

**BOARD OF TRUSTEES MEETING
MINUTES
October 1, 2018**

Mastery Charter School High School (Lenfest Campus), Mastery Charter School Thomas Campus, Mastery Charter School Shoemaker Campus, Mastery Charter School Pickett Campus, Mastery Charter School Harrity Elementary, Mastery Charter School Mann Elementary, Mastery Charter School Smedley Elementary, Mastery Charter School Clymer Elementary, Simon Gratz High School Mastery Charter, Hardy Williams Academy Mastery Charter School, Grover Cleveland Mastery Charter School, Pastorius - Richardson Mastery Charter School, Frederick Douglass Mastery Charter School, Mastery Charter School John Wister Campus, Mastery Prep Elementary Charter School

**October 1, 2018
6:00-8:40 pm
Hardy Williams Campus
5400 Harrington Ave, Philadelphia, PA 19143**

DISCUSSION

6:00-6:55 PM

FY18 Results & Growth Data, FY19 Mission Metrics

- CEO discussed FY18 results, growth data and implications, and FY19 mission metrics
- FY18 Results:
 - In recognition of varying attendance data across schools, management noted that we will focus greater attention on students meeting 90% attendance in FY19.
 - Students that are not attending school 90% of the time are averaging 26 days absent, which equals a majority of a reporting period.
 - New science and Agile Mind curriculum saw better results and we expect this trend to continue next year.
 - We had an ok year overall, and our growth data is more promising.
- Growth Data & Implications:
 - When we analyzed student results on the MAP assessment, we saw higher growth in Camden than Philadelphia. Our hypothesis is that this growth is due to the use of Eureka and Wheatley in Camden.
 - A two tiered student achievement strategy is being developed that will focus on growth and proficiency.
 - Management will come back to the board with a growth proposal for the board's approval.

BUSINESS MEETING:

7:00-8:40pm

Bob Victor called the meeting to order at 7:10pm.

1. Roll Call:

- MCHS: Bob Victor, Gerry Emery, Robin Olanrewaju; **Quorum: 3/3 members**
- All Other Boards: Graham Finney, Hosea Harvey, Stacey Sellers; By phone: Sulaiman Rahman, Judith Tschirgi; Absent: Don Kimelman; **Quorum: 5/6 voting members**

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2. Action Resolutions:

- **Accept June 6, 2018 Board of Directors Meeting Minutes
R-1 (All boards)**

Resolved, to accept the minutes of the Board meetings of Mastery Charter High School, Mastery Charter Thomas Campus, Mastery Charter Shoemaker Campus, Mastery Charter Pickett Campus, Mastery Charter Mann Elementary, Mastery Charter Harrity Elementary, Mastery Charter Smedley Elementary, Hardy Williams Academy Mastery Charter, Simon Gratz High School Mastery Charter, Mastery Charter Clymer Elementary, Grover Cleveland Mastery Charter, Francis D. Pastorius Mastery Charter, Frederick Douglass Mastery Charter, Mastery Charter John Wister Campus, and Mastery Prep Elementary Charter School from May 9, 2018.

Motion to approve R-1: Gerry Emery; Second: Graham Finney; Motion passed with unanimous approval.

- **Hiring Approvals**

- **R-2 (All boards)**

- **Resolved**, to approve hiring, separations, and transfers of staff for Mastery network schools as presented between May 26, 2018 and September 14, 2018.

- **Motion to approve R-2: Hosea Harvey; Second: Graham Finney; Motion passed with unanimous approval.**

3. Development Report:

- The Director of Development presented on the FY18 Close-out.
- \$10,939,327 in new dollars were received/committed.
- The goal of \$850,000 for the annual fund was surpassed.
- The major giving goal of \$2MM was also surpassed with new gifts totaling \$9.9 MM.
- \$2 MM currently sits in the Endowment, \$1MM from the Brook J. Lenfest Foundation.
- There is a \$3MM Challenge Grant opportunity from the Brook J. Lenfest Foundation.

4. Finance Committee Report:

- The CFO provided an update on financials, including enrollment and the SDP Reimbursement Rate:
 - Majority of schools met or exceeded their budget target for total enrollment, Douglass continued to be the biggest challenge as discussed at previous meetings.
 - Reserve balances were higher than planned as of June 2018 due to the additional FY18 surplus, reserve is expected to grow in FY19.
 - The 2% increase in the SDP reimbursement rate was experienced because the district presented calculations to the state based on actual results that should have been the previous year's budget. We now have \$3.2 MM surplus of unexpected money.
 - Expenditures overall are aligned with budget and we had 1.6% savings in total expenditures, plus \$2.5 mm in health benefit savings.

