

Board of Trustees Minutes

June 23, 2021

6:00 – 8:00pm

Virtual Meeting

Adequate notice of the meeting has been provided on March 25 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:

Jamie Reynolds, Judith Tschirgi (left at 6:30pm), Reuel Robinson, Sharell Sharp, Jim Sheward; Quorum: 5/5

Meeting start at 6:04pm

Action Resolutions

- Accept Board Meeting Minutes
- R-210623-1
Resolved, to accept the minutes of the Board meeting of Mastery Schools of Camden from May 26, 2021 as presented.
- After board discussion R-210623-1 was adopted. Motion to approve R-210623-1: Judith Tschirgi; Second: Reuel Robinson; Motion passes with unanimous approval. (Jim Sheward, Jamie Reynolds, Reuel Robinson, Sharell Sharp, Judith Tschirgi)

- Hiring, Separation & Other Earnings
- R-210623-2
Resolved, to ratify Mastery Schools of Camden staff hired between May 15, 2021 and June 11, 2021
- R-210623-3
Resolved, to ratify job changes from Mastery Schools of Camden between May 15, 2021 and June 11, 2021, as presented.
- R-210623-4
Resolved, to ratify the \$161,569 of “other earnings” compensation paid during May 2021 for Mastery Schools of Camden staff, as presented.
- After board discussion R-210623-2, 3, and 4 were adopted. Motion to approve R-210623-2, 3, and 4: Judith Tschirgi; Second: Reuel Robinson; Motions pass with unanimous approval. (Jim Sheward, Jamie Reynolds, Reuel Robinson, Sharell Sharp, Judith Tschirgi)

Compliance (Michael Patron)

- R-210623-15
Resolved, to adopt the Safe Return to In-Person Instruction Plan for submission to NJDOE.
- R-210623-16

Resolved, to adopt the revised Student-Parent Handbook for 2021-2022.

- After board discussion R-210623-15 & 16 were adopted. Motion to approve R-210623-15 & 16: Judith Tschirgi; Second: Sharell Sharp; Motions pass with unanimous approval. (Jim Sheward, Jamie Reynolds, Reuel Robinson, Sharell Sharp, Judith Tschirgi)

- R-210623-17
Resolved, to approve the adoption of the Courier Post and South Jersey Inquirer as the official newspapers for posting the board calendar and other related matters.
- R-210623-18
Resolved, to make the following annual appointments for the 2021-22 school year.

School Boards in New Jersey are required to appoint staff to fill specific roles. These appointments last for only one year, so all appointments must be renewed annually.

- School Business Officer – Chris Barts
- School Physician – Deborah A. Niles, MD, FAAFP
- Affirmative Action Officer – Michael Patron
- OPRA Custodian of Records – Michael Patron
- Gender Equity (Title IX) Officer – Michael Patron
- Integrated Pest Management – Omar Robinson
- Pension Certifying Officer – Mary Fehrle
- Supervisor of the Certifying Officer – Chris Barts
- School Safety Specialist – Michael Patron
- Anti-Bullying Coordinator – Saliyah Cruz
- Board Secretary – Michael Patron

- After board discussion R-210623-17 & 18 were adopted. Motion to approve R-210623-17 & 18: Reuel Robinson; Second: Sharell Sharp; Motions pass with unanimous approval. (Jim Sheward, Jamie Reynolds, Reuel Robinson, Sharell Sharp, Judith Tschirgi)
 - *Closed session to discuss pending litigation over personnel matter at 6:13pm*
 - *Session reopened at 6:26pm.*

- R-210623-19
- Motion to approve the settlement agreement in the matter bearing Docket No. CAM-L-003882-19, in accordance with the terms therein.
- After board discussion R-210623-19 was adopted. Motion to approve R-210623-19: Reuel Robinson; Second: Sharell Sharp; Motion passes with unanimous approval. (Jim Sheward, Jamie Reynolds, Reuel Robinson, Sharell Sharp)

Finance (Yonca Agatan)

