

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

March 14, 2017

Mastery – McGraw 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, Jamie Reynolds (partially), Jim Sheward, Sharell Sharp, Reuel Robinson.

Staff and Guests: Scott Gordon, Yonca Agatan, Joe Ferguson, Jim Leonard, Laura Clancy, Brian McLaughlin, Tom Greenwood, Tom Johnston (Counsel).

Judy Tschirgi chaired the meeting and called it to order.

1. Approval of the Minutes from February 15, 2017 (as attached pp. 15-19).

#031417-01

Resolved, to approve the minutes from the meeting held on February 15, 2017, as presented.

Motion to approve #031417-01: Jamie Reynolds. Second by: Sharell Sharp.

Motion carried (5-0, unanimous)

2. Human Resources

#031417-02

Resolved, to ratify Mastery Schools of Camden staff hired between February 4, 2017 to March 3, 2017 as presented below.

First Name	Last Name	Campus	Job	FTPT	Original Hire	Rate/Salary
Jason	Rodriguez	Molina	EC Program Coordinator	PT	02/13/2017	\$28.00
Tamara	Buffalo	North Camden	Teacher - Science	FT	02/13/2017	\$48,000
Kristin	Bellamy	Molina	After School Support	PT	02/14/2017	\$27.00
Ciara	Bouyer	Molina	Teacher - SpEd	FT	02/27/2017	\$48,000

We report the following terminations from Mastery Schools of Camden between February 4, 2017 to March 3, 2017 as presented below.

First Name	Last Name	Location	Job	Separation Date	Separation Reason
Marx	Desulme	Molina	SpEd Classroom Asst	02/28/2017	Voluntary

Motion to approve #031417-02: Jamie Reynolds. Second by: Reuel Robinson.
 Motion carried (5-0, unanimous)

#031417-03

Resolved, to ratify the \$40,444.08 of “other earnings” compensation paid during February 2017 for Mastery Schools of Camden staff, as presented on the below.

First Name	Last Name	Job Title	Other Earnings	Description
Leyde	St Leger	Dean 10 Month	\$ 5,062.50	Extra Curricular Pay
Lisette	Nunez	Admin Assistant	\$ 382.50	Extra Curricular Pay
Ilza	Gilmore	Admin Assistant	\$ 517.50	Extra Curricular Pay
Kyle	Jakubowski	Teacher - K-2	\$ 593.75	Extra Curricular Pay
Antonio	Cordova	Teacher - PE	\$ 593.75	Extra Curricular Pay
Tamia	Murphy	Teacher - 3-6	\$ 1,000.00	Extra Curricular Pay
Denzel	Smith	Teacher - 3-6	\$ 1,000.00	Extra Curricular Pay
Marc	Spivak	Teacher - K-2	\$ 1,000.00	Extra Curricular Pay
John	Coleman	SpEd Classroom Asst	\$ 2,000.00	Extra Curricular Pay
David	Denison	Teacher - English	\$ 2,000.00	Extra Curricular Pay
Deraurah	Wilson	Teacher- Literature	\$ 2,000.00	Extra Curricular Pay
Niki	Williams	Teacher - Art	\$ 937.50	Extra Curricular Pay
Tianna	Kilgore	Dean 10 Month	\$ 1,250.00	Extra Curricular Pay
Laura	Campbell	Teacher - Science	\$ 705.00	Tuition Reimbursement, Additional Minutes
Amanda	Bonner	Teacher - K-2	\$ 1,463.00	Additional Minutes
Christina	McDonough	Teacher - K-2	\$ 1,463.00	Additional Minutes
Emily	Collins	Teacher - SpEd	\$ 445.00	Extra Curricular Pay
Latonya	Evans	Teaching Assistant	\$ 445.00	Extra Curricular Pay
Danielle	Farmer	Teacher - K-2	\$ 445.00	Extra Curricular Pay
Frances	Gonzalez	Social Worker	\$ 445.00	Extra Curricular Pay
Kayla	Hanna	Teacher - SpEd	\$ 445.00	Extra Curricular Pay
Athena	Markakis	Teacher - Art	\$ 445.00	Extra Curricular Pay
Jennifer	Szkaradnik	Teacher - SpEd	\$ 445.00	Extra Curricular Pay
Casey	Trimper	Teacher - 3-6	\$ 67.50	After Care Coverage
Lolita	DeShazor	SpEd Case Manager	\$ 121.50	After Care Coverage
Kristen	Saggiomo	Teacher - SpEd	\$ 256.50	After Care Coverage

