

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

**August 22, 2017**

**At Mastery – Molina Upper 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, Jamie Reynolds, Reuel Robinson

Members absent: Sharell Sharp

Staff: Scott Gordon, Yonca Agatan, Joe Ferguson, Jim Leonard, Michael Patron, Tom Greenwood, Laura Clancy, Wyneshia Foxworth, Tom Johnston (Counsel).

Jim Sheward called the meeting to order at 6:02pm.

**1. Approval of the Minutes from July 18, 2017 (as attached pp. 15-21).**

**#082217-01**

**Resolved**, to approve the minutes from the meeting held on July 18, 2017, as presented.

Motion to approve #082217-01: Jamie Reynolds. Second by Judy Tschirgi.

Motion carried (4-0, unanimous)

**2. Human Resources**

**#082217-02**

**Resolved**, to ratify Mastery Schools of Camden staff hired between July 8, 2017 to August 11, 2017 as presented below.

First Name	Last Name	Campus	Job	FTPT	Hire Date	Rate/Salary	Notes
Heather	Fronza	Cramer Hill Lower	Teacher - SpEd	F	07/05/2017	\$50,500	
Luz	Ramos	Molina	Admin Assistant	P	07/10/2017	\$17.00	
Cesar	Garcia	Cramer Hill Lower	Building Engineer	F	07/26/2017	\$53,000	
Katelyn	Allen	Cramer Hill Lower	Teacher - K-2	F	08/07/2017	\$83,000	Transfer from PA NST
Jennifer	Bachman	Molina Lower	Teacher - K-2	F	08/07/2017	\$57,500	
Jeremy	Bell	Cramer Hill Upper	Teaching Assistant	F	08/07/2017	\$37,500	
Erica	Bogan	Molina Lower	Teacher - ESL	F	08/07/2017	\$50,500	
Jeffrey	Bowlby	East Camden	Teacher - Science	F	08/07/2017	\$63,000	
Daniel	Coffin	Cramer Hill Upper	Teacher - English	F	08/07/2017	\$65,000	
Latoya	Coley	East Camden	Internship Coordinator	F	08/07/2017	\$86,500	Transfer from PA
Peter	DeCarolis	East Camden	Teaching Assistant	F	08/07/2017	\$38,500	
Daniel	Deevey	Cramer Hill Upper	Teacher - History	F	08/07/2017	\$50,500	
Erin	Farrell	Molina	Teacher - 3-6	F	08/07/2017	\$48,500	
Angela	Fleming	Cramer Hill Upper	Teacher - SpEd	F	08/07/2017	\$71,500	Transfer from PA

