

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

September 19, 2017

At Mastery – Mastery Cramer Hill 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: Jim Sheward, Jamie Reynolds, Reuel Robinson, Judith Tschirgi, Sharell Sharp

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

Jim Sheward called the meeting to order at 6:07pm.

12. Approval of the Minutes from August 22, 2017 (as attached pp. 11-17).

#091917-01

Resolved, to approve the minutes from the meeting held on August 22, 2017, as presented. Motion to approve #091917-01: Jamie Reynolds. Second by Sharell Sharp. Motion carried (5-0, unanimous)

13. Human Resources

#091917-02

Resolved, to ratify Mastery Schools of Camden staff hired from August 12, 2017 to September 8, 2017 as presented below.

First Name	Last Name	Campus	Job	FTPT	Hire Date	Rate/Salary	Notes
Michael	Smith	East Camden	Teacher – Math	F	08/08/2017	\$59,250	Hired in HR System after last meeting
Jesse	McKevitt	Molina	Teacher - Spanish	F	08/14/2017	\$63,000	Rehire
Cynthia	Taylor	Cramer Hill Upper	Teacher- Reading Intervention	F	08/14/2017	\$69,000	
Clinton	Barnhill	Cramer Hill Upper	Teacher - Math	F	08/14/2017	\$48,500	
Breanna	Bertele	East Camden	Teacher - Math	F	08/14/2017	\$48,500	
Benjamin	White	McGraw	Teacher - PE	F	08/14/2017	\$68,000	
Candace	Kennedy	McGraw	Teaching Assistant	F	08/14/2017	\$39,500	
Clement	Bethea	Cramer Hill Upper	SpEd Classroom Asst	P	08/14/2017	\$18.00	
Jennifer	Otero	East Camden	Attendance Coordinator	P	08/14/2017	\$14.00	
Jazmin	Hill	Molina Lower	Classroom Counselor	P	08/14/2017	\$25.00	

Mariana	Oropeza	Molina	Teacher-Bilingual	F	08/18/2017	\$68,000	
Giovanna	Pullella	Molina	Long Term Substitute	P	08/21/2017	\$18.75	
Danielle	Almquist	Molina Lower	Social Worker	F	08/28/2017	\$65,000	
Diamond	McBurrows	Molina Lower	SpEd Classroom Asst	P	08/28/2017	\$17.00	
Lisa	Johnson	Cramer Hill Upper	Teacher - 3-6	F	09/05/2017	\$68,000	
Douglas	Patalano	East Camden	Teacher - SpEd	F	09/05/2017	\$58,500	

We report the following separations from Mastery Schools of Camden from August 12, 2017 to September 8, 2017.

First Name	Last Name	Campus	Job	Separation Date	Separation Reason	Notes
Crystal	Bailey	Cramer Hill Upper	Dean 10 Month	08/06/2017	Voluntary	Transferred to PA
Ryan	Kelly	Molina	Social Worker 10 Month	08/06/2017	Voluntary	Transferred to PA
Robyne	Moore-Taylor	Cramer Hill Upper	Teacher - Math	08/10/2017	Voluntary	Separation reported after last board meeting
Avryel	Browne	Cramer Hill Lower	Asst School Leader-Instruction	08/11/2017	Voluntary	Separation reported after last board meeting
Lauren	Scola	Molina	Teacher - SpEd	08/17/2017	Voluntary	
Maritza	Guridy	Cramer Hill Upper	Community Engagement Mgr.	08/25/2017	Voluntary	
Averyel	Sawyer	McGraw	Asst School Leader-Ops	08/25/2017	Voluntary	

#091917-03

Resolved, to ratify the \$66,784.30 of “other earnings” compensation paid during August 2017 for Mastery Schools of Camden staff, as presented on the below.

First Name	Last Name	Job Title	Other Earnings	Description
Dana	White	Teacher - K-2	\$740.00	Curriculum Writing (\$640), Supply Reimbursement (\$100)
Catherine	Steckel	Teacher - SpEd	\$1,500.00	IEPs Writing (\$700), Summer School Pay (\$800)
Kia	Stevens	Teacher - 3-6	\$920.00	3 days of Professional Development (\$600), Summer School Pay (\$320)
Gina	Post	Teacher-Bilingual	\$800.00	4 days of Professional Development
Tamia	Murphy	Teacher - 3-6	\$100.00	0.5 days of Professional Development
Katherine	Roman	Teacher - K-2	\$550.00	1.5 days professional Development (\$300), Recruitment Outreach (\$250)
Irma	Diaz	Teacher-Bilingual	\$200.00	1 day of Professional Development
Jenna	Forte	Teacher-Bilingual	\$104.19	Personal Time Payout
Brandon J.	Cummings	School Leader	\$18,923.04	Final Payout
Lashun	Robinson	Teacher - SpEd	\$1,000.00	Signing Bonus
LaToya	Coley	Internship Coordinator 10	\$2,500.00	Signing Bonus
Richard	Jones	SpEd Classroom Asst	\$729.00	Summer School Pay
Christa	Liszewski	Teacher - SpEd	\$1,340.00	Summer School Pay
Maurice D.	Taylor	SpEd Classroom Asst	\$1,422.00	Summer School Pay
Iris	Hill	Teacher - SpEd	\$1,440.00	Summer School Pay
Allison L.	Holding	Teacher - Math	\$1,440.00	Summer School Pay
Jenese Y.	Tejero	Teacher - SpEd	\$1,440.00	Summer School Pay
Najla	Suluki	Teacher - K-2	\$1,440.00	Summer School Pay

