

BOARD OF TRUSTEES MEETING AGENDA

August 25, 2021

6:00 – 8:00pm

Virtual Meeting over Zoom

Adequate notice of the meeting has been provided on June 1 to the Courier Post, the South Jersey Inquirer, and the Camden City Clerk and posted on the Mastery website and on the front door of Mastery Schools of Camden.

Agenda:

I. Roll Call

James Reynolds, Judith Tschirgi, Jim Sheward; **Absent:** Reuel Robinson, Sharell Sharp; **Quorum:** 3/5

Meeting started at 6:02pm

II. Action Resolutions

- **Accept Board Meeting Minutes**

R-210825-1

Resolved, to accept the minutes of the Board meeting of Mastery Schools of Camden from July 28, 2021 as presented.

- After board discussion R-210825-1 was adopted:
Motion to approve R-210825-1: James Reynolds
Second: Judith Tschirgi
Motion passes with unanimous approval.

- **Hiring, Job Changes & Other Earnings**

R-210825-2

Resolved, to ratify Mastery Schools of Camden staff hired between July 17, 2021 and August 13, 2021 as presented.

- After board discussion R-210825-2 was adopted:
Motion to approve R-210825-2: James Reynolds
Second: Judith Tschirgi
Motion passes with unanimous approval.

R-210825-3

Resolved, to ratify job changes from Mastery Schools of Camden between July 17, 2021 and August 13, 2021 as presented.

- After board discussion R-210825-3 was adopted:
Motion to approve R-210825-3: James Reynolds
Second: Judith Tschirgi
Motion passes with unanimous approval.

R-210825-4

Resolved, to ratify the \$247,801 of “other earnings” compensation paid during July 2021 for Mastery Schools of Camden staff as presented.

- After board discussion R-210825-4 was adopted:
Motion to approve R-210825-4: James Reynolds
Second: Judith Tschirgi
Motion passes with unanimous approval.

III. Finance (Yonca Agatan)

R-210825-5

Resolved, that the Mastery Schools of Camden Board of Trustees ratifies the payroll in the amount of \$275,275 for July 9, 2021 and \$539,268 for July 23, 2021 (i.e., July 23rd payroll included ~ \$200k for Summer School).

- After board discussion R-210825-5 was adopted:
Motion to approve R-210825-5: James Reynolds
Second: Judith Tschirgi
Motion passes with unanimous approval.

R-210825-6

Resolved, to approve payment of \$3,120,808 for operating expenses as detailed in the invoices listing.

- After board discussion R-210825-6 was adopted:
Motion to approve R-210825-6: James Reynolds
Second: Judith Tschirgi
Motion passes with unanimous approval.

R-210825-7

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

Contractor / Service Provider	Description of Services	Term of Contract	Contract Amount
Bradley-Sciocchetti	HS Boiler/Burner Maintenance	9/1/2021-8/31/2024	Year 1 - \$7,134; Year 2 - \$7,355; Year 3 - \$7,582; Preferential Hourly Labor Rates: Technician - \$155 Standard; \$212.50 OT; \$278.50 Sundays & Holidays; Boilermaker \$128 Standard; \$158 OT; \$194 Sundays & Holidays; Parts @ list minus 15%
Keystone Fire & Security	EC Wet Sprinkler Retrofit	Upon contract execution	\$3,502
Specialized Education of NJ	Summer School up to 36 Students (3 Classrooms)	7/7/2021-7/29/2021	\$38,320
Marvin's Education Services, LLC	Substitute Teachers	7/1/2021-6/30/2022	\$40/hr for on-call teacher
Educators on Call	Substitute Teachers	7/1/2021-6/30/2022	\$195/day for on-call teacher \$218/day for certified Special Education teacher
Enriched Schools	Substitute Teachers	7/1/2021-6/30/2022	\$500 annual fee for the network \$35/hr for on-call teacher
King's Staffing	Substitute Teachers	7/1/2021-6/30/2022	\$250/day for certified teacher \$26/hr for Paraprofessionals \$26/hr for Clerical staff
Delta-T Group	Substitute Teachers	7/1/2021-6/30/2022	\$23/hr for Paraprofessionals \$31.50/hr for on-call teacher
School Staffing Association	Substitute Teachers	7/1/2021-6/30/2022	\$25/hr for Paraprofessionals \$38/hr for on-call teacher \$48/hr for Special Ed teacher
Spectrum Staffing	Substitute Teachers	7/1/2021-6/30/2022	\$25/hr for Paraprofessionals \$35/hr for on-call teacher
US Medical Staffing	Nursing services	7/1/2021-6/30/2022	\$55/hr for RN \$46/hr for LPN \$23/hr for CAN \$65/hr for CSN \$18.90/hr for Paraprofessionals

- After board discussion R-210825-7 was adopted:
Motion to approve R-210825-7: James Reynolds
Second: Judith Tschirgi
Motion passes with unanimous approval.