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- Management noted that two strategic questions now face the board: what do we do with the additional money, and do we increase the NST fee?
- Management proposes 45% of the additional revenues go to schools in FY19, 37.5% placed in reserves for future, strategic use, and 17.5% used for increasing the NST fee to 10%.
- The NST fee has been 8.5% for the past 14 years, currently it is at 9%. Neighboring schools are charging 10-12%. Increasing fee to 10% would reduce NST annual budget cap and lower on-going fundraising needs.
- Management noted that the January All Boards Retreat will present the opportunity to discuss additional strategic financial issues.

R-3 (All boards)

Resolved, to approve the revised FY19 budgets for Mastery Charter High School, Mastery Charter Thomas Campus (including Thomas Elementary), Mastery Charter Shoemaker Campus, Mastery Charter Pickett Campus, Mastery Charter School John Wister Campus, Mastery Charter Gratz Campus, Mastery Prep Elementary Charter School, Mastery Charter Harrity Elementary, Mastery Charter Mann Elementary, Mastery Charter Smedley Elementary, Hardy Williams Academy Charter School, Mastery Charter Clymer Elementary, Grover Cleveland Mastery Charter School, Pastorius-Richardson Mastery Charter School, and Frederick Douglass Mastery Charter School.

Motion to approve R-3: Gerry Emery; Second: Graham Finney; Motion passed with unanimous approval.

R-4 (MCHS Board Only)

Resolved, that the Management Agreement be amended to increase the management fee from 9% of School District of Philadelphia charter funding to 10%, effective July 1, 2018, and that the Board Secretary for Mastery Charter High School is hereby authorized to execute that agreement for Mastery Charter High School.

Motion to approve R-4: Graham Finney; Second: Robin Olanrewaju; Motion passed with unanimous approval.

R-5 (No MCHS Board)

Resolved, that the Management Agreement be amended to increase the management fee from 9% of School District of Philadelphia charter funding to 10%, effective July 1, 2018, and that the Board Secretary is hereby authorized to execute that agreement for Mastery Charter Thomas Campus, Mastery Charter Shoemaker Campus, Mastery Charter Pickett Campus, Mastery Charter Gratz Campus, Mastery Charter Harrity Elementary, Mastery Charter Mann Elementary, Mastery Charter Smedley Elementary, Mastery Charter Hardy Williams Academy, Mastery Charter Clymer Elementary, Grover Cleveland Mastery Charter School, Pastorius-Richardson Mastery Charter School, Mastery Charter School John Wister Campus, Frederick Douglass Mastery Charter School, and Mastery Prep Elementary Charter School.

Motion to approve R-5: Graham Finney; Second: Hosea Harvey; Motion passed with unanimous approval.

R-6 (Prep Elem Board)

Resolved, to amend the lease with Mastery Charter Schools Foundation for the Mastery Prep Elementary Charter School building located at 3901-3961 N. 18th Street, Philadelphia, PA. This lease was originally approved as of November 1, 2017. There were no rent payments

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due in FY18 (i.e., the planning year for the school). The amendment reflects the annual rent amount of \$300,000 starting in FY19 (i.e., \$25,000 per month effective July 2018).

Motion to approve R-6: Graham Finney; Second: Hosea Harvey; Motion passed with unanimous approval.

R-7 (All Boards)

Resolved, to ratify execution of 2018-19 school year food service contracts as presented below:

Vendor	School	Amount	Notes
Nutrition Inc.	Mastery Charter High School – food service consortium for: <ul style="list-style-type: none"> • Mastery Charter High School • MC – Thomas Campus • MC – Shoemaker Campus • MC- Pickett Campus • MC- Clymer Elementary • MC - Hardy Williams Academy • MC – Gratz Campus • MC – Mann Elementary • MC - Harrity Elementary • MCS - John Wister Campus • Mastery Prep Elementary CS • Frederick Douglass Mastery CS 	Up to \$4,743,494	Renewal
Linton's Food Service Management	MC – Smedley Elementary	Up to \$475,097	Renewal
Linton's Food Service Management	Mastery CS – Pastorius-Richardson Campus	Up to \$295,208	Renewal
Linton's Food Service Management	Grover Cleveland MCS	Up to \$370,138	Renewal

Motion to approve R-7: Hosea Harvey; Second: Robin Olanrewaju; Motion passed with unanimous approval.

