

## Board of Trustees Meeting Minutes

December 15, 2020, 6:00 – 6:40pm

Audio and video: <https://masterycharter.zoom.us/j/93254195532>

Audio: 646-876-9923, 93254195532#

*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.*

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Roll Call:

James Sheward, Sharell Sharp, Judith Tschirgi, Jamie Reynolds, Reuel Robinson;  
Quorum:5/5

Meeting Start at 6:06pm

### I. Action Resolutions

- R-201215-01  
Resolved, to accept the minutes of the Board meeting of Mastery Schools of Camden from November 17, 2020 as presented.
- R-201215-02  
Resolved, to ratify Mastery Schools of Camden staff hired between November 7, 2020 to December 4, 2020 as presented.
- R-201215-03  
Resolved, to ratify job changes from Mastery Schools of Camden between November 7, 2020 to December 4, 2020 as presented.
- R-201215-04  
Resolved, to ratify the \$8,194 of “other earnings” compensation paid during November 2020 for Mastery Schools of Camden staff as presented.
- After board discussion R-201215-01, 02, 03 & 04 were adopted. Motion to approve R-201215-01, 02, 03 & 04: Jamie Reynolds; Second: Judith Tschirgi; Motion passes with unanimous approval.

### II. Finance (Daniel Bell)

- R-201215-05  
Resolved, that the Mastery Schools of Camden Board of Trustees ratifies the payroll in the amount of \$949,826 for November 13, 2020, and \$1,077,806, including \$115,939 of in-person supplemental compensation, for November 27, 2020.
- R-201215-06  
Resolved, to approve payment of \$2,362,322 for operating expenses as detailed in the invoices listing as presented.
- R-201215-07  
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
Laura Wayles Wilson	Consultant - Camden Competitive Analysis for Enrollment	Nov 23 2020 - Mar 31 2021	\$90/Hour up to \$14,400 Total for Enrollment Analysis; \$75/Hour Other Projects as needed
Mercer County Special Services	Approved Private School, student J.H.	7/13/2020-8/14/2020	\$6,865
Mercer County Special Services	Approved Private School, student J.H.	9/10/2020-6/30/2021	\$54,945

- R-201215-08  
Resolved, to add Daniel Bell, Senior Director of Finance, to the authorized check signers for Mastery Schools of Camden.
- R-201215-08a  
Resolved, to authorize Suzanne McKenna, Director of Finance, to submit the audit reply for the application to forgive the Mastery Schools of Camden PPP Loan.
- After board discussion R-201215-05, 06, 07, 08, 08a were adopted. Motion to approve R-201215-05, 06, 07, 08, 08a: Jamie Reynolds; Second: Judith Tschirgi; Motion passes with unanimous approval.

### III. CEO Report (Scott Gordon)

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- R-201215-09  
Resolved, to approve the facility HVAC recommendation and the allocation of up to \$375k for project costs, giving management broad discretion on implementation of plan as presented.
- After board discussion R-201215-09 was adopted. Motion to approve R-201215-09: Reuel Robinson; Second: Sharell Sharp; Motion passes with unanimous approval.

#### Additional Discussion:

- Management informed Board on the Teacher Evaluation System (TAS). Management noted that, because of challenges with performance evaluations this year, there will be a revised version of TAS used.
  - Revised TAS will be rolled out.
    - Observations – online

- Student Learning Goals (engagement, benchmarks, end of unit assessments, etc.)
- Mastery Values more heavily weighted
- Management informed Board on HVAC Investments and COVID prevention steps.
  - CDC's COVID-19 recommendations implemented network-wide in April-May 2020.
  - Management presented status of each building and board agreed that Mastery should use ASHRAE's classroom fresh air circulation standard. Buildings that can be repaired will be repaired to ASHRAE's standard. Buildings that cannot immediately be repaired will receive Plasma filters, which will allow buildings to meet ASHRAE standards.
  - Board discussed systems and inquired if management looked into alternate systems to see if any additional standards can be helpful to ensure air quality in buildings. Management responded that they worked with consultants and are currently using the industry ASHRAE standards. Management noted that work is being done to bring older buildings up to standard but because of recent updates a majority of Camden schools will not need heavy lifting.

End

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- Public Comment: No public comment
- Meeting adjourned at 7:11pm