

MASTERY SCHOOLS OF CAMDEN

September 18, 2018

5:30-7:30 pm

Held at Mastery – Molina Lower

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.

1. Roll Call

Board Members: Jim Sheward, Sharell Sharp, Jamie Reynolds; By phone: Judy Tschirgi; Absent: Reuel Robinson; Quorum: 4/5 members

Staff: Scott Gordon, Joe Ferguson, Yonca Agatan, Vanessa Benton, Tom Greenwood, Suzanne McKenna, Chris Barts, Lauren Ziegler, Francina Girard, Tom Johnston (counsel); By phone: Michael Patron

Jim Sheward called the meeting to order at 6:07pm.

2. Action Resolutions

- **Approval of the Minutes from August 21, 2018**

R-091818-01

Resolved, to approve the minutes from the meeting held on August 21, 2018, as presented.

- **Human Resources**

R-091818-02

Resolved, to ratify Mastery Schools of Camden staff hired between August 11, 2018 to September 7, 2018 as presented.

R-091818-03

Resolved, to ratify \$61,546.36 of “other earnings” compensation paid during August 2018 for Mastery Schools of Camden staff, as presented.

Motion to approve R-091818-01, -02 & -03: Jamie Reynolds; Second: Sharell Sharp; Motion passes unanimously.

3. Disbursement Approvals

R-091818-04

Resolved, that the Mastery Schools of Camden Board of Trustees ratifies the payroll in the amount of \$635,002 for August 10, 2018 and \$773,927 for August 24, 2018.

R-091818-05

Resolved, to approve payment of \$2,886,655 for operating expenses as detailed in the invoices listing (Board Document 091818-01).

Motion to approve R-091818-04 & -05: Jaime Reynolds; Second: Sharell Sharp; Motion passes unanimously

4. Finance

- The CFO provided an update on financials, including enrollment, noting that we ended the year at nearly 100% enrolled.
- We have been working on building up reserves over the last two years, now 7% of revenues.
- After building assessments are completed, management will present a strategy for capital maintenance in the spring.
- We propose to set aside a 3% emergency reserve. Management agreed to follow up with further information on this per a board member request.
- September budget revision bottom line is a surplus position of \$664k. This reflects revenue increases of charter subsidy rates and adding high school students.

R-091818-06

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
Rehab Connection	Physical and Occupational Therapy	July 1, 2018 - June 30, 2019	\$78/hour for physical therapy, \$76/hour for occupational therapy
Garfield Park Academy	Approved private school for MPL	September 2018 - June 2019	\$55,440
Brookfield Schools	Special Education services	September 2018 - June 2019	\$22/hr
Bonnie Brae	Approved private school for SJ	September 2018 - June 2019	\$78,130
Delta T	Substitute Teachers, School Nurses and Paraprofessionals	August 1, 2018 - July 31, 2019	Substitute Teachers:\$23.50/hr Paraprofessionals :\$21/hr. LPN : \$33 per day RN : \$43.25 per day
Marvin's Education Services	Substitute Teachers	August 1, 2018 - July 31, 2019	Hourly = \$35.00 Full day = \$245.00 Long term = \$50,000 annual
Staffing Plus	Substitute Teachers, School Nurses and Paraprofessionals	August 1, 2018 - July 31, 2019	Substitute Teacher \$150-\$175 per day Paraprofessionals (1-on-1): \$18.50-\$21 per hour. Certified Nurses : \$50-55 per hour Non-Certified Nurses : \$45-55 per hour
US Medical	Substitute Teachers, School Nurses and Paraprofessionals	August 1, 2018 - July 31, 2019	Substitute Teacher: \$140 per day Paraprofessionals Assoc Degree or Higher: \$19.40 per hour Non-degree: \$17.50 per hour Certified Nurses (CSN) : \$50.90 per hour Registered Nurses (RN) : \$46.90 per hour

R-091818-07

Resolved, to approve the proposed fund balance designations as of June 30, 2018 and commit the funds accordingly.

R-091818-08

Resolved, to approve the FY19 Budget – September Revision (Board Document 091818-02).

R-091818-09

Resolved, to accept the awards for Title I funds in the amount of \$2,112,700, Title III funds in the amount of \$147,433, IDEA in the amount of \$448,611 and Temporary Emergency Impact Aid funds (i.e., new grant for children displaced due to hurricanes in Puerto Rico) in the amount of \$24,503.

Motion to approve R-091818-06, -07, -08, & -09: Jamie Reynolds; Second: Sharell Sharp; Motion passes unanimously.

5. CEO Report

- The CEO provided an update on FY18 results including some areas where we did not meet goals. He also noted that when student growth is assessed using MAP data. Schools using Eureka and Wheatley saw high growth among students in the bottom deciles. The conclusion management is drawing is that we need to attend to both growth and proficiency.
 - Board members asked for additional details on MAP.
 - A board member suggested considering adding an additional year to help students become proficient.
- Management noted that Mission Metrics for next year are approximately a 3-4% increase on FY18 performance. Later in the year management will come back to the board with a proposed growth metric.
- The COO presented on enrollment and reminded the board of the three strategic priorities of Kinder, 8th-9th transition, and overall retention.
 - Lessons learned include starting enrollment efforts earlier in the year, accounting for summer loss, looking into pre-K being co-located at our schools, and developing a targeted high school strategy.
 - Management will come back to the board with high school strategy options in January.
- Management also noted that we are being told that families with SpEd students are getting referred to Mastery by other schools and Camden enrollment staff. We are asking CCSD to get involved. Counsel also noted that management can file a complaint with NJ Dept of Ed, OSEP.

R-091818-10

Resolved, to accept the FY19 Mission Metrics for Mastery Schools of Camden.

Motion to approve R-091818-10: Jamie Reynolds; Second: Sharell Sharp; Motion passes unanimously.

6. Compliance and Policy Updates

R-091818-11

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

Motion to approve R-091818-11: Jaime Reynolds; Second: Sharell Sharp; Motion passes unanimously.

7. No Public Comment was made.

8. Other Business:

- Counsel provided a legal update on a coalition of organizations and parents bringing a case against state of NJ alleging that geography based education system violates the state constitution. Other charters are getting involved and counsel will keep the board and management apprised of updates.

9. Adjourn

Motion to adjourn the meeting: Jamie Reynolds; Second: Sharell Sharp. Meeting called to adjourn at 7:59pm.