

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

**October 15, 2014
7:00-8:30 p.m. Board Meeting**

Held at Mastery North Camden Elementary

MINUTES

- 1. Meeting called to order by Chair Tschirgi at 7:04 p.m.**

Board Members Present: Judy Tschirgi, Stacy Holland, Reuel Robinson, and Graham Finney

- 2. Approval of the Minutes from September 23, 2014 (as attached pp. 4-8)**

Resolution #1014 – 01

Resolved, to approve the minutes from the meeting held on September 23, 2014 as presented.

*Motion to approve Resolution 01: Graham Finney, Second, Stacy Holland.
Unanimous.*

- 3. Hiring Approvals (as attached, p. 9)**

1014-02

Resolved, to approve Mastery Schools of Camden staff hired between September 17, 2014 and October 6, 2014 as presented.

*Motion to approve Resolution #02: Stacy Holland, Second, Reuel Robinson.
Unanimous.*

- 4. Disbursement Approvals (as attached pp. 10-13)**

1014-03

Resolved, that the Mastery Schools of Camden Board of Trustees approves payment of \$119,648.33 for school start-up, facilities improvement and operating expenses as detailed in the invoices listing (Board Document 101514-01).

1014-04

Resolved, that the Mastery Schools of Camden Board of Trustees ratifies the payroll in the amount of \$128,406 for September 26, 2014.

The Board asked what North Star Advisors do. Staff responded that they act as an owner's rep for us on facilities work in Camden.

Question from the Board about substitute teachers at Cramer Hill. Staff responded that we were fully staffed, however, the school had one termination we discussed at the last meeting.

Motion to approve Resolutions 03 and 04: Graham Finney, Second, Reuel Robinson. Unanimous.

5. COMPLIANCE and POLICY RESOLUTIONS (as attached pp. 14-23)

1014-05

Resolved, that the Board of Trustees of Mastery Schools of Camden hereby adopts the Bilingual/ESL Three-Year Program Plan as required by NJ DOE.

Further Resolved, that the Board of Trustees of Mastery Schools of Camden authorizes the application for a Bilingual Waiver which is required to offer multi-grade level bilingual classrooms (K-2, 3-5) until the school can provide a full-time bilingual program for at all grade levels.

Discussion by staff that the ELL Director needed to create a three-year plan for bilingual programming per state law. The second document regards a DOE waiver request.

Motion to approve Resolution 05: Reuel Robinson, Second, Stacy Holland. Unanimous.

1014-06

WITHDRAWN

1014-07

Resolved, to ratify approval of James Domenick, President of Domenick & Associates, as the insurance broker of record for Mastery Schools of Camden, and **Further Resolved**, to ratify the execution of the following insurance policies for Mastery Schools of Camden effective July 1, 2014:

- General Liability / \$1,000,000 per occurrence, \$3,000,000 aggregate / (+ Umbrella) Philadelphia Insurance Company
- Umbrella Liability / \$10,000,000 / Philadelphia Insurance Company

- Automobile Liability / \$1,000,000 / (+ Umbrella) Philadelphia Insurance Company
- Workers Compensation / \$500,000 /\$500,000/\$500,000 Amerihealth (+ Umbrella)
- Cyber Liability / \$2,000,000 / Aspen Specialty
- Directors & Officers Liability / \$1,000,000 / (+ Umbrella) Philadelphia Insurance Company
- Student Accident & Health / \$10,000 Medical/ \$500,000 Aggregate/ U.S. Fire
- Property / \$16,660,000 / Travelers (includes both NJ Buildings)
- Crime (Employee Dishonesty) / \$250,000 Philadelphia Insurance Company'

Discussion was had confirming that policies are renewed annually.

MOTION TO APPROVE #07: Graham Finney, Second, Reuel Robinson. Unanimous.

6. Finance Presentation (Yonca Agatan)

- Presentation of the August 2014 Financials (pp. 24-25)

Yonca Agatan, CFO, presented the August financials according to the attached documents. Budget vs. actuals for the first month are mostly related to timing of when payments are received. Not much to present as it is so early in the school year. Second page has the balance sheet. We had a loan from the Foundation for \$1.3 M for start up, facilities, and operating costs so most of the balance sheet includes these funds.

- Contract ratification (p. 26)

1014-08

Resolved, to ratify execution of contracts with vendors for services to Mastery Schools of Camden as presented in the attached list.

Motion to approve Resolution #08: Stacy Holland, Second, Reuel Robinson. Unanimous.

1014-09

Resolved, to approve the following field trips to:

- Playdome in Cherry Hill on Wednesday, October 22, 2014 – North Camden - merit field trip for grades 3-5
- Springdale Farms on Friday, October 17, 2014 – North Camden - grades 1&2 for an educational hayride and fall activities
- Chuck E Cheese in early November - Cramer Hill - to celebrate a successful Report Period 1

Further Resolved, to approve disbursement of the necessary funds to pay for the approved trips, and

Further Resolved, to delegate authority of field trip approval to the School Management Organization.

Discussion about adding an amendment to the resolution to delegate approval of the field trip function to the CMO. Counsel provided language to modify the resolution.

MOTION TO APPROVE Resolution #09 as amended: Reuel Robinson, Second, Graham Finney. Unanimous.

7. Discussion (Joe Ferguson & Scott Gordon)

- Enrollment Update

Today was our NJ Smart enrollment day for decisions around disbursement of funds. Per the adjusted budget of 350 students across both schools, and today we had 368 students enrolled today. We will be paid on 368 students until the budget adjustments in June 2015. We have had very positive responses from families in terms of how we process applications and changes we made around transportation. We have since created 2-3 routes to the main corridors that were problematic and since the last meeting we changed providers with the District and went to a much more responsive provider. We continue to actively seek out new parents and we are not stopping here, but the number today provides us with some cushion on enrollment above the minimum budget number.

A discussion was had about budget impact from the actual October 15 enrollment.

- School Progress Update

Scott Gordon reported that we had some issues at North Camden related to a handful of very high need (8-16 total) elementary students with significant behavioral issues related to their disability.

A discussion was had about the process to formulate for such students appropriate programs, whether in-school or out of district.

1014-10

Resolved, to approve establishment of two specialized, alternative programming classrooms to provide Mastery academic programming as well as significant SEL instruction for a group of students who need more intensive support and structure.

Further Resolved, to hire the instructional resources to staff these classrooms (i.e., 1 to 2 new teachers and 2 new behavior specialists/paraprofessionals) for an annual salary and benefits cost of \$150,000 to \$230,000.

MOTION TO APPROVE RESOLUTION #10: Graham Finney, Second, Reuel Robinson. Unanimous.

8. Motion to Recess to Executive Session at 7:54 p.m. to discuss facility related negotiations: Stacy Holland, Second, Graham Finney. Unanimous.

9. Reconvene from Executive Session at 8:10 p.m.

Motion to reconvene at 8:10 p.m. Graham Finney, Second, Reuel Robinson. Unanimous.

10. *Motion to Adjourn at 8:11 p.m. Stacy Holland, Second, Reuel Robinson. Unanimous.*