

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

August 24, 2016 6pm-7pm

Held at Mastery – North Camden Elementary

****MINUTES****

Board Secretary called meeting to order at 6:06pm.

Members present: Graham Finney, Jamie Reynolds, Sharell Sharp, Stacy Holland

Members absent: Reuel Robinson, Judith Tschirgi, Jim Sheward

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

1. Approval of the Minutes from July 20, 2016 (as attached pp. 11-17).

#082416-01

Resolved, to approve the minutes from the meeting held on July 20, 2016, as presented.

Motion to approve #082416-01: Stacy Holland. Second by: Graham Finney.

Motion carried (4-0, unanimous)

2. Human Resources

#082416-02

Resolved, to ratify Mastery Schools of Camden staff hired between July 6, 2016 and August 12, 2016 as presented below.

First Name	Last Name	Location	Job	PT or FT	Original Hire
Maryah	Wilcox	Molina	SpEd Classroom Asst	P	07/01/2016
David	Denison	North Camden	Teacher - English	F	08/08/2016
Deraurah	Wilson	North Camden	Teacher - Science	F	08/08/2016
Alexandra	Mazyck	North Camden	Teacher - SpEd	F	08/08/2016
Mandie	Doornbos	North Camden	Teacher - Science	F	08/08/2016
Marc	Spivak	North Camden	Teacher - K-2	F	08/08/2016
Walter	Randall	North Camden	Relay Resident Support Teacher	F	08/08/2016
Denzel	Smith	North Camden	Teacher - 3-6	F	08/08/2016
Amanda	Herner	North Camden	Support Teacher	F	08/08/2016
Stephanie	Young	North Camden	Teaching Assistant	F	08/08/2016
Eileen	Wisnewski	North Camden	Teacher - Music	F	08/08/2016
Shawn	O'Neill	Cramer Hill	Teacher - PE	F	08/08/2016
Amber	Jones	Cramer Hill	Support Teacher	F	08/08/2016
Brian	Crescenti	Cramer Hill	Teaching Assistant	F	08/08/2016
Genevieve	Cattanea	Cramer Hill	Social Worker	P	08/08/2016
Marissa	Arahill	East Camden	Teacher - Science	F	08/08/2016
Alex	Garcia	East Camden	Teacher - English	F	08/08/2016
Martin	Nwoga	East Camden	Teaching Assistant	F	08/08/2016
Andrew	Anderson	East Camden	Teacher - SpEd	F	08/08/2016
Annette	Santiago-Michaels	East Camden	Teacher - English	F	08/08/2016
Gregory	Battipaglia	East Camden	Teacher - Math	F	08/08/2016
Katherine	Durkin	East Camden	Teacher - ESL	F	08/08/2016
Sirjana	Wlotko	East Camden	Teacher - Science	F	08/08/2016
Donald	Williams	East Camden	Teacher - Art	F	08/08/2016
Leyde	St Leger	East Camden	Dean 10 Month	F	08/08/2016
George	Mankbadi	East Camden	Teacher - English	F	08/08/2016
Eugene	Cash	East Camden	Teacher - PE	F	08/08/2016
Jesse	McKevitt	East Camden	Teacher - History	F	08/08/2016
Sean	Brown	East Camden	Support Teacher	F	08/08/2016
Rodrigo	Diaz	East Camden	Teacher - Spanish	F	08/08/2016
Aaron	Rhock	McGraw	Support Teacher	F	08/08/2016
Heather	Wisniewski	McGraw	Teacher - 3-6	F	08/08/2016
Frances	Gonzalez	McGraw	Social Worker	F	08/08/2016
Erica	Carmichael	McGraw	Teaching Assistant	F	08/08/2016
Allison	Ranck	McGraw	Teacher - ESL	F	08/08/2016
Jennifer	Cush	Molina	Teacher- French	F	08/08/2016
Kourtney	Maurizio	Molina	Teacher - K-2	F	08/08/2016
Jenese	Tejero	Molina	Teacher - SpEd	F	08/08/2016
Najla	Suluki	Molina	Teacher - K-2	F	08/08/2016
Christa	Liszewski	Molina	Teacher - SpEd	F	08/08/2016
Edwin	Quezada	Molina	Teacher - SpEd	F	08/08/2016
Sharone	McMillan	Molina	Support Teacher	F	08/08/2016
Scott	Arney	Molina	Support Teacher	F	08/08/2016
Alec	McIver	Molina	Teacher - Math	F	08/08/2016
Laura	Campbell	Molina	Teacher - Science	F	08/08/2016
Shikeya	Setzer	Molina	SpEd Classroom Asst	P	08/08/2016
Theodore	Gibson	Molina	Classroom Counselor	P	08/08/2016
Antonio	Cordova	North Camden	Teacher - PE	F	08/10/2016
Kimberly	LeClair	East Camden	Teacher - Math	F	08/11/2016
James	Kehler	East Camden	Teacher - Science	F	08/11/2016

