***Math, Science & Technology Community Charter School***

***Board of Trustees***

*1800 E. Byberry Road*

*Philadelphia, PA 19116*

*Telephone: 267-348-1100 Fax: 267-348-1217*

*www.mastccs.org*

Minutes of the Meeting

May 20, 2015

Members present:

Karen DelGuercio

Linda Ringer Deas

William Nolan

Mark Spector

 Lou DeCree

 Mimi Keil Garbinski

Kathy Harrell

 Kathy Mulray

 Kelly Rahill

 Nicole Spellman

John Swoyer

Harley Gallen

Members Absent:

Jordan Telesford

Glenn Devitt

 Angel Medina

 Tamara Robinson

MaST II Members:

 Carrie Nork-Minelli

 Chris Pienkowski

 Tosch Traylor

 Members Absent:

 Barbara Wolf

Mrs. DelGuercio called the meeting to order at 6:06 pm.

Mrs. DelGuercio announced to the Board that Bryan Persons is presenting tonight to propose the idea of a West Coast Stem trip to San Francisco, CA in the Summer of 2016. The Education Committee was provided with the details prior to the Board Meeting. Mr. Persons passed out the information sheets to the rest of the Board at the meeting. He also had packets that describe the trip in more detail if they were interested. Mr. Persons explained what was included in the trip and the fact that students could earn college credits from the University of CO. Total cost of the program is $2,300. Included in the cost are admission fees, transportation, hotel, and airfare. The exact dates of the trip are 6/18 to 6/23/16. The chaperone ratio is 15 students to 1 chaperone. This trip is offered to high school students. Mr. Pienkowski asked if Mr. Persons has prior experience with chaperoning these types of trips. He answered that not on this type of trip but he was a Camp Counselor and has experience traveling with teams as a volleyball coach. He is CPR certified. Mr. Pienkowski asked if there would be any liability on the school should something happen to a student. Mr. Thomson answered that he would notify the insurance broker. Mrs. Spellman suggested that students purchasing insurance be mandatory. She has run trips to Europe in prior years. Mrs. DelGuercio asked if students are able to earn high school credits and Mr. Persons replied they could. Mr. Persons told the Board they may contact him with any questions and he will be glad to answer them or direct them to the World Strides representative. The Board agreed to allow him to proceed with the trip.

Mr. Nolan made a motion to waive the reading of the Minutes from the April 15, 2015 meeting.

Ms. Deas seconded the motion and the Minutes were unanimously approved by the Board.

Ms. DelGuercio asked for any public comment this evening on the Resolutions being presented and there were none.

RESOLUTIONS

Resolution #1 -- Personnel

Mrs. DelGuercio acknowledged two people retiring at the end of June – Donna Bernadino and Linda Gotlieb. Donna has many years of service as a 2nd grade teacher. She thanked Linda Gotlieb as well for her service to the Board, students and staff. Both are retiring at the end of June.

The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Mr. DeCree,

Ms. Garbinski, Ms. Mulray, Ms. Rahill– 7

Nays: 0

Resolution #2 -- Authorization of Letters of Intent

Mrs. DelGuercio stated Letters of Intent are done each year; however, this year the wording was changed to allow Mr. Swoyer flexibility in terms of what he wants to add to the Letter of Intent. She said this year a list of employees is not included because more details will be discussed regarding this at the retreat in June.

The vote was as follows:

Yeas: Ms. Deas, Mr. Spector, Mr. DeCree,

Ms. Garbinski, Ms. Mulray, Ms. Rahill– 6

Abstention: Mr. Nolan

Nays: 0

Resolution #3 -- Authorization for Compensation for Unused Personal Leave

Ms. Rahill asked what the cap was for sick leave. Mr. Swoyer replied with 50 days.

Mrs. DelGuercio stated that at some point there will need to be a discussion on how to better monitor attendance. She said there have been some cases recently of “Friday-Monday syndrome”. She said that will also be discussed at the retreat in June. There was a suggestion of rewarding employees with perfect attendance with a cash gift.

