

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

June 20, 2017

Mastery – Cramer Hill Elementary

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.

Members present: Judith Tschirgi, Sharell Sharp, Reuel Robinson.

Members absent: Jim Sheward, Jamie Reynolds

Staff: Scott Gordon, Yonca Agatan, Joe Ferguson, Jim Leonard, Michael Patron, Tom Greenwood, Laura Clancy, Greg Shannon, Tom Johnston (Counsel).

Tschirgi chaired the meeting and called it to order at 6:20pm.

1. Governance

#062017-01

Resolved, to re-appoint Jim Sheward as Board Chair of Mastery Schools of Camden's Board of Trustees.

#062017-02

Resolved, to re-appoint Joe Ferguson as Board Secretary of Mastery Schools of Camden's Board of Trustees.

Motion to approve #062017-01 and #062017-02: Reuel Robinson. Second by: Sharell Sharp.

Motion carried (3-0, unanimous)

2. Approval of the Minutes from May 16, 2017.

#062017-03

Resolved, to approve the minutes from the meeting held on May 16, 2017, as presented.

Motion to approve #062017-03: Sharell Sharp. Second by: Reuel Robinson.

Motion carried (3-0, unanimous)

3. Human Resources

#062017-04

Resolved, to ratify Mastery Schools of Camden staff hired between May 6, 2017 and June 9, 2017 as presented below.

First Name	Last Name	Campus	Job	FT-PT	Hire Date	Rate/Salary	Note
Nicole	Jones	Cramer Hill	Teaching Assistant	F	05/08/2017	\$37,500	
Jeffery	Campbell	Cramer Hill	SpEd Classroom Asst	P	05/15/2017	\$15.00	Rehired staff member (left Mastery in 2015)
Kimberly	Blake	Molina	AP/Director - Instruction	F	05/22/2017	\$90,000	
Briana	Jackson	McGraw	Intern	P	05/30/2017	\$11.00	

We report the following terminations from Mastery Schools of Camden between May 6, 2017 and June 9, 2017 presented below.

First Name	Last Name	Location	Job	Separation Date	Separation Reason	Notes
Tamara	Buffalo	North Camden	Teacher - Science	05/05/2017	Voluntary	Separation processed by HR after last board mtg
LaTasha	James	East Camden	SpEd Classroom Asst	06/01/2017	Involuntary	

Motion to approve #062017-04: Reuel Robinson. Second by Sharell Sharp.
Motion carried (3-0, unanimous)

#062017-05

Resolved, to ratify the \$29,858.39 of "other earnings" compensation paid during May 2017.

First Name	Last Name	Job Title	Other Earnings	Description
Kimberly	Clark	Support Teacher	\$108.00	After care coverage
Justin	Cole	Teacher - K-2	\$432.00	After care coverage
Erika	Cruz	Intern	\$1,178.50	After care coverage + Tuition reimbursement
Shawn	O'Neill	Teacher - PE	\$216.00	After care coverage
Joel	Perez	After-School Support	\$715.50	After care coverage
Laura	Schmidt	Teacher - K-2	\$216.00	After care coverage
Megan	Sheehan	Teacher - K-2	\$4,740.80	Terminated employee
Tyneika	Bond	Teaching Assistant	\$742.50	After care coverage
Andre	Brown	SpEd Classroom Asst	\$675.00	After care coverage
Richard	Gaines	SpEd Classroom Asst	\$661.50	After care coverage
Kimberly	Garvin	Teacher - 3-6	\$715.50	After care coverage
Alexandra	Mazyck	Teacher - SpEd	\$202.50	After care coverage
Robyne	McLeod	School Leader	\$1,000.00	Tuition Reimbursement
John	Coleman	SpEd Classroom Asst	\$621.00	After care coverage
Richard	Jones	SpEd Classroom Asst	\$513.00	After care coverage
Maurice	Taylor	SpEd Classroom Asst	\$729.00	After care coverage
Sean	Burg	Teacher - Social Studies	\$324.00	After care coverage
Erica	Carmichael	Teaching Assistant	\$216.00	After care coverage
Davanna	Morris	SpEd Classroom Asst	\$256.50	After care coverage
Kenneth	Reyes	Teacher - K-2	\$513.00	After care coverage
Aaron	Rhock	Teaching Assistant	\$337.50	After care coverage
Kristen	Saggiomo	Teacher - SpEd	\$878.00	After care coverage
Casey	Trimper	Teacher - 3-6	\$6,563.63	Terminated employee
Maribel	Velez	Admin Assistant	\$1,269.00	After care coverage
Amanda	Vignali	Teacher - K-2	\$661.50	After care coverage
Laura	Campbell	Teacher - Science	\$420.00	Tuition Reimbursement
Mia	Harper	Teaching Assistant	\$337.50	After care coverage
Iris	Hill	Teacher - SpEd	\$742.50	After care coverage
Ryan	Kelly	Social Worker 10 Month	\$450.00	Tuition Reimbursement
Shikeya	Setzer	SpEd Classroom Asst	\$607.50	After care coverage
Jenese	Tejero	Teacher - SpEd	\$742.50	After care coverage
Maryah	Wilcox	SpEd Classroom Asst	\$2,072.46	After care coverage
Total			\$29,858.39	

