

Board of Trustees Meeting Minutes

October 21, 2020, 6:00 – 7:15pm

Audio and video: <https://masterycharter.zoom.us/j/94193783640>

Audio: 646-876-9923,94193783640#

Adequate notice of the meeting has been provided on October 13 to the Courier Post, South Jersey Inquirer, and the Camden City Clerk and posted on the Mastery website and on the front door of Mastery High School of Camden.

Roll Call: Jim Sheward, Jamie Reynolds, Reuel Robinson, Judith Tschirgi; Absent: Sharell Sharp; Quorum: 4/5

Meeting start: 6:04pm

I. Action Resolutions

- *R-202110-01 Resolved, to accept the minutes of the Board meeting of Mastery Schools of Camden from September 22, 2020.*
- After board discussion resolution R-202110-01 was adopted. Motion to approve R-202110-01: Jamie Reynolds; Second: Reuel Robinson; Motion passes with unanimous approval.
- *R-202110-02 Resolved, to ratify the \$121,270 of “other earnings” compensation paid during September 2020 for Mastery Schools of Camden staff,*
- After board discussion resolution R-202110-02 was adopted. Motion to approve R-202110-02: Jamie Reynolds; Second: Judith Tschirgi; Motion passes with unanimous approval.

II. Finance (Yonca Agatan)

- *R-202110-03 Resolved, that the Mastery Schools of Camden Board of Trustees ratifies the payroll in the amount of \$1,081,989 for September 4, 2020 and \$1,005,571 for September 18, 2020.*
- *R-202110-04 Resolved, to approve payment of \$1,835,176 for operating expenses as detailed in the disbursements listing as presented.*
- *R-202110-05 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
Jidan Cleaning	Cleaning Amendment for Extended Closure	Sept 1, 2020 - June 30, 2021 or normal resumption of operations	Extended Monthly Closure Fees: CH \$7,085; MOL \$7,085; MG \$5,049; EC \$5,033; HS \$7,100; MOL\$4,043; Annex \$4,026; Additional Monthly Disinfecting/Sanitizing when students return - CH \$4,765; MO \$4,375; MG \$4,339; EC \$4,323; HS \$4,780; MOL \$4,723; Annex \$3,146

- After board discussion resolutions R-202110-03, 04, & 05 were adopted. Motion to approve R-202110-03, 04, & 05: Jamie Reynolds; Second: Reuel Robinson; Motions pass with unanimous approval.
- *R-202110-06 Resolved, to approve and accept the Mastery Schools of Camden Comprehensive Annual Financial Report (CAFR), and the Auditors Management Report (AMR) on Administrative Findings, Compliance and Performance for the year ended June 30, 2020 as presented.*
- After board discussion resolution R-202110-06 was adopted. Motion to approve R-202110-06: Jamie Reynolds; Second: Reuel Robinson; Motion passes with unanimous approval.

Additional Discussion:

- Jim Sheward reported he met with the auditors about the clean report and gave an update on what was discussed.

III. CEO Report (Scott Gordon)

- *R-202110-07a Resolved, to approve the school reopening plan as presented, allowing management the authority to make reasonable adjustments as necessary.*
- After board discussion resolution R-202110-07a was adopted. Motion to approve R-202110-07a: Jamie Reynolds; Second: Judith Tschirgi; Motion passes with unanimous approval.
- *R-202110-07b Resolved, to approve COVID thresholds for in-person supports & in-person instruction as presented.*
- After board discussion resolution R-202110-07b was adopted. Motion to approve R-202110-07b: Jamie Reynolds; Second: Reuel Robinson; Motion passes with unanimous approval.

Additional Discussion:

- Board discussed that management should use their reasonable judgement to make adjustments.

IV. Compliance

- *R-202110-08 Resolved, to accept the 2020 graduation data as presented.*
- After board discussion resolution R-202110-08 was adopted. Motion to approve R-202110-08: Jamie Reynolds; Second: Judith Tschirgi; Motion passes with unanimous approval.

- *R-202110-09 Resolution:*

WHEREAS, in connection with the Open Public Meetings Act, P.L. 1975, c. 231, and N.J.A.C. 5:39-1, et seq., Emergency Remote Meeting Protocol for Local Public Bodies, this Revised Annual Notice of Meetings for the Board of Trustees of Mastery Charter Schools of Camden is provided and was forwarded to the Courier Post and the South Jersey Inquirer on October 13, 2020 and posted on a municipal bulletin board on the same day. The Revised Annual Meeting Notice was also posted at <http://www.masterycharter.org/about/board-of-trustees> and on the door of the main public entrance (viewable from the outside) of Mastery High School of Camden.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

