

***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
October 19, 2016**

Members present:

Linda Ringer Deas
William Nolan
Mark Spector
Glenn Devitt
Mimi Keil Garbinski
Angel Medina
Kathy Mulray
Tamara Robinson
John Swoyer
Nicole Spellman
Harley Gallen

MaST II Members

Lou DeCree
Carrie Nork Minelli
Chris Pienkowski
Barbara Wolf
Scott Balara

Members Absent

Karen DelGuercio
Kathy Harrell
Tosch Traylor

Ms. Deas called the meeting to order at 6:05 PM. She explained that Mrs. DelGuercio was not able to attend because of illness in her family.

A presentation was made by Mr. Drew Shumski of Security Benefits to give an update on new laws regarding retirement packages. He said he likes to refer to this as the annual compliance and due diligence meeting. He passed out information regarding the program. Both Boards were present for this explanation. He said both MaST I and II have the same plan. He shared the booklet that goes out to all teachers. He said his company is very competitive with almost every

retirement plan. He talked about the SFR program and that it is important because it assumes the responsibility for MaST I on fiduciary standards. They have a review process. He asked the Board to look at the booklet he passed out. He explained to the Board that it was the fiduciary responsibility that the funds were up to standards. Mr. Devitt asked when you change, what type of mutual funds are they? Mr. Shumski said they are basically all on the investment grade class. An example would be if you had a large cap value fund. It would be replaced by another large cap value fund. A summary is provided in the booklet that was distributed to the Board and also an insert with the different funds is also attached. Mr. Shumski stated that teachers will use him for guidance but they make the final decisions. He told the Board not to give financial advice to any employee at the school because their Directors and Officers Liability Insurance does not cover this. Mr. Shumski is a licensed financial adviser and could give guidance to employees. Ms. Deas asked if teachers are met in group or individually. He replied that in the beginning he meets with groups then individually. He said that he will call if he sees funds he does not like to recommend a change. Mr. DeCree asked if each new employee is automatically enrolled. Mr. Swoyer stated that at MaST I you are enrolled if you are not part of PSERS. At MaST II, you are enrolled in the Security Benefits Plan. Mr. Shumski stated that it is each employee's responsibility to enroll when they begin employment at MaST I or II.

There were no public comments.

Mr. Nolan made a motion to waive the reading of the Minutes from the meeting of September 21, 2016. Mr. Devitt seconded the motion, and the Minutes were unanimously approved by the Board.

RESOLUTIONS

Resolution #1 -- Personnel

The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Mr. Devitt,
Ms. Garbinski, Mr. Medina, Ms. Mulray, Ms. Robinson - 8

Nays: 0

Resolution #2 -- Approval of Job Description

The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Mr. Devitt,
Ms. Garbinski, Mr. Medina, Ms. Mulray, Ms. Robinson - 8

Nays: 0

Resolution #3 -- 2016/17 Extracurricular Activities and Athletic Teams

Mr. Nolan asked if all those listed were employees of the school. Mr. Swoyer replied that there are a few people that are not employees but do have clearances. Mr. Medina asked what the \$198,000 was based on. Mr. Swoyer replied that every person receives a stipend. Mr. Nolan asked if this covers insurance. Mr. Swoyer said it covers stipends only. Mr. Nolan asked if a non-employee is hurt how are they covered. Mr. Thomson replied they are covered through the school's general liability policy. The school also purchases student insurance.

Ms. Deas asked about the Lead Teacher Job Description. Mr. Swoyer explained that the Lead Teacher Job Description changed a bit this year and they added 7th and 8th Grade Leads also. The job description was redefined for these. There will be up to \$4,000 stipend this year. Some of the work was divided to potentially add PLC's and Technology Liaisons (TLC) so that each of the grades has a specialty person for technology support and data integration in the classroom. PLC's will analyze data to improve instruction. Ms. Deas asked when this would be sent out to staff. He said it will be sent out by Friday and teachers will email their interest in applying. Mr. Swoyer explained that the reason it is included as an attachment to the EC's is because it is in addition to a full time position, is performed after school hours and the Lead Teacher will receive a stipend. This job description replaces the previous one, which was also part of E.C.