Motion to approve #062017-05: Sharell Sharp. Second by: Reuel Robinson.
 Motion carried (3-0, unanimous)

Salary Scales for 2017-2018

Each year the Board will approve the salary scales for all instructional and non-instructional positions. These scales are used to determine salaries for the upcoming year and are published annually in the Employee Handbook.

#062017-06

Resolved, to approve the 2017-18 school year salary scales for teaching and administrative staff.

Camden Teacher Salary Scales		Min	Max
Support Teachers	Associate	\$36,500	\$39,000
	Senior Associate	\$39,500	\$43,000
	Advanced	\$43,500	\$47,000
	Master	\$47,500	\$53,500
Teachers	Associate	\$48,500	\$59,500
	Senior Associate	\$60,500	\$69,000
	Advanced	\$70,000	\$79,000
	Master	\$80,000	\$92,000

Camden: 10M Admin Salary Scales	Senior		Advanced		Master	
Position	Min	Max	Min	Max	Min	Max
Internship Coordinator - 10 month	\$ 63,000	\$ 68,500	\$ 69,000	\$ 74,500	\$ 75,000	\$ 92,000
Social Worker - 10 month	\$ 51,500	\$ 60,250	\$ 60,750	\$ 69,500	\$ 70,000	\$ 79,000
Dean - 10 month	\$ 41,500	\$ 59,000	\$ 59,500	\$ 68,500	\$ 69,000	\$ 79,000

Camden 12M Admin Salary Scales	ASL		Senior		Advanced		Master	
	Min	Max	Min	Max	Min	Max	Min	Max
Principal	\$93,000	\$108,000	\$113,000	\$122,000	\$122,500	\$131,500	\$132,000	\$139,000
Assistant Principal of Instruction	\$80,500	\$84,000	\$85,000	\$95,500	\$96,000	\$103,500	\$104,000	\$111,000
Assistant Principal of Specialized Services	\$80,500	\$84,000	\$85,000	\$95,500	\$96,000	\$103,500	\$104,000	\$111,000
Assistant Principal /Director of School Culture	\$80,500	\$84,000	\$85,000	\$95,500	\$96,000	\$103,500	\$104,000	\$111,000
Assistant Principal /Director of Operations	\$59,500	\$68,000	\$74,500	\$84,500	\$85,000	\$95,000	\$95,500	\$105,000
Lead Case Manager			\$76,000	\$81,500	\$82,000	\$87,500	\$88,000	\$93,000
College Advisor			\$66,000	\$74,250	\$74,750	\$83,000	\$83,500	\$99,000
Building Engineer			\$37,500	\$42,500	\$43,000	\$48,000	\$48,500	\$53,500
Admin Assistant - 12M FT			\$29,500	\$33,250	\$33,750	\$37,500	\$38,000	\$42,000

Note: Scales are comparable to Camden City School District peers, and slightly higher per band/level than Philadelphia.

