

MASTERY SCHOOLS OF CAMDEN
November 13, 2018
6:00-7:30 pm

Held at Molina Upper, Room 126B (1st Floor)
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.

PRE-MEETING DISCUSSION 5:30-6:00pm

Foundations Math Pilot Criteria

- Chief Academic Officer Jessica Varevice presented on the 6-8 Foundations Math course, which takes a strategic focus on the major work of the grade while filling in gaps students need from previous grades.
- The course is targeted to students in the bottom two MAP deciles.
- The CAO noted the criteria for continuing the pilot next year as: students in the bottom MAP national decile (1st-10th percentile) are in the 40th MAP Median Conditional Growth Percentile; and students in the 11th-20th MAP national percentile are in the 50th MAP Median Conditional Growth Percentile.
- The board chair felt that the criteria was reasonable.
- A board member asked a question on IEP rates for students in the bottom decile. The CAO noted this is about 40%.
- If growth metrics are not met, a board member cautioned about dismissing a program too soon if there needs to be more time for teachers to get up to speed. The CAO noted that management visited every school to review Foundations basic program criteria was being met in year one.

BUSINESS MEETING 6:00-7:30pm

1. Roll Call

Board Members: Jim Sheward, Judy Tschirgi, Sharell Sharp, Reuel Robinson;
Absent: Jamie Reynolds

Staff: Scott Gordon, Joe Ferguson, Yonca Agatan, Tom Johnston (counsel), Tom Greenwood, Suzanne McKenna, Laura Clancy, Vanessa Benton, Lauren Ziegler, Chris Barts

Jim Sheward called the meeting to order at 6:04pm

2. Action Resolutions

- **Approval of the Minutes from October 16, 2018**

R-111318-01

Resolved, to approve the minutes from the meeting held on October 16, 2018 as presented.

Motion to approve R-01: Sharell Sharp; Second: Judy Tschirgi; Motion passes with unanimous approval.

- **Human Resources**

R-111318-02

Resolved, to ratify Mastery Schools of Camden staff hired between October 6, 2018 to November 2, 2018, as presented.

R-111318-03

Resolved, to ratify the \$40,0818.48 of "other earnings" compensation paid during October 2018 for Mastery Schools of Camden staff, as presented.

Motion to approve R-02 & -03: Judy Tschirgi; Second: Sharell Sharp; Motion passes with unanimous approval.

3. Finance & Disbursement Approvals

- **Finance report**

- Chief Financial Officer Yonca Agatan provided a finance update noting that enrollment is up 60 students than what we had budgeted and that expenditures were fairly in line with the budget.
- A board member asked a question about NST level contracts and the CFO responded that these are reflected in Camden NST fees.

R-111318-04

Resolved, that the Mastery Schools of Camden Board of Trustees ratifies the payroll in the amount of \$816,124 for October 5, 2018 and \$836,674 for October 19, 2018.

R-111318-05

Resolved, to approve payment of \$2,627,046 for operating expenses as detailed in the invoices listing (Board Document 111318-01).

R-111318-06

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
After-School All-Stars	Afterschool program for Cramer Hill	September 2018 - June 2019	\$72,000
After-School All-Stars	Afterschool program for Molina Upper	September 2018 - June 2019	\$72,000
AVC Media Group	Billboards	December 2018 - May 2019	\$20,000
Bonnie Brae	Approved Private School	September 2018 - June 2019	\$69,300
Advanced Talent Solutions	Substitute teachers	August 2018 - July 2019	Daily rate - \$190 to \$200
Charter Substitute Teacher Network	Substitute teachers	November 2018 - July 2019	Daily rate - \$215 to \$240 and excess hourly rate of \$40
Specialized Education of NJ	Alternative Education Services	August 2018 - August 2019	\$273,000
Holcomb Bus	Courtesy bus services	August 2018 - June 2019	Providing 15 buses for all scheduled school days at a rate of \$200/day per bus. Original contract amended to add two bus routes for a total of 15.

R-111318-07

Resolved, to approve and accept the Mastery Schools of Camden Comprehensive Annual Financial Report for the year ended June 30, 2018 (Board Document 111318-02).

R-111318-08

Resolved, to approve and accept the Mastery Schools of Camden Auditors Management Report (AMR) on Administrative Findings, Compliance and Performance for the Year Ended June 30, 2018 (Board Document 111318-04).

R-111318-09

Resolved, to acknowledge AMR Finding 2018-01 and approve the Corrective Action Plan (CAP) as submitted to the NJ Office of Fiscal Responsibility and Compliance (Board Document 111318-05).

Background on new bank accounts: We request approval of switching our operating accounts from PNC Bank to M&T Bank. Based on our analysis, we expect to have the following improvements with M&T Bank:

- o Better customer service
- o Enhanced on-line banking capabilities
- o Enhanced interest earnings
- o Banking fees are comparable between PNC Bank and M&T Bank.

R-111318-10

Resolved, to approve the opening of new operating accounts at M&T Bank for Cramer Hill Elementary, Molina Upper Elementary, Molina Lower Elementary, McGraw Elementary, East Camden Middle, Mastery High School of Camden

Motion to approve R-04, -05, -06, -07, -08, -09, & -10: Reuel Robinson; Second: Sharell Sharp; Motion passes with unanimous approval.