Elliot E.	Irizarry	Dean 10 Month	\$1,500.00	Summer School Pay
Lauren	Zucatti	Teacher - 3-6	\$1,501.00	Summer School Pay
Jessica	Ramirez	Dean 10 Month	\$2,000.00	Summer School Pay
Dominique	Bono	Teacher - 3-6	\$2,000.00	Summer School Pay
Ebony	Medina	Dean 10 Month	\$2,560.00	Summer School Pay

First Name	Last Name	Job Title	Other Earnings	Description
Heather	Fronza	Teacher - SpEd	\$640.00	Summer School Pay
Carla	Heusser	Teacher - SpEd	\$640.00	Summer School Pay
Alexandra	Mazyck	Teacher - SpEd	\$640.00	Summer School Pay
Lauren E.	Donnelly	Teacher - SpEd	\$640.00	Summer School Pay
David	Martinez	Teacher - Math	\$1,120.00	Summer School Pay
Stephanie	McCord	Teacher - SpEd	\$1,200.00	Summer School Pay
Eugene R.	Cash Jr.	Teacher - PE	\$1,600.00	Summer School Pay
Alex J.	Garcia	Teacher - English	\$1,600.00	Summer School Pay
Katherine	Schoen	Social Worker 10 Month	\$1,760.00	Summer School Pay
Erica	Carmichael	Teaching Assistant	\$1,220.00	Summer School Pay (\$1,120), Supply Reimbursement (\$100)
Latonya	Evans	Teaching Assistant	\$1,220.00	Summer School Pay (\$1,120), Supply Reimbursement (\$100)
Aaron	Rhock	Teacher - 3-6	\$1,220.00	Summer School Pay (\$1,120), Supply Reimbursement (\$100)
Jennifer L.	Szkaradnik	Teacher - SpEd	\$1,220.00	Summer School Pay (\$1,120), Supply Reimbursement (\$100)
Richard	Spargo	Teacher - 3-6	\$1,577.00	Summer School Pay (\$1,477), Supply Reimbursement (\$100)
Mildred E.	Rojas	Community Engagement Mgr.	\$100.00	Supply Reimbursement
Briana	Jackson	Teaching Assistant	\$100.00	Supply Reimbursement
Raquel	Cintron-Cardozo	Teacher - Spanish	\$100.00	Supply Reimbursement
Alynda	Boonyachai	Teacher - K-2	\$100.00	Supply Reimbursement
Tiana	Brown	Teacher - 3-6	\$100.00	Supply Reimbursement
Sean	Burg	Teacher - Social Studies	\$100.00	Supply Reimbursement
Emily A.	Collins	Teacher - SpEd	\$100.00	Supply Reimbursement
Danielle	Farmer	Teacher - K-2	\$100.00	Supply Reimbursement
Frances K.	Gonzalez	Social Worker	\$100.00	Supply Reimbursement
LaToya	Hunter	Teacher - 3-6	\$100.00	Supply Reimbursement
Candace	Kennedy	Teaching Assistant	\$100.00	Supply Reimbursement
Samantha	Kennedy	Teacher - SpEd	\$100.00	Supply Reimbursement
Tianna R.	Kilgore	Dean 10 Month	\$100.00	Supply Reimbursement
Gabrielle K.	Loesch-Miller	Teacher - 3-6	\$100.00	Supply Reimbursement
Griselda	Lopez-Mendez	Teacher - K-2	\$100.00	Supply Reimbursement
Athena	Markakis	Teacher - Art	\$100.00	Supply Reimbursement
Matthew P.	Marshall	Dean 10 Month	\$100.00	Supply Reimbursement
James	McDonnell	Teacher - 3-6	\$100.00	Supply Reimbursement
Stephanie	McDuffie	Teacher - 3-6	\$100.00	Supply Reimbursement
Davanna	Morris	SpEd Classroom Asst	\$100.00	Supply Reimbursement
Allison L.	Ranck	Teacher - ESL	\$100.00	Supply Reimbursement
Sashai	Roberts	Teacher - SpEd	\$100.00	Supply Reimbursement
Kristen M.	Saggiomo	Teacher - SpEd	\$100.00	Supply Reimbursement
Joyce N.	Thornsberry	Support Teacher	\$100.00	Supply Reimbursement
Krista	Venafro	Teacher - K-2	\$100.00	Supply Reimbursement
Amanda	Vignali	Teacher - K-2	\$100.00	Supply Reimbursement

Benjamin	White	Teacher - PE	\$100.00	Supply Reimbursement
Heather	Wisniewski	Teacher - 3-6	\$100.00	Supply Reimbursement
Latrice	Doctor-Chambers	Teacher - SpEd	\$1,538.07	Tuition Reimbursement (\$1,000), Personal time payout (\$538.07)
		Total	\$66,784.30	

Motion to approve #091917-02 and #091917-03: Judy Tschirgi. Second by Reuel Robinson. Motion carried (5-0, unanimous)

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

#091917-04

Resolved, that the Mastery Schools of Camden Board of Trustees ratifies the payroll in the amount of \$529,076 for August 11, 2017 and \$690,645 for August 25, 2017.

