

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

**June 15, 2016
7-8:30pm Board Meeting**

Held at Mastery – McGraw Elementary

****MINUTES****

Board Chair called meeting to order at 7:30pm.

Members present: Judith Tschirgi, Graham Finney, Jamie Reynolds, Sharell Sharp, Stacy Holland

Members absent: Reuel Robinson

Staff and Guests: Yonca Agatan, Scott Gordon, Jim Leonard, Tom Greenwood, Joe Ferguson, Brian McLaughlin, Michael Patron, Tom Johnston (Counsel);

Board Candidates: Jim Sheward

The Board went into Closed Session at 7:31pm to discuss governance and legal matters. Motion to move into closed session: Graham Finney, Second by: Jamie Reynolds. Motion carried (5-0, unanimous). Motion to return to public session: Jamie Reynolds, Second by: Graham Finney. Motion carried (5-0, unanimous). Board returned back to public session at 7:45pm.

1. Governance

Resolution #061516-01

Resolved, to accept the appointment of Jim Sheward to serve as a Board Trustee of Mastery Schools of Camden for a 2 year term, effective immediately.

Board discussed the candidate and his experience with Mastery and running growing organizations. Gordon and Tschirgi discussed the need to continue to have balance on the board. Opportunities to inclusive and add local diverse leaders will be investigated.

Motion to approve #061516-01: Graham Finney. Second by: Jamie Reynolds.
Motion carried (5-0, unanimous)

Resolution #061516-02

Resolved, to re-appoint Judy Tschirgi as Board Chair of Mastery Schools of Camden's Board of Trustees.

Resolution #061516-03

Resolved, to re-appoint Joe Ferguson as Board Secretary of Mastery Schools of Camden's Board of Trustees.

Board Bylaws require the regular appointment or reappointment of Board Chair and Secretary. Tschirgi reminded the Board that the position of Secretary may be someone not on the Board.

Motion to approve #061516-02 and #0261516-03: Graham Finney. Second by: Jamie Reynolds.

Motion carried (6-0, unanimous)

Holland requested that future Board member growth or plans continue to be a topic for the entire Board to tackle, including naming of Chair.

2. Approval of the Minutes from May 18, 2016 (as attached pp. 18-22).

#061516-04

Resolved, to approve the minutes from the meetings held on May 18, 2016, as presented.

Motion to approve #061516-04: Jamie Reynolds. Second by: Stacy Holland.

Motion carried (5-0, Jim Sheward abstained)

3. Human Resources

#061516-05

Resolved, to ratify Mastery Schools of Camden staff hired between May 9, 2016 and June 3, 2016 as presented below.

First Name	Last Name	Location	Job	PT or FT	Original Hire	Notes
Ojala	Mwalimu	East Camden	Teacher - History	FT	05/31/2016	
Meaghann	Lawson	East Camden	Assistant School Leader Instruction	FT	05/09/2016	Previously an ASL-I at East Camden

We report the following terminations from Mastery Schools of Camden between May 9, 2016 and June 3, 2016 as presented below.

First Name	Last Name	Location	Job	Termination Date	Termination Reason
Kevin	Jarido	Molina	Asst School Leader-Instruction	05/09/2016	Involuntary

Motion to approve #061516-05: Graham Finney. Second by: Sharell Sharp.

Motion carried (6-0, unanimous)

#061516-06

Resolved, to ratify the \$40,361.21 of "other earnings" compensation paid during May 2016 for Mastery Schools of Camden staff, as presented on the below.

