

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

**August 12, 2015  
6:30-8:30p.m. Board Meeting**

**Held at Cramer Hill Elementary (Washington)**

**\*\*\*MINUTES\*\*\***

Board Chair called meeting to order at 7pm.

Members present: Judith Tschirgi, Graham Finney, Reuel Robinson, Stacy Holland

Staff and Guests: Yonca Agatan, Scott Gordon, Jim Leonard, Joe Ferguson, Monica Lewis, Thomas Johnston (Counsel)

**8. Approval of the Minutes from July 15, 2015 (as attached pp. 7-12)**

**Resolution #0812-01**

**Resolved**, to approve the minutes from the meeting held on July 15, 2015 as presented.

Motion to approve: Graham Finney. Second by: Reuel Robinson.

Motion carried (4-0, Unanimous)

**9. Hiring Approvals**

**#0812-02**

**Resolved**, to ratify Mastery Schools of Camden staff hired between July 13, 2015 and August 7, 2015, as presented.

<b>Mastery Schools of Camden - New Hires as of July 13, 2015 to August 7, 2015</b>					
<b>First Name</b>	<b>Last Name</b>	<b>Location</b>	<b>Job</b>	<b>Full/Part Time Code</b>	<b>Last Hire Date</b>
Vanessa	Martinez	MOLINA	Admin Assistant	P	07/18/2015
Tammy	Pacheco	East Camden	Admin Assistant	P	07/20/2015
Anastacia	Ayala	McGraw	Admin Assistant	P	08/01/2015
Maribel	Velez	East Camden	Admin Assistant	P	08/03/2015

Motion to approve: Reuel Robinson. Second by: Graham Finney.

Motion carried (4-0, Unanimous)

**10. Disbursement Approvals**

**(No attachment for payroll, Separate document for invoices)**

**#0812-03**

**Resolved**, that the Mastery Schools of Camden Board of Trustees ratifies the payroll in the amount of \$248,380 for July 17, 2015 and \$252,414 for July 31, 2015.

#### **#0812-04**

**Resolved**, that the Mastery Schools of Camden Board of Trustees approves payment of \$1,537,484 for operating, facilities improvement and start-up expenses as detailed in the invoices listing (Board Document 081215-01).

Motion to approve #0812-03 and #0812-04: Graham Finney. Second by: Reuel Robinson.

Motion carried (4-0, Unanimous)

#### **Finance Presentation (Yonca Agatan)**

- June Financials (pp. 4-6)
- Contract ratification (listed below in Resolution #0812-06)

Discussion:

Yonca Agatan explained that the June financials are pre-audited and preliminary. The audit will occur over the next 2-3 weeks.

- Local revenue comes from Camden City School District and reflects an estimation of the true-up of 360 students to 400 students across the two schools.
- State revenue includes estimates for a FICA subsidy which we expect to receive once we are approved for the NJ pension system. It is a conservative figure, but it may need to be removed if we are delayed further from entering the pension system.
- On the expenses, there are two major overages which are educational support costs, community engagement, and operating expenses such as utility.
- In aggregate, we expect to end the year with a \$306k surplus. These numbers may change if we adjust for revenue accruals, or have other year-end expenses greater than anticipated.

A discussion was had over the overages in utilities. Next steps included reviewing the invoice back-up carefully when received.

Gordon gave an update on enrollment – that we have enrollment packets for each of our schools ranging from 80% to 105% of the budgeted number. This was a significant improvement over the last few weeks and we expect to be at or near budgeted figures when school starts in two weeks.

Board members requested information on the student demographics of the new schools and the planned future enrollment as part of the larger Camden School District.

#### **#0812-05**

**Resolved**, that the Board of Trustees of Mastery Schools of Camden authorize the establishment of three new petty cash funds for emergencies and small purchases as follows:

- Molina Elementary - \$2,000
- McGraw Elementary - \$2,000
- East Camden Middle - \$2,000

**Further Resolved**, that no single expenditure shall exceed \$250 and all expenditures must be authorized by the Assistant School Leader for Operations or the School Business Administrator.

**#0812-06**

**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
Cecilia Schickel	Lead Community Advocacy and Outreach	March 2015 - June 2015 (Amended)	Revised monthly retainer and additional billed hours per contract extension, amount during this period not to exceed \$96,500, an increase of \$11,500 from the limit approved in April 2015.
Cecilia Schickel	Community Outreach and Advocacy – Reimbursement for Operating Expenses related to approved parent engagement events and activities	September 2014 - June 2015 (Amended)	\$19,000 - reimbursement contract, an increase of \$11,000 from the limit approved in May 2015.

Motion to approve #0812-05 and #0812-06: Stacy Holland. Second by: Graham Finney. Motion carried (4-0, Unanimous)

**11. Camden City School District Agreements**

**#0812-07**

**Resolved**, to enter into a Renaissance School Project First Amended Operation and Management Agreement with Camden City School District subject to New Jersey Department of Education Commissioner approval for the purposes of memorializing aspects of the renaissance school project and including new schools: Mastery-East Camden Middle, Mastery-Molina, and Mastery-McGraw. (Draft Short Form included as separate document).

**#0812-08**

**Resolved**, to approve tenancy of Mastery Schools of Camden at the following locations: East Camden Middle at 3064 Stevens Street, McGraw Elementary at 3051 Fremont Street, and Molina Elementary at 601 Vine Street, subject to the further negotiation and finalization of all business terms including rent requirements.

Motion to approve #0812-07 and #0812-08: Stacy Holland. Second by: Reuel Robinson. Motion carried (4-0, Unanimous)

## 12. Compliance and Policy Updates

### Harassment, Intimidation, and Bullying (HIB) information

**#0812-09**

**Resolved**, to approve the Biannual HIB Board Report for January through July 2015 as presented.

Harassment, Intimidation, and Bullying (HIB) Biannual HIB Report to the Board August 2015		
School	North Camden	Cramer Hill
Anti-Bullying Specialist	Rasheedah Clark	Kim Coleman
Number of Reported Incidents	5	1
Number of Completed Investigations	5	1
Outstanding Investigations	0	0
Number of Confirmed HIB	1	0
Type of HIB Offenses	Disability	
Discipline Taken	Detention, Parent Conference, Peer Support Group	

Motion to approve: Stacy Holland. Second by: Reuel Robison.  
Motion carried (4-0, Unanimous)

### 13. Closed Session

Motion to move into Closed Session to discuss legal matters and real estate at 7:26pm:  
Reuel Robinson. Second by: Stacy Holland.  
Motion carried (4-0, Unanimous)

Motion to reconvene from Closed Session at 7:50pm: Reuel Robinson: Second by:  
Graham Finney.  
Motion carried (4-0, Unanimous)

### 14. Adjourn

Motion to adjourn at 7:54pm: Stacy Holland. Second by: Graham Finney.  
Motion carried (4-0, Unanimous)