

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

**December 17, 2014  
7:00 p.m. Board Meeting**

**Held at Cramer Hill Elementary  
Minutes**

**Meeting called to order at 7:01 p.m. by Judy Tschirgi, Chair.**

The chair opened the meeting with reference to public notice of this meeting pursuant to the open public meetings act has been given in the following manner:

- (A) POSTING WRITTEN NOTICE ON THE OFFICIAL BULLETIN BOARD AT THE Cramer Hill and North Camden campuses.
- (B) TRANSMITTED NOTICE TO THE COURIER POST AND THE PHILADELPHIA DAILY NEWS.
- (C) TRANSMITTED NOTICE TO THE CLERK OF CAMDEN CITY

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

**Staff Present:** Scott Gordon, Tom Johnston, Jim Leonard, Joe Ferguson, Courtney Collins-Shapiro

**1. Approval of the Minutes from November 12, 2014 (as attached pp. 4-6)**

**Resolution #1214 – 01**

**Resolved**, to approve the minutes from the meeting held on November 12, 2014 as presented.

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

**2. Hiring Approvals**

**1214-02 (as amended)**

**Resolved**, to ratify Mastery Schools of Camden staff hired between November 3, 2014 and December 12, 2014 as presented.

<b>New Hires between November 3, 2014 and December 15, 2014</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>
Jessica	Ramirez	North Camden	Admin Assistant	P	12/15/2014
Ryan	Brookens	North Camden	SpEd Classroom Asst	P	12/08/2014
Weldon	Bazemore	North Camden	SpEd Classroom Asst	P	11/10/2014
Erika	Cruz	Cramer Hill	Intern	P	11/10/2014
Stephanie	Selden	North Camden	Teacher - 3-6	P	11/10/2014

**Motion to approve 1214-02: Reuel Robinson, Second, Stacy Holland. Unanimous.**

**3. Disbursement Approvals (as attached pp. 7-9)**

**1214-03 (as amended)**

**Resolved**, that the Mastery Schools of Camden Board of Trustees approves payment of **\$199,661** for school start-up, facilities improvement and operating expenses as detailed in the invoices listing (Board Document 121714-01 **and 121714A**).

**1214-04**

**Resolved**, that the Mastery Schools of Camden Board of Trustees ratifies the payroll in the amount of \$125,617 for November 7, 2014, \$126,828 for November 21, 2014 and \$126,783 for December 5, 2014.

**1214-05**

**Resolved**, to ratify execution of contracts with vendors for services to Mastery Schools of Camden as presented below.

<b>Contractor / Service Provider</b>	<b>Description of Services</b>	<b>Term of Contract (if applicable)</b>	<b>Contract Amount</b>
Keystone Fire Protection	Fire & safety, Cramer Hill	8/1/14 through 7/31/17	\$2,580 per year
Advanced Elevator Services	Elevator maintenance agreement, Cramer Hill	9/1/14 through 8/31/17	\$175.00 per month retainer plus labor at \$185.00/hour, or overtime rates at a maximum of \$370.00/hour, when applicable.
E.B. O'Reilly	Boiler Maintenance, Cramer Hill	8/1/14 through 7/31/15	\$3,602 per year plus emergency service, when applicable, at \$99.00/hour.
Brookfield Homebound School Program	Partial hospitalization program	2014-15 school year	\$22.00/hour not to exceed more than 10 hours per student per week, without prior authorization

**Motion to approve 1214-03 as amended, 1214-04 and 05: Graham Finney, Second, Reuel Robinson. Unanimous.**

**1214-06 Resolved**, to preapprove spending limits for specific, budgeted services to be provided to Mastery Schools of Camden; and **Further Resolved**, to allow the Mastery Schools of Camden School Leader and Assistant School Leader for Operations to purchase items in these categories without prior approval of the Board up to the spending limits

Field Trips:	\$2,000
Building Maintenance	\$1,500

Food/Bev for Student and Parent Events	\$1,500
Student/Community Celebration Contracts (e.g. games, music & AV, table rentals)	\$1,000
Curricular Materials	\$2,000
Translation Services	\$1,000
Print Materials for Community Outreach	\$2,000

**Motion to approve 1214-06 as amended: Stacy Holland, Second, Graham Finney. Unanimous.**

**4. Compliance and Policy Updates (pp. 10-11)**

- Harassment, Intimidation and Bullying (HIB) Report to the Board

Discussion was had about implementation of the HIB law and the appropriate reporting for this meeting.

**5. Finance Presentation (Jim Leonard)**

- Presentation of the October 2014 Financials (pp. 12-13)

Presented about YTD operating budget. An adjustment may take place in January and that will reduce the state revenue. Other revenues for a school (e.g. Title I, Title II) have not kicked in yet from the state.

Discussion from the Board about the lateness of the federal entitlement grants. Staff responded that this is a first year school issue and we are working with the state.

- Lease Amendments for ratification (Attached pp. 14-16)
  - Addenda #1 for Cramer Hill and North Camden – custodial services
  - Addenda #2 for North Camden – school security

Staff presented that the Board has previously approved the leases for both temporary locations; however, the attached addenda address some different shared staffing with the District.

**1214-07**

**Resolved,** to ratify execution of contract amendments with the Camden City School District for custodial and security services to Mastery Schools of Camden as presented in the attached documents.

**Motion to approve 1214-07: Graham Finney, Second, Reuel Robinson. Unanimous.**

## **6. Discussion**

- Update on School Progress – Scott Gordon

Management reported that we are feeling good at this point. Opening was rougher than expected, particularly working with a number of students with partial hospitalization needs and deep emotional support challenges. We are still working to find appropriate supports but we now have a program for grades 3-5 to give them higher support in a smaller size class setting, and are using outside aides in K-2 classrooms for supports for younger students.

Visit from the District regarding school information cards happened first week of December and we received positive feedback on the visits.

## **7. Public Comment - none**

## **8. Closed Session**

Motion to move to closed session at 7:40 p.m. to discuss pending contract negotiations. Reuel Robinson, Second, Stacy Holland. Unanimous.

Motion to Reconvene from Closed Session at 8:38 p.m. Graham Finney, Second, Reuel Robinson. Unanimous.

- Real estate advisory services (Attached pp. 17-19)

### **1214-08**

Resolved, to ratify execution of a contract by Mastery Charter High School –NST for real estate advisory services with Aegis Property Group (APG).  
Further Resolved, to approve the contract terms as attached with total compensation not to exceed 4% of the sale price of the acquired property.

### **1214-09**

Resolved, to enter into agreements with a professional appraisal firm to be Selected to determine Fair Market Value for the State and River location and for Pyne Poynt Middle School at an amount not to exceed \$5,000 per facility/land appraisal.

**Motion to approve 08 and 09: Graham Finney, Second, Reuel Robinson. Unanimous.**

**Motion to Adjourn at 8:41 p.m.: Graham Finney, Second, Judy Tschirgi. Unanimous.**