

***Math, Science & Technology Community Charter School  
Board of Trustees***

*1800 E. Byberry Road*

*Philadelphia, PA 19116*

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*www.mastccs.org*

Minutes of the Meeting

November 16, 2016

Members present:

Karen DelGuercio  
Linda Ringer Deas  
William Nolan  
Mark Spector  
Mimi Keil Garbinski  
Angel Medina  
Kathy Mulray  
John Swoyer  
Kathy Harrell  
Harley Gallen

MaST II Members

Lou DeCree  
Carrie Nork Minelli  
Chris Pienkowski  
Barbara Wolf  
Scott Balara

Members Absent

Glenn Devitt  
Tamara Robinson  
Nicole Spellman

Mrs. DelGuercio called the meeting to order at 6:00 PM. She told the group that they were going to begin with Resolution #9, regarding the basketball tournament since a few coaches are here to give the details. The coaches introduced themselves. Mrs. DelGuercio explained this has been done before. There were no other questions for the coaches and they were dismissed.

At this time, Mrs. DelGuercio stated they were going to read Resolution #5. Mr. Swoyer explained that Ryan Thomas is a student at MaST who participated in an entrepreneurship program last summer through WesGold Fellows. Ryan presented this program and his experience over the summer. He and another student would like to bring the opportunity to MaST as an additional club. The company is offering this program to MaST and other schools as a free pilot. Ryan explained the program was basically an internship where the students learn about business management and financial experience and many other things. Ms. Deas asked how students are chosen to participate in this program. Ryan replied he was recommended by his counselor but the summer program was voluntary and anyone could sign up. As far as the club, Mr. Swoyer stated that any student could sign up as well. Ms. Garbinski asked how many were in the summer program and there were 15 from all over the city and 3 from MaST. Ms. Deas asked what grade levels and it runs from 9 to 12. After the Board approves the club, Mr. Swoyer was going to work with them on a flyer to go out to students that describes the pilot. The pilot will start in January and run through March. Mrs. DelGuercio suggested they put their videos on the website to encourage other students to join. Ms. Mulray asked if the group had a leader. Mr. Swoyer said the group receives funding from the community. He said there is a gentleman that runs the program. The summer program takes place at Drexel. Mrs. DelGuercio asked if it was connected to the Drexel internship program. Mr. Swoyer said that he would look into it. Mrs. DelGuercio reminded the Board they have been trying to get MaST involved with Drexel's programs. She suggested that Mr. Oessenich spearhead that project. Mr. Medina mentioned that when he worked in New York there was something similar where when the student completed internship, they were able to start a small business. The student stated they did start up a small business while in the club.

There were no public comments.

Mr. Nolan made a motion to waive the reading of the Minutes from the meeting of October 19, 2016. Ms. Mulray seconded the motion, and the Minutes were unanimously approved by the Board.

## **RESOLUTIONS**

### **Resolution #1 -- Personnel**

Mr. Spector asked what sources we use to recruit staff and teachers. Mr. Ehrlich responded that everything is still posted on PA REAP but we now also use TalentEd software for recruiting. TalentEd links up with Indeed. Mrs. DelGuercio asked if there were any outstanding vacancies. Mr. Swoyer said we are still looking for a Psychologist. MaST II has Classroom Assistant and Part Time Front Desk receptionist still open.

The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Ms. Garbinski, Mr. Medina, Ms. Mulray, - 6  
Nays: 0

Resolution #2 -- Authorization of Holiday Bonus Check

The checks will be delivered in early December.

The vote was as follows:

Yeas: Ms. Deas, Mr. Spector, Ms. Garbinski, Mr. Medina, Ms. Mulray – 5  
Abstention: Mr. Nolan - 1  
Nays: 0

Resolution #3 -- Approval for Extracurricular Job Description

The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Ms. Garbinski, Mr. Medina, Ms. Mulray - 6  
Nays: 0

Resolution #4- Approval for Full Time K-12 Literacy Intervention Teacher Job Description

Mr. Spector asked why we need these positions all of a sudden. Ms. Marino said that in K to 6, there are 96 students who are qualifying based on our benchmark data as significantly below grade level. Working with two RTI support teachers, they are working in small groups. They are seeing some growth but there are still kids not qualifying that are on the bubble. She said that if we had someone with a great wealth of experience, it would free up the ability for our teachers to work with the kids who just may need the extra little help. Mr. Spector asked if you could get K-12. Mr. Oessenich said they put K-12 in the hope they could work with some of the RTI initiatives down the line. To start, it will be primarily K-6 but we want the person to know that we may have a need for K-12 especially for some of our students in the upper grades whose reading levels are below. Mr. Spector asked if they would be able to find someone experienced in K-12. Ms. Marino said that Reading Specialists and Special Ed certification would qualify for both.

The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Ms. Garbinski, Mr. Medina, Ms. Mulray– 6

Nays: 0

Resolution #5 -- Approval of WesGold Fellows

This resolution was done at the beginning of the meeting with student providing all the details of the resolution.

