

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

**December 16, 2015
6:30-8:30p.m. Board Meeting**

Held at Mastery – Molina Elementary

****MINUTES****

Board Chair called meeting to order at 7:16pm.

Members present: Judith Tschirgi, Graham Finney, Reuel Robinson, Stacy Holland
Staff and Guests: Yonca Agatan, Scott Gordon, Jim Leonard, Tom Greenwood,
Soledad Alfaro, Carmen Andrade (Counsel, by phone)

9. Approval of the Minutes from November 12, 2015 (as attached pp. 11-14)

Resolution #1216-01

Resolved, to approve the minutes from the meeting held on November 12, 2015 as presented.

Motion to approve: Graham Finney. Second by: Stacy Holland.

Motion carried (4-0, Unanimous)

10. Human Resources

#1216-02

Resolved, to ratify Mastery Schools of Camden staff hired between November 9, 2015 and December 11, 2015, as presented below.

First Name	Last Name	Location	Job	Full/Part Time Code	Last Hire Date
Renata	Hackley	North Camden	Community Engagement Mgr.	F	11/09/2015
Kimberly	Clark	CRAMER HILL	Support Teacher	F	11/09/2015
Lolita	DeShazor	East Camden	Long Term Substitute	P	11/09/2015
Richard	Gaines	NORTH CAMDEN	SpEd Classroom Asst	P	11/23/2015
Tianna	Kilgore	McGraw	Dean 10 Month	F	11/23/2015

We report the following terminations from Mastery Schools of Camden between November 9, 2015 and December 11, 2015.

First Name	Last Name	Location	Job	Termination Date	Termination Type
*Kinyta	Smalls	North Camden	ELL Leader	12/01/2015	Voluntary

**Hired into Mastery Charter High School - NST*

Motion to approve: Stacy Holland. Second by: Graham Finney.

Motion carried (4-0, Unanimous)

#1216-03

Resolved, to ratify the “extra pay” compensation for Mastery Schools of Camden staff taking on additional responsibilities, as presented below.

Staff Name	Description of Additional Services	Period Covered	Extra Pay
Figuroa, Isamar	Street Team Organizer	January 2016 - June 2016	\$25 per hour
Brookens, Ryan	Aftercare Services	December 2015 - January 2016	\$40 per hour
Brown, Andre	Aftercare Services	December 2015 - January 2016	\$25 per hour
Butkovsky, Jenna	Aftercare Services	December 2015 - January 2016	\$40 per hour
Clark, Kimberly	Aftercare Services	December 2015 - January 2016	\$40 per hour
Cruz, Erika	Aftercare Services	December 2015 - January 2016	\$25 per hour
Cuffee, Yvette	Aftercare Services	December 2015 - January 2016	\$40 per hour
Gaines, Richard	Aftercare Services	December 2015 - January 2016	\$25 per hour
Harris, Cintrella	Aftercare Services	December 2015 - January 2016	\$40 per hour
Hernandez, Genesis	Aftercare Services	December 2015 - January 2016	\$40 per hour
Reiss, Ashley	Aftercare Services	December 2015 - January 2016	\$40 per hour
Roberts, O'Tilla	Aftercare Services	December 2015 - January 2016	\$40 per hour
Szpila (Ziemann), Nicole	Aftercare Services	December 2015 - January 2016	\$40 per hour
Williams, Niki	Aftercare Services	December 2015 - January 2016	\$40 per hour
Wolfson, Dawn	Aftercare Services	December 2015 - January 2016	\$40 per hour

Alfaro discussed the temporary internal staffing solution for After-care while we transition to a new provider. Affected schools include: North Camden, Cramer Hill, and Molina. Agatan explained that, going forward, current employees receiving ‘extra pays’ will be identified and voted upon by the board.

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

#1216-04

Resolved, that the Mastery Schools of Camden Board of Trustees ratifies the payroll in the amount of \$433,596 for November 6, 2015 and \$417,527 for November 20, 2015.

#1216-05

Resolved, to approve payment of \$702,014.76 for operating, facilities improvement and start-up expenses as detailed in the invoices listing (Board Document 121615-01).

Motion to approve #1216-04 and #1216-05: Graham Finney. Second by: Reuel Robinson.

Motion carried (4-0, Unanimous)

Finance Presentation (Yonca Agatan) – pp. 5-10

- Enrollment Update
- Overview of November 2015 Financials
- FY16 Budget December Revision

Agatan updated Board on current enrollment. October 15th figures were greater than original budget. November financials reflected a deficit; however there was a positive variance due to timing differences and temporary events. Our cash position is strong. Agatan then walked through a revised FY16 budget which included revenue adjustments (charter-level funding, not UHA level funding for Molina, ECM, and McGraw), and expense adjustments (increases in afterschool programs and culture/educational support, and decreases/delays in facilities-related improvements).

#1216-06

Resolved, to approve Mastery Schools of Camden's revised FY16 budget (i.e., December revision) and all related budget transfers.

Motion to approve: Stacy Holland. Second by: Graham Finney.

Motion carried (4-0, Unanimous)

#1216-07

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

Alfaro acknowledged the new contract with YMCA to provide after-school programming.