Achankeng	Fonge	East Camden	Teacher - Math	F	08/07/2017	\$79,000	
Matthew	Ford	Cramer Hill Upper	Teacher - Music	F	08/07/2017	\$48,500	
Andrew	George	Cramer Hill Upper	Teaching Assistant	F	08/07/2017	\$38,000	
Christina	Gonzalez	Molina Lower	Teacher - K-2	F	08/07/2017	\$50,500	
Cara	Grayson	Cramer Hill Upper	Teacher - K-2	F	08/07/2017	\$48,500	
Sayla	Hart	Cramer Hill Lower	Social Worker	F	08/07/2017	\$55,000	
Darold	Hayes	East Camden	Dean 10 Month	F	08/07/2017	\$60,000	
Stephanie	Heeney	Molina Lower	Teacher - K-2	F	08/07/2017	\$66,500	
Bridget	Hollister	East Camden	Teacher - Math	F	08/07/2017	\$68,000	
Tonya	Howard	Cramer Hill Upper	Teacher - English	F	08/07/2017	\$68,000	
Paula	Hunter	Molina	Teacher - SpEd	F	08/07/2017	\$51,500	
Jasmine	Jackson	Molina	Teaching Assistant	F	08/07/2017	\$37,500	
Tiffany	Johnson	Molina Lower	Teacher - K-2	F	08/07/2017	\$56,500	
Michelle	Jones	Molina Lower	Teacher - Art	F	08/07/2017	\$68,000	
Michael	Juckett	East Camden	Teacher - Social Studies	F	08/07/2017	\$67,500	
Nailah	Levy	Molina Lower	Teaching Assistant	F	08/07/2017	\$37,500	
Ana	Maldonado	Molina Lower	Teacher - K-2	F	08/07/2017	\$60,500	
Jessica	Manton	Cramer Hill Upper	Teacher - Science	F	08/07/2017	\$62,500	
Anthony	Marable	Molina Lower	Dean 10 Month	F	08/07/2017	\$59,000	
Kyerra	Mayoral-Arevalos	East Camden	Teaching Assistant	F	08/07/2017	\$37,500	
James	McDonnell	McGraw	Teacher - 3-6	F	08/07/2017	\$54,500	
RoseMarie	McGraw	Molina	Teacher - 3-6	F	08/07/2017	\$67,500	
Karl	Miller	Molina	Teacher - 3-6	F	08/07/2017	\$68,000	
Robyne	Moore-Taylor	Cramer Hill Upper	Teacher - Math	F	08/07/2017	\$67,500	Transfer from PA
Stephen	Muscelli	Molina	Teacher - Math	F	08/07/2017	\$64,000	
Justin	Newell	Cramer Hill Upper	Teacher - English	F	08/07/2017	\$68,000	
Linda	Odonnell	Molina	Teacher - Math	F	08/07/2017	\$68,000	
Vernon	Parson	Molina	Teacher - Music	F	08/07/2017	\$63,000	
Anna	Perry	Cramer Hill Upper	Teacher - SpEd	F	08/07/2017	\$48,500	
Radame	Rivera	Molina Lower	Teaching Assistant	F	08/07/2017	\$40,000	
Sashai	Roberts	McGraw	Teacher - SpEd	F	08/07/2017	\$49,500	
Tara	Rysak	Molina	Teacher - 3-6	F	08/07/2017	\$57,500	
Lutfi	Sariahmed	Molina	Teacher - Technology	F	08/07/2017	\$63,000	
Dara	Schueren	East Camden	Teacher - Social Studies	F	08/07/2017	\$54,500	
Terrencia	Smith	Molina Lower	Teacher - K-2	F	08/07/2017	\$57,500	
Brittany	Taylor	Cramer Hill Upper	Teacher - Math	F	08/07/2017	\$68,000	
Martel	Thompkins Jr	Cramer Hill Lower	Teacher - Art	F	08/07/2017	\$57,500	
Jameelah	Turner	Cramer Hill Upper	Dean 10 Month	F	08/07/2017	\$62,500	
Fred	Waters	East Camden	Teacher - English	F	08/07/2017	\$48,500	
Kenneth	Wilson	Molina	Dean 10 Month	F	08/07/2017	\$59,000	
Amber	Wright	Molina Lower	Teacher-Bilingual	F	08/07/2017	\$50,500	
Glenn	Reyes	Molina	Teacher - English	F	08/08/2017	\$48,500	
Tina	Wilgus	Molina Lower	Teacher - PE	F	08/08/2017	\$67,500	
Cecilia	Lopiano	Cramer Hill Upper	Teacher - 3-6	F	08/10/2017	\$69,250	Rehired (separated voluntarily 1/20/17)
Corey	Millman	Molina	Teacher - 3-6	F	08/11/2017	\$57,250	
Miles	Rogers	Cramer Hill Upper	SpEd Classroom Asst	P	08/11/2017	\$14.00	Aftercare employee hired
Laura	Williams	East Camden	Teacher - English	F	08/11/2017	\$66,500	

We report the following separations from Mastery Schools of Camden between July 8, 2017 to August 11, 2017 as presented below.

First Name	Last Name	Campus	Job	Separation Date	Separation Reason	Notes
Latrice	Doctor-Chambers	East Camden	Teacher - SpEd	06/23/2017	Voluntary	Resignations backdated to last day of work

Leyde	St Leger	East Camden	Dean 10 Month	06/23/2017	Voluntary	Resignations backdated to last day of work
Tanya	Jackson	McGraw	Admin Assistant	06/23/2017	Voluntary	Resignations backdated to last day of work
Jenna	Forte	Molina	Teacher-Bilingual	06/23/2017	Voluntary	Resignations backdated to last day of work
Markita	Floyd	Cramer Hill Upper	ASL - Instruction	06/30/2017	Voluntary	Resignations backdated to last day of work
Brandon	Cummings	Cramer Hill Upper	School Leader	07/07/2017	Voluntary	

Gordon shared that Cramer Hill principal, Cummings, had resigned and that the Assistant Principal of Instruction, Jessie Gismondi, has been named principal. She is extremely talented and has been at North Camden (one of the two schools merging into Cramer Hill) since its inception.

