

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

**July 18, 2017**

**At Mastery – McGraw Elementary (conference call)**

**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, Sharell Sharp, Jim Sheward, Jamie Reynolds

Members absent: Reuel Robinson

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

Jim Sheward called the meeting to order at 6:05pm. Joe Ferguson facilitated.

**1. Approval of the Minutes from June 20, 2017 (as attached pp. 7-16).**

**#071817-01**

**Resolved**, to approve the minutes from the meeting held on June 20, 2017, as presented.

Motion to approve #071817-01: Judy Tschirgi. Second by Sharell Sharp.

Motion carried (4-0, unanimous)

**2. Human Resources**

**#071817-02**

**Resolved**, to ratify Mastery Schools of Camden staff hired between June 10, 2017 and July 7, 2017 as presented below.

Last Name	First Name	Campus	Job	FT-PT	Hire Date	Rate/Salary	Note
Kiniery	Elizabeth	Cramer Hill Lower	Asst School Leader-Ops	FT	06/19/2017	\$88,000	
Mota	Judith	Cramer Hill Upper	Community Organizer	PT	06/19/2017	\$15.00	
Chen	Amy	Cramer Hill Lower	AP/Director - Instruction	FT	07/05/2017	\$87,000	Internal Transfer from PA
Estes	Anthony	Cramer Hill Lower	Asst School Leader-Culture	FT	07/05/2017	\$85,000	Internal Transfer from PA
Honeyford	Brooke	Molina	Asst School Leader-SpSrv	FT	07/05/2017	\$85,000	Internal Transfer from PA
Lee	Jiwon	Molina	Asst School Leader-SpSrv	FT	07/05/2017	\$85,000	
Orange	Todd	Cramer Hill Upper	Asst School Leader-Culture	FT	07/05/2017	\$91,500	Internal Transfer from PA

We report the following terminations from Mastery Schools of Camden between June 10, 2017 and July 7, 2017 presented below.

Last Name	First Name	Campus	Job	Separation Date	Separation Reason
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Brookens	Ryan	Cramer Hill Upper	Teaching Assistant	06/23/2017	Voluntary
Collier	Erin	Molina	Teacher - SpEd	06/23/2017	Voluntary
Cush	Jennifer	Molina	Teacher- French	06/23/2017	Voluntary
Darrison	Nia	Molina	SpEd Classroom Asst	06/23/2017	Involuntary
Ensign	Kelsey	Molina	Teacher - History	06/23/2017	Voluntary
Hanna	Kayla	McGraw	Teacher - SpEd	06/23/2017	Voluntary
Jakubowski	Kyle	Molina	Teacher - 3-6	06/23/2017	Voluntary
Kooistra	Sarah	Molina	Teacher - English	06/23/2017	Voluntary
Mauriello	Sharon	McGraw	Teacher - PE	06/23/2017	Voluntary
Miller	Chase	Cramer Hill Upper	Dean 10 Month	06/23/2017	Voluntary
Mwalimu	Ojala	East Camden	Teacher - History	06/23/2017	Voluntary
Pagan	Stephanie	East Camden	SpEd Classroom Asst	06/23/2017	Voluntary
Peralta	Crystal	Molina	Teacher - 3-6	06/23/2017	Voluntary
Poggioli	Vanessa	Molina	Teacher - Math	06/23/2017	Voluntary
Ramos	Jovana	Molina	Relay Support Teacher	06/23/2017	Voluntary
Randall	Walter	Cramer Hill Upper	Teaching Assistant	06/23/2017	Voluntary
Rehill	Kathryn	Cramer Hill Upper	Teacher - K-2	06/23/2017	Voluntary
Reyes	Kenneth	McGraw	Teacher - K-2	06/23/2017	Voluntary
Rojas	Karen	McGraw	Teacher - 3-6	06/23/2017	Involuntary
Wisniewski	Eileen	Cramer Hill Upper	Teacher - Music	06/23/2017	Voluntary
Wolfson	Dawn	Cramer Hill Upper	Teacher - 3-6	06/23/2017	Voluntary
Young	Stephanie	Cramer Hill Upper	Teaching Assistant	06/23/2017	Voluntary
Coleman	Kimberly	Cramer Hill Lower	Asst School Leader-Culture	06/30/2017	Involuntary
LeClair	Kimberly	East Camden	Teacher - Math	07/05/2017	Transferred out (to NST)

**#071817-03**

Resolved, to ratify the \$186,039.43 of “other earnings” compensation paid during June 2017.

