

**MASTERY SCHOOLS OF CAMDEN
MINUTES**

**June 19, 2018
6:00-8:00 pm**

**Held at Molina Upper
601 Vine Street, Camden, NJ 08102
BOARD OF TRUSTEES MEETING MINUTES**

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.

DISCUSSION 6:00-6:45pm

- **Discipline and Attendance Policy**
- Dr. Cruz, Deputy Chief of Student Development, focused her presentation on three aspects of the school culture model and proposed changes for FY19:
 1. School expectations, norms and rules
 2. Attendance response and management
 3. Disciplinary systems
- School expectations, norms, and rules:
 - Students are expected to follow the uniform policy, tucked shirts are optional; Dress down days will be a max of 10% of instructional days
- Attendance:
 - Consequences are being ramped up: significant absences could lead to grade reduction or retention; We are adding quarterly PD and scripted responses for attendance coordinators
- Discipline system:
 - Level I: Default in classrooms is merit/demerit; we will offer a classroom management intensive PD for teachers who need it
 - Level II: Response starts at lower end and rises to level of long term suspension (LTS)
 - Level III: Most severe, LTS up to one year; ultimately, we aim to avoid LTS and utilize the alternative program that we are looking to adopt in NJ
 - Student supports: we want to provide support to students to keep them out of the cycle of repeat infractions
- The board chair asked whether research proves these changes will be effective.
 - Dr. Cruz noted that we identified best practices already happening in our schools and that data on positive behavior intervention support says if you have a strong social contract, school-wide norms, and strong system in place, only a fraction of kids should have Level IIIs.
 - Scott Gordon noted that research pertaining to our context is limited.
- The board chair asked what measurements will be used to know it is working.
 - Reduction in referrals; reduction in expulsions (may lead to increase in alternative placement); better response data on our Insight survey; 95% of kids on task in classrooms

- We have our mission metrics around school culture, will monitor data on a quarterly basis, and Dr. Cruz will conduct twice yearly school culture walkthroughs at each school.
- Management committed to share school culture data with the board on a quarterly basis.

BUSINESS MEETING 6:45-8:00pm

1. Roll Call

Jim Sheward, Board Chair, called the meeting to order at 6:35pm

Roll Call: Jim Sheward, Judy Tschirgi; By phone: Sharell Sharp, Reuel Robinson; Absent: Jamie Reynolds (Quorum 4/5 members)

Staff: Scott Gordon, Joe Ferguson, Saliyah Cruz, Yonca Agatan, Tom Greenwood, Suzanne McKenna, Lauren Ziegler; By phone: Tom Johnston (counsel)

2. Action Resolutions

10 minutes

- **Approval of the Minutes from May 15, 2018** **Pages 6-12**
R-061918-01
Resolved, to approve the minutes from the meeting held on May 15, 2018 as presented.

Motion to approve R-061918-01: Judy Tschirgi; Second: Sharell Sharp;
Motion passes unanimously

- **Human Resources** **Pages 13-14**
R-061918-02
Resolved, to ratify Mastery Schools of Camden staff hired between May 5, 2018 to June 8, 2018, as presented.

R-061918-03
Resolved, to ratify the \$83,301.90 of "other earnings" compensation paid during May 2018 for Mastery Schools of Camden staff, as presented.

- Management clarified that daily and weekly minutes are additional minutes worked beyond a teacher's contract
- APOs determine who is eligible to receive and the time gets reported to HR

Motion to approve R-061918-02 & -03: Sharell Sharp; Second: Judy Tschirgi;
Motion passes unanimously

- **Disbursement Approvals**
(Separate document for invoices)

R-061918-04

Resolved, that the Mastery Schools of Camden Board of Trustees ratifies the payroll in the amount of \$715,274 for May 4, 2018 and \$778,065 for May 18, 2018.

R-061918-05

Resolved, to approve payment of \$3,746,747.17 for operating expenses as detailed in the invoices listing (Board Document 061918-01).