### #082217-03

**Resolved**, to ratify the \$156,139.12 of “other earnings” compensation paid during July 2017 for Mastery Schools of Camden staff, as presented on the below.

First Name	Last Name	Job Title	Other Earnings	Description
Anthony R.	Estes	AP/Director - Sch Culture	\$7,615.38	Balance of 10 month contract payout
Shadonna L.	Charleston	AP/Director - Sch Culture	\$7,730.76	Balance of 10 month contract payout
Risa S.	DeSilva	Appren Asst School Leader	\$8,250.00	Balance of 10 month contract payout
Allison L.	Ranck	Teacher - ESL	\$2,000.00	Incentive Bonus
Deraurah B.	Wilson	Teacher- Literature	\$5,000.00	Incentive Bonus
Andrew	Anderson	Asst School Leader-SpSrc	\$5,000.00	Incentive Bonus
Gregory	Battipaglia	Teacher - Math	\$5,000.00	Incentive Bonus
Katherine	Durkin	Teacher - ESL	\$5,000.00	Incentive Bonus
James	Kehler	Teacher - Science	\$5,000.00	Incentive Bonus
Christa	Liszewski	Teacher - SpEd	\$3,080.00	Incentive Bonus (\$2,000) Summer School (\$1,080)
Jenese Y.	Tejero	Teacher - SpEd	\$6,080.00	Incentive Bonus (\$5,000) Summer School (\$1,080)
Alexandra A.	Mazyck	Teacher - SpEd	\$3,600.00	Incentive Bonus (\$2,000) Summer School (\$1,600)
Courtney	Sherwood	SpEd Case Manager	\$5,855.00	Incentive Bonus (5,000), Tuition Reimbursement (\$855)
Dana	White	Teacher - K-2	\$640.00	MCG Curriculum Writing
Haley C.	Philpott	Teacher - SpEd	\$100.00	Recruitment Outreach
Ashley M.	Reiss	Teacher - ESL	\$275.00	Recruitment Outreach
Katherine	Roman	Teacher - K-2	\$675.00	Recruitment Outreach
Gina	Post	Teacher-Bilingual	\$1,250.00	Recruitment Outreach
Kimberly	Coleman	Asst School Leader-Cultur	\$21,397.80	Separated Employee Payout (\$20,096.12), Personal Time Payout (\$1,301.68)
Elizabeth	Kiniery	Asst School Leader-Ops	\$1,000.00	Signing Bonus per contract
Kia	Stevens	Teacher - K-2	\$320.00	Summer School Payment
Richard	Jones	SpEd Classroom Asst	\$729.00	Summer School Payment
Iris	Hill	Teacher - SpEd	\$1,080.00	Summer School Payment
Allison L.	Holding	Teacher - Math	\$1,080.00	Summer School Payment
Najla	Suluki	Teacher - K-2	\$1,080.00	Summer School Payment
Erica	Carmichael	Teaching Assistant	\$1,120.00	Summer School Payment