Update on Pension Status:

- *The Legislature passed a law that clarifies that teacher and non-teacher employees of a renaissance school are, upon commencement of employment, members of the Teachers' Pension & Annuity Fund ("TPAF") and the Public Employees' Retirement System ("PERS"), respectively.*
 - *The Governor mandated the Department of Treasury to work with renaissance schools on next steps.*
 - *We received two letters from Department of Treasury – Division of Pensions and Benefits.*
 - *First step is for the State to modify its Section 218 Agreement with the Social Security Administration ("SSA").*
 - *218 Agreement needs to be modified if the period of backdated coverage exceeds 3 years (i.e., applicable if effective date of coverage is July 1, 2014 – opening of Mastery Schools of Camden).*
 - *SSA can approve the modification if we agree to execute a closing agreement with the IRS.*
 - *The purpose of the closing agreement would be to make sure that Mastery Schools of Camden and its employees made the proper FICA contributions for the covered years. We have already provided the proof of these contributions.*
 - *We are in the process of scheduling a joint conference call with the Department of the Treasury – Division of Pensions and Benefits, and the other two renaissance school providers to discuss:*
 - *Effective start date. Is July 1, 2014 mandatory or optional? Is it possible to start as of July 1, 2018?*
 - *Closing agreement specifics*
 - *Next steps and timeline**If July 1, 2014 is the mandatory start date, we need to have the following resolution passed*
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- *The CFO provided an additional update on the pension law passed on October 4, 2018 which clarifies that employees of renaissance schools are members of TPAF and PERS.*
 - *Mastery has been working with the Department of Treasury – Division of Pensions and Benefits to submit required documentation.*
 - *We conveyed our preference of a start date of July 1, 2018 and received feedback that July 1, 2014 is required though employees have up to 10 years to complete back contributions.*
 - *To minimize negative impact to staff and incorporate into a bigger/longer-term retention strategy we propose to support staff with required back-contributions.*
 - *Depending on role type and when a staff member was hired, the required contribution ranges from \$5k-40k.*
 - *Options are to either use existing 403(b) funds to roll over funds into pension plan or cover remaining back contributions.*
 - *We are also working on a parallel path with KIPP and Uncommon through a letter that asks for a 2018 start date, though we will likely not wait more than 2-4 weeks to see where this goes.*

- The resolution does not make any decisions today but we would like to flip this to a stay incentive which will cost us money.
- Board member questions included flow between Philadelphia and Camden transfers as well as competition with other charters.
 - This would make it more attractive to come to NJ (though vesting in NJ is 10 years) and potentially less attractive from NJers to come to PA.
- A board member recommended modeling the data to show how many people we'll have with more years of required contributions.

R-111318-11

Resolved, to attest that Mastery Schools of Camden wishes to pursue Social Security coverage going back retroactively to July 1, 2014 and agrees to enter into a closing agreement with the IRS in order to do so.

Motion to approve R-11: Judy Tschirgi; Second: Sharell Sharp; Motion passes with unanimous approval.

4. CEO Report

- **RP1 Results**
- **Rebranding & Enrollment Project Updates**
- The CEO provided an update on Mastery's RP1 goal of 85% of teachers hitting Tier 1 instructional standards. Actual was 83% (vs. 57% last year).
- KIPP Wheatley is seeing double digit growth in terms of assessments.
- The CEO provided information on the rebranding and enrollment strategy, noting that our tagline has informally shifted from Excellence, No Excuses to Love & Outcomes.
 - Our goals are to define and communicate our brand so that it is aligned with our mission and actual practice. Our primary audience is parents and secondary are teachers, policy makers and donors.
 - We are engaged in a project to analyze enrollment trends, parent perceptions, and conduct a competitive analysis.
 - The board chair recommends bringing in outsiders and aggressively checking assumptions to counter bias.
 - The board would like the work for Camden to be unique, to which management agreed.
- A board member asked a follow-up question from the previous meeting on whether other schools are sending SpEd students to us. Management noted that proof has not yet been obtained.
- The CEO shared his priorities of hitting mission metrics, embedding culture of excellence, and executing FY19 program priorities.
- He also noted long-term strategy goals of the fiscal sustainability plan, curricular plan rollout, branding complete, enrollment strategy, and our postsecondary pathways.

5. Compliance and Policy Updates

R-111318-12

Resolved, to enter into a Memorandum of Agreement between Mastery Schools of Camden and the Camden Enrollment, Inc. ("Camden Enrollment") to outline the mutual

responsibilities, understandings, and agreements regarding the Camden Enrollment system. (Separate document – Camden Enrollment MOA_Template)

R-111318-13

Resolved, to accept the HIB Board Report for November 2018 as submitted.

Motion to approve R-12 & -13: Reuel Robinson; Second: Sharell Sharp; Motion passes with unanimous approval.

6. No Public Comment

7. Adjourn

Motion to close: Sharell Sharp; Second: Judy Tschirgi. Motion passed with unanimous approval.

Jim Sheward called the meeting to close at 7:25pm.