

## Board of Trustees Meeting Minutes

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February 23, 2021, 6:00 – 8:00pm

Audio and video: <https://masterycharter.zoom.us/j/93992883497>

Audio: 646-876-9923, 93992883497#

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:

Present: Jim Sheward, Jamie Reynolds, Judith Tschirgi; Reuel Robinson (Partial Attendance); Quorum: 4/5

Absent: Sharell Sharp

Meeting Start at 6:05pm

### I. Action Resolutions

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#### Accept Board Meeting Minutes

R-210223-01

Resolved, to accept the minutes of the Board meeting of Mastery Schools of Camden from January 19, 2021 as presented.

- After board discussion R-210223-01 was adopted. Motion to approve R-210223-01: Jamie Reynolds; Second: Judith Tschirgi; Motion passes with unanimous approval. (Jim Sheward, Jamie Reynolds, Judith Tschirgi)

#### Human Resources & Other Earnings

- R-210223-02

Resolved, to ratify Mastery Schools of Camden staff hired between January 9, 2021 to February 12, 2021.

- R-210223-03

Resolved, to ratify job changes from Mastery Schools of Camden between January 9, 2021 to February 12, 2021, as presented.

- After board discussion R-210223-02 and 03 were adopted. Motion to approve R-210223-02 and 03: Jamie Reynolds; Second: Judith Tschirgi; Motion passes with unanimous approval. (Jim Sheward, Jamie Reynolds, Judith Tschirgi)

- R-210223-04

Resolved, to ratify the \$9,772 of “other earnings” compensation paid during January 2021 for Mastery Schools of Camden staff, as presented.

- After board discussion R-210223-04 was adopted. Motion to approve R-210223-04: Jamie Reynolds; Second: Judith Tschirgi; Motion passes with unanimous approval. (Jim Sheward, Jamie Reynolds, Judith Tschirgi)

- R-210223-05

Resolved, to grant a temporary sick leave for staff who test positive for COVID19 or must quarantine because of their own exposure as presented.

- After board discussion R-210223-05 was adopted. Motion to approve R-210223-05: Jamie Reynolds; Second: Jim Sheward; Motion passes with unanimous approval. (Jim Sheward, Jamie Reynolds, Judith Tschirgi)

*Additional Discussion:*

- Chief Talent Officer clarified at the request of the board that this temporary sick leave is in addition to regular sick leave.

**II. Finance (Yonca Agatan)**

- R-210223-06

Resolved, that the Mastery Schools of Camden Board of Trustees ratifies the payroll in the amount of \$925,624 for January 8, 2021, including \$685 of in-person supplemental compensation and \$1,437 of retention incentives, and \$964,505 for January 22,2021, including \$2,638 of in-person supplemental compensation and \$1,361 of retention incentives.

- Further Resolved, that the Mastery Schools of Camden Board of Trustees ratifies \$4,272 of retention incentives paid during November 2020 and December 2020.

- R-210223-07

Resolved, to approve payment of \$2,142,823 for operating expenses as detailed in the invoices listing.

- R-210223-08

Resolved, to ratify execution of contracts with vendors for services to Mastery Schools of Camden as presented below.

<b>Contractor / Service Provider</b>	<b>Description of Services</b>	<b>Term of Contract</b>	<b>Contract Amount</b>
Kaleidoscope Education Solutions	Staffing Service for Teachers, Occupational and Speech Therapists, Reading Specialist and Homebound Instruction	2/10/2021-6/30/2021	Teacher \$40-\$45/Hour; Speech and Occupational Therapist \$80-\$85/Hour; ESL Teacher and Reading Specialist \$45/Hour; Homebound Instruction \$45-\$50/Hour
School Staffing Associates LLC	Staffing Service for Teachers, Paraprofessionals, Nurses, Nursing Assistants and Speech Language Pathologists	2/3/2021-6/30/2024	PT/OT/Speech \$85/Hour; SPED Teacher \$48/Hour; RN \$52/Hour; LN \$42/Hour; PCA \$25/Hour; Gen Ed Teacher \$38/Hour; Psychologist \$89/Hour; Psych Eval - \$1,100/Eval; Psych Eval Spanish - \$2,200/Eval; BCBA \$48/Hour; Counselors \$38/Hour; Buyout 0-160 Hours 20% of Salary; 161-480 Hours 18% of Salary; 481-960 Hours 15% of Salary; 961 Hours and More No Fee
All Source Staffing, LLC	Staffing Service for Substitute Teachers	1/28/2021-1/28/2022	\$180-\$250/Day; Buyout under 1,920 hours 20% of Salary; over 1,920 hours \$3,000 Flat Fee