We report the following terminations from Mastery Schools of Camden between July 6, 2016 and August 12, 2016 as presented below.

First Name	Last Name	Pay Group Code	Job	Termination Date	Termination Reason
Marzell	Brown	McGraw	Teacher - K-2	07/20/2016	Voluntary
Justin	Disharoon	North Camden	Teacher - PE	08/01/2016	Voluntary
Robyn	Sauer	McGraw	Teacher - K-2	07/12/2016	Voluntary
Lauren	Lammers	Molina	Teacher - Science	08/07/2016	Voluntary (*)

(*) Now teaching at Wister Elementary - new Mastery school in Philly

Motion to approve #082416-02: Sharell Sharp. Second by: Graham Finney.
Motion carried (4-0, unanimous)

#082416-03

Resolved, to ratify the \$131,168 of “other earnings” compensation paid during July 2016 for Mastery Schools of Camden staff, as presented on the below.

Name	Role	Other Earning	Description
Alicia Holdsworth	Teacher - K-2	\$ 708	Camden Certification Mentoring Payment
Amanda Yerkes	Teacher - K-2	\$ 1,000	Camden Certification Mentoring Payment
Casey Trimper	Teacher - 3-6	\$ 1,685	Camden Certification Mentoring Payment
Dana White	Teacher - K-2	\$ 851	Camden Certification Mentoring Payment
Erin Collier	Teacher - SpEd	\$ 500	Camden Certification Mentoring Payment
Gina Post	Teacher-Bilingual	\$ 654	Camden Certification Mentoring Payment
Heather Trautz	Teacher - Art	\$ 1,615	Camden Certification Mentoring Payment
Irma Diaz	Teacher-Bilingual	\$ 550	Camden Certification Mentoring Payment
Jeanine Bethel	Teacher - 3-6	\$ 1,730	Camden Certification Mentoring Payment
Katherine Roman	Teacher - K-2	\$ 470	Camden Certification Mentoring Payment
Kayla Hanna	Teacher - SpEd	\$ 550	Camden Certification Mentoring Payment
Lisa Scalzitti	Asst School Leader-Ops	\$ 1,273	Camden Certification Mentoring Payment
Marcus Gonzales	Teacher - ESL	\$ 414	Camden Certification Mentoring Payment
Michelle Quirk	Teacher - SpEd	\$ 275	Camden Certification Mentoring Payment
Niki Williams	Teacher - Art	\$ 775	Camden Certification Mentoring Payment
Randy Miller	Teacher - Social Studies	\$ 416	Camden Certification Mentoring Payment
Risa Desilva	Teacher - 3-6	\$ 2,384	Camden Certification Mentoring Payment
Samantha Cavallo	Teacher - 3-6	\$ 500	Camden Certification Mentoring Payment
Sharon Mauriello	Teacher - PE	\$ 636	Camden Certification Mentoring Payment
Tamia Murphy	Teacher - 3-6	\$ 550	Camden Certification Mentoring Payment
Tiana Brown	Teacher - 3-6	\$ 466	Camden Certification Mentoring Payment
Vanessa Poggioli	Teacher - Math	\$ 275	Camden Certification Mentoring Payment
Yvette Cuffee	Teacher - 3-6	\$ 636	Camden Certification Mentoring Payment
Subtotal		\$ 18,913	Camden Certification Mentoring Payment
Desireah Osborne	Asst School Leader-SpSrv	\$ 800	Tuition Reimbursement
Lolita Deshazior	SpEd Case Manager	\$ 435	Tuition Reimbursement
Alicia Holdsworth	Teacher - K-2	\$ 675	Tuition Reimbursement
Vanessa Poggioli	Teacher - Math	\$ 230	Tuition Reimbursement
Iris Hill	Teacher - SpEd	\$ 870	Tuition Reimbursement
Latrice Doctor-Chambers	Teacher - SpEd	\$ 1,000	Tuition Reimbursement
Gina Post	Teacher-Bilingual	\$ 1,000	Tuition Reimbursement
Subtotal		\$ 5,010	Tuition Reimbursement