Last Name	First Name	Job Title	Other Earnings	Description
Bivins	Valerie	Teacher - SpEd	\$1,000.00	Tuition Reimbursement
Blake	Kimberly	AP/Director - Instruction	\$2,500.00	Signing Bonus
Bond	Tyneika	Teaching Assistant	\$1,215.00	After care coverage
Brookens	Ryan	Teaching Assistant	\$5,615.38	Tuition Reimbursement +Summer payout
Brown	Andre'	SpEd Classroom Asst	\$1,080.00	After care coverage
Buffalo	Tamara	Teacher - Science	\$1,444.82	Summer Payout
Burg	Sean	Teacher - Social Studies	\$459.00	After care coverage
Carmichael	Erica	Teaching Assistant	\$1,425.00	After care coverage
Cole	Justin	Teacher - K-2	\$1,188.00	After care coverage
Coleman	John	SpEd Classroom Asst	\$3,417.00	After care coverage
Collier	Erin	Teacher - SpEd	\$7,961.55	Summer Payout
Cruz	Erika	Intern	\$2,349.00	After care coverage
Cush	Jennifer	Teacher- French	\$6,923.07	Summer Payout
Ensign	Kelsey	Teacher - History	\$5,697.69	Summer Payout
Gaines	Richard	SpEd Classroom Asst	\$945.00	After care coverage
Garvin	Kimberly	Teacher - 3-6	\$1,342.00	After care coverage
Hanna	Kayla	Teacher - SpEd	\$6,721.14	Summer Payout
Harper	Mia	Teaching Assistant	\$3,215.00	After care coverage

Hill	Iris	Teacher - SpEd	\$1,918.00	After care coverage+ Tuition Reimbursement
Howell-Turner	Meredith	School Leader	\$1,000.00	Tuition Reimbursement
Jakubowski	Kyle	Teacher - 3-6	\$5,904.24	Summer Payout
Johnson	Courtney	Teaching Assistant	\$1,188.00	After care coverage
Jones	Nicole	Teaching Assistant	\$658.44	Summer Payout
Jones	Richard	SpEd Classroom Asst	\$2,970.00	After care coverage
Kooistra	Sarah	Teacher - English	\$5,769.24	Summer Payout
Lawson	Meaghnann	Appren Asst School Ldr	\$800.00	Tuition Reimbursement
Liszewski	Christa	Teacher - SpEd	\$1,000.00	Tuition Reimbursement
Loesch-Miller	Gabrielle	Teacher - 3-6	\$3,919.06	Summer Payout
Martinez	David	Teacher - Math	\$3,100.00	Tuition Reimbursement
Mauriello	Sharon	Teacher - PE	\$4,084.62	Summer Payout
Mazyck	Alexandra	Teacher - SpEd	\$391.50	After care coverage
Miller	Chase	Dean 10 Month	\$6,894.24	Summer Payout
Morris	Davanna	SpEd Classroom Asst	\$729.00	After care coverage
Mwalimu	Ojala	Teacher - History	\$7,730.76	Summer Payout
O'Neill	Shawn	Teacher - PE	\$1,362.00	After care coverage
Perez	Joel	After-School Support	\$1,566.00	After care coverage
Poggioli	Vanessa	Teacher - Math	\$7,153.86	Summer Payout
Post	Gina	Teacher-Bilingual	\$1,000.00	Tuition Reimbursement
Ramos	Jovana	Relay Support Teacher	\$3,311.04	Summer Payout
Randall	Walter	Teaching Assistant	\$4,500.00	Summer Payout
Rehill	Kathryn	Teacher - K-2	\$8,682.69	Summer Payout
Reyes	Kenneth	Teacher - K-2	\$7,225.95	After care coverage + Summer Payout
Rhock	Aaron	Teaching Assistant	\$1,458.00	After care coverage
Robinson	Lashun	Teacher - SpEd	\$2,274.25	Summer Payout
Rojas	Karen	Teacher - 3-6	\$6,795.15	Summer Payout
Saggiomo	Kristen	Teacher - SpEd	\$526.50	After care coverage
Schmidt	Laura	Teacher - K-2	\$653.00	After care coverage
Setzer	Shikeya	SpEd Classroom Asst	\$972.00	After care coverage
Stevens	Kia	Teacher - K-2	\$1,000.00	Tuition Reimbursement
Taylor	Maurice	SpEd Classroom Asst	\$2,713.50	After care coverage
Tejero	Jenese	Teacher - SpEd	\$8,091.45	After care coverage + Summer Payout
Towns	Maurice	Teaching Assistant	\$1,605.35	Summer Payout
Velez	Maribel	Admin Assistant	\$3,334.50	After care coverage
Vignali	Amanda	Teacher - K-2	\$1,930.50	After care coverage
Ward	Veronica	Teacher - ESL	\$325.00	Tuition Reimbursement
Wilcox	Maryah	SpEd Classroom Asst	\$1,485.00	After care coverage
Williams	Stephen	Asst School Leader-Instru	\$800.00	Tuition Reimbursement
Wisniewski	Eileen	Teacher - Music	\$7,557.69	Summer Payout
Wolfson	Dawn	Teacher - 3-6	\$6,870.00	Tuition Reimbursement +Summer payout
Young	Stephanie	Teaching Assistant	\$290.25	After care coverage
<b>Total</b>			<b>\$186,039.43</b>	

