

## BOARD OF TRUSTEES MEETING MINUTES

March 12, 2019

5:45 - 8:30 pm

### Conference Call and Held at Mastery – Cramer Hill Elementary (605.475.4700; Passcode: 905827#)

*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.*

#### Roll Call:

MSC Board: Jim Sheward, Reuel Robinson (phone), Sharell Sharp (phone), Judy Tschirgi (phone); Absent: Jamie Reynolds. Quorum: 4/5 members

Staff: Yonca Agatan, Chris Barts, Vanessa Benton, Saliyah Cruz, Francina Girard, Scott Gordon, Joseph Ferguson, Tom Johnston (counsel), Michael Patron.

Jim Sheward called the meeting to order at 6:30pm

#### DISCUSSION: 5:45 – 6:30 pm

- K-2 English program proposal (Jessica Varevice):
  - Presented recommendation that all Mastery schools adopt KIPP Wheatley ELA curriculum as part of K-2 literacy model starting SY2019-20.
  - K-2 ELA Comprehensive Literacy Framework:
    - All K-2 students become proficient readers and writers and develop a love for literacy through:
      - Foundations: Systematic, high-quality phonics instruction to help our students learn to decode
      - Reading Centers: Guided reading that provides differentiated small group instruction at student's current reading level and independent work opportunities to develop skills
      - Wheatley: Standards-aligned reading and writing program that supports students in accessing complex texts
      - Intervention: Provides struggling students with additional practice to master foundational skills
  - Wheatley Data Highlights:
    - Mastery Prep Elementary:
      - Exceeded K-2 Wheatley pilot success criteria
      - Second highest K-2 reading growth in the first semester among all Mastery schools
      - 100% of surveyed staff reported that Wheatley helped them deliver and support Common Core-aligned instruction
    - KIPP New Jersey:
      - Increased PARCC ELA Elementary proficiency rates by 11% 2015-17
    - ASPIRE – Memphis:
      - Significant improvement in % of students who met or exceeded MAP growth expectations in 1<sup>st</sup> and 2<sup>nd</sup> grade

Additional Discussion:

- o Board requested minutes to reflect that it was requested management come back to Board to further discuss is Mastery ends up below current placement.

**Action Resolutions**

- **Approval of the Minutes from February 12, 2019**

**R-031219-01**

**Resolved**, to approve the minutes from the meeting held on February 12, 2019 as presented.

After board discussion the following resolutions were adopted:

**Motion to approve R-031219-01: Judy Tschirgi; Second: Jim Sheward; Motion passes with unanimous approval.**

- **Human Resources**

**R-031219-02**

**Resolved**, to ratify Mastery Schools of Camden staff hired between February 2, 2019 to March 1, 2019, as presented.

**R-031219-03**

**Resolved, Resolved**, to ratify the \$57,955.50 of “other earnings” compensation paid during February 2019 for Mastery Schools of Camden staff, as presented.

After board discussion the following resolutions were adopted:

**Motion to approve R-031219-02, -03: Jim Sheward; Second: Sharell Sharp; Motion passes with unanimous approval.**

**Finance & Disbursement Approvals**

**R-031219-04**

**Resolved**, that the Mastery Schools of Camden Board of Trustees ratifies the payroll in the amount of \$886,725 for February 8, 2019 and \$878,427 for February 22, 2019.

**R-031219-05**

**Resolved**, to approve payment of \$2,366,595 for operating expenses as detailed in the invoices listing (Board Document 031219-01).

**R-031219-06**

**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
Environmental Consulting, Inc	Soil and Water Remediation for Cramer Hill Building	February 2019 through June 2019	\$33,740
Otis Elevator	Elevator Inspection and Repair	March 2019 through June 2019	\$391.50 per month

After presentation by Yonca Agatan and questions by the board members board the following resolutions were adopted:

**Motion to approve R-031219-04, -05, -06: Jim Sheward; Second: Sharell Sharp; Motion passes with unanimous approval.**

***R-031219-07***

***Resolved***, to approve the proposed FY19 Budget – March Revision for Mastery Schools of Camden as presented (Board Document 031219-02).