VIRTUAL MEETINGS OF THE BOARD OF TRUSTEES

The Mastery Charter Schools of Camden will conduct the following regularly scheduled meetings VIRTUALLY as REMOTE PUBLIC MEETINGS. The meetings will commence at 6:00 p.m. on the following dates:

- Wednesday, October 21, 2020
- Tuesday, November 17, 2020
- Tuesday, December 15, 2020
- Tuesday, January 19, 2020
- Tuesday, February 23, 2021
- Tuesday, March 23, 2021
- Tuesday, April 27, 2021
- Tuesday, May 25, 2021
- Tuesday, June 22, 2021

Each remote public meeting will take place virtually through videoconferencing and telephone conference. Interested members of the public can participate in the REMOTE PUBLIC MEETING, free of charge, through a videoconference link or through the telephone numbers that will be posted in advance of each meeting at <http://www.masterycharter.org/about/board-of-trustees>.

Prior to the commencement of the remote public meeting, the board of trustees will make available to the public for download at the Internet link above a copy of the meeting agenda.

Any member of the public desiring to make public comment may do so during the remote public meeting by audio or by audio and video if the remote public meeting is held via audio or via audio and video, consistent with the rules of procedure of the board of trustees for receiving public comment.

In accordance with N.J.A.C. 5:39-1.4(f), in advance of any remote public meeting, a member of the public may submit written comments by 4:00 p.m. on the Thursday prior to each regular meeting listed above. Such written comments may be read at the public meeting consistent with existing law and the procedures for public comment adopted by the board of trustees. Those procedures restrict public comment to three minutes per person. Written comments may be emailed board@masterycharter.org or mailed to Cramer Hill, 1001 North 17th Street, Camden, NJ, 08105.

The president of the board of trustees reserves the right, consistent with the provisions of the Open Public Meetings Act, to convene executive sessions of the Board of Trustees at all regular meetings for the purpose of discussing such subjects as are authorized to be heard in Executive Session.

- After board discussion the resolution R-202110-09 was adopted. Motion to approve R-202110-09: Judith Tschirgi; Second Jamie Reynolds; Motion passes with unanimous approval.

V. Payroll Protection Program (“PPP”) 10 min

Discussion concerning legal issues regarding the PPP loan

R-202110-10

RESOLUTION REGARDING PAYROLL PROTECTION PROGRAM LOAN FORGIVENESS APPLICATION

WHEREAS, the Mastery Schools of Camden, Inc. (“School”) is a duly authorized 501(c)(3) organization; and

WHEREAS, the mission and purpose of the School is to improve the educational outcomes of its students and advance the interests of its other stakeholders and greater community; and

WHEREAS, there had existed economic uncertainty regarding the funding necessary to support the ongoing operations of the School; and

WHEREAS, such uncertainty related to the School’s questionable funding status from student residences, a new legislative mandate to continue staffing wage and benefit levels and certain vendor contracts through this year, and public statements by the Governor and other state officials, including references to the substantial risk of laying off school staff due to budgetary distress; and

WHEREAS, the School’s Board of Trustees at all times desires to take fiscally prudent measures in accordance with the School’s mission and the law; and

WHEREAS, the School’s Board of Trustees at its April 21, 2020 meeting ratified the submission of an application for certain loan financing available under the federal CARES Act’s Payroll Protection Program (“PPP”); and

WHEREAS, the PPP loan application was duly approved, and proceeds released (“Loan Financing”); and

WHEREAS, the PPP provides for the forgiveness of the Loan Financing upon the satisfaction of certain defined conditions, including (a) the Loan Financing has been expended only for costs that are eligible for forgiveness in accordance with legal requirements set forth in the PPP; (b) payroll costs constitute at least 60% of the amount sought to be forgiven; (c) the School has not knowingly used the Loan Financing for an unauthorized purpose; and (d) the School can accurately verify the expenditures for which loan forgiveness is being sought; and

WHEREAS, the School's Administration has duly verified the School's compliance with the forgoing conditions for the forgiveness of the Loan Financing. NOW THEREFORE BE IT RESOLVED, that the School's Board of Trustees be and hereby approves the submission of the PPP loan forgiveness application; and

BE IT FURTHER RESOLVED that Yonca Agatan, Chris Barts and Suzanne McKenna are hereby authorized, empowered and directed to execute and deliver any documents, certificates, agreements and instruments concerning an application for forgiveness of said PPP Loan Financing.

Board meeting went into closed session to enter discussion concerning legal issues regarding the PPP loan at 7:31p

Board meeting reopened at 7:41p

- After board discussion resolution R-202110-10 was adopted: Motion to approve R-202110-10: Jamie Reynolds; Second: Reuel Robinson; Motion passes with unanimous approval.

End

- Public Comment:
 - Kimberly Blake (Principal, Molina Lower) expressed support of reopening plan.
- Meeting adjourned at: 7:44p