- R-210623-5
Resolved, that the Mastery Schools of Camden Board of Trustees ratifies the payroll in the amount of \$1,059,159 for May 14, 2021, including \$51,136 of in-person supplemental compensation and \$26,330 of retention incentives, and \$1,198,319 for May 28, 2021, including \$49,875 of in-person supplemental compensation, \$26,619 of retention incentives.
- R-210623-6
Resolved, to approve payment of \$3,015,623 for operating expenses as detailed in the invoices listing.
- R-210623-7
Resolved, to ratify execution of a contract for services to Mastery Schools of Camden as presented.
- After board discussion R-210623-5, 6, and 7 were adopted. Motion to approve R-210623-5,6, and 7: Reuel Robinson; Second: Sharell Sharp; Motions pass with unanimous approval. (Jim Sheward, Jamie Reynolds, Reuel Robinson, Sharell Sharp)
- R-210623-8
Resolved, to approve the proposed FY21 Budget – June Revision for Mastery Schools of Camden as presented.
- After board discussion R-210623-8 was adopted. Motion to approve R-210623-8: Reuel Robinson; Second: Sharell Sharp; Motions pass with unanimous approval. (Jim Sheward, Jamie Reynolds, Reuel Robinson, Sharell Sharp)
- R-210623-9
Resolved, to approve the proposed FY22 Budget for Mastery Schools of Camden as presented.
- R-210623-10
Resolved, to ratify the renewal of technology subscription services with Mastery Charter High School for FY22 with total fees of \$707,000 (i.e., \$250 per child, same as FY21).
- After board discussion R-210623-9 and 10 were adopted. Motion to approve R-210623-9 and 10: Reuel Robinson; Second: Sharell Sharp; Motions pass with unanimous approval. (Jim Sheward, Jamie Reynolds, Reuel Robinson, Sharell Sharp)
- R-210623-11

Resolved, to approve BMT Insurance Advisors, Inc., as the insurance broker of record for Mastery Schools of Camden, and:

Further Resolved, to approve the execution of the following insurance policies for Mastery Schools of Camden effective July 1, 2021:

- General Liability / \$1,000,000 per occurrence, \$3,000,000 aggregate (+Umbrella+Excess)
- Umbrella Liability / \$10,000,000
- 2nd layer Excess Liability / \$10,000,000
- Automobile Liability / \$1,000,000 (+ Umbrella+Excess)
- Workers Compensation / \$500,000 / \$500,000 / \$500,000 (+Umbrella+Excess)
- Cyber Liability / \$2,000,000
- Directors & Officers Liability / \$3,000,000 Primary, \$2,000,000 Excess
- Student Accident & Health / \$25,000 Medical/ \$50,000 from death, dismemberment, paralysis
- Property / \$84,548,582 / (includes all Buildings)
- Crime/Fidelity Bond (Employee Dishonesty) / \$500,000
- After board discussion R-210623-11 was adopted. Motion to approve R-210623-11: Reuel Robinson; Second: Sharell Sharp; Motion passes with unanimous approval. (Jim Sheward, Jamie Reynolds, Reuel Robinson, Sharell Sharp)
- R-210623-12
Resolved, to authorize the submission of Mastery Schools of Camden's IDEA, Title I, Reallocated Title I, Title I SIA, Title II, Title III, Title IV, CARES Act Educational Stabilization Fund (ESSER I) and Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSA) (ESSER II) grant applications for FY22.
- After board discussion R-210623-12 was adopted. Motion to approve R-210623-12: Sharell Sharp; Second: Reuel Robinson; Motions pass with unanimous approval. (Jim Sheward, Jamie Reynolds, Reuel Robinson, Sharell Sharp)

Additional Discussion

- Finance team presented
 - FY21 Enrollment - ending the year at 100% of the budget target
 - FY21 Financial status - revenues are on track and there are 3% savings in expenditures compared to the FY21 budget
 - FY22 Budget and all the assumptions
 - Projected reserve balances with committed funds for the strategic initiatives for McGraw and Molina. These commitments can be altered by the Board as we evaluate our needs/priorities/opportunities.
 - Update on landlord refinance transactions:
 - The refinance for renovation buildings was closed in May 2021

- The Cramer Hill building refinance transaction is on-track to close in July 2021
- Board passed the resolution to approve BMT Insurance Advisors, Inc., with a request for management to return with next steps regarding the Employee Practices Liability Insurance (“EPLI”) Self-Insured Retention (“SIR”) amount.

CEO Report (Scott Gordon)

- Board Nominations
R-210623-13
Resolved, to appoint Judith Tschirgi to a two-year term to Mastery Schools of Camden Board of Trustees.
- R-210623-14
Resolved, to appoint Reuel Robinson to a two-year term to Mastery Schools of Camden Board of Trustees.
- After board discussion R-210623-13 & 14 were adopted. Motion to approve R-210623-13 & 14: Jim Sheward; Second: Sharell Sharp; Motions pass with unanimous approval. (Jim Sheward, Jamie Reynolds, Sharell Sharp) Reuel Robinson abstained from voting.

Additional Discussion:

- Chief Executive Officer (CEO) presented end of school year updates. In-person enrollment ended at 55% and Insight survey results demonstrated big leaps in all domains.
- Board reviewed a Capital Plan update: McGraw exterior construction to begin this summer and Molina will undergo an exterior upgrade and interior renovation (for lower merger). HVAC planning is underway.
- CEO presented Competitiveness Initiative, with the goal that all Mastery Camden’s schools are competitive & meet their enrollment goals
 - Board noted their support of honors programming & additional extracurricular programming
 - Management will return with additional details: gifted & talented programming

End

- No Public Comment
- Meeting adjourned at 7:38pm