First Name	Last Name	Job Title	Other Earnings	Description
Sean	Burg	Teacher - Social Studies	\$ 310.50	After Care Coverage
Kimberly	Clark	Support Teacher	\$ 378.00	After Care Coverage
Alexandra	Mazyck	Teacher - SpEd	\$ 405.00	After Care Coverage
Laura	Schmidt	Teacher - K-2	\$ 526.50	After Care Coverage
Justin	Cole	Teacher - K-2	\$ 594.00	After Care Coverage
Aaron	Rhock	Teaching Assistant	\$ 634.50	After Care Coverage
Courtney	Johnson	Teaching Assistant	\$ 648.00	After Care Coverage
Mia	Harper	Teaching Assistant	\$ 702.00	After Care Coverage
Iris	Hill	Teacher - SpEd	\$ 810.00	After Care Coverage
Erica	Carmichael	Teaching Assistant	\$ 837.00	After Care Coverage
Cintrella	Harris	Teacher - K-2	\$ 864.00	After Care Coverage
Kenneth	Reyes	Teacher - K-2	\$ 864.00	After Care Coverage
Jenese	Tejero	Teacher - SpEd	\$ 877.50	After Care Coverage
Kimberly	Garvin	Teacher - 3-6	\$ 1,053.00	After Care Coverage
Amanda	Vignali	Teacher - K-2	\$ 1,066.50	After Care Coverage
Tiffany	Hope	Teacher - Science	\$ 344.58	Terminated Employee Payout
Katherine	Durkin	Teacher - ESL	\$ 1,000.00	Tuition Reimbursement
Jenna	Forte	Teacher-Bilingual	\$ 3,000.00	Tuition Reimbursement

Motion to approve #031417-03: Jamie Reynolds. Second by: Sharell Sharp.
Motion carried (5-0, unanimous)

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

#031417-04

Resolved, that the Mastery Schools of Camden Board of Trustees ratifies the payroll in the amount of \$552,221 for February 10, 2017 and \$575,709 for February 24, 2017.

#031417-05

Resolved, to approve payment of \$954,257.80 for operating expenses as detailed in the invoices listing (Board Document 031417-01).

Motion to approve #031417-04 and #031417-05: Reuel Robinson. Second by: Sharell Sharp. Motion carried (5-0, unanimous)

Motion to move into closed session to discuss legal items, real estate, and governance matters: Sharell Sharp, Jamie Reynolds.

Motion to return to public session: Sharell Sharp, Reuel Robinson.

4. Finance Presentation (Yonca Agatan) – pp. 7-14

- Section I – Enrollment Update
- Section II – Overview of FY17 Financials
- Section III – High-Level, Preliminary FY18 Budget

Agatan presented the latest financial information, including enrollment data, cash position, and a brief presentation on the FY18 preliminary budget. A more detailed

presentation will be made closer to the end of the year once more FY18 application information is available.

5. General Business and School Operations

#031417-06

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
Jennings, Kenneth	Street Team Organizer	February - March 2017; converted to PT employees in April	\$15 per hour
Miller, Victoria			
Parson, Verna			
Peterson, Gwendolyn			
Ruiz, Nancy			
Syms, Charles			
New Behavioral Network	Behavioral consultation services	August 2016 - June 2017	Behavioral consultations at \$125/hour, Behavior Interventionist at \$45/hour, Group training at \$200/hour and Functional Behavior Assessment at \$1,000 each, as needed (all campuses).
Resources for Human Development	Mental health services (Amendment to original contract ratified September 21, 2016)	December 2016 - June 2017	North Camden-\$30,626 and East Camden \$20,418.
The Rugby School	Approved Private School	February - June 2017	Private school placement for one student at a rate of \$369.63/day, or \$32,158 for the balance of the 2016-17 school year.

#031417-07

Resolved, to approve the preliminary FY18 Budget that will be submitted to NJDOE by March 31, 2017.

#031417-08

Resolved, to amend the Mastery Schools of Camden 403(b) Plan effective April 16, 2017 as follows:

All current employees of Mastery Schools of Camden would be automatically enrolled in the 403(b) at 1% of compensation starting with the first payroll in May, 2017, and such contribution would be designated as a Mandatory Employee Contribution. Employees may also contribute elective deferrals on a voluntary basis.