5. Executive Committee & CEO Report:

- The CEO provided updates on a number of topics including Mastery's Culture of Excellence, the strategic plan, and charter agreements.

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- The CEO expressed condolences for the loss of Jeremy Nowak, a founding Board member who died in July, and the establishment of a scholarship fund in Mr. Nowak's name.
- Culture of Excellence:
 - The theme for last half of last year and continuing into this year is a "Culture of Excellence". It will continue to be management's primary message with delivering instructional excellence, ensuring learning is sacred, expecting and demanding the best, and executing the common foundation with excellence as key points.
- Schools & FY19 Priorities:
 - School openings appear to be strong across the network. The "Culture of Excellence" is translating into higher behavior expectations for students.
 - An FY19 priority of Eureka math is looking like a positive opportunity, teachers are enjoying using platform and students are more engaged than in the past.
 - Prep Elementary is off to a great start with 225 K-2 students.
- Strategy Updates:
 - The 2022 Strategic Plan is focused on the Mastery mission, organizing parents, organizational health & systems, perfecting the 3.0 program, reaching fiscal stability, and rebranding Mastery.
 - Management will discuss these strategic topics, including financial sustainability, postsecondary graduates' placement outcomes at the January All Boards Retreat.
 - Fall Steering Committee Program Priorities:
 - K-2 ELA
 - 3-8 ELA
 - School Calendar
 - High School Grading
 - Teacher Retention
 - Management will present data on teacher retention at a future Board meeting.
- Charter Agreements:
 - We have outstanding issues with SDP on charter agreements. The Board chair suggested the Executive Committee along with Board member Hosea Harvey take this up.
 - The CEO asked that the Executive Committee make the recommendation and we will discuss at the next meeting.
- 900 Jefferson:
 - Management will update board on further developments in November.
- New Board Member:
 - The CEO provided background on the proposed new Board member, who has a background in Philadelphia City government.

R-8 (All Boards)

Resolved, to adopt the proposed FY19 Mission Metrics Goals for Mastery Charter High School, Mastery Charter Thomas Campus, Mastery Charter Shoemaker Campus, Mastery Charter Pickett Campus, Mastery Charter Gratz Campus, Mastery Charter Harrity Elementary, Mastery Charter Mann Elementary, Mastery Charter Smedley Elementary, Mastery Charter Hardy Williams Academy, Mastery Charter Clymer Elementary, Grover Cleveland Mastery Charter School, Pastorius-Richardson Mastery Charter School, Mastery Charter School John Wister Campus, Frederick Douglass Mastery Charter School, and Mastery Prep Elementary Charter School.

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Motion to approve R-8: Hosea Harvey; Second: Graham Finney; Motion passed with unanimous approval.

R-9 (All Boards)

Resolved, to adopt the proposed Fall Cycle Planning Priorities for Mastery Charter High School, Mastery Charter Thomas Campus, Mastery Charter Shoemaker Campus, Mastery Charter Pickett Campus, Mastery Charter Gratz Campus, Mastery Charter Harrity Elementary, Mastery Charter Mann Elementary, Mastery Charter Smedley Elementary, Mastery Charter Hardy Williams Academy, Mastery Charter Clymer Elementary, Grover Cleveland Mastery Charter School, Pastorius-Richardson Mastery Charter School, Mastery Charter School John Wister Campus, Frederick Douglass Mastery Charter School, and Mastery Prep Elementary Charter School.

The Board supported the priorities without a resolution needed.

R-10 (No MCHS Board)

Resolved, to appoint Suzanne Biemiller to a two year term to the Board of Trustees of Mastery Charter Thomas Campus, Mastery Charter Shoemaker Campus, Mastery Charter Pickett Campus, Mastery Charter Gratz Campus, Mastery Charter Harrity Elementary, Mastery Charter Mann Elementary, Mastery Charter Smedley Elementary, Mastery Charter Hardy Williams Academy, Mastery Charter Clymer Elementary, Grover Cleveland Mastery Charter School, Pastorius-Richardson Mastery Charter School, Mastery Charter School John Wister Campus, Frederick Douglass Mastery Charter School, and Mastery Prep Elementary Charter School.

Motion to approve R-10; Hosea Harvey; Second: Graham Finney; Motion passed with unanimous approval.

6. No Public Comment was made

7. Adjourn all Boards

Motion to adjourn: Hosea Harvey; Second: Graham Finney

Meeting Adjourned at 8:34 p.m.