Agatan described the certification mentoring program and that rates are set by the state. Payments here are the remaining payments owed to each mentor. Some mentors have multiple mentees.

Motion to approve #082416-03: Graham Finney. Second by: Sharell Sharp.
Motion carried (4-0, unanimous)

Name	Role	Other Earning	Description
Amanda Vignali	Support Teacher	\$ 2,550	Summer school pay
Andre Brown	SpEd Classroom Asst	\$ 660	Summer school pay
Casey Trimper	Teacher - 3-6	\$ 2,550	Summer school pay
Chase Miller	Dean 10 Month	\$ 2,743	Summer school pay
Christina Mcdonough	Teacher - K-2	\$ 320	Summer school pay
Christina Montini	Teacher - 3-6	\$ 3,000	Summer school pay
Cintrella Harris	Teacher - K-2	\$ 2,400	Summer school pay
Courtney Johnson	Long Term Substitute	\$ 2,100	Summer school pay
Courtney Sherwood	SpEd Case Manager	\$ 2,610	Summer school pay
Damoun Lopez	Dean 10 Month	\$ 2,500	Summer school pay
Dana White	Teacher - K-2	\$ 1,275	Summer school pay
David Martinez	Teacher - Math	\$ 2,550	Summer school pay
Dominique Bono	Teacher - 3-6	\$ 2,400	Summer school pay
Ebony Medina	Dean 10 Month	\$ 3,000	Summer school pay
Erica Hall	Teacher - K-2	\$ 2,400	Summer school pay
Erica Cruz	Intern	\$ 900	Summer school pay
Erin Collier	Teacher - SpEd	\$ 2,400	Summer school pay
Hailey Philpott	Teacher - SpEd	\$ 2,400	Summer school pay
Iris Hill	Teacher - SpEd	\$ 2,400	Summer school pay
Jasmine Pearson	Long Term Substitute	\$ 1,560	Summer school pay
Jessica Ramirez	Assistant Dean of Student	\$ 2,373	Summer school pay
Jovana Ramos	Teaching Assistant	\$ 2,400	Summer school pay
Katherine Schoen	Student Supp Service Coor	\$ 1,330	Summer school pay
Kayla Hanna	Teacher - SpEd	\$ 2,550	Summer school pay
Kenneth Martin	Dean 10 Month	\$ 1,500	Summer school pay
Kenneth Reyes	Support Teacher	\$ 2,650	Summer school pay
Kia Stevens	Teacher - K-2	\$ 2,240	Summer school pay
Kristina Adriano	Teacher - K-2	\$ 2,130	Summer school pay
Kristina Kurtz	Teacher - SpEd	\$ 2,400	Summer school pay
Latonya Evans	Long Term Substitute	\$ 2,550	Summer school pay
Latoya Hunter	Teacher - 3-6	\$ 2,550	Summer school pay
Latrice Doctor-Chambers	Teacher - SpEd	\$ 2,400	Summer school pay
Lolita Deshazior	SpEd Case Manager	\$ 3,270	Summer school pay
Mahelda Santana	Attendance Coordinator	\$ 375	Summer school pay
Maryah Wilcox	SpEd Classroom Asst	\$ 612	Summer school pay
Megan Sheehan	Teacher - K-2	\$ 2,610	Summer school pay
Mia Harper	Teaching Assistant	\$ 738	Summer school pay
Michael Travers	Teacher - 3-6	\$ 85	Summer school pay
O'Tillia Roberts	Teacher - SpEd	\$ 2,480	Summer school pay
Richard Spargo	Teacher - 3-6	\$ 3,095	Summer school pay
Risa Desilva	Teacher - 3-6	\$ 2,550	Summer school pay
Robyn Sauer	Teacher - K-2	\$ 1,275	Summer school pay
Ryan Brookens	Teaching Assistant	\$ 2,400	Summer school pay
Shade' Rivera	Teacher - SpEd	\$ 2,400	Summer school pay
Shadonna Charleston	Dean 10 Month	\$ 3,158	Summer school pay
Tayanna Stagers	Intern	\$ 350	Summer school pay
Tianna Kilgore	Dean 10 Month	\$ 2,000	Summer school pay
Tyneika Bond	Teaching Assistant	\$ 2,400	Summer school pay
Vanessa Poggioli	Teacher - Math	\$ 4,000	Summer school pay
Subtotal		\$ 103,588	Summer school pay
Quentina Robins	Admin Assistant	\$ 1,000	Additional support stipend
Tamia Murphy	Teacher - 3-6	\$ 400	Summer training stipend
Katherine Roman	Teacher - K-2	\$ 400	Summer training stipend
Matthew Marshall	Assistant Dean of Student	\$ 452	Afterschool activities stipend
Laquanda Jackson	School Leader	\$ 500	Extra pay for curriculum work
Krista Venafo	Teacher - K-2	\$ 150	Extra Pay for summer work
Sharon Mauriello	Teacher - History	\$ 140	Field Day Coverage
Risa Desilva	Teacher - 3-6	\$ 375	Grade Team Lead
Charmaine Giles	Asst School Leader-Instru	\$ 240	Summer Curriculum
Subtotal		\$ 3,657	Other
Grand Total		\$ 131,168	

