

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

**July 15, 2015
6:30-7:30p.m. Board Meeting**

Held at North Camden (Pyne Poynt)

****MINUTES****

Board Chair called meeting to order at 6:30pm.

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

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

8. Approval of the Minutes from June 10, 2015 (as attached pp. 10-12)

Resolution #0715-01

Resolved, to approve the minutes from the meeting held on June 10, 2015 as presented.

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

Motion carried (4-0, Unanimous)

9. Hiring Approvals

#0715-02

Resolved, to ratify Mastery Schools of Camden staff hired between June 8, 2015 and July 10, 2015, as presented.

Mastery Schools of Camden - New Hires as of June 8, 2015 to July 10, 2015							
First Name	Last Name	Location	Job	Full/Part Time	Last Hire Date	Previous Mastery Position	
Will	Hayes	East Camden	School Leader	F	06/15/2015	External Hire	
Nathan	Gibson	East Camden	Asst School Leader-Cultur	F	06/29/2015	Dean 10 Month	Thomas
CHRISTINA	Acosta-Martinez	East Camden	Asst School Leader-Instru	F	06/29/2015	AP/Director - Instruction	Gratz
Desireah	Osborne	East Camden/McGraw	Asst School Leader-SpSrcv	F	06/29/2015	SpEd Case Manager	Shoemaker
Averyel	Sawyer	East Camden/McGraw	Asst School Leader-Ops	F	06/29/2015	AP/Director - Operations	HWE
Charmaine	Giles	McGraw	Asst School Leader-Instru	F	06/29/2015	Teacher - 3-6	Smedley
LAQUANDA	JACKSON	McGraw	School Leader	F	06/29/2015	ASL - Principal	NST - MCHS
Kevin	Jarido	MOLINA	Asst School Leader-Instru	F	06/29/2015	AP/Director - Instruction	Harrity
Jennifer	Paz	MOLINA	Asst School Leader-Ops	F	06/29/2015	External Hire	
Thea	Stewart	MOLINA	Asst School Leader-SpSrcv	F	06/29/2015	ASL - Spec Serv	NST - MCHS
Jolon	McNeil	MOLINA	Asst School Leader-Cultur	F	06/29/2015	ASL - School Culture	Harrity
RICKIA	REID	MOLINA	School Leader	F	06/29/2015	Principal	Gratz
Mia	Harper	NORTH CAMDEN	Group Leader	P	06/15/2015	External Hire	
Jeffery	Campbell	NORTH CAMDEN	Group Leader	P	06/16/2015	External Hire	
Jolene	Gaff	NORTH CAMDEN	Asst School Leader-SpSrcv	F	06/29/2015	Lead Case Manager	Pastorius
Kia	Williams	NORTH CAMDEN	Dean 10 Month	F	07/06/2015	External Hire	

Motion to approve: Stacy Holland. Second by: Reuel Robinson.

Motion carried (4-0, Unanimous)

We report two terminations as listed below.

Mastery Schools of Camden - Terminations as of June 8, 2015 to July 10, 2015						
First Name	Last Name	Location	Job	Termination Reason	Termination Type	Termination Date
Rasheedah	Clark	North Camden	Asst School Leader-Cultur	Voluntary Resignation	Voluntary	06/19/2015
Kelly	Gordon	North Camden	Teacher - SpEd	Promotion/Hired by Douglass	Voluntary	06/29/2015

Disbursement Approvals

(No attachment for payroll, Separate document for invoices)

#0715-03

Resolved, that the Mastery Schools of Camden Board of Trustees ratifies the payroll in the amount of \$122,547 for June 5, 2015, \$127,099 for June 19, 2015 and \$117,410 for July 2, 2015.

#0715-04

Resolved, that the Mastery Schools of Camden Board of Trustees approves payment of \$255,846 for operating expenses as well as summer facilities and start-up costs as detailed in the invoices listing (Board Document 071515-01).

Motion to approve #0715-03 and #0715-04: Graham Finney. Second by: Reuel Robinson.