First Name	Last Name	Job Title	Other Earnings	Description
Carla	Heusser	Teacher - SpEd	\$ 5,580.00	Additional Cases
Lauren	Scola	Teacher - SpEd	\$ 1,250.00	Additional Minutes(\$250), Breakfast duty(\$1000)
Isamar	Figuroa	Admin Assistant	\$ 2,280.00	Afterschool Compensation
Jeff	Arkainno	Teacher - PE	\$ 250.00	Breakfast Duty
Eric	Shacklett	Teacher - Music	\$ 250.00	Breakfast Duty
Heatherh	Trautz	Teacher - Art	\$ 250.00	Breakfast Duty
Elise	Trendler	Teacher - K-2	\$ 1,000.00	Breakfast Duty
Amanda	Yerkes	Teacher - K-2	\$ 1,000.00	Breakfast Duty
Kenneth	Ellerbee	Teacher - Music	\$ 375.00	Co-Grade Team Lead
Jeanine	Bethel	Teacher - 3-6	\$ 70.00	Extra Hours
Dominique	Bono	Teacher - 3-6	\$ 750.00	Grade Team Lead
Allison	Holding	Teacher - Math	\$ 750.00	Grade Team Lead
Lauren	Lammers	Teacher - Science	\$ 750.00	Grade Team Lead
Christina	McDonough	Teacher - K-2	\$ 750.00	Grade Team Lead
Shanna	Miceli	Teacher - K-2	\$ 534.00	Grade Team Lead
Lisa	Scalzitti	Teacher - Science	\$ 750.00	Grade Team Lead
Kia	Stevens	Teacher - K-2	\$ 750.00	Grade Team Lead
Caprice	Carter	Teacher - English	\$ 1,950.00	Grade Team Lead (\$750), PLC(\$500), Curriculum Design (\$700)
Sonia	Hernandez	Teacher - History	\$ 254.00	Office Hours
Dana	White	Teacher - K-2	\$ 540.00	Poetry Slam (\$40), Professional Learnings Community Leader(\$500)
Justin	Cole	Teacher - K-2	\$ 500.00	Professional Learnings Community Leader
Jenns	Forte	Teacher-Bilingual	\$ 500.00	Professional Learnings Community Leader
Tianna	Kilgore	Dean 10 Month	\$ 500.00	Professional Learnings Community Leader
Randy	Miller	Teacher - Social Studies	\$ 500.00	Professional Learnings Community Leader
Kenneth	Reyes	Support Teacher	\$ 500.00	Professional Learnings Community Leader
Kristen	Saggiomo	Teacher - SpEd	\$ 500.00	Professional Learnings Community Leader
Robyn	Sauer	Teacher - K-2	\$ 500.00	Professional Learnings Community Leader
Laura	Spreng	Teacher - SpEd	\$ 500.00	Professional Learnings Community Leader
Carmen	U Barry	Community Engagement Mgr.	\$ 820.00	Professional Learnings Community Leader(\$500), Extra Hours - Support Staff (\$320)
Martiza	Guridy	Community Engagement Mgr.	\$ 250.00	Referral Bonus
Gina	Post	Teacher-Bilingual	\$ 750.00	Teacher Leader
Tiana	Brown	Teacher - 3-6	\$ 1,250.00	Teacher Leader - literacy
Krista	Venafro	Teacher - K-2	\$ 1,250.00	Teacher Leader - literacy
Robert	Bonner Jr	Teacher - K-2	\$ 1,750.00	Teacher Leader 3-6 Math
Sydney	Schatz	Teacher - K-2	\$ 1,250.00	Teacher Leader K-2 Math
Katherine	Roman	Teacher - K-2	\$ 1,250.00	Teacher Leader(\$750), Professional Learnings Community Leader (\$500)
Kevin	Jarido	AP/Director - Instruction	\$ 2,363.21	Terminated employee payout
Kyla Alanna	Prohaska	Teaching Assistant	\$ 4,060.00	Terminated employee payout
Tyneika	Bond	Teaching Assistant	\$ 1,250.00	Testing Coordinator
Charmaine	Giles	Asst School Leader-Instru	\$ 35.00	Tutoring for state PARCC test
Total			\$ 40,361.21	

Agatan shared that this number is higher than most months because of timing. At the end of year, many 'other pays' are due to be paid out.

Motion to approve #061516-06: Graham Finney. Second by: Jamie Reynolds.
Motion carried (6-0, unanimous)

Salary Scales for 2016-2017

Each year the Board will approve the salary scales for all instructional and non-instructional positions. These scales are used to determine salaries for the upcoming year and are published annually in the Employee Handbook.

#061516-07

Resolved, to approve the 2016-17 school year salary scales for teaching and administrative staff.

Teacher Salary Scale		2016-17	
		Min	Max
Support Teachers	Associate	\$36,000	\$38,750
	Sr Associate	\$39,000	\$42,000
	Advanced	\$43,000	\$46,000
	Master	\$47,000	\$53,000
Teachers	Associate	\$48,000	\$58,250
	Sr Associate	\$60,000	\$68,000
	Advanced	\$69,250	\$78,250
	Master	\$79,250	\$91,000

10M Admin Salary Scales	Senior		Advanced		Master	
Position	16-17		16-17		16-17	
Internship Coordinator – 10M	\$ 62,000	\$ 67,500	\$ 68,000	\$ 73,500	\$ 74,000	\$ 91,000
Social Worker - 10M	\$ 51,000	\$ 59,750	\$ 60,250	\$ 69,000	\$ 69,500	\$ 78,000
Dean – 10M	\$ 41,000	\$ 59,750	\$ 60,250	\$ 69,000	\$ 69,500	\$ 78,000