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

#082416-04

Resolved, that the Mastery Schools of Camden Board of Trustees ratifies the payroll in the amount of \$410,961 for July 15, 2016, \$462,839 for July 29, 2016 and \$379,793 for August 14, 2016.

Note - July 15th and July 29th payroll included summer school pay. July 29th payroll also include payments to mentors involved in the Mastery Schools of Camden certification program.

#082416-05

Resolved, to approve payment of \$2,778,793.97 for operating and start-up expenses as detailed in the invoices listing (Board Document 082416-01).

Motion to approve #082416-04 and #082416-05: Stacy Holland. Second by: Sharell Sharp.

Motion carried (4-0, unanimous)

4. Finance Presentation (Yonca Agatan) – pp. 7-10

• **Overview of “Unaudited” FY16 Financials**

Agatan presented unaudited financials for the 2015-16 school year. These figures are preliminary and will be finalized by our auditors in the next few weeks. In summary, we ended the year with a \$428k surplus, which tracks with what had been in forecasts provided at previous meetings. Local revenues were negatively impacted by lower than expected enrollments, however, we have benefitted from savings in administrative and operations areas. Those expenditure savings offset the lower revenues to produce the surplus.

Balance sheet continues to show a strong cash position.

5. General Business and School Operations

#082416-06

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
Delta T	School nurses, Paraprofessionals and Substitute teachers	August 2016 - June 2017	Registered Nurse (RN) at \$41.75/hour (Cramer Hill, Molina, McGraw, East Camden). Paraprofessionals at \$18-\$20/hour and Substitute Teachers at \$120/day (all campuses).
First Student	Courtesy busing for students	August 2016 - June 2017	A total of 10 bus routes for North Camden, Cramer Hill, Molina and East Camden based on a daily rate of \$148.15.
MACCS	School Physician services	August 2016 - June 2017	\$6,699 (all campuses)
Milan, Emily	Enrollment Outreach	August 2016 - June 2017	\$15 per hour
U.S. Medical	School nurses, Paraprofessionals and Substitute teachers	August 2016 - June 2017	Registered Nurse (RN) at \$46.90/hour and CSN at \$50.90/hour (North Camden). Paraprofessionals at \$17.50-\$18.95/hour and Substitute Teachers at \$140/day. (all campuses).
We See You, LLC	Security Services during arrival,	August 2016 - June 2017	\$18 per hour
Burlington County Special Services School District	Professional Services Contract including child study team and evaluations, home instruction and therapy services. There is no obligation to use any services, the contract sets terms with BCSSD for services needed.	August 2016 - June 2017	Evaluations and therapy services at \$70-\$120/hour or \$335-\$565 per evaluation, as needed. Will be initially used for an East Camden student, but we are requesting approval to use services at all campuses, as needed.

#082416-07

Resolved, to approve the Memorandum of Agreement between Mastery Schools of Camden and the Camden County Police Department for the purposes of ensuring cooperation and consistent implementation of policies and practices between the two entities (Board Document 082416-02).