Motion to approve #062017-06: Reuel Robinson. Second by: Sharell Sharp.
Motion carried (3-0, unanimous)

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

#062017-07

Resolved, that the Mastery Schools of Camden Board of Trustees ratifies the payroll in the amount of \$549,720 for May 5, 2017 and \$633,122 for May 19, 2017.

#062017-08

Resolved, to approve payment of \$1,709,176.10 for operating expenses as detailed in the invoices listing (Board Document 062017-01). This includes \$582,131.53 of rent and capital contributions payments previously approved as a part of the revised sub-leases for Molina, McGraw, East Camden and Pyne Poynt facilities.

Motion to approve #062017-07 and #062017-08: Sharell Sharp. Second by: Reuel Robinson. Motion carried (3-0, unanimous)

5. Finance Presentation (Yonca Agatan) – pp. 9-21

- Section I – Enrollment Update**
- Section II – Overview of May 2017 Financials**
- Section III – Proposed FY18 Budget**

Agatan walked through current projections and reviewed the latest FY18 budget. The budget assumes 2145 students in the network, which represents 32% growth in student population.

6. General Business and School Operations

#062017-09

RESOLUTION TO AMEND MANAGEMENT CONTRACT WITH MASTERY CHARTER SCHOOLS OF CAMDEN

WHEREAS, pursuant to the Urban Hope Act, Mastery Schools of Camden, Inc. (“Mastery Camden”) has procured the management services of Mastery Charter High School per a management contract (the “Contract”); and

WHEREAS, to date the Mastery Camden Board of Trustees is satisfied with the delivery of such services and such services are required to advance the particular mission of Mastery Camden; and

WHEREAS, it appears the current rate of compensation under the Contract of 8.5 % of per pupil revenue is less than compensation charged by peer management companies in New Jersey and not adequately reflective of the actual costs of managing Mastery Camden given particular responsibilities and costs assigned to Mastery Camden in New Jersey, including, but not limited to, bilingual programming, out of district special education placements, student transportation, facility development costs and heightened compliance mandates; and

WHEREAS, Mastery Charter High School is a nonprofit entity which does not realize a profit from its services to Mastery Camden; and

WHEREAS, in order to continue the services of Mastery Charter High School in a manner beneficial to both parties and to Mastery Camden students and staff, a change in the rate of compensation is required; and

WHEREAS, the Mastery Charter High School has presented a proposal which takes into account the true actual costs to manage Mastery Camden and the rate of compensation charged by peer management companies.

NOW THEREFORE BE IT RESOLVED that the Contract be and hereby is amended to increase the rate of compensation to Mastery Charter High School to ten (10) percent of per pupil revenue effective the 2017-2018 school year; and

FURTHER, that the Board Chair is authorized the sign an appropriate Amendment to the Contract memorializing such change in compensation; and

FURTHER that the change in compensation will be appropriately reported to the New Jersey Department of Education.

Motion to approve #062017-09: Reuel Robinson. Second by: Sharell Sharp.
Motion carried (3-0, unanimous)

#062017-10

Resolved, to approve James Domenick, President of Domenick & Associates, as the insurance broker of record for Mastery Schools of Camden, and

Further Resolved, to ratify the execution of the following insurance policies for Mastery Schools of Camden effective July 1, 2017:

- General Liability / \$1,000,000 per occurrence, \$3,000,000 aggregate / (+ Umbrella) Philadelphia Insurance Company
- Umbrella Liability / \$10,000,000 / Philadelphia Insurance Company
- Automobile Liability / \$1,000,000 / (+ Umbrella) Philadelphia Insurance Company
- Workers Compensation / \$500,000 /\$500,000/\$500,000 Amerihealth (+ Umbrella)
- Cyber Liability / \$2,000,000 / Aspen Specialty
- Directors & Officers Liability / \$5,000,000 / Philadelphia Insurance Company
- Student Accident & Health / \$10,000 Medical/ \$500,000 Aggregate/ Philadelphia Insurance Company
- Property / \$67,789,981 / Travelers (includes all Buildings)
- Crime/Fidelity Bond (Employee Dishonesty) / \$500,000 Philadelphia Insurance Company

Motion to approve #062017-10: Reuel Robinson. Second by: Sharell Sharp.
Motion carried (3-0, unanimous)

#062017-11

Resolved, to approve the proposed FY17 budget transfers for Mastery Schools of Camden as presented (Board Document 062017-02).