12M Admin Salary Scales	ASL 16-17		Senior 16-17		Advanced 16-17		Master 16-17	
Position	Min	Max	Min	Max	Min	Max	Min	Max
Principal/School Leader	\$92,000	\$107,000	\$112,000	\$121,000	\$121,500	\$130,500	\$131,000	\$137,500
API/Asst School Leader - I	\$79,500	\$83,000	\$84,000	\$94,500	\$95,000	\$102,500	\$103,000	\$110,000
APSS/Asst School Leader - SS	\$79,500	\$83,000	\$84,000	\$94,500	\$95,000	\$102,500	\$103,000	\$110,000
APSC/Asst School Leader - SC	\$79,500	\$83,000	\$84,000	\$94,500	\$95,000	\$102,500	\$103,000	\$110,000
APO/Asst School Leader - Ops	\$59,000	\$67,000	\$73,500	\$83,500	\$84,000	\$94,000	\$94,500	\$104,000
Lead Case Manager			\$75,000	\$80,500	\$81,000	\$86,500	\$87,000	\$92,000
College Advisor			\$65,000	\$73,250	\$73,750	\$82,000	\$82,500	\$98,000
Building Engineer			\$37,000	\$42,000	\$42,500	\$47,500	\$48,000	\$53,000
Admin Asst - 12M FT			\$29,000	\$32,750	\$33,250	\$37,000	\$37,500	\$41,500

Agatan shared that while salary ranges changed very little this year, teachers and staff will still be receiving raises based on the performance. She estimated average teacher salaries will rise about 4% this year. Gordon shared that salaries remain very competitive compared to Camden public schools.

Motion to approve #061516-07: Jamie Reynolds. Second by: Stacy Holland.
Motion carried (6-0, unanimous)

**4. Disbursement Approvals
(No attachment for payroll, Separate document for invoices)**

#061516-08

Resolved, that the Mastery Schools of Camden Board of Trustees ratifies the payroll in the amount of \$421,720 for May 6, 2016 and \$449,457 for May 20, 2016.

#061516-09 (Revised)

Resolved, to approve payment of \$1,256,276.94 for operating and start-up expenses as detailed in the invoices listing (Board Document 061516-01).

Motion to approve #061516-08 and #061516-09: Graham Finney. Second by: Jamie Reynolds.

Motion carried (6-0, unanimous)

5. Finance Presentation (Yonca Agatan) – pp. 9-17

- **Enrollment Update**
- **Overview of May 2016 Financials**
- **Proposed FY17 Budget**

Agatan shared the current financial picture through May 2016. Year to date reflects a \$228K surplus. She and McLaughlin walked through the FY17 budget and what new initiatives or priorities. Items discussed included the expansion of wrap-around services, the greater influx of books and computers. Enrollment is expected to grow by approximately 24% due to the Cramer Hill and North Camden each growing up a grade, and Mastery welcoming 9th graders next year.

Agatan and Ferguson shared that while most assumptions are conservative, there is risk in the current enrollment projections, particularly in K. Mastery is currently tracking to about 35-40% of the budgeted enrollment in that grade. In 9th grade, we are currently seeing more applications than seats available. We will continue to monitor both of those situations.

Due to the full UHA funding being realized, \$3K more per child will be received this year than last year for Molina, McGraw and EC Middle.

Discussion ranged from the elimination of shared staffing across schools to the emphasis on independent reading to the timing and resources given to building our specialized programs (ELL, ES, for example). The presentation was well received by the Board.

6. General Business and School Operations

#061516-10 (Revised)

Resolved, that, upon recommendation of the Board Chair, upon Board consideration of the value of services to date, Mastery Schools of Camden, Inc. ~~shall is authorized to~~ renew the management agreement with Mastery Charter High School for educational and administrative services, including the services of a New Jersey School Business Administrator, with a fee of 8.5% of local per pupil revenue in FY17, and the agreed upon information technology services presented as an exhibit.

Further resolved, to authorize any officer of the Board of Trustees to execute the Management Agreement.

Motion to approve #061516-10: Graham Finney. Second by: Stacy Holland.

Motion carried (6-0, unanimous)

#061516-11

Resolved, to approve the FY17 budget for Mastery Schools of Camden as presented. (Board Document 061516-04).

Motion to approve #061516-11: Jamie Reynolds. Second by: Stacy Holland.