Motion to approve #082416-06 and #082416-07: Sharell Sharp. Second by: Graham Finney.

Motion carried (4-0, unanimous)

6. Camden City School District Agreements

#082416-08

Resolved, to ratify memorandum of agreement with Camden City School District for the purposes of memorializing aspects of the renaissance school project and to include the following schools: Mastery-Camden High School. (MOA included as separate document).

Note – The above resolution recognizes Mastery serving High School students at East Camden Middle School as well as the District and Mastery’s collaboration on a long term facility solution at Pyne Poynt.

#082416-09

Resolved, to enter into a shared services agreement with Camden City School District for the purposes of providing Mastery Schools of Camden with facilities and security services for Mastery-North Camden, Mastery-Cramer Hill, Mastery-East Camden Middle, Mastery-Molina, and Mastery-McGraw, subject to the further negotiation and finalization

of all business terms including service fees. (Draft Document included as separate document).

Note – The draft document is very similar to last year’s agreement. District’s final staffing figures and related costs may change due to Mastery’s enrollment-related expansion into previously unoccupied sections of North Camden, Cramer Hill, and East Camden Middle facilities.

Legal counsel suggested that language be added to ensure that the custodians cannot be construed under the labor laws or other laws as employees of Mastery. Board supported the insertion of language.

Reynolds asked about Mastery’s ability to get indemnity language in the agreement. Johnston shared with the Board that previous attempts to do so have resulted in drawn out negotiations without the desired result. Ferguson confirmed that to be true. Reynolds agreed to support the current version, but asked for an inquiry to be made to the District.

Motion to approve #082416-08 and #082416-09: Jamie Reynolds. Second by: Graham Finney.

Motion carried (4-0, unanimous)

7. Compliance and Policy Updates

None at this time.

8. CEO’s Report

Gordon shared that school openings were smooth through Camden and the rest of Mastery. Molina and McGraw were well organized. East Camden leaders and staff were warm and opening to parents and children and High School’s first day was a success.

There are concerns regarding 1st day attendance and whether that will translate into enrollment issues going forward. In previous years, we saw similar numbers on the first day, and then a steady climb up through September. We will continue to actively monitor. Transportation has also been inconsistent. School operations staff is working with vendors to ensure that routes are accurate and executed effectively.

PARCC scores have been received by Mastery leadership. Good news at Molina and East Camden where scores surpassed pre-Mastery levels. Unfortunately, McGraw saw scores flat. Gordon will present in more detail in September’s meeting and what corrective strategies are in place for this Fall.

9. Closed Session – none at this time.

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

11. Adjourn

Motion to adjourn at 6:40pm (Sharell Sharp, Stacy Holland).