After presentation by Yonca Agatan and questions by the board members board the following resolutions were adopted:

**Motion to approve R-031219-07: Judy Tschirgi; Second: Jim Sheward; Motion passes with unanimous approval.**

***R-031219-08***

***Resolved***, to approve the detailed petty cash listing (Board Document 031219-03).

***R-031219-09***

***Resolved***, to approve the preliminary FY20 Budget that will be submitted to NJDOE by March 31, 2019.

***R-031219-10***

***Resolved***, to appoint Clifton Larson Allen to perform audit and tax services for Mastery Schools of Camden for the fiscal year ending June 30, 2019.

***R-031219-11***

***Resolved***, to approve the Mastery Schools of Camden staff funded with federal grants during FY19 as presented.

After presentation by Yonca Agatan and questions by the board members board the following resolutions were adopted:

**Motion to approve R-031219-08, -09, -10, -11: Judy Tschirgi; Second: Sharell Sharp; Motion passes with unanimous approval.**

Additional Discussion:

- Management presented proposal to make an upgrade to technology/network infrastructure. The Board asked to be updated on upgrade.
- Management recommended the renewal of CliftonLarsonAllen to perform audit and tax services for FY19. Board asked management to come back with a recommendation and independent perspectives in regards to auditors.

**CEO Report:**

***R-031219-12***

***Resolved***, to adopt the 2019-20 school calendar as proposed.

***R-031219-13***

***Resolved***, to adopt the secondary grading policy as proposed effective July 1, 2019

After presentation by Scott Gordon and questions by the board members board the following resolutions were adopted:

**Motion to approve R-031219-12, -13: Jim Sheward; Second: Judy Tschirgi; Motion passes with unanimous approval.**

**R-031219-14**

**Resolved,** to adopt KIPP Wheatley English Language Arts curriculum for grades k-2 starting in the 2019-2020 school year

After presentation by Jessica Varevice and questions by the board members board the following resolutions were adopted:

**Motion to approve R-031219-14: Judy Tschirgi; Second: Sharell Sharp; Motion passes with unanimous approval.**

**Session closed at 7:09 pm to discuss personnel policy; session reopened at 7:31 pm**

**R-031219-15**

**Resolved,** to adopt staff retention incentives as proposed and to authorize use of said incentive to recruit new employees pending confirmation from an independent source.

After presentation by Laura Clancy and questions by the board members board the following resolutions were adopted:

**Motion to approve R-031219-15: Judy Tschirgi; Second: Sharell Sharp; Motion passes with unanimous approval.**

**Session closed at 7:33 pm to discuss legal and policy issues; session reopened at 7:44 pm**

**R-031219-16**

**Resolved,** to adopt the proposed plan to remediate findings from the NJ auditor's report

After board discussion the following resolutions were adopted:

**Motion to approve R-031219-16: Sharell Sharp; Second: Judy Tschirgi; Motion passes with unanimous approval.**

**Session closed at 7:44 pm to discuss political strategy; session reopened at 8:01 pm**

**Compliance and Policy Updates**

**R-031219-17**

**Resolved,** to accept the HIB Board Report for March as presented.

**Background:** In response to recent guidance from the Department of Education, we have updated our Title I Parent and Family Engagement Policy with input from our Title I Stakeholder Committee. This document provides a general description of the ways that Mastery families can partner with their school to improve their child's achievement. New language assures that we remain compliant with Title I regulations.

After board discussion the following resolutions were adopted:

**R-031219-18**

**Resolved**, to adopt the updated Title I Parent and Family Engagement Policy.

**Background:** NJDOE requires all school districts to complete a Comprehensive Equity Plan (CEP) every three years. Its purpose is to ensure that schools have all mandated equity and non-discrimination policies in place and that school programs are being implemented in an equitable manner. The CEP is a self-assessment (needs assessment) composed of yes or no questions. Any item answered with a no must also have an action plan to become compliant within 3 years. Michael Patron, in his role as Affirmative Action Officer, will convene an Affirmative Action Team to conduct the self-assessment, write the CEP, and present it to the Board for approval before submission.

**R-031219-19**

**Resolved**, to authorize the Affirmative Action Team to conduct a needs assessment and to develop a Comprehensive Equity Plan.

After board discussion the following resolutions were adopted:

**Motion to approve R-031219-17, -18, -19: Sharell Sharp; Second: Judy Tschirgi;**  
**Motion passes with unanimous approval.**

**Public Comment: No public comment**

**Adjourn: Jim Sheward called the meeting to a close at 8:04 pm**