Clancy explained how summer payouts and teacher pay cycles work.

Motion to approve #071817-02 and #071817-03: Jamie Reynolds. Second by Sharell Sharp.

Motion carried (4-0, unanimous)

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

**#071817-04**

**Resolved**, that the Mastery Schools of Camden Board of Trustees ratifies the payroll in the amount of \$631,387 for June 2, 2017, \$580,717 for June 16, 2017 and \$731,784 for June 30, 2017.

(Internal Note: PD 6/30 includes \$129k in summer payout earnings)

Motion to approve #071817-04: Jamie Reynolds. Second by Judy Tschirgi.

Motion carried (4-0, unanimous)

**REVISED: #071817-05**

**Resolved**, to approve payment of \$1,698,922 for operating expenses as detailed in the invoices listing (Board Document 071817-01).

Motion to approve #071817-05: Jamie Reynolds. Second by Sharell Sharp.

Motion carried (4-0, unanimous)

**4. Finance Presentation – Yonca Agatan**

- **Section I – Petty Cash from January 2017 to June 2017. (See attached)**

**5. General Business and School Operations**

**#071817-06**

**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
Public Consulting Group	Easy IEP special education case management system	July 2017 - June 2018	\$14,935
Social Responsibility Through Me	Consulting contract for strategy and implementation of Kindergarten and student vacancy enrollment project – target enrolling 100-125 additional new students (Molina Lower, McGraw and Cramer Hill)	July 2017 - October 2017	Not to exceed \$8,475
Social Responsibility Through Me	To support implementation of new K-2 aftercare program at Molina Lower to open in Fall 2018	July 2017 - October 2018	Not to exceed \$7,080
LaQuawne Boucher	Contract for consulting services related to Kindergarten Enrollment effort citywide	July 2017 - October 2017	Not to exceed \$4,520
After School All-Stars	Provide After-school programming with a focus on homework and tutoring, enrichment clubs, and athletics (Molina grades 3-8, Cramer Hill - TBD)	Sept 2017 - June 2018	\$72,000 per school. \$144,000 total. (60 slots each school at ~\$1200 per student).

Ferguson explained that several of the contracts are geared toward addressing our K enrollment gaps (Social Responsibility Through Me, Ms. Boucher).

