

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

**April 13, 2016  
6:30-8:30p.m. Board Meeting**

**Held at Mastery – Molina Elementary**

**\*\*MINUTES\*\***

Closed session held prior to meeting to discuss legal matters related to state pension eligibility and real estate financing matters.

Board Chair called meeting to order at 7:00pm.

Members present: Judith Tschirgi, Graham Finney, Reuel Robinson, Stacy Holland  
Staff and Guests: Yonca Agatan, Scott Gordon, Jim Leonard, Tom Greenwood, Joe Ferguson, Michael Patron, Tom Johnston (Counsel)

**1. Approval of the Minutes from March 15, 2016 (as attached pp. 10-16).**

**Resolution #0413-01**

**Resolved**, to approve the minutes from the meetings held on March 15, 2016, as presented.

Motion to approve: Stacy Holland. Second by: Graham Finney

Motion carried (4-0, Unanimous)

**2. Human Resources**

**#0413-02**

**Resolved**, to ratify Mastery Schools of Camden staff hired between March 8, 2016 and April 1, 2016 as presented below.

First Name	Last Name	Location	Job	PT or FT	Original Hire
Myasia	Johnson	Molina	Assistant Dean of Student	PT	03/21/2016
Matthew	Marshall	McGraw	Assistant Dean of Student	FT	03/14/2016
Jessica	Ramirez	North Camden	Assistant Dean of Student (*)	PT	03/07/2016

(\*) *promoted from Culture Assistant to Assistant Dean at North Camden*

Motion to approve: Graham Finney. Second by: Reuel Robinson.

Motion carried (4-0, Unanimous)

We report the following terminations from Mastery Schools of Camden between March 8, 2016 and April 1, 2016 as presented below.

First Name	Last Name	Location	Job	Termination Date	Termination Type
Dorothy	Dolan	McGraw	Social Worker 10 Month	03/18/2016	Voluntary

### #0413-03

**Resolved**, to ratify the \$20,450.11 of “other earnings” compensation paid during March 2016 for Mastery Schools of Camden staff, as presented on the below.

First Name	Last Name	Job Title	Other Earning	Description
Brook	Damm	Teacher - SpEd	\$ 4,578.12	Summer Pay Out for Terminated Employee
Ashley	Colligan	Teacher - English	\$ 4,690.00	Summer Pay Out for Terminated Employee
Dorothy	Dolan	Social Worker 10 Month	\$ 6,284.49	Summer Pay Out for Terminated Employee
Tyneika	Bond	Teaching Assistant	\$ 1,000.00	Tuition Reimbursement
Carla	Heusser	Teacher - SpEd	\$ 325.00	Tuition Reimbursement
Isamar	Figueroa	Admin Assistant	\$ 2,160.00	After School Compensation
Erika	Cruz	Intern	\$ 62.50	After School Compensation
Tianna	Kilgore	Dean 10 Month	\$ 1,000.00	Tuition Reimbursement
Irma	Diaz	Teacher-Bilingual	\$ 350.00	Translation Services
<b>Total</b>			<b>\$ 20,450.11</b>	

Agatan explained that “Summer Payout” represents the money owed to a terminated employee for previous work. Our schools pay 10 months of work (for teachers and other 10 month employees) over 12 months. When an employee leaves, they are owed the remained of the salary earned.

Motion to approve: Stacy Holland. Second by: Graham Finney  
Motion carried (4-0, Unanimous)

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

#### #0413-04

**Resolved**, that the Mastery Schools of Camden Board of Trustees ratifies the payroll in the amount of \$416,922 for March 11, 2016 and \$426,774 for March 25, 2016.

#### #0413-05

**Resolved**, to approve payment of \$487,042.34 for operating, facilities improvement and start-up expenses as detailed in the invoices listing (Board Document 041316-01).

Motion to approve #0413-04 and #0413-05: Reuel Robinson. Second by: Graham Finney.

Motion carried (4-0, Unanimous)

### Finance Presentation (Yonca Agatan)

- Enrollment Update
- Overview of March 2016 Financials

Agatan walked through current financials and enrollment. Enrollment showed lower enrollment (12 students) than budget. At risk, Special Ed, and LEP populations are consistent with budget assumptions. She also shared that local revenue sources are lower than budget, but we expect to receive the remaining portion of the funds when the Camden School District reconciles its figures over the next several weeks.

