

MASTERY SCHOOLS OF CAMDEN

March 13th, 2018
5:30-8:00 pm

Held at East Camden Middle School,
3064 Stevens Street, Camden, NJ 08105
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 5:30-6:30pm

• Meaghann Lawson Introduction

- Meaghann is ASL-P at East Camden Middle and will take over as the principal next year when the high school and middle school campuses split
 - She served as part of the founding team opening East Camden and noted that it had a reputation for being one of the most disruptive schools in NJ.
 - She notes we have shifted the environment in the school and now we need to pivot further to provide individualized support.
- Board members asked how many students stay on to Mastery HS:
 - This year, 75% of students are poised to transition to Mastery's HS.
 - Being in a different building will help with the HS experience and the students are looking forward to it.

• Organizational Culture Shift

- Management presented the Culture of Excellence framework
 - Instructional Excellence, Learning is Sacred, High Expectations for Students, High Expectations for Staff, and a Common Foundation
- Moving forward we are trying to have common expectations and one goal
- It might prompt some teachers to not want to be at Mastery
- We will be committing to all of these priorities at 100% in the next year

• FY 19 Priorities Overview - Math

- Management presented that prior to 3.0 we did not adopt a single math curriculum. Teachers were able to pull from everywhere to build a curriculum
- Envision came in 3.0; at first we adopted with fidelity but when scores dropped we allowed for flexibility at schools
 - We believe lack of standardization affects our results
- Goal is to adopt a full program as an organization we can support at every school
- Management presented the selection process to recommend a Math curriculum
 - Criteria:
 - Alignment with state standards;
 - Supports for teachers including intellectual preparation;
 - Provides resources including assessments and packaged PD; and
 - Affordable
- Best Fit – Eureka

- Nationally recognized – most commonly used program nationally, recommended by Charter School Growth Fund
- Some Mastery schools are already using and have shown strong MAP growth (East Camden Middle)
- Board members asked a few questions:
 - How will we know we are successful with Eureka?
 - Expectation is to grow 5 points per year
 - How long has KIPP been using Eureka?
 - KIPP NJ has been using it for the past 5 years; KIPP Philly - 3 years
- Management then presented on the proposed remedial approach
 - According to MAP, about 40% of our students are in the bottom decile vs. 10% nationally
 - We have a unique challenge that most areas of the country do not have
 - To address it, we will create 2 programs: a core program and a foundations program
 - We are going to work with a consultant to create the remedial program
 - Consultant is the company that worked on the common core.
 - We will come back to the board with an update
- **KIPP Wheatley follow-up**
 - Management presented an updated on the pilot KIPP Wheatley ELA program 3-8 grade
 - Management presented the criteria for choosing to scale to Mastery-wide
 - Criteria for pausing – if we weren't seeing growth in Camden
 - If teachers and leaders said the program wasn't the best
 - When we adopted it was equal or better growth than other KIPP Wheatley programs

Roll Call

Board Members Present: Jim Sheward, Judy Tschirgi, Sharell Sharp, James Reynolds
 Absent: Ruel Robinson
 Staff Present: Scott Gordon, Yonca Agatan, Joe Ferguson, Michael Patron, Tom Greenwood, Wyneshia Foxworth, Tom Johnston (counsel)

Jim Sheward called meeting to order at 6:31pm

- **Action Resolutions** **10 minutes**
 - **Approval of the Minutes from February 13, 2018** **Pages 4-6**
R-031318-01
Resolved, to approve the minutes from the meeting held on February 13th, 2018 as presented below
 - **Human Resources** **Pages 7-8**
R-031318-02
Resolved, to ratify Mastery Schools of Camden staff hired between February 3, 2018 to March 2, 2018, as presented below.

R-031318-03

Resolved, to ratify the \$69,592.38 of “other earnings” compensation paid during February 2018 for Mastery Schools of Camden staff, as presented below.

*Motion to approve R-031318-01, R-031318-02, R-031318-03: Sharell Sharp;
Second: Judy Tschirgi; Vote: Unanimous*

○ **Compliance and Policy Updates**

Harassment, Intimidation, and Bullying (HIB) information

- **Title IX Notice and Grievance Procedures – attached separately**
(Background: As a result of an Office of Civil Rights (OCR) investigation at a Mastery school in Philadelphia, the OCR directed Mastery as a network, including New Jersey, to adopt a more explicit Title IX notice and grievance procedures.)

R-031318-04

Resolved, to adopt the Title IX Notice and Grievance Procedures

Discussion

- *How does this interact with HIB, how do people know about this?*
 - *It needs to be posted and training for all staff*
 - *Title IX coordinator is Michael Patron*
- **Monthly HIB Report – March is attached separately**

Motion to approve R-031318-04: Judy Tschirgi; Second: Sharell Sharp; Vote: Unanimous

R-031318 -05

Resolved, to acknowledge receipt of the March HIB reports

Motion to approve R-031318-05: Sharell Sharp; Second: Judy Tschirgi; Vote: Unanimous

○ **Disbursement Approvals**

(Separate attachment for payroll, Separate document for invoices)

R-031318-06

Resolved, that the Mastery Schools of Camden Board of Trustees ratifies the payroll in the amount of \$741,352 for February 9, 2018 and \$769,692 for February 23, 2018.