Motion to approve #071817-06: Sharell Sharp. Second by Jamie Reynolds.  
Motion carried (4-0, unanimous)

#### **#071817-07**

**Resolved**, to ratify the Amendment Management Agreement per Resolution Number 060217-09, with a new reference to technology costs and services, in accordance with the terms therein. (See separate document - Amendment to Management Agreement 2017-18 Final)

Board requested future amendments be distributed with 'black-line' edits.

Motion to approve #071817-07: Jamie Reynolds. Second by Judy Tschirgi.  
Motion carried (4-0, unanimous)

#### **ADDED: #071817-08**

**Resolved**, to ratify the lease agreement between Mastery Schools of Camden, Inc. and Education Capital Solutions, LLC for 415 North 9<sup>th</sup> Street, Camden, New Jersey and the adjacent Gymnasium for the purpose of expanding Mastery - Molina Elementary, in accordance with the terms therein. (See separate document – Lease – ECS and Mastery Schools of Camden)

Ferguson answered questions regarding lease and reminded board that NJ DoE has approved full funding for Molina expansion.

Motion to approve #071817-08: Jamie Reynolds. Second by Judy Tschirgi.  
Motion carried (4-0, unanimous)

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

## **7. Compliance and Policy Updates**

### **Bilingual/ESL 3 year Program Plan**

- The New Jersey Department of Education requires that eligible LEAs submit a 3 year program plan for bilingual and ESL services. Program components include assurances related to staff credentials, class sizes, and student exit criteria.

### **#071817-09**

**Resolved**, to authorize the submission of Mastery Schools of Camden's Bilingual/ESL 3 year Program Plan for 2017-2020.

Motion to approve #071817-09: Jamie Reynolds. Second by Judy Tschirgi.  
Motion carried (4-0, unanimous)

### **Harassment, Intimidation, and Bullying (HIB) Self-Assessment**

- The attached HIB Self-Assessment shows a continuation of our high performance. This year our overall score is 69 out of a possible 78.
- For context, the most recent scores for Camden City schools ranged from 38 to 68 with a district average of 56.
- In the coming year we plan to improve our training of outside contractors and volunteers to raise our score.

### **#071817-10**

**Resolved**, to approve the self-assessment conducted by the School Safety Team to determine the school's grade under the Anti-Bullying Bill of Rights Act. (See attached)

Motion to approve #071817-10: Jamie Reynolds. Second by Sharell Sharp.  
Motion carried (4-0, unanimous)

### **HIB Biannual Board Report**

- On a biannual basis, School Leadership will present the summary level of Harassment, Intimidation, and Bullying (HIB) information. Below is the data from January through June 2017.

<b>Harassment, Intimidation, and Bullying (HIB) Biannual Report to the Board July 2017</b>					
<b>School</b>	<b>North Camden</b>	<b>Cramer Hill</b>	<b>Molina</b>	<b>McGraw</b>	<b>East Camden</b>
Anti-Bullying Specialist	Brandon Cummings	Kim Coleman	Jolon McNeil	Jessica McCreary	Nate Gibson
Number of Reported Incidents	0	0	1	1	3
Number Not Meeting Threshold	0	0	1	1	2
Number of HIB Investigations	0	0	0	0	1
Number of Confirmed HIB	0	0	0	0	1

**#071817-11**

**Resolved**, to approve the Biannual HIB Board Report for January through July 2017 as presented above.

Motion to approve #071817-11: Jamie Reynolds. Second by Sharell Sharp.  
Motion carried (4-0, unanimous)

**8. CEO Report**

Gordon shared preliminary PARCC results with the Board.

- Math: + 4%
  - 5 of 5 Mastery Camden schools increased math scores vs. last year
- Reading + 4%
  - 4 of 5 Mastery Camden schools increased reading scores vs. last year
- Below Basic (reduction in # of students scoring Below Basic)
  - Math: + 5%
  - Reading: + 8%
- English language Learners
  - + 9% ELA growth

**9. Closed Session – Legal and Real estate matters**

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

**11. Adjourn**

Motion to adjourn at 6:43pm: Jamie Reynolds. Second by: Sharell Sharp.  
Motion carried (3-0, unanimous)