Where such Employees are contributing the Mandatory 1% Employee Contribution, Mastery Schools of Camden would also contribute at 1% of compensation immediately. These Employer contributions will be made under the following formula: 1% of compensation for participants who are contributing the Mandatory 1% Employee Contribution based on payroll compensation.

It is the intention of the Board that the 403(b) Plan will conform to applicable federal and state statutory requirements, and that employee salary reduction contributions to the program will be within eligible limits as set out in IRS regulations.

The Board authorizes Yonca Agatan to act on its behalf with respect to the Plan, and formulation of rules and procedures for the enrollment of new employees in 403(b) accounts, and the development of procedures for the administration of the Plan.

Agatan updated the board on Mastery's current pension eligibility status. As an approach to address staff retirement needs, leadership presented an amended 403b plan.

#031417-09

Resolved, to appoint Clifton Larson Allen to perform audit and tax services for Mastery Schools of Camden for the fiscal year ending June 30, 2017

Motion to approve #031417-06, #031417-07, #031417-08, and #031417-09: Jim Sheward. Second by: Sharell Sharp. 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 (March 2017)

#031417-10

Resolved, to adopt the Suspension and Expulsion Policy to provide guidance on Long-Term Suspension and Expulsion for serious violations of Mastery's Code of Conduct. (as attached).

Motion to approve #031417-10: Sharell Sharp. Second by: Reuel Robinson. Motion carried (4-0, unanimous)

#031417-11

Resolved, to approve the allocation of the following Mastery Schools of Camden, Inc. staff members to the Title I grants for FY17:

Name	Position	Grant
Crystal Bailey (North Camden) Shadonna Charleston (Molina) Elliot Irizarry (Molina) Myasia Johnson (Molina) ** Tianna Kilgore (McGraw) Matthew Marshall (McGraw) Ebony Medina (East Camden) Chase Miller (North Camden) Jessica Ramirez (North Camden) Leyde St Leger (East Camden)	Dean	Title I
Isamar Figueroa (Cramer Hill) Kaitlyn Muller (Molina) Mildred Rojas (McGraw) Stephanie Shanklin (North Camden) Carmen Ubarry (East Camden)	Community Engagement Manager	Title I
Tyneika Bond (North Camden) Ryan Brookens (North Camden) Erica Carmichael (McGraw) Brian Crescenti (Cramer Hill) Latonya Evans (McGraw) Mia Harper (Molina) Courtney Johnson (North Camden) Amber Jones (Cramer Hill) Amanda Nolan (North Camden) Walter Randall (North Camden) Aaron Rhock (McGraw) Stephanie Young (North Camden) Yaritza Medina (Cramer Hill) Martin Nwoga (East Camden)	Teaching Assistant	Title I
Andre' Brown Jr (North Camden) Kevin Carroll (Molina) John Coleman (East Camden) Marx Desulme (Molina) Richard Gaines (North Camden) Theodore Gibson (Molina) Nasir Jones (Molina) Cynthia Lawson (Molina) Magaly Martinez (Molina) Naceirra McEady (Molina) Davanna Morris (McGraw) Stephanie Pagan (East Camden) Shantae Scutchings (North Camden) Shikeya Setzer (Molina) Maurice Taylor (East Camden) Jinera Tribbett (North Camden) Maryah Wilcox (Molina) Taisha Mercado (Molina)	Special Ed Classroom Assistant	Title I
Avryel Browne (Cramer Hill) Stephen Williams (East Camden)	Apprentice School Leaders	Title I

*** - Special Ed Assistant through November, Dean from December 2016 to present*

Motion to approve #031417-11: Sharell Sharp. Second by: Reuel Robinson. Motion carried (4-0, unanimous)

ADDED: #031417-12

Resolved, to appoint James Sheward as Board Chair of Mastery Schools of Camden Board of Trustees.

Tschirgi informed the board of her intention to stay on as a board member, but not as Chair. She will be working with Sheward and Gordon on transition plans.

On behalf of the board, Sheward praised Tschirgi for her dedication and leadership of the board during the initial years of Mastery Schools of Camden.

Motion to approve #031417-12: Sharell Sharp. Second by: Reuel Robinson. Motion carried (4-0, unanimous)

8. CEO's Report – None at this time.

9. Closed Session – Legal and Real estate matters – held earlier in the meeting.

10. Public Comment – None at this time.

11. Adjourn

Sharp expressed her gratitude to the board for their support while grieving the loss of her brother.

Motion to adjourn at 7:55pm: Sharell Sharp. Second by: Reuel Robinson. Motion carried (4-0, unanimous).