The vote was as follows:

Yeas: Ms. Deas, Mr. Spector, Mr. DeCree,

Ms. Garbinski, Ms. Mulray, Ms. Rahill– 6

Abstention: Mr. Nolan

Nays: 0

Resolution #4 -- Authorization for Level One Certification

Mrs. DelGuercio stated that Wilson is an excellent reading program for Special Ed students and students with difficulty reading.

The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Mr. DeCree,

Ms. Garbinski, Ms. Mulray, Ms. Rahill,– 7

Nays: 0

Resolution #5 -- Agreement with Pediatric Therapeutic Services, Inc.

The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Mr. DeCree,

Ms. Garbinski, Ms. Mulray, Ms. Rahill– 7

Nays: 0

Resolution #6 -- Agreement with CORA

 The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Mr. DeCree,

Ms. Garbinski, Ms. Mulray, Ms. Rahill– 7

Nays: 0

Resolution #7 -- Agreement with SPIN

The vote was as follows:

Yeas: Ms. Deas, Mr. Spector, Mr. DeCree,

Ms. Garbinski, Ms. Mulray, Ms. Rahill– 6

Abstention: Mr. Nolan --1

Nays: 0

**Resolution #8 - Agreement with The Keystone School**

The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Mr. DeCree,

Ms. Garbinski, Ms. Mulray, Ms. Rahill– 7

Nays: 0

**Resolution #9- Payment to Martin Luther School**

The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Mr. DeCree,

Ms. Garbinski, Ms. Mulray, Ms. Rahill– 7

Nays: 0

**Resolution #10 - Payment to The Outdoor School of Horsham**

The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Mr. DeCree,

Ms. Garbinski, Ms. Mulray, Ms. Rahill– 7

Nays: 0

**Resolution #11 - Payment for Technology Equipment, Software and Materials**

The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Mr. DeCree,

Ms. Garbinski, Ms. Mulray, Ms. Rahill– 7

Nays: 0

**Resolution #12 - Payment to Various Vendors for Textbooks for Grades K to 6**

Mrs. DelGuercio asked Mrs. Davis if we negotiate to get the Teacher Edition of books at no cost and Mrs. Davis stated she is not in direct contact with the vendors but knows the process has been streamlined. Mrs. Davis stated that Ms. Bowman does negotiate with the vendor. Mrs. DelGuercio asked if the book orders were reviewed by the principals prior to being brought to the Board. Mrs. Davis said that was correct. In elementary, all orders are placed through Ms. Bowman. The orders usually stay the same but if there is a change, the grade lead will follow up.

The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Mr. DeCree,

Ms. Garbinski, Ms. Mulray, Ms. Rahill– 7

Nays: 0

**Resolution #13 - Payment to Various Vendors for Textbooks for Grades 7 to 12**

Mrs. DelGuercio stated that these orders are tentative until reviewed. She stated there was a change under High School Social Studies, BFW High School – Author: Ellington – U.S. History Techer’s Survival Guide. The correction is that instead of the quantity being 30, it should be 1. That will bring the cost down to $250.00 for that book. There is also a question on the Geography textbook. The question is why are there textbooks being ordered in Geography when that is the most changeable subject. Why can’t this be online? This will be answered in the near future.

The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Mr. DeCree,

Ms. Garbinski, Ms. Mulray, Ms. Rahill– 7

Nays: 0

**Resolution #14- Payment to Keystone Aluminum & Glass Co., Inc.**

The question was what are FRP doors. Mr. Swoyer answered that they were Fiberglass Reinforced Polyester. Mrs. DelGuercio asked the Board to note the funding source. She said we are starting to use the designated fund balance.

The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Mr. DeCree,

Ms. Garbinski, Ms. Mulray, Ms. Rahill– 7

Nays: 0

**Resolution #15- Payment to Armor Masonry Restoration**

Mrs. DelGuercio stated we are also using the designated funds for this as well.

The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Mr. DeCree,

Ms. Garbinski, Ms. Mulray, Ms. Rahill– 7

Nays: 0

The Board decided the Food Services Resolution would be tabled and this will be a resolution submitted for June Board Meeting.

**Resolution #16 - Approval of Summer Reading Slam**

Ms. Rahill asked how students are selected. She said the resolution states there is a 15:1 ratio. Mrs. Davis answered that the students at risk are offered first then if it wasn’t maxed out, it would be offered to all students. All students who applied were accepted.