The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Ms. Garbinski, Mr. Medina, Ms. Mulray - 6

Nays: 0

Resolution #6 -- Approval for 2016/17 PDE SAS Institute Conference

The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Ms. Garbinski, Mr. Medina, Ms. Mulray - 6

Nays: 0

Resolution #7 -- Approval for Attendance at the PA Educational Technology Expo

Mrs. DelGuercio asked if any Board Members were interested in attending this. This expo is held in Hershey, PA.

The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Ms. Garbinski, Mr. Medina, Ms. Mulray - 6

Nays: 0

Resolution #8 -- Approval of Contract with General Healthcare Resources, Inc.

Mrs. DelGuercio explained that we would use this service only if both nurses are not able to be in the building.

The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Ms. Garbinski, Mr. Medina, Ms. Mulray - 6

Nays: 0

Resolution #9 -- Approval of High School Boys and Girls Basketball Tournament

This resolution was explained by the coaches at the beginning of the meeting.

The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Ms. Garbinski, Mr. Medina, Ms. Mulray - 6  
Nays: 0

Resolution #10 -- Approval for Special Ed Case

The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Ms. Garbinski, Mr. Medina, Ms. Mulray - 6  
Nays: 0

Resolution #11 -- Payment to GovConnection

Mr. Swoyer said this is the management system fee for all the access points. Meraki controls all our wireless access points in the building. This is the annual renewal license.

The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Ms. Garbinski, Mr. Medina, Ms. Mulray - 6  
Nays: 0

Resolution #12 -- Payment to PowerSchool

The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Ms. Garbinski, Mr. Medina, Ms. Mulray - 6  
Nays: 0

Resolution #13 -- Payment to Houghton Mifflin Harcourt

The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Ms. Garbinski, Mr. Medina, Ms. Mulray - 6  
Nays: 0

Resolution #14 -- Payment to Sonitrol, Inc.

Mr. Swoyer stated their system is unique to sound. For cameras, we purchase them on our own. This system will allow us to now alarm the building from an app.

The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Ms. Garbinski, Mr. Medina, Ms. Mulray - 6  
Nays: 0

Resolution #15 -- Payment to Apple Education, Inc.

Mrs. DelGuercio stated this resolution is to order new I-pads for the Board.

The vote was as follows:

Yeas: Ms. Deas, Mr. Nolan, Mr. Spector, Ms. Garbinski, Mr. Medina, Ms. Mulray - 6  
Nays: 0

**CONTROLLER'S REPORT**

Mr. Thomson said the financial report was distributed. There have not been many changes in the balance sheet month over month. Actual revenues continue to exceed expenditures by \$600,000. Cash increased month over month to 213 days. Accounts Receivable for non-Philadelphia students increased. Fixed assets we are waiting on the final audit. Total disbursements for the month of October were \$623,389.

**CEO REPORT**

Mr. Swoyer stated he sent an email out that we were picked for 2016-17 on Niche rankings as the #1 Charter School in PA. He congratulated everyone involved with the school. He said that now that the election is over, there are new politicians he'd like to see go through the school. He asked the Board if they have any connections to let him know.

Mr. Swoyer said we are at the end of the road relative to the borrowing. There has been a lot of discussion around finalizing the contracts and we anticipate 12/6 or 12/7 to be the closing timeframe. He said after Thanksgiving, he will be sending an email with the upcoming meetings in the New Year to talk to the schools about what we've been working on and what we will be doing. He'll also talk about the strategic planning process that we have annually between our parents and the school. We will also have a strategic planning process internally to give the

option of a voice within the school. Board Members will be welcome, and he will send out link. Mrs. DelGuercio said the Board will have to approve this strategic plan. She said if they have time, they should be a part of it. Ms. Deas asked what it was. Mr. Swoyer said that it's typically done in a range of 3 to 5 years. It looks at where the school is currently vs. where it would want to go. Often it's done annually. His perception is to look at "what's next" in our institution so not to fall behind. He mentioned an example of VR Technology, which is used in colleges. Ms. Deas asked what that was. He said it's a virtual reality technology that allows you to, instead of looking at an I-pad, to put on glasses or goggles to visualize what you're going into. It's on phones and watches. There are other aspects to strategic planning such as parent involvement in the school and a voice at the table. The goal is to get people involved in what we are doing. Ms. Mulray asked if there was currently a strategic plan. Mr. Swoyer stated there was at one time a formal document called the strategic plan. The comprehensive plan incorporates a lot of that. Mrs. DelGuercio asked when the committee is meeting. He said that we are looking to put dates out in January to begin after borrowing is done and there is a clear direction.

Mr. Swoyer told the Board that Neshaminy has just been approved past the second court.

Mrs. DelGuercio passed out to the Board the timeline of the bond issue.

## **ADMINISTRATIVE REPORTS**

### **Principal Report**

Mrs. Santiago reported that observations for all new teachers are well underway. There are 11 new teachers and three new support personnel and they have been visited already. First round observations will be done by the end of December. We are forming the Professional Learning Committee (PLC) in English, Language Arts, Math, and Science. It's a real opportunity for teachers to work together and connect their classroom practices – K-12 to the PA Common Core and the MaST curriculum. The administrative team has made a concerted effort to empower more teacher leaders.