**#0413-06**

**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
Schickel, Ceci	Community advocacy and outreach consulting	January 2016 - March 2016	(UPDATED from 11/12/15 meeting) Monthly amount not to exceed \$6,000. <i>Hired as Mastery-NST employee on March 28, 2016.</i>
Baez, Luis	Street Team Organizer	March 2016 - June 2016	\$15 per hour
Chapman, Charles	Street Team Organizer	March 2016 - June 2016	\$15 per hour
Greenfield, Heather Norwich	Enrollment Outreach, including data entry	April 2016 - June 2016	\$15 per hour
Pagan, Stephanie	Street Team Organizer	April 2016 - June 2016	\$15 per hour
Archway Programs	Extended School Year (ESY) program for student ID 800010	2015-16 School Year	Up to \$7,000

Motion to approve: Graham Finney. Second by: Reuel Robinson.  
 Motion carried (4-0, Unanimous)

**#0413-07**

**Resolved**, to approve the contract for legal services with Johnston Law Firm, LLC for the period of April 1, 2016 through March 31, 2017 on an as needed basis using the following rate structure:

- \$275 per hour for firm principal and counsel
- \$235 per hour for firm associates
- \$115 per hour for paralegal and law student/clerks

**Further Resolved**, that the Board of Trustees re-appoints Tom Johnston of Johnston Law Firm, LLC to serve as legal counsel for Mastery Schools of Camden, Inc.

Johnston Law will continue to support us with Renaissance and charter law interpretation, but is also available to support vendor disputes, labor relations, and non-real estate transactions. For real estate or other matters outside of Johnston’s expertise, we will seek alternative counsel.

Motion to approve: Stacy Holland. Second by: Reuel Robinson.  
 Motion carried (4-0, Unanimous)

**4. Camden City School District Agreements**

*None at this time.*

## 5. Compliance and Policy Updates

NJDOE requires all school districts to complete a Comprehensive Equity Plan (CEP) every three years. Its purpose is to ensure that schools have all mandated equity and non-discrimination policies in place and that school programs are being implemented in an equitable manner. The CEP is a self-assessment (needs assessment) composed of yes or no questions. Any item answered with a no must also have an action plan to become compliant within 3 years.

Mastery Schools of Camden is compliant with most of the mandated responsibilities with a few areas identified for improvement. Our CEP includes the needs assessment and the corrective actions.

While Mastery Schools of Camden has basic non-discrimination policies adopted in our Student Parent Handbook and Employee Handbook, there is additional specific language required by NJDOE. A more comprehensive Nondiscrimination Affirmative Action Policy has been drafted to address the additional requirements. This policy is based on a template provided by NJ School Board Association. The template has been modified for Mastery Schools of Camden by Michael Patron, Network Director of Compliance and has been reviewed by our legal counsel.

Patron walked through the state requirements described above.

### **#0413-08**

**Resolved**, to authorize the submission of the proposed Comprehensive Equity Plan (Board Document 041316-02).

### **#0413-09**

**Resolved**, to adopt the Non-Discrimination Affirmative Action Policy (Board Document 041316-03).

### **#0413-10**

**Resolved**, to re-appoint Michael Patron as the Affirmative Action Officer for the 2016-17 school year.

Motion to approve #0413-08 and #0413-09 and #0413-10: Graham Finney. Second by: Stacy Holland.

Motion carried (4-0, Unanimous)

## 6. 2016-2017 School Calendar (See following page for calendar)

### **Summary of Changes from last year's Calendar**

- Planned Instructional days increased to 186 days in 2016-2017. Normally we plan for 184 days.

- This year's harsh winter and Pope's visit have us projecting to 180 days which is the NJ minimum number of days allowed.
- On Sept 12th, Mastery will recognize the Islamic holy days of Eid al-Fitr and Eid al-Adha in their academic calendars joining the region campaign for wider recognition of the Eid holidays.
- Schools will be open on Columbus Day. We are following a trend of staying open on Columbus Day. Several local districts including the Philadelphia School District and Camden City School District have already stopped observing the holiday.
- Schools will be closed Monday through Wednesday of Presidents Day week. The stretch from Winter Break to Spring Break tends to be the most challenging time for staff and students. Next year's Spring Break will be three weeks later in the year. The intent of this mid-winter break is to raise morale, motivation and retention by providing a brief break midway through this long and challenging stretch.