Note: August 25th payroll is the first pay for new teachers.

#091917-05

Resolved, to approve payment of \$1,359,813.42 for start-up and operating expenses as detailed in the invoices listing (Board Document 091917-01).

Motion to approve #091917-04 and #091917-05: Jamie Reynolds. Second by Sharell Sharp. Motion carried (5-0, unanimous)

Discussion: Prior to the Finance Presentation, Ferguson gave an update on facilities and enrollment in Camden. On Facilities, Molina Lower and Cramer Hill opened in new locations without hiccups. Cramer Hill Elementary has sitework ongoing, punchlist items to complete further inspections/certifications to obtain (e.g., kitchen equipment installation and certification).

On enrollment, Mastery’s September enrollment reached its budget assumption. Unfortunately, Kindergarten recruitment and enrollment continues to be a problem. There are two major implications for the board to consider – our student recruitment strategies are not working, and our East Camden Middle / McGraw facilities strategy may no longer align to our enrollment situation. Management received the direction from the Board to investigate both matters fully and come back with solutions for the board to consider.

15. Finance Presentation – Yonca Agatan (pages 6-11)

- **Section I – FY18 Budget Revision (September version)**
- **Section II – Overview of August 2017 Financials**

Discussion: Agatan presented proposed budget revisions to the Board. Many were made in relation to slight adjustments to the school by school enrollment information management gathered over the 1st few weeks of school. Agatan also presented August 2017 financials which include mostly summer school and start-up activities. There were no major surprises or noteworthy issues.

16. General Business and School Operations

#091917-06

Resolved, to approve the proposed FY18 Budget Revision (September version) for Mastery Schools of Camden as presented (Board Document 091917-02).

Motion to approve #091917-06: Jamie Reynolds. Second by Sharell Sharp. Motion carried (5-0, unanimous)

#091917-07

Resolved to confirm continued appointment of Jim Leonard as School Business Administrator for the 2017-2018 school year pursuant to a contract engagement with Mastery Charter High School, effective September 20, 2017 and subject to further ratification of said contract.

#091917-08

Resolved, to authorize the following individuals to sign checks and authorize disbursements on behalf of Mastery Schools of Camden, Inc. for all bank accounts:

Scott Gordon, Yonca Agatan, Thomas Greenwood, Joseph Ferguson, Suzanne McKenna, Christopher Barts, James Sheward and Judy Tschirgi.

Motion to approve #091917-07 and #091917-08: Jamie Reynolds. Second by Sharell Sharp. Motion carried (5-0, unanimous)

#091917-09

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	Contract Amount
Aramark	Consolidated Agreement for Food Services	July 2017 - June 2018	No Cost Contract. This agreement permits Camden City School District to provide food services to our schools for 2017-18.
Settlement Music School	Choir Class and Children's Music Workshop	September 2017 to May 2018	\$8500, McGraw Elementary
YMCA Soccer for Success program	After-school Programming	September 2017 to June 2018	No Cost MOU for Molina Lower and Upper. Free to school and students through partnership with Campbells Soup Healthy Communities Initiative.
Edworks	After-school Programming	September 2017 to June 2018	\$191,020. Molina Lower. M-F for approximately 80 students.
EB Orielly	HVAC Maintenance Agreement (and emergency services)	September 2017 to August 2018	\$33,000 for ECM, McGraw, Molina and Molina Annex (please note: CH is under warranty, and Molina Lower contract is managed by property manager) Emergency services at \$105 per hour

Motion to approve #091917-09: Sharell Sharp. Second by Jamie Reynolds. Motion carried (5-0, unanimous)

#091917-10

Resolved, to authorize management team to lead strategic planning process to address our enrollment concerns.

Motion to approve #091917-10: Sharell Sharp. Second by Jamie Reynolds. Motion carried (5-0, unanimous)

17. Camden City School District Agreements – None at this time.

Ferguson reminded Board of the draft agreement on custodial services from the last meeting. No further action required.

**18. Compliance and Policy Updates
Harassment, Intimidation, and Bullying (HIB) information**

(Monthly HIB Report – September 2017 is attached separately)

19. CEO Report

Gordon shared 2017 results, 2018 priorities and goals. He also shared a draft of the 2017-18 Mission Metrics for discussion and adoption at a future meeting.

20. Closed Session – Legal and Real estate matters – *None at this time.*

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

22. Adjourn

Motion to adjourn at 7:55pm: Sharell Sharp. Second by: Jamie Reynolds.
Motion carried (5-0, unanimous)