

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

May 16, 2017

Mastery – North Camden Elementary

Minutes

Adequate notice of the meeting has been provided to the Courier Post, Daily News – New Jersey edition, and the Camden City Clerk and posted at all Mastery Schools of Camden locations and website.

Members present: Judith Tschirgi, Jim Sheward, Sharell Sharp, Reuel Robinson (joined late), Jamie Reynolds.

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

Sheward chaired the meeting and called it to order at 6:02pm.

1. Approval of the Minutes from April 25, 2017 (as attached pp. 9-18).

#051617-01

Resolved, to approve the minutes from the meeting held on April March 14, 2017, as presented.

Motion to approve #051617-01: Jamie Reynolds. Second by: Sharell Sharp.

Motion carried (4-0, unanimous)

2. Human Resources

#051617-02

Resolved, to ratify Mastery Schools of Camden staff hired between April 15, 2017 and May 5, 2017 as presented below.

First Name	Last Name	Campus	Job	FTPT	Original Hire	Rate/Salary
Gary	Baker	Molina	Classroom Counselor	P	04/24/2017	\$25.00
Devon	Gibbs	North Camden	Intern	P	04/24/2017	\$15.00
LaTasha	James	East Camden	SpEd Classroom Asst	P	04/24/2017	\$16.00
Laurie	Mitchell	Molina	Social Work Assistant	P	05/01/2017	\$15.00
Lashun	Robinson	East Camden	Teacher - SpEd	F	05/01/2017	\$63,500

We report the following terminations from Mastery Schools of Camden between April 15, 2017 and May 5, 2017 presented below.

First Name	Last Name	Location	Job	Separation Date	Separation Reason
Casey	Trimper	McGraw	Teacher - 3-6	05/01/2017	Involuntary

#051617-03

Resolved, to ratify the \$15,636.20 of “other earnings” compensation paid during April 2017.

First Name	Last Name	Job Title	Other Earnings	Description
Ciara	Bouyer	Teacher - SpEd	\$815.50	Payout
Laura	Campbell	Teacher - Science	\$4,333.01	Payout
Mia	Harper	Teaching Assistant	\$540.00	After care coverage
Iris	Hill	Teacher - SpEd	\$810.00	After care coverage
Ryan	Kelly	Social Worker 10 Month	\$157.69	Tuition Reimbursement
Jenese	Tejero	Teacher - SpEd	\$675.00	After care coverage
Tyneika	Bond	Teaching Assistant	\$729.00	After care coverage
Kimberly	Garvin	Teacher - 3-6	\$1,093.50	After care coverage
Cintrella	Harris	Teacher - K-2	\$270.00	After care coverage
Courtney	Johnson	Teaching Assistant	\$675.00	After care coverage
Alexandra	Mazyck	Teacher - SpEd	\$270.00	After care coverage
Kimberly	Clark	Support Teacher	\$54.00	After care coverage
Justin	Cole	Teacher - K-2	\$702.00	After care coverage
Shawn	O'Neill	Teacher - PE	\$216.00	After care coverage
Laura	Schmidt	Teacher - K-2	\$459.00	After care coverage
Lolita	DeShazor	SpEd Case Manager	\$435.00	Tuition Reimbursement
Sean	Burg	Teacher - Social Studies	\$270.00	After care coverage
Erica	Carmichael	Teaching Assistant	\$445.50	After care coverage
Kenneth	Reyes	Teacher - K-2	\$796.50	After care coverage
Aaron	Rhock	Teaching Assistant	\$337.50	After care coverage
Kristen	Saggiomo	Teacher - SpEd	\$566.50	After care coverage
Amanda	Vignali	Teacher - K-2	\$985.50	After care coverage

3. Disbursement Approvals

(No attachment for payroll, Separate document for invoices)

#051617-04

Resolved, that the Mastery Schools of Camden Board of Trustees ratifies the payroll in the amount of \$556,738 for April 7, 2017 and \$560,765 for April 21, 2017.

#051617-05

Resolved, to approve payment of \$829,403.83 for operating expenses as detailed in the invoices listing (Board Document 051617-01).

Motion to approve #051617-02, #051617-03, #051617-04, and #051617-05: Jamie Reynolds. Second by: Sharell Sharp. Motion carried (4-0, unanimous)

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

Section I – Enrollment Update

Section II – Overview of FY17 Financials

Total enrollment was lower than budget due to North Camden and East Camden being under-enrolled, offset by McGraw being over-enrolled. At Risk, Special Ed and Limited English Proficiency %s were all on track with the budget.

The bottom-line at the end of April was a surplus of \$1.1 million. We expect to end the year with a higher surplus than what our budget reflects due to the reasons explained above. The additional surplus will support establishment of general and facilities improvement/capital project reserves.

Tschirgi asked about Capital Planning and Preventive Maintenance. Ferguson responded that the work has been delayed due to turnover in his department, but will be prioritized in the new year.

5. General Business and School Operations

#051617-06

Resolved, to ratify the contract for legal services with Johnston Law Firm, LLC for the period of April 1, 2017 through June 30, 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, to approve the contract for legal services with Johnston Law Firm, LLC for the period of July 1, 2017 through June 30, 2018 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

Motion to approve #051617-06: Jamie Reynolds. Second by: Sharell Sharp.
Motion carried (4-0, unanimous)

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

7. Compliance and Policy Updates

New Policy #1: Sports Related Concussion and Head Injury

#051617-07

Resolved, to adopt the Sports Related Concussion and Head Injury policy to provide guidance on the school's training and response to suspected concussions and head injuries. (as attached)

Rationale for Proposal: Mandated by NJ code and required by our insurance carriers.

Brief Summary of Policy: Describes the protocol for identifying and responding to a sports-related concussion or head injury, requires training for relevant staff, and requires the distribution and signed acknowledgement of the NJDOE Concussion and Head Injury Fact Sheet by the parent/guardian of every student athlete who participates in interscholastic sports.

NOTE - Trainings and distribution of fact sheets are already occurring.

#051617-08 – Pulled.

8. CEO's Report – Gordon presented an update from the Strategic Plan work being done centrally. During the discussion, Gordon agreed to come back to the Board with a full update on the school calendar, and proposed curricular changes. Gordon also introduced the rationale for increasing the NST fee. Analysis included an understanding of Mastery's NST fee relative to our peer CMOs, as well as an assessment of the central resources supporting Camden schools.

Board members asked for a more formal request in later board meetings and would discuss it at that time. Board members were generally supportive of the recommendation and wanted assurances that we could afford it as a network.

9. Public Comment

10. Closed Session – Legal and Real estate matters

#051617-08

Resolved, to authorize the facilities committee to negotiate a lease for premises at 415 North 9th Street, Camden, NJ, the Board Chairperson to sign the lease when negotiated in final form, and to present the lease to the board for ratification at a future meeting.

Motion to approve #051617-08: Reuel Robinson. Second by: Sharell Sharp.
Motion carried (5-0, unanimous)

11. Adjourn

Motion to adjourn at 7:40: Reuel Robinson. Second by: Sharell Sharp.
Motion carried (5-0, unanimous)