Motion to approve R-061918-04 & -05: Judy Tschirgi; Second: Sharell Sharp; Motion passes unanimously

• **Long-Term Suspensions**

R-061918-06

Resolved, to ratify the long term suspensions recommended by the Board of Trustees Long Term Suspension Committee at hearings held on June 7, 2018 involving students:

- 1001-Mastery Cramer Hill Upper Charter School-Possession of Drugs-Long Term Suspension ends August 23, 2018
- 1002- Mastery Cramer Hill Upper Charter School-Possession of Drugs-Long-Term Suspension ends August 23, 2018
- 1003- Mastery East Camden Charter School-Inciting Violence-Long-Term Suspension ends January 3, 2019

- The Board discussed this during closed session

3. Finance Committee Report

**20 minutes
Pages 15-24**

- Enrollment Update
- Overview of May 2018 Financials
- Proposed FY19 Budget

- Yonca Agatan, CFO, presented a finance update, noting 9% growth in enrollment and 11% growth in staffing; mostly due to Camden High School adding a grade
- She noted that next year will be a break-even budget and highlighted key financial and other assumptions, including the retirement plan:
 - No update from SSA
 - Pension: we are setting aside 14% for non-teaching positions
 - Legal counsel noted that draft legislation for the pension system has been circulated, renaissance schools are included
 - Language is ambiguous and the Division of Pensions will have to answer the question of whether retroactive
 - Draft regulations will get published and there will be a comment period, they may signal earlier that they know where this is going
- Instruction expenses are increasing by 12% due to mostly staffing, new computers, and the alternative disciplinary placement program for \$500k
 - This is why we have less cushion this year
- While we like to start the year more conservatively, we do have 5% of our budgets sitting in our reserves

R-061918-07

Resolved, to approve the FY18 Budget Transfers and June Revision for Mastery Schools of Camden as presented (Board Document 061918-02).

R-061918-08

Resolved, to approve the FY19 budget for Mastery Schools of Camden as presented (Board Document 061918-03).

R-061918-09

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
Pineland Learning Center	Approved private school for IC	April 2018 - June 2018	\$12,556
The Rugby School	Approved private school for ET	July 2018 - June 2019	\$80,157
Shields Business Solutions, Inc	Armored Car Agreement - cash pick-up from all campuses	July 2018 - June 2019	\$4,392
Holcomb Bus	Courtesy bus services	August 23, 2018 - June 30, 2019	Providing thirteen buses for all scheduled school days at a rate of \$200 per day per bus, not to exceed \$2,600 per day (all schools).

Motion to approve R-061918-07, -08 & -09: Reuel Robinson; Second: Judy Tschirgi; Motion passes unanimously

4. General Business and School Operations

R-061918-10

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, 2018:

- 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

R-061918-11

Resolved, to authorize the submission of Mastery Schools of Camden's IDEA, Title I, Title II, Title III, and Title IV grant applications for FY19.

Motion to approve R-061918-10 & -11: Judy Tschirgi; Second: Sharell Sharp; Motion passes unanimously

5. Camden City School District Agreements

None

6. CEO Report

**45 minutes
Pages 25-30
& Attachments**

- Discipline & Attendance Policy
- Enrollment Update
- Board nominations
- Potential Urban Hope Act Amendment

Enrollment Update

- Joe Ferguson, COO, provided an enrollment update, noting that 96% of enrolled students turned in a re-enrollment form
- In response to a board question from the previous month, Joe explained that in FY16 and FY17, we had 24% and 23% of students apply out, respectively, and in FY18, this number dropped to 9%
- High school transition: we exceeded our goal of 80% (achieved 90%)
 - Board congratulated Mastery for the retention and transition data
 - We have 105 applicants on our 9th grade waitlist
 - We may open up another cohort; we will seek board approval if this impacts budget
- Kindergarten - trending better than previous years but we have a zero waitlist
 - While we have 50 more apps this year and we are getting more of the share of student (1 of every 4), there are not enough total Kinder students to go around
 - We are concerned about McGraw, which has only 27 completed packets against 53 budgeted
 - We have to find new families by linking up with direct marketing and co-sponsorship to find more families
 - Scott Gordon anticipates needing to have a longer conversation about Kinder enrollment in two years

Board Nominations

- Decision made to have some one-year terms to stagger membership end dates
 - Decision made based on longest standing members, does not mean we cannot extend terms by vote
- We did not have a parent advisory council nominate the parent members as we do in PA
 - Management committed to having a more formal recommendation from parents for board members going forward
 - We have hired a deputy chief of external strategy who will work on this
- Board chair asks those being voted on to recuse themselves

R-061918-12

Resolved, to adopt the proposed disciplinary procedures for the 2018-2019 School Year.

