd	\$1,336.50	After School Care

First Name	Last Name	Job Title	Other Earnings	Description
Laura	Schmidt	Teacher - K-2	\$94.50	After School Care
Shikeya	Setzer	SpEd Classroom Asst	\$243.00	After School Care
Jenese	Tejero	Teacher - SpEd	\$945.00	After School Care
Casey	Trimper	Teacher - 3-6	\$364.50	After School Care
Amanda	Vignali	Teacher - 3-6	\$1,458.00	After School Care
Artavia	Walker	After-School Support	\$499.50	After School Care
Maryah	Wilcox	SpEd Classroom Asst	\$702.00	After School Care
Stephanie	McCord	Teacher - SpEd	\$1,450.00	Instructional minute overage
Andrew	Anderson	Teacher - SpEd	\$461.54	Retro pay for Masters degree increase
Myasia	Johnson	Classroom Counselor	\$739.77	Retro pay for increase
Scott	Arney	Teacher- Literature	\$2,038.04	Terminated employee payout
David	Bolanos	Teacher - Math	\$1,329.43	Terminated employee payout
Christopher	Brady	Teacher - 3-6	\$983.81	Terminated employee payout
Sean	Brown	Support Teacher	\$1,164.00	Terminated employee payout
Jesse	McKevitt	Teacher - History	\$2,021.74	Terminated employee payout
Yaritza	Medina	Teaching Assistant	\$1,603.34	Terminated employee payout
Martin	Nwoga	Teaching Assistant	\$1,067.55	Terminated employee payout
Desireah	Osborne	Asst School Leader-Specialized Services	\$3,072.12	Terminated employee payout
Irma	Diaz	Teacher-Bilingual	\$1,000.00	Translation services
Stephanie	Young	Support Teacher	\$250.00	Tuition Reimbursement
Total			\$40,827.97	

Motion to approve #121416-03: Jim Sheward. Second by: Sharell Sharp.
Motion carried (4-0, unanimous)

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

#121416-04

Resolved, that the Mastery Schools of Camden Board of Trustees ratifies the payroll in the amount of \$566,338 for November 4, 2016 and \$560,534 for November 18, 2016.

Motion to approve #121416-04: Sharell Sharp. Second by: Jim Sheward.

Motion carried (4-0, unanimous)

#121416-05

Resolved, to approve payment of \$1,088,928.90 for operating and start-up expenses as detailed in the invoices listing (Board Document 121416-01).

Motion to approve #121416-05: Jamie Reynolds. Second by: Jim Sheward.

Motion carried (4-0, unanimous)

4. Finance Presentation (Yonca Agatan) – pp. 5-8

- Agatan shared the latest enrollment numbers and financial statements. Overall, total enrollment, at Risk %, special ed % and LEP % are all slightly higher than the budget and Mastery Camden's balance sheet is strong.

5. General Business and School Operations

#121416-06

Resolved, to ratify the opening of a new operating bank account at PNC Bank for East Camden Middle.

Further Resolved, to authorize the following individuals to sign checks and authorize disbursements on behalf of Mastery Schools of Camden, Inc.: Scott Gordon, Yonca Agatan, Tom Greenwood, Joseph Ferguson, Jim Leonard and Judy Tschirgi.

Motion to approve #121416-06: Sharell Sharp. Second by: Jamie Reynolds.

Motion carried (4-0, unanimous)

#121416-07

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
Ministry of Foreign Affairs and National Institute for Adult Education of Mexico	Online adult education courses for Spanish speaking parents and community members at McGraw. Sponsored by the government of Mexico, the program is open to all Spanish-speaking individuals.	One year	\$1,000 for a site coordinator.
Kaleidoscope Education Solutions, inc.	Substitute teaching services	Yearly, short term substitute	\$40/hour for special education teacher, as needed.
KDI	Copiers for all campuses	July 2016 - June 2017	North Camden, \$1,847/month; Cramer Hill, \$923.50/month; Molina \$2,770/month, McGraw, \$1,847/month and East Camden, \$1,847/month. Additional costs for supplies and copier overages.

Motion to approve #121416-07: Jim Sheward. Second by: Jamie Reynolds.

Motion carried (4-0, unanimous)

6. Camden City School District Agreements – None at this time.

7. Compliance and Policy Updates

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

- Monthly HIB report (December 2016)

8. CEO’s Report

- Gordon shared a draft of a letter from management to Mastery Camden staff updating them on Mastery’s pension application. In that letter, Gordon shares a tentative timeline and alternative plan (ie. 403B) if the application is not approved

by March. After Board discussion, the Board agreed that the draft should be distributed to staff.

- Counsel informed the Board of its role in disciplinary processes. Long-term suspensions and expulsions must be ratified by the Board. After Board discussion, it was agreed that the Board would appoint a Board member to serve on the Long-term suspension Committee to review cases presented by management.

ADDED: #121416-08

Resolved, to appoint Jamie Reynolds to serve on the Long Term Suspension Committee for the 2016-17 school year.

Motion to approve #121416-08: Sharell Sharp. Second by: Jim Sheward.

Motion carried (3-0) (Reynolds abstained).

9. Closed Session – legal and real estate matters – *None at this time.*

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

11. Adjourn

Motion to adjourn at 6:45pm (Jamie Reynolds, Sharell Sharp)

Motion carried (4-0, unanimous)