R-210825-8

Resolved, to approve the proposed FY21 Budget – Final Revision for Mastery Schools of Camden as presented.

- After board discussion R-210825-8 was adopted:
Motion to approve R-210825-8: James Reynolds
Second: Judith Tschirgi
Motion passes with unanimous approval.

R-210825-9

Resolved, to approve the proposed general fund balance commitments as of June 30, 2021 as presented.

- After board discussion R-210825-9 was adopted:
Motion to approve R-210825-9: James Reynolds
Second: Judith Tschirgi

Motion passes with unanimous approval.

R-210825-10

Resolved, to approve refund of \$1,191,562 to Camden City School District as part of the End of Year Renaissance Payment reconciliation process (i.e., due to CCSD payments being based on higher than actual enrollment during the school year).

- After board discussion R-210825-10 was adopted:
Motion to approve R-210825-10: James Reynolds
Second: Judith Tschirgi
Motion passes with unanimous approval.

R-210825-11

Resolved, to approve the Finance Policy and Procedures manual that reflects the uniform grant guidelines that are followed for all federally funded purchases of products, goods, services and capital projects.

- After board discussion R-210825-11 was adopted:
Motion to approve R-210825-11: James Reynolds
Second: Judith Tschirgi
Motion passes with unanimous approval.

R-210825-12

Resolved, to accept the FY22 awards for Title I funds in the amount of \$2,992,458, Title III funds in the amount \$124,694, IDEA funding in the amount of \$621,564 and IDEA ARP funding in the amount of \$184,560.

- After board discussion R-210825-12 was adopted:
Motion to approve R-210825-12: James Reynolds
Second: Judith Tschirgi
Motion passes with unanimous approval.

- Additional Discussion:
 - There was a presentation on the status of the plans for building renovations at Molina Upper. The Board made three requests of Management related to this construction project.
 - Present Molina Upper project design, scope and budget at a future Board meeting once the process is complete.
 - Engage the community in the Molina Upper project design.
 - Ensure that capital reserves are equitably distributed to all the buildings, considering some buildings have additional strategic project investments.

IV. CEO Report (Scott Gordon)

Topics:

- School Opening Updates
- Transportation Issue

- Health & Safety Update

R-210825-13

Resolved, to approve the use of Transportation Assistance for temporary, emergency support of families unassigned to appropriate transportation by Camden City School District, as presented in the CEO Report.

- After board discussion R-210825-13 was adopted:
Motion to approve R-210825-13: Judith Tschirgi
Second: James Reynolds
Motion passes with unanimous approval.

R-210825-14 - WITHDRAWN

R-210825-16

Resolved, to direct management to contract with cab companies to provide transportation to and from school for students who were not assigned transportation by Camden City School District.

- After board discussion R-210825-16 was adopted:
Motion to approve R-210825-16: Judith Tschirgi
Second: James Reynolds
Motion passes with unanimous approval.

R-210825-17

Resolved, to direct management to organize a van transportation service, staffed with Mastery employees, to provide transportation to and from school for students who were not assigned transportation by Camden City School District.

- After board discussion R-210825-16 was adopted:
Motion to approve R-210825-16: Judith Tschirgi
Second: James Reynolds
Motion passes with unanimous approval.

- Additional Discussion:

- CEO shared the transportation challenges we are faced with. Board members asked Management about the risks associated with the van service. After discussion of the considerations, Board asked Management to ensure the proposed transportation plan includes appropriate insurance coverage.
- CEO shared Mastery vaccine mandate plan.
- Board is requesting CEO to come back with a plan in September for reaching 100% staff vaccinated.

V. Human Resources (Charity Hughes)

R-210825-15

Resolved, to adopt the revised NJ Employee Handbook for 2020-2021.

Note: Significant policy changes are highlighted in yellow and can be found on the pages listed below.

Page 13: Changes to Call Out Procedure Policy

Pages 16-17: Language added to New Jersey Family Leave Insurance

Page 18: Updated Leave Administration Vendor information (Cigna to Matrix)

Pages 20-23: Updated language for Military and Sabbatical Leave Policies

Page 21: Added Personal Leave Policy

Page 24: Removal of Families First Coronavirus Response Act (FFCRA) Policy

Page 40: Updated Acknowledgment of Risk Disclosure language

Page 49: Addition of Contracted Services Language

Page 53: Added NST Travel Reimbursement Policy

Page 55: Addition of language around Enhanced Professional Development Reimbursement benefit

- After board discussion R-210825-15 was adopted:
 - Motion to approve R-210825-15: James Reynolds
 - Second: Judith Tschirgi
 - Motion passes with unanimous approval.

End

- No public comment
- Meeting adjourned at 6:59pm