Motion carried (4-0, Unanimous)

Finance Presentation (Yonca Agatan)

- Presentation of the FY16 Budget (pp. 5-8)
 - Enrollment, Staffing, and Funding Assumptions
 - Preliminary FY16 Budget
- Contract ratification (listed below in Resolution #0715-08)

Discussion: Agatan presented the FY16 Budget with assumptions on revenue and expenses.

On revenue side, Enrollment continues to be a significant risk. Ferguson presented that if schools were to open now, we would anticipate enrollment to be 50% to 80% of target/budget. Efforts to date have included the following: enrollment office hours, banners, radio ads, flyers, home visits, community events. Robinson confirmed that there is a great deal of miscommunication about Mastery, Renaissance, and Charters. Holland asked about attending events and mass outreach efforts, and suggested that we do Sunday road shows to dispel myths. Ferguson agreed to investigate that approach further.

On the expense side, McLaughlin shared information on special education supports and the rationale for the number of self-contained classrooms. Gordon agreed to put together a 1-2 pager to educate the Board on special education-

related classifications and terminology. Ferguson was not sure if our enrollment was trending in any one category (Sped, not sped).

Staffing levels would be greatly affected if enrollment numbers were lower than expected. Gordon shared that Mastery is watching enrollment and teacher allocations very closely and will make moves if necessary.

Holland asked when we can expect UHA level funding for all schools. Ferguson responded by stating that the goal is by end of year. There are NJ Department of Education guidelines that we will need to execute. We will also seek full funding with the help of legal counsel.

The recent rejection of Mastery's pension application was also discussed. Employees are being asked to 'save' outside of the pension process because once we are approved, there will be hefty retro-contributions made to the pension system. Board members shared their concern that employees will not be prepared for the cuts and will seek legal action.

Regarding facilities, Tschirgi asked about local hiring and minority/woman owned businesses. Ferguson responded that we are always looking for MWBE partnerships however local hiring has been difficult.

On agreements with the city, we are currently negotiating an amended operating agreement, new leases, and MOUs.

#0715-05

Resolved, that Mastery Schools of Camden, Inc. is authorized to renew the management agreement with Mastery Charter High School for educational and administrative services, including the services of a New Jersey School Business Administrator, with a fee of 8.5% of local per pupil revenue, and the agreed upon information technology services presented as an exhibit.

Further resolved, to authorize any officer of the Board of Directors to execute the Management Agreement.

Discussion: Yonca Agatan confirmed that the 8.5% is unchanged from last year and consistent with other schools in the Mastery network.

#0715-06

Resolved, to approve the preliminary FY16 budgets for Mastery Schools of Camden, Inc.

Motion to approve #0715-05 and #0715-06: Graham Finney. Second by: Reuel Robinson.

Motion carried (4-0, Unanimous)

#0715-07

Resolved, to ratify creation of the following operating bank accounts at PNC Bank for:

- Molina Elementary
- McGraw Elementary
- East Camden Middle

Further Resolved, to authorize the following individuals to sign checks and authorize disbursements on behalf of Mastery Schools of Camden, Inc.: Scott Gordon, Yonca Agatan, Joseph Ferguson, Jim Leonard and Judy Tschirgi.

#0715-08

Resolved, to authorize the submission of Mastery Schools of Camden’s IDEA and No Child Left Behind (NCLB) grants for FY16.

#0715-09

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 (if applicable)	Contract Amount
Advanced Elevators Services, LLC	Elevator service contracts	July 2015 - June 2018	\$175/month plus \$185/hour for services, per school, as needed, with 5% annual increases each contract year. N. Camden (Pyne Point), Molina, McGraw and East Camden Middle
Keystone Fire Protection	Life safety and fire alarms service	July 2015 - June 2018	N. Camden: \$3,272/year. Molina: \$3,102/year McGraw: \$2,224/year East Camden Middle: \$3,571/year. Additional services for \$93-\$163/hour, as needed.
Schickel, Ceci	Community advocacy and outreach consulting	July 2015 - September 2015	Monthly retainer and additional billed hours per contract extension, amount during this period not to exceed \$50,000.
Anderson, Kathleen	Street Team Organizer	May - September 2015	\$15 per hour
Briley, Bernadette	Street Team Organizer	May - September 2015	\$15 per hour
Cook, Tara	Street Team Organizer	May - September 2015	\$15 per hour
Daniels, Walter	Street Team Organizer	June - September 2015	\$15 per hour

