

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

November 14th, 2017

**At Mastery - East Camden Middle School,
3064 Stevens Street, Camden, NJ 08105**

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, Sharell Sharp, Judith Tschirgi, Reuel Robinson, Jamie Reynolds

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

Jim Sheward called the meeting to order at 6:06pm.

1. Approval of the Minutes from October 17, 2017 (as attached on Pages 5-13).

R-111417-01

Resolved, to approve the minutes from the meeting held on October 17, 2017, as presented.

*Motion to approve R-111417-01: Reuel Robinson; Second by: Judy Tschirgi
Vote: Motion carried (5-0, Unanimous)*

2. Human Resources

R-111417-02

Resolved, to ratify Mastery Schools of Camden staff hired between October 7, 2017 to November 3, 2017 as presented below.

R-111417-03

Resolved, to ratify the \$25,564.92 of “other earnings” compensation paid during October 2017 for Mastery Schools of Camden staff, as presented on the below.

R-111417-04

Resolved, to approve Board Resolution to Amend the Mastery Schools of Camden 403(b) Plan – attached

*Motion to approve R-111417-02, R-111417-03, R111417-04: Reuel Robinson;
Second by: Judy Tschirgi
Vote: Motion carried (5-0, Unanimous)*

Minutes in Review

- **Compliance and Policy Updates**
Harassment, Intimidation, and Bullying (HIB) information
(Monthly HIB Report – October 2017 is attached seperately)
- **Disbursement Approvals**
(No attachment for payroll, Separate document for invoices)

3. Finance Committee Report

20 minutes
Pages 16-21

R-111417-05

Resolved, that the Mastery Schools of Camden Board of Trustees ratifies the payroll in the amount of \$632,865.36 for October 6, 2017 and \$651,091.50 for October 20, 2017.

R-111417-06

Resolved, to approve payment of \$1,494,755.74 for Mastery Schools of Camden operating and start-up expenses as detailed in the invoices listing (Board Document 111417-01).

R-111417-07

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 |
|------------------------------------|----------------------------|---------------------------------|---|
| Holcomb Bus | Courtesy bus services | August 23, 2017 - June 30, 2018 | Providing ten busses for all scheduled school days at a rate of \$200/day per bus. Original contract amended to add one bus for a total of ten. |
| Camelot Educational Resources, LLC | Special Education Services | August 31, 2017 - June 30, 2019 | Annual fee of \$14,029 per student, annual total minimum fee of \$505,046 and annual total maximum fee of \$1,010,092 |

R-111417-08

Resolved, to approve the proposed FY18 budget transfers and the November budget revision for Mastery Schools of Camden as presented (Board Document 111417-06).

R-111417-09

Resolved, to approve and accept the Mastery Schools of Camden Comprehensive Annual Financial Report for the year ended June 30, 2017.

R-111417-10

Resolved, appoint Chris Barts as the School Business Administrator for Mastery Schools of Camden, effective December 1, 2017.

Motion to approve R-111417-05, R-111417-06, R111417-07, R111417-08, R111417-09, and R111417-10: Reuel Robinson; Second by: Sharell Sharp

Vote: Motion carried (5-0, Unanimous)

○ **Facilities Financing Resolutions**

R-111417-11

RESOLVED, that the above recitals are incorporated herein by reference; and

RESOLVED that that the Board hereby authorizes and approves the Corporation's entering into the Lease Amendments upon such terms as shall be approved by the Board Chair consistent with the resolutions contained herein, as designee of the Board of Trustees; and

RESOLVED, that the appropriate officers of the Corporation, be, and hereby are, authorized and directed, in the name and on behalf of the Corporation, to authorize, execute and deliver any and all endorsements, instruments of assignment, pledge agreements, financing statements, security agreements, mortgages, guarantees, powers of attorney, or other documents or instruments necessary in connection with entering into the Lease Amendments and to facilitate as necessary the Permanent Loan Transaction, and to do such other acts and things as may be necessary or advisable in order to carry out and perform on the part of the Corporation the covenants, conditions and agreements on its part to be carried out, or to carry out and perform the full effect, intent and purposes of this Resolution; and be it

FURTHER RESOLVED, that the Board hereby designates James Sheward as its designee, with full power of the Board, to review and approve the final terms of the Lease Amendments, and that upon approval of the Lease Amendments by the Board Chair, the appropriate officers of the Corporation be, and hereby are, authorized, empowered and directed, in the name and on behalf of the Corporation, to enter into, execute and deliver the Lease Amendments together with any and all documents, certificates and instruments related or necessary to the enforcement or recording thereof; and be it

FURTHER RESOLVED, that the appropriate officers of the Corporation are hereby authorized and directed, in the name and on behalf of the Corporation, to negotiate, prepare, execute, issue, deliver, obtain, file and/or record any other document or instrument and to perform any and all such other and further acts and deeds which they, in their sole discretion, may deem necessary, appropriate or desirable in order to effectuate the transactions described in this Resolution; and be it

FURTHER RESOLVED, that all actions previously taken by any of the officers of the Corporation, any trustee or representative of the Corporation, or any of its employees, agents or attorneys prior to the date

Minutes in Review

hereof (including in connection with the matters contemplated by the foregoing Resolutions) be, and hereby are, ratified, confirmed and approved in all respects; and be it

FURTHER RESOLVED, that this Resolution shall take effect immediately.

*Motion to approve R-111417-11 as written in full attachment: Judy Tschirgi;
Second by: Sharell Sharp
Vote: Motion carried (5-0, Unanimous)*

4. Camden City School District Agreements

R-111417-12

Resolved, to enter into a Memorandum of Agreement between Mastery Schools of Camden and the Camden Enrollment, Inc. ("Camden Enrollment") to outline the mutual responsibilities, understandings, and agreements regarding the Camden Enrollment system. (Separate document – Camden Enrollment MOA Year Three)

*Motion to approve R-111417-12 as written in full attachment: Judy Tschirgi; Second by: Sharell Sharp
Vote: Motion carried (5-0, Unanimous)*

Board members asked for Counsel to advise management on how best to support the Camden Enrollment system and review the roles of each stakeholder (e.g., Mastery, CCSD, Camden Enrollment Inc.)

5. CEO Report

**45 minutes
Pages 22-24**

- School Updates
- New Student Growth Data
- Facilities Update: East Camden Middle & McGraw

Gordon shared recent personnel recommendations for Molina Lower. Regarding goals for the year, Gordon first shared Mission Metrics with the board in the September meeting and reviewed them in November as a follow up.

R-111417-13

Resolved, to accept the FY18 mission metrics as presented.

*Motion to approve R-111417-13: Judy Tschirgi; Second by: Sharell Sharp
Vote: Motion carried (5-0, Unanimous)*

6. Closed Session – None at this time.

7. Public Comment (3 minutes per public comment) – None at this time.

Management was asked to update board on last month's public speaker.

Minutes in Review

8. Adjourn

Motion to adjourn at 7:10pm: Sharell Sharp; Second by: Judy Tschirgi

Vote: Motion carried (5-0, Unanimous)