R-061918-13

Resolved, to adopt the Student-Parent Handbook for the 2018-19 School Year as attached.

Motion to approve R-061918-12 & -13: Judy Tschirgi; Second: Sharell Sharp; Motion passes unanimously

R-061918-14

Resolved, to appoint Jim Sheward to a two-year term to Mastery Schools of Camden's Board of Trustees.

R-061918-15

Resolved, to appoint Jamie Reynolds to a two-year term to Mastery Schools of Camden's Board of Trustees.

R-061918-16

Resolved, to appoint Sharell Sharp to a two-year term to Mastery Schools of Camden's Board of Trustees.

Motion to approve R-061918-16 (Sharell Sharp recused herself from the vote): Judy Tschirgi; Second: Reuel Robinson; Motion passes unanimously

R-061918-17

Resolved, to appoint Reuel Robinson to a one-year term to Mastery Schools of Camden's Board of Trustees.

Motion to approve R-061918-17 (Reuel Robinson recused himself from the vote): Judy Tschirgi; Second: Sharell Sharp; Motion passes unanimously

R-061918-18

Resolved, to appoint Judy Tschirgi to a one-year term to Mastery Schools of Camden's Board of Trustees.

Motion to approve R-061918-18 (Judy Tschirgi recused herself from the vote): Sharell Sharp; Second: Reuel Robinson; Motion passes unanimously

R-061918-19

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

Judy Tschirgi asked for a motion to approve R-061918-14 & -19 (Jim Sheward recused himself from the vote): Reuel Robinson; Second: Sharell Sharp; Motion passes unanimously

R-061918-20

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

Motion to approve R-061918-15 & -20: Judy Tschirgi; Second: Reuel Robinson; Motion passes unanimously

7. Compliance and Policy Updates

- **Monthly Harassment, Intimidation, and Bullying (HIB) Report – June is attached separately**

R-061918-21

Resolved, to accept the HIB Board Report for June as submitted.

R-061918-22

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.

R-061918-23

Resolved, to make the following annual appointments for the 2018-19 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 – Chris Barts
- 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 – Omar Robinson
- Pension Certifying Officer – Mary Fehrle
- Supervisor of the Certifying Officer – Chris Barts
- School Safety Specialist – Laura Boyce

R-061918-24

Resolved, to approve the proposed calendar for the Board of Trustees meetings for 2018-2019.

Mastery Schools of Camden Board Meetings (NJ)

Dates	Location	Time
Tuesday, July 24, 2018	Phone / Cramer Hill	6:00-6:30pm
Tuesday, August 21, 2018	Phone / Cramer Hill	6:00-6:30pm
Tuesday, September 18, 2018	In-Person / Molina Lower	6:00-7:30pm
Tuesday, October 16, 2018	Phone / Cramer Hill	6:00-6:30pm
Tuesday, November 13, 2018	In-Person / Molina Upper	6:00-7:30pm
Tuesday, December 18, 2018	Phone / Cramer Hill	6:00-6:30pm

Tuesday, January 15, 2019	In-Person / East Camden Middle	6:00-7:30pm
Tuesday, February 12, 2019	Phone / Cramer Hill	6:00-6:30pm
Tuesday, March 12, 2019	In-Person / Mastery High School of Camden	6:00-7:30pm
Tuesday, April 09, 2019	Phone / Cramer Hill	6:00-6:30pm
Tuesday, May 14, 2019	In-Person / McGraw	6:00-7:30pm
Tuesday, June 18, 2019	In-Person / Cramer Hill	6:00-7:30pm

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

Motion to approve R-061918-21, -22, -23 & -24: Sharell Sharp; Second: Judy Tschirgi; Motion passes unanimously

8. Closed Session

- The board entered into closed session to discuss the long-term suspensions

Motion to approve R-061918-06: Judy Tschirgi; Second: Reuel Robinson; Motion passes unanimously

- The board exited closed session

9. No Public Comment was made

10. Adjourn

- Board chair called meeting to adjourn at 7:33pm