Duran, Albely	Street Team Organizer	May - September 2015	\$15 per hour
Figueroa, Isamar	Street Team Organizer	May - September 2015	Hourly rate for after school time per contract
Flack, Shawnea	Street Team Organizer	May - September 2015	\$15 per hour
Fuller, Walter	Street Team Organizer	May - September 2015	\$15 per hour
Gaines, Akira	Street Team Organizer	June - September 2015	\$15 per hour
Gilmore, Dejon	Street Team Organizer	May - September 2015	\$15 per hour
Lewis Henry, Wanda	Street Team Organizer	June - September 2015	\$15 per hour
Hester, Shatarra	Street Team Organizer	May - September 2015	\$15 per hour
Malave, Miguel	Street Team Organizer	June - September 2015	\$15 per hour
Martin, Yonita	Street Team Organizer	May - September 2015	\$15 per hour
Middleton, Eric	Street Team Organizer	June - September 2015	\$15 per hour
Morales, Elba	Street Team Organizer	June - September 2015	\$15 per hour
Moreno, Jackie	Street Team Organizer	June - September 2015	\$15 per hour
Negron, Caridad	Street Team Organizer	June - September 2015	\$15 per hour
Ortiz, Jesus	Street Team Organizer	June - September 2015	\$15 per hour
Perkins, Iesha	Street Team Organizer	June - September 2015	\$15 per hour
Perry, Dahmir	Street Team Organizer	May - September 2015	\$15 per hour
Perry, Marquita	Street Team Organizer	June - September 2015	\$15 per hour
Pritchett, Jeeric	Street Team Organizer	June - September 2015	\$15 per hour
Ramirez, Jessica	Street Team Organizer	June - September 2015	\$15 per hour
Ramos, Jeremy	Street Team Organizer	June - September 2015	\$15 per hour
Riggs, Ajeenah	Street Team Organizer	June - September 2015	\$15 per hour
Rodriguez, Dielys	Street Team Organizer	May - September 2015	\$15 per hour
Rivera, Wanda	Street Team Organizer	May - September 2015	\$15 per hour
Rolon, Yessenia	Street Team Organizer	May - September 2015	\$15 per hour
Serrano, Geraldo	Street Team Organizer	May - September 2015	\$15 per hour
Toro, Cynthia	Street Team Organizer	May - September 2015	\$15 per hour
Wallace, Antoinette	Street Team Organizer	June - September 2015	\$15 per hour
Wallace, Ebony	Street Team Organizer	June - September 2015	\$15 per hour
Williams, Callie	Street Team Leader	May - September 2015	\$25 per hour
Williams, Essence	Street Team Organizer	May - September 2015	\$15 per hour
Culbreth, Jackie	Street Team Organizer	July - September 2015	\$15 per hour
Olawanaju, Emmanuel	Street Team Organizer	July - September 2015	\$15 per hour
Girdy, Elijah	Street Team Organizer	July - September 2015	\$15 per hour

Motion to approve #0715-07 and #0715-08 and #0715-09: Stacy Holland. Second by: Reuel Robinson.
Motion carried (4-0, Unanimous)

10. Compliance and Policy Updates

Harassment, Intimidation, and Bullying (HIB) information

- Separate document - HIB Board report July 2015
- -- Self-assessment: pulled by Management.--

11. Proposed Calendar for Board Meetings

July 15, 2015	August 12, 2015	September 16, 2015
October 14, 2015	November 12, 2015	December 16, 2015
January 13, 2016	February 17, 2016	March 9, 2016
April 13, 2016	May 18, 2016	June 15, 2016

No action taken. Ferguson confirmed dates for Board meetings. Next step will be to go through public notice process.

12. Closed Session: No Closed Session.

13. Adjourn

Motion to adjourn at 7:42pm: Stacy Holland. Second by: Reuel Robinson.
Motion carried (4-0, Unanimous)