#### **#0413-11**

**Resolved**, to approve the proposed 2016-2017 academic calendar and authorize the submission of the calendar to appropriate District and NJ Department of Education departments.

Motion to approve #0413-11: Stacy Holland. Second by: Graham Finney.  
Motion carried (4-0, Unanimous)

## 2016-2017 School Year Calendar

<p><b><u>August 2016</u></b></p> <ul style="list-style-type: none"> <li>• Aug. 8, 2016 – First Day for New Teachers</li> <li>• Aug. 15, 2016 – First Day for Remaining Teachers</li> <li>• Aug. 22, 2016 – First Day for Students</li> <li>• Aug. 22, 2016 – Report Period 1 (RP 1) starts</li> </ul>	<p><b><u>September</u></b></p> <ul style="list-style-type: none"> <li>• Sept. 5, 2016 – Labor Day – School Closed</li> <li>• Sept. 6, 2016 – First Day for Kindergarten</li> <li>• Sept. 12, 2016 – Eid al-Adha – School Closed</li> </ul>
<p><b><u>October</u></b></p> <ul style="list-style-type: none"> <li>• Oct. 3-4, 2016 - Rosh Hashanah – School Closed</li> <li>• Oct. 12, 2016 – Yom Kippur – School Closed</li> <li>• Oct. 18-19, 2016 – RP 1 Benchmarks</li> <li>• Oct. 21, 2016 – Staff Professional Development</li> <li>• Oct. 24, 2016 – RP 2 Start</li> <li>• Oct. 31, 2016 – Staff Professional Development</li> </ul>	<p><b><u>November</u></b></p> <ul style="list-style-type: none"> <li>• Nov. 8, 2016 – Staff Professional Development</li> <li>• Nov. 11, 2016 – Veterans Day – School Closed</li> <li>• Nov. 23-25, 2016 – Thanksgiving Break</li> </ul>
<p><b><u>December</u></b></p> <ul style="list-style-type: none"> <li>• Dec. 20-21, 2016 – RP 2 Benchmarks</li> <li>• Dec. 23, 2016 – Staff Professional Development</li> <li>• Dec. 26-30, 2016 – Winter Break</li> </ul>	<p><b><u>January 2017</u></b></p> <ul style="list-style-type: none"> <li>• Jan. 2, 2017 – Winter Break</li> <li>• Jan. 3, 2017 – RP 3 Start</li> <li>• Jan. 6, 2017 – Staff Professional Development</li> <li>• Jan. 6, 2017 – Three Kings' Day – School Closed</li> <li>• Jan. 16, 2017 – M.L. King Jr. Day – School Closed</li> </ul>
<p><b><u>February</u></b></p> <ul style="list-style-type: none"> <li>• Feb. 1, 2017 – Staff Professional Development</li> <li>• Feb. 20-22, 2017 – Mid-Winter Break</li> </ul>	<p><b><u>March</u></b></p> <ul style="list-style-type: none"> <li>• Mar. 21-22, 2017 – RP 3 Benchmarks</li> <li>• Mar. 24, 2017 – Staff Professional Development</li> <li>• Mar. 27, 2017 – RP 4 Start</li> </ul>
<p><b><u>April</u></b></p> <ul style="list-style-type: none"> <li>• Apr. 3, 2017 – Staff Professional Development</li> <li>• Apr. 14-21, 2017 – Spring Break</li> </ul>	<p><b><u>May</u></b></p> <ul style="list-style-type: none"> <li>• May 29, 2017 – Memorial Day – School Closed</li> </ul>
<p><b><u>June</u></b></p> <ul style="list-style-type: none"> <li>• Jun. 13-14, 2017 – RP 4 Benchmarks</li> <li>• Jun. 22, 2017 – Last Day for Students</li> <li>• Jun. 23, 2017 – Staff Professional Development</li> <li>• Jun. 26-30, 2017 – NST Shutdown Week</li> </ul>	

**7. Closed Session – held prior to the public meeting.**

**8. Public Comment – *none at this time.***

**9. Adjourn –**

Motion to adjourn at 7:23pm: Reuel Robinson. Second by: Stacy Holland.

Motion carried (4-0, Unanimous)