Motion carried (6-0, unanimous)

#061516-12

Resolved, to accept the preliminary awards for Title I funds in the amount of \$2,046,853, Title II funds in the amount of \$5,096 for 2016-2017 school year.

#061516-13

Resolved, to authorize the submission of Mastery Schools of Camden's IDEA, Title I, and Title II grant applications for FY17.

Agatan explained that resolution 12 accepts grants, while resolution 13 allows us to apply for more grants.

Motion to approve #061516-12 and #061516-13: Graham Finney. Second by: Jamie Reynolds.

Motion carried (6-0, unanimous)

#061516-14

Resolved, to appoint Clifton Larsen Allen to perform audit and tax services for Mastery Schools of Camden for the fiscal year ending June 30, 2016.

#061516-15

Resolved, to approve 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, 2016:

- 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 / \$5,000,000 / Philadelphia Insurance Company
- Student Accident & Health / \$10,000 Medical/ \$500,000 Aggregate/ Philadelphia Insurance Company
- Property / \$67,789,981 / Travelers (includes all Buildings)
- Crime/Fidelity Bond (Employee Dishonesty) / \$500,000 Philadelphia Insurance Company

Ferguson explained that as part of our annual process, we will be bringing resolutions confirming our insurer and our auditor in the Spring of each year. Sheward asked management to investigate whether it made sense to have a separate auditor than the larger Mastery network given the relationship between both entities. Agatan agreed to investigate other options. Reynolds asked about the fee structure for the auditors. The answer is that it is fixed fee and approximately \$20K. Reynolds remarked that he thought that was a reasonable fee given the work involved.

Motion to approve #061516-14 and #15: Jamie Reynolds Second by: Graham Finney.
Motion carried (6-0, unanimous)

#061516-16

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 (if applicable)	Contract Amount
Chapman, Charles	Street Team Organizer	July - September 2016	\$15 per hour
Davis, Kim	Street Team Organizer	July - September 2016	\$15 per hour
Dillard, Sheila	Street Team Organizer	July - September 2016	\$15 per hour
Gilmore, Dejon	Street Team Organizer	July - September 2016	\$15 per hour
Holland, Jerome	Street Team Organizer	July - September 2016	\$15 per hour
Jennings_Guridy, Elijah	Street Team Organizer	July - September 2016	\$15 per hour
Lopez, Phillip	Street Team Organizer	July - September 2016	\$15 per hour
Martinez-Gonzalez, Rut	Street Team Organizer	July - September 2016	\$15 per hour
Moreno, Jackie	Street Team Organizer	July - September 2016	\$15 per hour
Mota, Judith	Street Team Organizer	July - September 2016	\$15 per hour
Rivera, Alicia	Street Team Organizer	July - September 2016	\$15 per hour
Streater, Natasha	Street Team Organizer	July - September 2016	\$15 per hour
Toro, Cynthia	Street Team Organizer	July - September 2016	\$15 per hour
Nwoga, Martin	Boys MS Track Coach - East Camden Middle	March - June 2016	\$1,500
Camelot Schools	Extended School Year (ESY) services for 24 students (2 classrooms)	July - August 2016	\$10,915
CORA Services	Psychological services for the summer	July - August 2016	\$500 per evaluation for up to 24 students, total cost \$12,000.
We See You, LLC	Security services	May - June 2016	\$16/hour for up to \$704 per week for North Camden.

Motion to approve #061516-16: Graham Finney. Second by: Stacy Holland.
Motion carried (6-0, unanimous)

Subleases between Mastery Schools of Camden and related Mastery entities

Mastery Schools of Camden currently subleases Molina, East Camden Middle, and McGraw from MSC Vine Street, MSC Stevens, MSC Fremont, respectively. Through these subleases, Mastery Schools of Camden will occupy renovated buildings, and support the payment of the debt service related to the renovations. This modification agreement specifies the revised details of the base rent and terms.

#061516-17

Resolved, to enter into a Multiple Sublease Modification Agreement between Mastery Schools of Camden and the MSC Vine Street, MSC Stevens, and MSC Fremont for Molina, East Camden Middle, and McGraw schools, respectively, beginning July 1, 2016 at the base monthly rent of \$23,333.00, through June 30, 2019. (Attachment - MULTIPLE SUBLEASE MODIFICATION AGREEMENT)

Ferguson reminded the board that their role in the renovation transaction is that of tenant, with the eventual obligation to pay rent which supports the debt service used to renovate the sites.

Motion to approve #061516-17: Jamie Reynolds. Second by: Graham Finney.
Motion carried (6-0, unanimous)

7. Camden City School District Agreements

None at this time.