Latonya	Evans	Teaching Assistant	\$1,120.00	Summer School Payment
Aaron	Rhock	Teaching Assistant	\$1,120.00	Summer School Payment
Jennifer L.	Szkaradnik	Teacher - SpEd	\$1,120.00	Summer School Payment
Maurice D.	Taylor	SpEd Classroom Asst	\$1,422.00	Summer School Payment
Richard	Spargo	Teacher - 3-6	\$1,477.00	Summer School Payment
Elliot E.	Irizarry	Dean 10 Month	\$1,500.00	Summer School Payment
Lauren	Zucatti	Teacher - 3-6	\$1,501.00	Summer School Payment
Jessica	Ramirez	Dean 10 Month	\$2,000.00	Summer School Payment
Stephanie	McCord	Teacher - SpEd	\$800.00	Summer School Payment
David	Martinez	Teacher - Math	\$960.00	Summer School Payment
Eugene R.	Cash Jr.	Teacher - PE	\$1,280.00	Summer School Payment
Alex J.	Garcia	Teacher - English	\$1,280.00	Summer School Payment
Ebony	Medina	Dean 10 Month	\$1,440.00	Summer School Payment
First Name	Last Name	Job Title	Other Earnings	Description
Heather	Fronza	Teacher - SpEd	\$1,600.00	Summer School Payment
Carla	Heusser	Teacher - SpEd	\$1,600.00	Summer School Payment
Katherine T.	Schoen	Social Worker 10 Month	\$1,700.00	Summer School Payment
Catherine	Steckel	Teacher - SpEd	\$1,900.00	Summer School Payment (\$1,600), IEP Written (\$300)
Lauren E.	Donnelly	Teacher - SpEd	\$1,700.00	Summer School Payment (\$1,600), Recruitment Outreach (\$100)
Dominique	Bono	Teacher - 3-6	\$2,400.00	Summer School Payment (\$2,000), Recruitment Outreach (\$400)
Brandon J.	Cummings	School Leader	\$10,148.68	Separated Employee Payout
Crystal	Peralta	Teacher - 3-6	\$6,558.48	Separated Employee Payout
Markita	Floyd	ASL - Instruction	\$453.32	Separated Employee Payout
Stephanie Y.	Young	Teaching Assistant	\$4,500.00	Separated Employee Payout
Leyde	St Leger	Dean 10 Month	\$4,807.70	Separated Employee Payout
Jennifer M.	Cush	Teacher- French	\$100.00	Tuition Reimbursement
Niki L.	Williams	Teacher - Art	\$693.00	Tuition Reimbursement
Fatihah	Abdur-Rahman	Asst School Leader-Instru	\$1,000.00	Tuition Reimbursement
		Total	\$156,139.12	

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

#### #082217-04

**Resolved**, that the Mastery Schools of Camden Board of Trustees ratifies the payroll in the amount of \$516,819 for July 14, 2017 and \$606,793 for July 28, 2017.

#### #082217-05

**Resolved**, to approve payment of \$1,661,674.29 for start-up and operating expenses as detailed in the invoices listing (Board Document 082217-01).

Motion to approve #082217-02, #082217-03, #082217-04, #082217-05: Jamie Reynolds. Second by Judy Tschirgi. Motion carried (4-0, unanimous)

#### **4. Closed Session – Legal and Real estate matters**

Motion made to go into closed session to discuss legal matters related to Pension eligibility at 6:12pm (Judy Tschirgi, Jamie Reynolds, 4-0)

Board returned from closed session at 6:20pm (Reuel Robinson, Judy Tschirgi, 4-0).

#### **5. Finance Presentation – Yonca Agatan**

- **Section I – Overview of “Unaudited” FY17 Financials**

Agatan shared preliminary FY17 financials. We ended the year with an unaudited \$1.2 million surplus which is \$306K higher than budgeted. She proposed splitting the surplus equally between the general reserve and a facilities reserve.

#### **6. General Business and School Operations**

##### **#082217-06**

**Resolved**, to approve the proposed FY17 budget transfers for Mastery Schools of Camden as presented (Board Document 082217-02).

##### **#082217-07**

**Resolved**, to accept the awards for Title I funds in the amount of \$1,211,950, Title II funds in the amount of \$163,456, Title III funds in the amount of \$134,669, and Title IV funds in the amount of \$17,435 for 2017-2018 school year.

##### **#082217-08**

**Resolved**, that the Board of Trustees of Mastery Schools of Camden authorizes the establishment of a petty cash fund of \$2,000 for emergencies and small purchases at Molina Lower.

**Further Resolved**, that no single expenditure shall exceed \$250 and all expenditures must be authorized by the Assistant School Leader for Operations or the School Business Administrator.

##### **#082217-09**

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

Correction:  
Advance Tech Solutions – Rates should be daily, not hourly.

