

BOARD OF TRUSTEES MEETING MINUTES

September 17, 2019

Held at Cramer Hill

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, Jamie Reynolds, Sharrell Sharp, Judith Tschirgi (Phone);

Absent: Reuel Robinson; Quorum: 4/5 members

Mastery Staff: Scott Gordon, Laura Clancy, Betram Lawson, Chris Barts, Jeffrey Pestrak, Yonca Agatan, Michael Patron, Jonas Crenshaw

Board called to order at 6:02 pm by James Sheward

Action Resolutions

- Accept August 22, 2019 Board Meeting Minutes:

R-091719-01

Resolved, to accept the minutes of the August 22nd Board meeting minutes of Mastery Schools of Camden.

- *After board discussion the following resolution was adopted:
Motion to approve R-091719-01: Jamie Reynolds; Second: Judith Tschirgi; Motion passes with unanimous approval.*

- **Hiring and Position Changes**

R-091719-02

Resolved, to ratify Mastery Schools of Camden staff hired between August 04, 2019 to September 05, 2019, as presented.

R-091719-03

Resolved, to ratify the \$82,747.77 of "other earnings" compensation paid during August 2019 for Mastery Schools of Camden staff, as presented.

- *After board discussion the following resolution was adopted:
Motion to approve R-091719-02 & 03: Jamie Reynolds; Second: Judith Tschirgi; Motion passes with unanimous approval.*

- **Finance & Disbursement Approval**

R-091719-04

Resolved, that the Mastery Schools of Camden Board of Trustees ratifies the payroll in the amount of \$792,986 for August 9, 2019 and \$894,898 for August 23, 2019 (i.e., first pay for new teachers).

R-091719-05

Resolved, to approve payment of \$2,660,826 for operating expenses as detailed in the disbursements listing (Board Document 091719-01).

R-091719-06

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
SESI	Alternative and/or itinerant level special education services to MCS Students Grades 6-12	August 15 2019 - August 14 2020	\$327,600 minimum (i.e., 24 Students); \$13,650 per additional student
CORA	Special education related services - Speech & Language Pathology (SLP); Occupational Therapy (OT); Physical Therapy (PT); Psych Educational Evaluations and Hearing Services	August 26 2019 - August 28, 2020	Not to exceed \$1,340,000
Delta T	Temporary staffing - Substitute Teachers, Para Professionals, Nurses	August 2019 - July 2020	Para Professionals \$21/HR; Sub Long Term \$29.50/HR; Teacher Long Term \$30/HR; RN \$43.75/HR; LPN \$35/HR
Education Works	After School Program	August 2019 - June 2020	\$185,166

- *After board discussion the following resolution was adopted: Motion to approve R-091719-04, 05 & 06: Jamie Reynolds; Second: Judith Tschirgi; Motion passes with unanimous approval.*

R-091719-07

Resolved, to accept the awards for Title I funds in the amount of \$2,115,849, Title III funds in the amount of \$79,347 and IDEA in the amount of \$493,082.

R-091719-08

Resolved, to approve petty cash listing for the period January 1 – June 30, 2019 (Board Document 091719-02).

R-091719-09

Resolved, to approve the revised addendum for Technology Subscription Services within Mastery Schools of Camden’s management agreement with Mastery Charter High School (i.e., original agreement was approved by the Board in June 2019).

- Fees have increased from \$429,000 to \$452,000 to include the additional student computers at Mastery High School of Camden.

Background on Designation of School Reserves

- Capital Reserves: We are in the process of developing the capital plan for all schools to be presented to the Board later on during the school year. In the meantime, we believe \$200k per building (i.e., 6 total buildings) to be a reasonable reserve as of June 30, 2019.
- Maintenance Reserves: School operating budgets include funds for general maintenance costs during the school year. We propose setting aside additional funds for strategic projects that might not be covered within the operating budget but are deemed good investments for efficiency and the up-keep of our buildings. We propose \$50k per building as of June 30, 2019. Examples of usage may include safety (e.g., door replacement or re-keying) or lighting improvements (e.g., LED bulbs).
- Emergency Reserves: Our target for general reserves for unexpected events and programmatic needs is 5%. This is consistent with other school districts. As of June 30, 2019, we have \$1.5 million set-aside, approximating a 3% reserve.

R-091719-10

Resolved, to approve the proposed fund balance designations as of June 30, 2019 and commit the funds accordingly:

	2019
General Fund	
Nonspendable:	
Prepaid Expenditures	\$238,958
Assigned:	
Capital Reserve \$200k per building	\$1,200,000
Maintenance Reserve \$50k per building	\$300,000
Emergency Reserve ~3% of FY 20 revenues	\$1,500,000
Unassigned Fund Balance	\$41,872
Total General Fund	\$3,280,830

- *After board discussion the following resolution was adopted: Motion to approve R-091719-07, 08, 09 & 10: Jamie Reynolds; Second: Judith Tschirgi; Motion passes with unanimous approval.*
- **Harassment, Intimidation, and Bullying (HIB) Policy Revision**

Background - We have been notified by the NJ DOE that we must update our HIB policy to comply with recent legislation. After consultation with our legal counsel, we have added two sections to our existing policy (highlighted in yellow in the attached policy) to provide for the following:

1. to allow us to make a preliminary determination whether a complaint is actually within the definition of HIB before beginning a full investigation;

2. to require us to conduct a HIB investigation for a Mastery student placed at an Approved Private School for Students with Disabilities involved in a HIB allegation on Mastery school buses, school-sponsored functions, or off school grounds.

R-091719-11

Resolved, to adopt the amended HIB Policy as presented.

- *After board discussion the following resolution was adopted:
Motion to approve R-091719-11: Jamie Reynolds; Second: Judith Tschirgi; Motion passes with unanimous approval.*

CEO Report

R-091719-12

Resolved, to approve the proposed SY20 Mission Metrics as presented.

- *After board discussion the following resolution was adopted:
Motion to approve R-091719-12: Jamie Reynolds; Second: Sharrell Sharp;
Motion passes with unanimous approval.*

Additional Discussion:

- Jeffrey Pestrak presented the SY19 result. Management will come back to Board with Camden data for 90% attendance, state bar, and factors that contribute to poor attendance.

Public Comment: No public comment

Adjourn Board: Board adjourned at 7:07 pm