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

Motion carried (4-0, Unanimous)

Contractor / Service Provider	Description of Services	Term of Contract	Contract Amount
YMCA	Aftercare provider	January 2016 - June 2016	\$ 274,000
Irrigation Systems, Inc.	Snow removal - East Camden Middle	December 2015 - April 2016	Range of \$875 to \$2,685 per day, as needed, and \$525 per salting. Price based on amount of snowfall.
Irrigation Systems, Inc.	Snow removal - McGraw Elementary	December 2015 - April 2016	Range of \$500 to \$1,435 per day based on amount of snowfall and \$300 per salting.
Irrigation Systems, Inc.	Snow removal - North Camden Elementary	December 2015 - April 2016	Range of \$495 to \$1,398 per day based on snowfall and \$400 per salting.
Irrigation Systems, Inc.	Snow removal - Cramer Hill Elementary	December 2015 - April 2016	Range of \$330 to \$2,105 per day based on snowfall and \$310 per salting.
Irrigation Systems, Inc.	Snow removal - Molina Elementary	December 2015 - April 2016	Range of \$730 to \$2,187 per day based on snowfall and \$545 per salting.
Irrigation Systems, Inc.	Snow removal - Molina Annex	December 2015 - April 2016	Range of \$350 to \$1,143 per day based on snowfall and \$250 per salting.
KDI	Copiers for all campuses	July 2015 - June 2016	North Camden, \$1,847/month; Cramer Hill \$923.50/month; Molina \$2,770/month; McGraw \$1,847/month and East Camden \$1,847/month. Additional costs for supplies and copier overages.
MACCS	Sports physical examinations	December 2015 - June 2016	\$1,566 for Molina and East Camden
US Medical Staffing	Substitute services	September 2015 - June 2016	\$140/day, as needed
Gaines, Richard	Street Team Organizer	January 2016 - June 2016	\$15 per hour
Gilmore, Dejon	Street Team Organizer	January 2016 - June 2016	\$15 per hour
Irizzary, Shirley	Street Team Organizer	January 2016 - June 2016	\$15 per hour
Lewis Henry, Wanda	Street Team Organizer	January 2016 - June 2016	\$15 per hour
Malave, Miguel	Street Team Organizer	January 2016 - June 2016	\$15 per hour
Middleton, Eric	Street Team Organizer	January 2016 - June 2016	\$25 per hour
Moreno, Jackie	Street Team Organizer	January 2016 - June 2016	\$15 per hour
Ortiz, Jesus	Street Team Organizer	January 2016 - June 2016	\$15 per hour
Perry, Dahmir	Street Team Organizer	January 2016 - June 2016	\$15 per hour
Ramos, Jeremy	Street Team Organizer	January 2016 - June 2016	\$15 per hour
Riggs, Ajeenah	Street Team Organizer	January 2016 - June 2016	\$15 per hour
Rodriguez, Josie	Street Team Organizer	January 2016 - June 2016	\$15 per hour
Toro, Cynthia	Street Team Organizer	January 2016 - June 2016	\$15 per hour
Williams, Callie	Street Team Leader	January 2016 - June 2016	\$25 per hour
Belk, Chelsea	Aftercare Services	December 2015 - January 2016	\$25 per hour
Campbell, Jeffrey	Aftercare Services	December 2015 - January 2016	\$25 per hour
Carmichael, Erica	Aftercare Services	December 2015 - January 2016	\$25 per hour
Castro, Cristina	Aftercare Services	December 2015 - January 2016	\$25 per hour
Dassey, Antonio	Aftercare Services	December 2015 - January 2016	\$25 per hour
Goodwater, Danisha	Aftercare Services	December 2015 - January 2016	\$25 per hour
Harper, Brandie	Aftercare Services	December 2015 - January 2016	\$25 per hour
Hashem, Hend	Aftercare Services	December 2015 - January 2016	\$25 per hour
Hill, Lathena	Aftercare Services	December 2015 - January 2016	\$15 per hour (preliminary approval received from Board chair)
Nieves, Victoria	Aftercare Services	January 2016	\$15 per hour (previously approved through December 2015)
Perry, Dahmir	Aftercare Services	December 2015 - January 2016	\$25 per hour
Pryor, Verdina	Aftercare Services	December 2015 - January 2016	\$40 per hour
Rodriguez, Michael	Aftercare Services	December 2015 - January 2016	\$25 per hour
Sanders, Margo	Aftercare Services	December 2015 - January 2016	\$25 per hour
Tribett, Jinera	Aftercare Services	December 2015 - January 2016	\$25 per hour
Walker, Artavia	Aftercare Services	January 2016	\$15 per hour (previously approved through December 2015)

#1216-08

Resolved, to enter into a triple net lease with MSC State and River, LLC for purposes of operating Mastery – Cramer Hill Elementary with payment terms estimated to be between \$0.8 – \$1.3 million per year, beginning in July 2017, payable monthly for a period of 20-27 years (payments will be dependent upon market interest rates at the time the permanent financing transaction closes).

Further Resolved, that the Board hereby designates Judith Tschirgi as its designee, with full power of the Board, to review and approve the final terms of the Cramer Hill Lease.

The full resolution is attached separately and labeled “Authorizing Resolutions of Mastery Schools of Camden 12 16 2015”.

Motion to approve: Reuel Robinson. Second by: Graham Finney.
Motion carried (4-0, Unanimous)

#1216-09

Resolved, to approve a total disbursement amount up to \$5,500 for IAF conference related expenses (e.g. registration, hotel, transportation, meals, etc.) This is advocacy training for Camden parents and the expenses will be covered with fundraising revenue.

Ferguson and Agatan answered questions regarding event and supported the use of fundraising dollars for the activity.

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

12. Camden City School District Agreements

None at this time.

13. Compliance and Policy Updates

Harassment, Intimidation, and Bullying (HIB) information (separate document)

14. Closed Session – *Board held closed session to discuss real estate matters prior the formal meeting (6:35pm).*

15. Adjourn

Motion to adjourn at 7:50pm: Stacy Holland. Second by: Reuel Robinson.
Motion carried (4-0, Unanimous)