The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Mr. DeCree,

Ms. Garbinski, Ms. Mulray, Ms. Rahill– 7

Nays: 0

**Resolution #17 - Approval for Reimbursement for Advanced Placement Tests**

The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Mr. DeCree,

Ms. Garbinski, Ms. Mulray, Ms. Rahill– 7

Nays: 0

**Resolution #18 - Commendation for AMP**

The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Mr. DeCree,

Ms. Garbinski, Ms. Mulray, Ms. Rahill– 7

Nays: 0

**Resolution #19 - Approval of Staff Recognition**

Mrs. DelGuercio stated that all the Board Members are invited to attend this on June 1 at 3:15 pm.

The vote was as follows:

Yeas: Ms. Deas, Mr. Spector, Mr. DeCree,

Ms. Garbinski, Ms. Mulray, Ms. Rahill– 6

Abstention: Mr. Nolan – 1

Nays: 0

**Resolution #20- Approval of Lease Reimbursement – From the Floor**

Copies of the resolution was passed to the Board Members. Mrs. DelGuercio asked Mr. Thomson to explain. He stated that this was where the state has a reimbursement to charter schools to offset the cost of their rent or debt. The amount that the state gives to MaST is $184,000. He said that it comes out this time of year. In the past we used to get the first two quarters in December, the third quarter in April, and the final quarter in July. Now we have to wait until now for the application and won’t receive the money until August. We must wait approximately 14 months for the cash until August.

The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Mr. DeCree,

Ms. Garbinski, Ms. Mulray, Ms. Rahill– 7

Nays: 0

CONTROLLER’S REPORT

Mr. Thomson stated the financial report for April was distributed. The subsidy coming in from the School District of Phila. and the surrounding districts for non-Philadelphia students has been increasing over what was originally budgeted and we now anticipate another $217,000. It is mostly related to Special Ed students. MaST has an $84,000 carryover from previous years and for the current year Title 1, we received approximately $572,000. IDEA B funds related to Special Ed decreased $25,000. Last month, I reported that our expenditures were running lower than expected. This month he is happy to report that has continued. We originally appropriated $800,000 from fund balance to get through the current fiscal year. Now it looks like we will not touch any of that. He is projecting a $78,000 savings in Operations. Current revenue over expenditures is running $1.2 million but keep in mind year end accrual entries have not been posted yet, which usually run between $1.3 and $1.5 million. We have 242 days of cash on hand. Current disbursements for the month were approximately $363,000.

**CEO REPORT**

Mr. Swoyer told the Board the raffle was very successful this year bringing in over $97,500.00 in revenue with a profit of over $70,300. Profits benefit the Build It Center which he said he discussed at last month’s meeting. This will be a Lego/Robotics area in the Media Center. Hopefully this project will be done over the summer. Bricks were sold at the raffle. There are some other initiatives in the works and hopefully we will be able to do a wall.

Mr. Swoyer stated the Maker Festival was an awesome display of all the teachers and students hard work. He said this was something that we learned a lot from and it was discussed at the Technology Meeting. Some of the things he found was that it was really difficult to run offsite. Feedback was very positive from those who did not know these things existed. He talked about ways to streamline into ways of having something like this at MaST.

Mr. Swoyer said that testing is now going on. MaST established a new partnership with Hyundai and MaST students filmed a commercial with them that will be on TV. A meteorologist did the weather here at MaST then spoke to students in the Makerspace. Mrs. Davis had introduced an initiative for If She Builds It along with Mr. Persons and Mrs. Iuliano.

He said the past three weeks have been spent doing some of the strategic planning. We have applied for grants for replication. We found out today that we will be granted 1,250 students for the second school over 7 years. We have been granted a K to 12 school instead of K to 5. We have been interviewing investors and we have a potential property. Ms. Deas asked where the property is located. Mr. Swoyer stated that assuming we are able to borrow the investment, it would be located off of the Delaware River located at Tacony Point on State Road and Magee. The school will be located on 12 acres of land with fields. Looking for companies to be involved as well.