Motion to approve #062017-11: Sharell Sharp. Second by: Reuel Robinson.

Motion carried (3-0, unanimous)

#062017-12

Resolved, to approve the FY18 budget for Mastery Schools of Camden as presented (Board Document 062017-03).

Motion to approve #062017-12: Sharell Sharp. Second by: Reuel Robinson.

Motion carried (3-0, unanimous)

#062017-13 (REVISED)

Resolved, to authorize the submission of Mastery Schools of Camden’s IDEA, Title I, Title II, Title III and Title IV grant applications for FY18.

Note: Title III and Title IV are potentially new opportunities for Mastery. Title III supports English Language Learners while Title IV, if awarded, will be used to support our Trauma Informed Care work across schools.

Motion to approve #062017-13: Sharell Sharp. Second by: Reuel Robinson.

Motion carried (3-0, unanimous)

#062017-14

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
Still, Troy	Head Coach Flag Football - East Camden Middle	August 2016 - June 2017	\$2,500
The Rugby School	Approved Private School	July 2017 - June 2018	Private school placement for one student at a rate of \$374.59/day, or \$79,788 for 2017-18.

Motion to approve #062017-14: Reuel Robinson. Second by: Sharell Sharp.

Motion carried (3-0, unanimous)

#062017-15 (ADDED)

Resolved, to adopt the KIPP Wheatley and Intensified Algebra curricula.

Deputy Chief Academic Officer presented the program proposals to the Board. Questions included how will teachers be trained on the materials, and what is the typical refresh rate of materials.

Motion to approve #062017-15: Sharell Sharp. Second by: Reuel Robinson.

Motion carried (3-0, unanimous)

7. Camden City School District Agreements – None at this time.

8. Compliance and Policy Updates

Student-Parent Handbook

- Each year the Board adopts the Student-Parent Handbook which includes, among other things, Mastery’s policies regarding enrollment, health and safety, academic program, assessment, grading and promotion, graduation requirements, special education and support services, equal opportunity, attendance, dress code, discipline, due process, HIB, substance abuse, and technology. **There are no significant changes in this year’s Handbook.**

#062017-16

Resolved, to adopt the Student-Parent Handbook for the 2017-18 School Year (Board Document 062017-04).

Motion to approve #062017-16: Reuel Robinson. Second by: Sharell Sharp.

Motion carried (3-0, unanimous)

#062017-17

Resolved, to make the following annual appointments for the 2017-18 school year. *School Boards in New Jersey are required to appoint staff to fill specific roles. These appointments last for only one year, so all appointments must be renewed annually.*

- School Business Officer – Jim Leonard
- School Physician – Deborah A. Niles, MD, FAAFP
- Affirmative Action Officer – Michael Patron
- OPRA Custodian of Records – Michael Patron
- Gender Equity (Title IX) Officer – Michael Patron
- Integrated Pest Management – Joe Ferguson
- Pension Certifying Officer – Mary Fehrle
- Supervisor of the Certifying Officer – Jim Leonard

Motion to approve #062017-17: Reuel Robinson. Second by: Sharell Sharp.

Motion carried (3-0, unanimous)

#062017-18

Resolved, to approve the adoption of the Courier Post and South Jersey edition of the Philadelphia Inquirer as the official newspapers for posting the board calendar and other related matters.

Motion to approve #062017-18: Sharell Sharp. Second by: Reuel Robinson.

Motion carried (3-0, unanimous)

#062017-19

Resolved, to approve the proposed 2017-2018 academic calendar and authorize the submission of the calendar to appropriate District and NJ Department of Education departments.

Motion to approve #062017-19: Reuel Robinson. Second by: Sharell Sharp.