R-031318-07

Resolved, to approve payment of \$1,678,602 for operating expenses as detailed in the invoices listing (Board Document 031318-01).

UPDATED - Resolved, to approve payment of \$1,854,211.68 for operating expenses as detailed in the invoices listing (Board Document 031318-01 and 031318-04)

Motion to approve R-031318-06 and R-031318-07: Sharell Sharp; Second: Judy Tschirgi; Vote: Unanimous

- **Finance Committee Report** **20 minutes**
Pages 9-16
 - Enrollment Update
 - Overview of FY'18 Financials
 - Preliminary FY'19 Budget
- Management presented financials and highlighted savings, enrollment stability, and worked need to maintain
 - Board members requested to management show how we are using the savings going forward
- Management presented preliminary FY'19 enrollment assumptions (will come back in May with final numbers)
 - Biggest growth is in the HS
 - Projected to have 200 kindergarteners
 - Increase in staffing – 5% with almost 300 people
 - HS moving next year – will add additional resources
 - We want to invest in reading specialist in the lower grades
- Management presented FY'19 preliminary revenues
 - State will have flat funding
 - Pension system – we aren't in the system so we have to budget for it
 - Total \$43 million – 5% growth
 - Expenses \$42.6 million
 - \$536k surplus (1% cushion)

R-031318-08

Resolved, to approve the detailed petty cash listing (Board Document 031318-02).

R-031318-09

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
Legacy Treatment Services - The Mary A. Dobbins School	Approved private school	January 23, 2018 - June 2018	\$355.75 per diem, total tentative tuition charge of \$34,507.75
Philadelphia Freedom Valley YMCA	Molina Upper and Molina Lower Soccer for Success	February 5 - June 30, 2018	None
Clear Channel Outdoor/AVC Media Group	Contract for outdoor billboard advertising to promote enrollment	March 2018 - July 2018	\$2,571

R-031318-10

Resolved, to approve the Annual Renaissance School Fiscal Questionnaire for FY18 (Board Document 031318-03).

R-031318-11

Resolved, to approve the preliminary FY19 Budget that will be submitted to NJDOE by March 31, 2018.

R-031318-12

Resolved, to appoint Clifton Larson Allen to perform audit and tax services for Mastery Schools of Camden for the fiscal year ending June 30, 2018.

R-031318-13

Resolved, to acknowledge that the Board received the federal tax returns (i.e., Form 990) for Mastery Schools of Camden.

Motion to approve R-031318-08 and R-031318-09, 10, 11, 12 & 13: Sharell Sharp; Second: Jamie Reynolds; Vote: Unanimous

- **Camden City School District Agreements**

- **R-031318 -14 - WITHDRAWN**

- **Resolved**, to enter into a Memorandum of Agreement between Mastery Schools of Camden and the Philadelphia Freedom Valley YMCA to run an afterschool program – Soccer for Success at Molina Lower and Molina Upper Elementary Schools. (Separate document – Mastery Schools Soccer for Success MOU)

- **R-031318 -15**

- **Resolved**, to approve the revised Memorandum of Agreement between Mastery Schools of Camden and the Camden Enrollment, Inc. (“Camden Enrollment”). (Separate document – Revised Camden Enrollment MOA Year Three)

- *Motion to approve R-031318-15 :Sharell Sharp; Second: Judy Tschirgi; Vote: Unanimous*

- **CEO Report**

45 minutes

- Management presented FY 19 enrollment update
 - Enrollment Process:
 - Common Application System, applications due 3/30/18
 - Decisions early May 2018
 - Any students who apply after the dates will be put on waitlist
 - Management Reflections
 - We were canvassing without a clear strategy
 - We didn't look to build partnerships with other PreK-8 orgs
 - Therefore, management is presenting a new recruitment strategy
 - Academic Excellence, Joyful Classrooms!

- Mastery is a destination for your student, not a default
- Student Recruitment priorities:
 - Focus on K: Goal: 250 New students
 - Ensure transition from 8th to 9th grade: Goal: 80% of our 8th graders to transition to the high school
 - Retain existing students grades 1 thru 11: Goal: grade by grade retention goals: seeking earlier info regarding re-enrollment
- Risk: Retention projection is at 82% (3 out of 4 schools are below)
- Current status:
 - Kinder up by 30%, 86% re-enrollment form collected, 8%
 - No High school student has applied outside of Mastery yet
- Next Steps
 - Keep going after new mastery families
 - Paying attention to McGraw – ECM transition
- Board suggestions:
 - Long term: create a message why choose Mastery. Academics is everywhere, what else to make Mastery distinct?
- Management presented a facilities update on ECM/McGraw
 - ECM worked began this week
 - McGraw changes will be reviewed by the city
 - Acelero Opportunity
 - Infant to Pre-K program in the building
 - Require facility changes in order to comply with fed/state guidelines
 - Next Steps: preliminary cost for facilities cost, get board approval, determine funding source
- Principal FY 19 salaries
 - Management presented salary scales
 - Objective to be competitive to Philadelphia

R-031318 -16

Resolved, to approve the 2018-19 principal salary scale as presented.

Motion to approve R-031318-16 :Judy Tschirgi; Second: Sharell Sharp; Vote: Unanimous

- **No Public Comments were made**
- **Adjourn**

Motion to Adjourn at 7:50pm: Sharell Sharp; Second: Judy Tschirgi; Vote: Unanimous