He said we recently applied for a planning grant. If we receive this, we would be able to fund a school leader for next year. Over time, we are asking for an investment of $3,000 to $5,000/student, which would mean a grant of between $2 to $4 million. We will need to borrow money to build.

Mr. Swoyer said the speaker for this year’s graduation at Holy Family University is Evan Malone, the CEO of Next Fab.

The last thing that Mr. Swoyer wanted to speak about was a new scale for the district for evaluation. We were listed for high school as one of three models. We moved up on the U.S. News and World Report just behind Masterman and Central overall. Mrs. DelGuercio noted that MaST is #41 in the state.

COMMITTEE REPORTS

**Finance Committee**

Mr. Spector reported there was a Finance Committee Meeting yesterday. He stated they discussed the agenda for the retreat. There are several components that will be discussed. He said that Mr. Thomson’s first pass at the budget shows a small surplus but there was a large deficit last year at this time. Another component is the expansion of classroom space and providing offices for MaST I, as well as MaST II. If the Board approves, that will come from fund balance and that will be in the neighborhood of $2.5 million. The third component has to do with expansion of Support Services that are needed and to further support MaST II. If all is in agreement to the proposal, over $3 million will be needed next year. Right now we have an undesignated surplus of $1.9 million. We have commitment surplus of $6.4 million. The question is how many years do we need funding to occur.

Mr. Swoyer added a reminder that the MaST building is completely out of space at this time. Mrs. DelGuercio said this was a preview of what will be discussed but we need a more detailed analysis of the money available and be fair to staff. She said these are just ideas at this point. Mr. Spector added that there is legislation in Harrisburg that might limit our ability to generate surplus or fund balance.

**High School Teacher Rep**

Mrs. Spellman reported that High School and Middle School have been meeting to update their curriculum. They are preparing for Charter School Week. All of the students had a great prom and they were well behaved. Last night was the Senior Dinner for students and parents. Some of the seniors will be leaving next week for Disney World. Mrs. DelGuercio asked how many students will be graduating. Mrs. Spellman replied there are 115 students in the Senior Class.

**Middle School Student Rep**

Harley Gallen reported that the 8th grade yearbook is complete. 8th Grade Algebra completed Keystone’s. The 7th grade went to Six Flags. The dodgeball tournament will be the end of the month. Finals are coming up soon. The 8th grade dance will be the first Friday in June.

Elementary Teacher Rep

Ms. Harrell reported that the 5th Graders are in Gettysburg today. They are also doing a restaurant day. She said 3rd grade is having an Author’s Tea. The first grade has a zoo trip. Career day and charter school week are coming up. The Asset Team through Mrs. Davis and Mrs. Worrell challenged the elementary teachers to do bulletin boards of states. If you walk through the halls, the boards all look great. Ms. Harrell asked Mr. Nolan the question regarding the heating system. He believed this was going to be looked at due to the fact that some parts of the building are really hot and others are really cold. He was going to work with Mr. Grensky.

Technology Committee

Ms. Rahill reported the Maker Festival was an impressive display of talent.

**Scholarship Committee**

Ms. Mulray reported that MaST now has a dual enrollment program with Community College of Philadelphia. There are 25 students that are going to be tested next week. Karen Davis shared the following information: $12.5 million in scholarships. 94% of students have applied to post-secondary institutions, vocational schools, military or unions.

**Personnel Committee**

Ms. Garbinski stated there will be a meeting with John to go over end of the year information.

**Alumni Committee**

Ms. Garbinski reported she will be meeting with Mr. Swoyer and Lydia from the class of 2005 to discuss a reunion for possibly the Fall and possibly one in the Spring for the first 10 graduating classes.

 **Discipline Committee**

Mr. Nolan stated that the committee met today regarding students with excessive absences and lateness.

**New Business/Old Business**

Mrs. DelGuercio asked for a show of hands of who will be attending the High School Graduation.

The meeting was adjourned at 7:20 p.m.

The Board Retreat is scheduled for Saturday, June 13, 2015 at 9:00 am in the Board Room.

The next Board Meeting will be on Wednesday, June 17, 2015 at 6:00 pm.

Approved by:

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Board Secretary