8. Compliance and Policy Updates

Student-Parent Handbook

- Each year the Board adopts the Student-Parent Handbook which includes, among other things, Mastery's policies regarding enrollment, health and safety, academic program, assessment, grading and promotion, graduation requirements, special education and support services, equal opportunity, attendance, dress code, discipline, due process, HIB, substance abuse, and technology. **The only significant changes in this year's Handbook are the addition of a high school program description, graduation requirements, and a transgender student policy.**

Michael Patron explained the changes to this year's handbook and the previous steps that Mastery has taken to support all students. Holland stressed the need to communicate with parents in a thoughtful, accessible way about how their students are doing, and what are the expectations of a Mastery student.

#061516-18

Resolved, to adopt the Student-Parent Handbook for the 2016-17 School Year (Board Document 061516-02).

Transgender and Gender Non-Conforming Youth Policy

- Mastery has always provided equal access for transgender and gender non-conforming students and made every effort to accommodate their preferences and to provide a safe and supportive educational environment. Given the increasing public awareness and changing legal landscape, Mastery has decided to reinforce and codify our current practices. This policy provides guidance to school administrators about accommodating transgender and gender non-conforming students and assures that our schools remain in compliance with state and federal laws.

#061516-19

Resolved, to adopt the Transgender and Gender Non-Conforming Youth Policy (Board Document 061516-03).

Motion to approve #061516-18 and #061516-19: Graham Finney. Second by: Jamie Reynolds.

Motion carried (6-0, unanimous)

#061516-20

Resolved, to approve and adopt the following revised policies, in keeping with the Uniform Grant Guidance effective July 1, 2015, for programs or activities that are Federally funded.

- Allowability of Costs
- Cash Management
- Conflict of Interest
- Procurement
- Travel & Business Reimbursement

#061516-21

Resolved, to make the following annual appointments for the 2016-17 school year. *School Boards in New Jersey are required to appoint staff to fill specific roles. These appointments last for only one year, so all appointments must be renewed annually.*

- School Business Officer – Jim Leonard
- School Physician – Deborah A. Niles, MD, FAAFP
- Affirmative Action Officer – Michael Patron
- OPRA Custodian of Records – Michael Patron
- Gender Equity (Title IX) Officer – Michael Patron
- Integrated Pest Management – Alfred Howard
- Pension Certifying Officer – Mary Fehrle
- Supervisor of the Certifying Officer – Jim Leonard

Motion to approve #061516-20 and #061516-21: Graham Finney. Second by: Stacy Holland.

Motion carried (6-0, unanimous)

#061516-22

Resolved, to approve the adoption of the Courier Post and South Jersey edition of the Philadelphia Inquirer as the official newspapers for posting the board calendar and other related matters.

#061516-23

Resolved, to approve the proposed calendar for the Board of Trustees meetings for 2016-2017.

Date / Time (All board meetings begin at 6pm)	Official Location	In Person or Phone Call
Wednesday July 20, 2016	Phone / North Camden (Pyne Poynt)	Phone Call
Wednesday August 24, 2016	North Camden (Pyne Poynt)	In Person
Wednesday September 21, 2016	Phone / Cramer Hill (Washington)	In Person
Wednesday October 19, 2016	Cramer Hill (Washington)	Phone Call
Wednesday November 16, 2016	East Camden Middle	In Person
Wednesday December 14, 2016	Phone / East Camden Middle	Phone Call
Wednesday January 18, 2017	Molina	In Person

Wednesday February 15, 2017	Phone / Molina	Phone Call
Wednesday March 15, 2017	McGraw	In Person
Wednesday April 26, 2017	Phone / McGraw	Phone Call
Wednesday May 17, 2017	North Camden (Pyne Poynt)	In Person
Wednesday June 21, 2017	Cramer Hill (Washington Building)	In Person

Motion to approve #061516-22 and #061516-23: Jamie Reynolds. Second by: Sharell Sharp.

Motion carried (6-0, unanimous)

**Please note: There may be periodic Board educational presentations made prior to the formal meeting. Those will start at 5:30pm.*

Harassment, Intimidation, and Bullying (HIB) information
(Monthly HIB report - June 2016)

9. CEO's Report – *none at this time.*

10. Closed Session – *held earlier in meeting.*

11. Public Comment – *none at this time.*

12. Adjourn -

Motion to adjourn at 9:05pm (Graham Finney, Jamie Reynolds).

Motion carried (6-0, unanimous)