The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Mr. Devitt,
Ms. Garbinski, Mr. Medina, Ms. Mulray Ms. Robinson - 8

Nays: 0

Resolution #4- 2015/16 Annual Report for Pennsylvania Charter Schools

The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Mr. Devitt,
Ms. Garbinski, Mr. Medina, Ms. Mulray, Ms. Robinson – 8

Nays: 0

Resolution #5 -- Approval of Employees to Transfer Personal Days for 2016/17 School Year

Mr. Nolan asked how it worked out last year. Mrs. Morgan replied that it was very successful. The staff that received the days were very appreciative and there was confidentiality. Ms. Garbinski asked if it was easy to keep track and Mrs. Morgan said that it was and she has been approached on donating this year. Ms. Mulray asked how many were helped last year. Mrs. Morgan said there were two last year.

The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Mr. Devitt,
Ms. Garbinski, Mr. Medina, Ms. Mulray, Ms. Robinson - 8

Nays: 0

Resolution #6 -- Approval on Clearance Changes for Volunteers

The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Mr. Devitt,
Ms. Garbinski, Mr. Medina, Ms. Mulray, Ms. Robinson - 8

Nays: 0

Resolution #7 -- Payment to Premier Door, Frame, and Hardware

Mr. Medina asked why we need to order locks for classroom doors. Mr. Ehrlich explained the two reasons. He explained that during a lockdown there is currently no way to lock a door from the inside of a classroom. The second reason is that with a lot of coverages needed, there may be a teacher in that room that would not be able to unlock the door in an emergency. The thinking behind this is that this is a way of ensuring every classroom and office with students and faculty members could be locked at any point in time. Mr. Medina said that a child or anyone with a weapon could lock himself in the room with a teacher. Is there something in place in case that happens? He felt that there should be a plan in place. Mr. Swoyer mentioned it was discussed at one time to have a panic button installed but it was a great expense for every classroom. We do have them at the Front Desk. Mr. Devitt asked if there would be a master key and Mr. Swoyer said that there would be. Mr. Medina just requests there is a procedure in place in an emergency.

Ms. Deas asked Mr. Swoyer to report back at the next meeting with additional ideas on this issue.

The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Mr. Devitt,
Ms. Garbinski, Mr. Medina, Ms. Mulray, Ms. Robinson - 8

Nays: 0

CONTROLLER'S REPORT

Mr. Thomson said the financial report was distributed. We are currently being paid for 1240 students in Philadelphia and 85 students in suburbs. We are budgeted for 1250 students in Phila. and 71 in the suburbs. The variance of the ten Phila. students should be reconciled by the School District of Phila. in November, and we will get those funds retroactively. We have 14 additional students from outside of Philadelphia, which is an additional \$190,000 in revenue. Most of our expenditures are currently running under budget. We have 206 days of cash on hand. IDEA funds were paid during October. Pension obligation for PSSRS went down month over month and we made a quarterly payment in September. During the month of September, we issued \$799,000 in checks and \$450,000 was a transfer of funds from MaST I to MaST II – the PSP grant.

Mr. Nolan asked Mr. Swoyer who we use for electricity. The bills have been pretty high. Mr. Swoyer said we went out to Direct Energy for bid. He said it's been pretty consistent over the last three years.

CEO REPORT

Mr. Swoyer said they announced our SPP score at 86.2. This data will be presented to the Board at the retreat on Saturday. We contested our initial score which was a little over 81. They announced that all SPP data will be pulled off the state site. Metro Media Magazine highlighted our school in the top 5 schools in Philadelphia. We were also voted #2 Charter School in Philadelphia in Philly Voice. Mr. Swoyer said Programs Night was successful. We will be starting a Strategic Planning Committee. He said we are at full enrollment. Special Ed population is 13 to 14% on average daily with 40% poverty. Mr. Swoyer reminded the group of the Board Retreat and he will be sending out the agenda tomorrow. Mr. Swoyer said that applications for the 2017-18 school year opened up on 10/1 and in three weeks there were 5,500 applications for MaST I and approximately 1,600 for MaST II.

Mr. Swoyer reported the Drama Club was asked to participate in the Christmas Village. Love Park is closed for construction so this will be done at City Hall. They will be doing a skit from the play. He asked for the Board to approve but Ms. Deas suggested they wait until they see what is entailed before the Board gives their approval. Ms. Nork Minnelli mentioned that it would be a good PR angle. Mr. Swoyer said there was another student who was holding a coat drive for people in Haiti. She is going to be on Fox Good Day Philadelphia and the Ellen Show has shown an interest in having her on the show.