- After board discussion R-210223-06,07, and 08 were adopted. Motion to approve R-210223-06,07, and 08: Jamie Reynolds; Second: Jim Sheward;

Motion passes with unanimous approval. (Jim Sheward, Jamie Reynolds, Judith Tschirgi)

- R-210223-09  
Resolved, to approve the proposed FY21 Budget – January Revision for Mastery Schools of Camden as presented.
- R-210223-10  
Resolved, to approve distribution of a \$43,831 refund received from NJ Department of Labor for an overpayment of NJ State Unemployment Insurance back to active and inactive employees the refund applies to.
- R-210223-11  
Resolved, to approve the submission of a grant application for up to \$156,425 from the New Jersey Department of Education for the Addressing Student Learning Loss grant program to reduce students' learning loss resulting from school closures due to COVID-19 through the implementation of evidence-based interventions. The grant program is supported by federal funds from the Coronavirus Aid, Relief, and Economic Security Act (CARES) and the Elementary and Secondary School Education Relief Fund (ESSER).
- After board discussion R-210223-09,10, and 11 were adopted. Motion to approve R-210223-09,10, and 11: Jamie Reynolds; Second: Judith Tschirgi; Motion passes with unanimous approval. (Jim Sheward, Jamie Reynolds, Judith Tschirgi)

*Additional discussion*

- *Clarification was requested about whether employees will be taxed on the refund; they will not because it is a refund.*
- *Chief Financial Officer presented there have been no surprises/significant changes from previous month, and revenues are on track due to strong enrollment. There have been continued savings due to virtual instruction & building closures.*
- *CFO presented January 21 budget revision which reflects year-to-date actual results and the forecast for the remainder of the year. CFO indicated she would return to the board with specific proposals for strategic/facility/ leadership priority projects.*

**III. CEO Report (Scott Gordon)**

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Topics:

- Updates
  - Student Progress
  - Reopening Updates
  - Salary Scales
  - SY22 Planning
  - Camden Competitiveness
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- R-210223-12  
Resolved, starting with school year 2021-22, the salary determinations for all AP roles shall be based on one AP salary scale.

- After board discussion R-210223-12 was adopted. Motion to approve R-210223-12: Jamie Reynolds; Second: Judith Tschirgi; Motion passes with unanimous approval. (Jim Sheward, Jamie Reynolds, Judith Tschirgi, Reuel Robinson)

*Additional Discussion:*

- *Presentations on attendance, engagement and RP2 results.*
- *CEO shared that the first round of staff testing has begun with over 1,100 tests administered with a very low positivity rate. Management is working on expediting vaccines for staff with medical conditions and supporting staff with accessing open vaccination slots.*
- *HVAC/Ventilation work is completed and each school has completed a 47 point operational readiness checklist evaluation. COVID rates are declining.*
- *CEO asked board to approve an adjustment to the Assistant School Leader/Principal salary scale and create a standard salary scale for all Assistant School Leader/Principals —this is in order to recognize the tremendous work the Assistant School Leader/Principals have done, before and during the pandemic. (R-210223-12)*
- *Next challenge will be the simultaneous teaching model.*
- *CEO presented on a competitiveness analysis being conducted to address enrollment concerns. Board members applauded the data-driven analysis and asked management to return to the board to substantiate hypotheses and make recommendations.*

**IV. Compliance (Michael Patron)**

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- R-210223-13  
Resolved, to accept the HIB Biannual Report for the first half of the 2021 school year as presented.
- After board discussion R-210223-13 was adopted. Motion to approve R-210223-13: Jamie Reynolds; Second: Reuel Robinson; Motion passes with unanimous approval. (Jim Sheward, Jamie Reynolds, Judith Tschirgi, Reuel Robinson)

**End**

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- No Public Comment
- Meeting Adjourned at 8:00p