Motion carried (3-0, unanimous)

2017-2018 School Year Calendar

<u>August 2017</u> <ul style="list-style-type: none">• Aug. 7, 2017 – First Day for New Teachers• Aug. 14, 2017 – First Day for Remaining Teachers• Aug. 23, 2017 – First Day for Students• Aug. 23, 2017 – Report Period 1 (RP 1) starts	<u>September</u> <ul style="list-style-type: none">• Sept. 4, 2017 – Labor Day – School Closed• Sept. 5, 2017 – First Day for Kindergarten• Sept. 21-22, 2017 – Rosh Hashanah – School Closed
<u>October</u> <ul style="list-style-type: none">• Oct. 16-18, 2017 – RP 1 Benchmarks• Oct. 20-23, 2017 – Staff Professional Development• Oct. 30, 2017 – Staff Professional Development• Oct. 31, 2017 – RP 2 Start	<u>November</u> <ul style="list-style-type: none">• Nov. 10, 2017 – Veterans Day – School Closed• Nov. 22-24, 2017 – Thanksgiving Break
<u>December</u> <ul style="list-style-type: none">• Dec. 18-20, 2017 – RP 2 Benchmarks• Dec. 22, 2017 – Staff Professional Development• Dec. 25-31, 2017 – Winter Break	<u>January 2018</u> <ul style="list-style-type: none">• Jan. 1, 2018 – Winter Break• Jan. 2, 2018 – Staff Professional Development• Jan. 12, 2018 – Staff Professional Development• Jan. 15, 2018 – M.L. King Jr. Day – School Closed• Jan. 16, 2018 – RP 3 Start
<u>February</u> <ul style="list-style-type: none">• Feb. 16-20, 2018 – Mid-Winter Break	<u>March</u> <ul style="list-style-type: none">• Mar. 12-14, 2018 – RP 3 Benchmarks• Mar. 16-19, 2018 – Staff Professional Development• Mar. 27, 2018 – RP 4 Start• Mar. 30, 2018 – Spring Break
<u>April</u> <ul style="list-style-type: none">• Apr. 2-6, 2018 – Spring Break	<u>May</u> <ul style="list-style-type: none">• May 28, 2018 – Memorial Day – School Closed
<u>June</u> <ul style="list-style-type: none">• Jun. 11-14, 2018 – RP 4 Benchmarks• Jun. 14, 2018 – Last Day for Students• Jun. 15, 2018 – Eid al-Fitr – School Closed• Jun. 18, 2018 – Staff Professional Development• Jun. 25-29, 2018 – NST Shutdown Week	

#062017-20

Resolved, to approve the proposed calendar for the Board of Trustees meetings for 2017-2018.

Motion to approve #062017-20: Reuel Robinson. Second by: Sharell Sharp.

Motion carried (3-0, unanimous)

Date / Time (All board meetings begin at 6pm)	Official Location	In Person or Phone Call
Tuesday July 18, 2017	Phone / Location TBD	Phone Call
Tuesday August 22, 2017	Phone / Location TBD	Phone Call
Tuesday September 19, 2017	Cramer Hill Elementary	In Person
Tuesday October 17, 2017	Phone / Cramer Hill	Phone Call
Tuesday November 14, 2017	East Camden Middle	In Person
Tuesday December 12, 2017	Phone / East Camden Middle	Phone Call
Tuesday January 16, 2018	Molina	In Person
Tuesday February 13, 2018	Phone / Molina	Phone Call
Tuesday March 13, 2018	McGraw	In Person
Tuesday April 24, 2018	Phone / McGraw	Phone Call
Tuesday May 15, 2018	Phone / East Camden Middle	Phone Call
Tuesday June 19, 2018	East Camden Middle	In Person

**Please note: There may be periodic Board educational presentations made prior to the formal meeting. Those will start at 5:30pm.*

9. CEO’s Report – *None at this time.*

10. Public Comment – *None at this time.*

11. Closed Session – Legal and Real estate matters

The board went into closed session at 7:10pm in order to discuss real estate and legal matters. Motion made by Sharell Sharp and Reuel Robinson, 3-0.

The board returned to open session at 7:25pm. Motion made by Sharell Sharp and Reuel Robinson, 3-0.

12. Adjourn

Motion to adjourn at 7:28: Sharell Sharp. Second by: Reuel Robinson.

Motion carried (3-0, unanimous)