Contractor / Service Provider	Description of Services	Term of Contract	Contract Amount
Advance Technology Solutions	Substitute Teachers	July 1, 2017 - June 30, 2018	One day = \$175.00 per hour Long term = \$185.00 per hour
Camden City School District	Agreement for Consolidation of School Nutrition Programs	July 1, 2017 - June 30, 2018	N/A
Delta T	Substitute Teachers, School Nurses and Paraprofessionals	July 1, 2017 - June 30, 2018	Substitute Teachers: \$165 per day  Paraprofessionals : \$18.50-\$21 per hour.  LPN : \$33 per day  RN : \$41.75 per day
Holcomb Bus	Courtesy bus services	August 23, 2017 - June 30, 2018	Providing nine buses for all scheduled school days at a rate of \$200/day per bus, not to exceed \$327,600 (all schools).
MACCS	School Physician Services	September 1, 2017 - August 31, 2018	\$5,359 (all campuses)
Marvin's Education Services	Substitute Teachers	July 1, 2017 - June 30, 2018	Hourly = \$35.00 Full day = \$245.00 Long term = \$50,000 annual
Rehab Connection	Physical Therapy	July 1, 2017 - June 30, 2018	Billed at \$78/hour, as needed
Republic Services	Trash & Waste Removal	July 1, 2017 - June 30, 2018	1-2 yard containers: \$125.00/month 3-4 yard containers: \$414.75/month
Staffing Plus	Substitute Teachers, School Nurses and Paraprofessionals	July 1, 2017 - June 30, 2018	Substitute Teacher \$150-\$175 per day  Paraprofessionals (1-on-1): \$18.50-\$21 per hour.  Certified Nurses : \$50-55 per hour  Non-Certified Nurses : \$45-55 per hour
US Medical	Substitute Teachers, School Nurses and Paraprofessionals	July 1, 2017 - June 30, 2018	Substitute Teacher: \$140 per day  Paraprofessionals Assoc Degree or Higher: \$18.95 per hour Non-degree: \$17.50 per hour  Certified Nurses (CSN) : \$50.90 per hour  Registered Nurses (RN) : \$46.90 per hour
Waste Management	Recycling & Waste Removal	July 1, 2017 - June 30, 2018	1-2 yard containers: \$125.00/month 3-4 yard containers: \$414.75/month (all buildings except new Cramer Hill)
Waste Management	Recycling & Waste Removal	August 15, 2017 - June 30, 2018	\$856.05/month and \$300 one-time service charge, for new Cramer Hill building.
We See You LLC	Campus Building Security	July 1, 2017 - June 30, 2018	Hourly = \$17.00

Motion to approve #082217-06, #082217-07, #082217-08, #082217-09: Jamie Reynolds.  
Second by Judy Tschirgi. Motion carried (4-0, unanimous)

## **7. Camden City School District Agreements**

### **#082217-10**

**Resolved**, to enter into a shared services agreement with Camden City School District for the purposes of providing Mastery Schools of Camden with custodial services for Mastery-Cramer Hill, Mastery-East Camden Middle/Mastery High School, Mastery-Molina Upper, Mastery-Molina Lower, and Mastery-McGraw, subject to the further negotiation and finalization of all business terms including business fees. (Draft Document will be distributed when available).

*Note: We are entering our 4<sup>th</sup> year partnering with the school district for custodial services. District's staffing figures and related costs will be finalized shortly and will change slightly from last year based on the merger of Cramer Hill and North Camden campuses and the expansion into Molina Lower. This year, we are not partnering on security services.*

Motion to approve #082217-10: Jamie Reynolds. Second by Judy Tschirgi.  
Motion carried (4-0, unanimous)

## **8. Compliance and Policy Updates – None at this time.**

## **9. CEO Report**

Gordon shared an update on school opening activities. He is pleased with school preparation and anticipates a smooth opening across all schools. Ferguson shared an enrollment update – we are within 5% of our enrollment budgets at most schools. Kindergarten remains the largest gap with Molina Lower and McGraw currently at 60-65% towards their K grade goal.

## **10. Public Comment:**

- Received an email from Sara Joslin – Camden resident. She shared enthusiasm regarding the Girl Scouts at Molina for the upcoming year. Wants to see similar programming at other sites.

## **11. Adjourn**

Motion to adjourn at 6:55pm: Jamie Reynolds. Second by: Judy Tschirgi.  
Motion carried (4-0, unanimous)