ADMINISTRATIVE REPORTS

Assistant Principal Report – Lower School

Ms. Marino reported that clubs and activities are ready to start such as Lego Club. There have been Drama meetings regarding the grades 1 through 12 production. This year's play will be the Lion King Jr. There are also plans for a high school only show. Interest was generated at Programs Night and there will be a sponsor. Lion King will be scheduled for March and the high school play scheduled in May. Red Ribbon Week is next week which is for Drug Prevention Awareness. The 5th Graders will be heading out to Settlement Camp next Wed. through Friday.

Assistant Principal Report – Upper School

Mr. Oessenich reported that today was a college and career focus day. All 9th graders went on university tours to University of Penn, LaSalle, and Princeton. It was a great success. 98% of 10th graders and 99% of 11th graders took the PSAT today. All 11th graders are eligible for a National Merit Scholarship if they score high enough. Seniors had a representative from University of Penn and Campus Philly visit today. We were able to grab some data. 90.4% of our seniors listed they were anticipating to attend either a two or four-year college and they already had a college in mind. There were 7 or 8% that were still undecided. Five seniors were sent to a Manufacturing Summit. There were speakers. One student who was forward thinking had brought a resume and did some networking and now has an interview for an internship. Ms. Deas felt we should now encourage our students to bring their resumes when they attend something like this in the future.

Head of Community Relations and Innovative Projects

Ms. Bowman looked up the official application information and MaST I is now at 6,000 and MaST II is at 1,600.

COMMITTEE REPORTS

Alumni Committee

Ms. Garbinski reported that Alumni is planning the Fall Reunion at the Maltese Room on Saturday, November 19. Right now they have 31 alumni attending.

Discipline Committee

Mr. Nolan reported that the Discipline Committee met with MaST II Board prior to the start of tonight's meeting. They went over things that might be expected in the future and steps on what should be done. He felt they should meet again to continue the discussion.

Wellness Committee

Mr. Devitt reported that Wellness Committee recently had the Wellness Fair which took place during Fall Festival in early October. It was a success. They gave out free apples, healthy smoothies, and a lot of information was distributed. The Council met today and Mr. Devitt was not present. He will provide an update at the next meeting.

Data Committee

Mr. Devitt and Mr. Oessenich will present data at the Board Retreat on Saturday.

Education Committee

Ms. Mulray stated that registration opens on Monday for MC².

AMP Committee

Ms. Robinson stated there was nothing to report at this time.

Finance Committee

Mr. Spector stated there was nothing new to report.

Technology Committee

Mr. Spector reported that Technology met today. He said the group on this committee is one of the most enthusiastic groups he's been around. Mr. Swoyer stated that Ms. Koenig chaired the meeting and they will be working on a STREAM Day. He said it would be somewhat like a Science Fair. He wants to hold it sometime around Charter School Week and invite families to see the work.

Personnel Committee

Ms. Deas stated there was nothing to report at this time.

Facilities Committee

Mr. Nolan stated there was nothing to report at this time

Audit Committee

Mr. Medina stated there was nothing to report.

High School Student Representative

Miss Gallen reported that today the 9th grade went on a college tour and 10th and 11 grades took their PSAT's. Clubs are starting and sports for this season are coming to a close. Girls and Boys soccer are in playoffs.

High School Teacher Representative

Ms. Spellman reported 7th Grade Tech class created a tutorial to teach basic skills in Microsoft Word and they are working on game design right now. A student is promoting a clothing and dry foods drive for victims of Haiti as this is where her family is from. As mentioned, she will be on Good Day Philadelphia on Monday. Students in Mrs. Worrell's class just received new mobile standing desks for their Chromebooks and she is excited for the change and interactive group work. Mr. Swoyer stated these were ordered through a connection of Mr. Devitt's and are going to be a pilot for others.

OLD BUSINESS

NEW BUSINESS

Ms. Deas reminded the Board of the Retreat on Saturday at 8:30 AM and to bring I-pads.

The meeting was adjourned at 7:16 p.m.

The next Board Meeting will be held on Wednesday, November 16, 2016 at 6:00 pm.

The Board Retreat will be held on Saturday, October 22nd, from 8:30 to 1:30 pm.

Approved by:

Board Secretary

Date: _____