### **Assistant Principal Report – Upper School**

Mr. Oessenich reported that the benchmarking is wrapping up. We put out an incentive structure for students to try and get them to take benchmarking seriously. We are hoping for big improvements once they see what they are able to do. They met with middle school RTII team. They are excited about the outcome they will produce and a lot of that is due to the new middle school schedule. A few notes on college process for seniors are: the college counseling suite is taking shape. There is an entire room with computers dedicated for students filling out college applications and scholarships. 67% of seniors have applied to one college. Ms. Thome has done

a fantastic job of getting students prepared. She has met with every senior regarding their post secondary plan.

### **Assistant Principal Report – Lower School**

Ms. Marino reported that parent conferences will be tomorrow from 12 to 7pm. She is continuing to do walkthroughs while Ms. Santiago does specific observations. As an academic leadership team, we have been talking about RTII and the allocation and resources and the evaluation of the processes and procedures we are currently using. We are trying to improve in the lower school and implement these changes in Middle and High School. It's been a collaborative effort. She and Ms. Santiago met with all grade levels this week except 1<sup>st</sup> grade and they presented SLO's and professional development plan.

### **Head of Community Relations and Innovative Projects**

Ms. Bowman reported that applications for MaST I are at 7,600 and MaST II at 2,400. AMP is holding a bingo event on Sunday and she has been working with them on that. There will be approximately 200 attending. There will be other fundraising announcements after Thanksgiving break.

### **Head of Academics**

Ms. Fitzpatrick is working closely with MaST I teachers to mentor the MaST II teachers. They were asked to go down once a month.

Ms. Mulray asked how the morale of teachers was at both MaST I and II. Mr. Swoyer replied that at MaST II, the teachers are new. We have to have different systems in place because of that difference. Local morale seems to be good. Ms. Harrell agreed that MaST I teachers have good morale now. Mr. Swoyer added that Staff Appreciation Committee still exists and is ongoing in the school. He feels that people have more of a voice. He feels that people are feeling more empowered by the Leadership Team. He said the Special Education Team is ongoing. They are moving back over the Blue Building because it's tough to accommodate all from where they were located. They are still looking for a Psychologist.

Mr. Balara added that for MaST II they are starting a Staff Spotlight similar to MaST I. They want to keep building staff morale by implementing even more programs. He feels in his opinion, that morale is high at MaST II. He said that he speaks with the teachers often and they all seem to express that they are happy.

## **Head of School Operations**

Mr. Ehrlich has been working on the coordination of schedules with the EC's, TalentEd, and financial signoffs.

Mr. Swoyer passed a book around. He described this bond book that is over 100 pages. This is the Industrial Development Revenue Bond for MaST II project. He asked the Board if they wanted the book electronically, he can send. All this information will be going out to the Authority relative to the bonds the investors will be bidding on.

## **COMMITTEE REPORTS**

### **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.

### **Alumni Committee**

Ms. Garbinski reported that the reunion will be this Saturday night. There have been 42 tickets sold online. There will also about 20 who said they will purchase tickets at the door.

### **Education Committee**

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

### **High School Student Representative**

Miss Gallen reported that reports cards for 1<sup>st</sup> quarter went out. Students are looking forward to being off tomorrow for Parent/Teacher Conferences. Basketball tryouts are this Friday. Student Council is planning their event later in the year. They are volunteering for the Holiday Shoppe.

### **Elementary Teacher Rep**

Ms. Harrell reported the Kindergarten did Storybook Parade. Mr. Swoyer was Captain America. Community Helper Day in 1<sup>st</sup> grade went well. The 2<sup>nd</sup> Grade did a turkey disguise. The 3<sup>rd</sup> grade did a very exciting project in Mrs. Brown's room. They did a Weather Tools Kit with Mr. Ullom. You can find it on U-Tube. The 4<sup>th</sup> grade did pumpkin biography. The 5<sup>th</sup> grade all

returned back from Settlement Camp. She wanted to add that Mrs. Greenly (nurse) organized a food drive. Each grade brings a different item. Ms. Harrell also wanted to point out that the new TSA's are doing a really good job. Mrs. DelGuercio asked how many TSA's are at MaST II. Mr. Ehrlich replied there are three.

**Finance Committee**

Mr. Spector stated there was nothing new to report.

Mr. Swoyer said that MaST II may be in the media tomorrow. A media release went out today highlighting the opening of the school and makerspace.

**OLD BUSINESS**

**NEW BUSINESS**

Mrs. DelGuercio asked if any Board Members were attending the Holiday Celebration.

The meeting was adjourned at 7:05 p.m.

The next Board Meeting will be held on Wednesday, January 18, 2017 at 6:00 pm.

Approved by:

\_\_\_\_\_  
Board Secretary

Date: \_\_\_\_\_