



BOARD OF TRUSTEES MEETING AGENDA

October 27, 2021

6:00 – 8:00pm

Meeting Held Virtually Using 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

Present: James Reynolds, Judith Tschirgi, Reuel Robinson, Jim Sheward;

Absent: Sharell Sharp;

Quorum: 4/5

Meeting started at 6:03pm

II. Action Resolutions 5 minutes

- **Accept Board Meeting Minutes**

- **R-211027-1**

- **Resolved**, to accept the minutes of the Board meeting of Mastery Schools of Camden from September 29, 2021, as presented.

- After board discussion R-211027-1 was adopted:
Motion to approve R-211027-1: Reuel Robinson
Second: Judith Tschirgi
Motion passes with unanimous approval.

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

- **R-211027-2**

- **Resolved**, to ratify Mastery Schools of Camden staff hired between September 18, 2021 and October 15, 2021.

- After board discussion R-211027-2 was adopted:
Motion to approve R-211027-2: Reuel Robinson
Second: Judith Tschirgi
Motion passes with unanimous approval.

- **R-211027-3**

- **Resolved**, to ratify job changes from Mastery Schools of Camden between September 18, 2021 and October 15, 2021.

- After board discussion R-211027-3 was adopted:
Motion to approve R-211027-3: Reuel Robinson
Second: Judith Tschirgi
Motion passes with unanimous approval.

R-211027-4

Resolved, to ratify the \$214,294 of “other earnings” compensation paid during September 2021 for Mastery Schools of Camden staff.

- After board discussion R-211027-4 was adopted:
Motion to approve R-211027-4: Reuel Robinson
Second: Judith Tschirgi
Motion passes with unanimous approval.

Retention Incentive Program

Background:

- It has taken 6.5 years for Mastery Schools of Camden (MSC) to be accepted into the NJ Pension System
- Due to the significant delay in pension enrollment and the financial burden employees are faced with to make back-contributions going back to their original hire date, the MSC board approved a retention incentive program for staff who started prior to July 1, 2020
- The incentive program is designed for active employees (i.e., employee receives the retention incentive while working at Mastery Schools of Camden)
- The total retention incentive amount approximates the back-contributions owed by each employee to reduce the financial stress for staff members who have the responsibility to make current and back-contributions once enrolled in the plan
- The incentive payments are made bi-weekly, and will stop once employees’ back payment obligation is met

Current proposal:

- We have 6 employees who have been with us for a long-time and are near retirement age (i.e., 62 is minimum pension retirement age)
- These employees will reach retirement age before they have paid their back contributions (i.e., the back-payments are deducted over a longer period per the Division of Pensions repayment schedule)
- We propose an amendment to our retention incentive program for active employees in good standing at the time of retirement
- The proposal is to make a lump sum retention incentive payment in the employee’s retiring year
- The lump-sum incentive payment will be calculated based on the number of months each employee has been with MSC prior to enrollment in the pension plan
- Lump sum amounts will range from \$6K to \$23K (i.e., \$65K in total)
- Employees will be able to use these funds to cover the majority of their remaining balance when they retire

- We believe this is the high road for staff who have been with us for a while and patiently waited while the pension enrollment dragged for years

R-211027-5

Resolved, to ratify an amendment to the Retention Incentive Program to provide active and eligible employees in good standing at the time of their retirement a lump sum retention incentive payment in the employee’s retiring year.

- After board discussion R-211027-5 was adopted:
Motion to approve R-211027-5: Jamie Reynolds
Second: Judith Tschirgi
Motion passes with unanimous approval.

III. Finance (Dan Bell)

20 minutes

R-211027-6

Resolved, that the Mastery Schools of Camden Board of Trustees ratifies the payroll in the amount of \$1,273,872, including \$35,767 in retention incentives, for September 3, 2021 and \$1,163,503, including \$35,712 in retention incentives, for September 17, 2021.

- After board discussion R-211027-6 was adopted:
Motion to approve R-211027-6: Reuel Robinson
Second: Jamie Reynolds
Motion passes with unanimous approval.

R-211027-7

Resolved, to approve payment of \$3,112,951 for operating expenses as detailed in the invoices listing.

- After board discussion R-211027-7 was adopted:
Motion to approve R-211027-7: Reuel Robinson
Second: Jamie Reynolds
Motion passes with unanimous approval.

R-211027-8

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
Holcomb Bus Company	Camden Bussing	8/23/2021-6/30/2022	not to exceed \$1,374,000
Mercer County Special Services	Approved Private School Tuition (JH)	9/10/2021-6/30/2022	\$56,425
Specialized Education of NJ, Inc.	Disciplinary Placements	8/1/2021-7/31/2022	\$347,550.84 up to 24 Students; additional students \$14,481.28 each (prorated)
Village Educators Tutors Foundation	East Camden Tutoring Services	9/29/2021-9/28/2022	\$71,576
Strang School	Approved Private School Tuition (JJ)	10/18/2021-6/30/2022	\$73,629

- After board discussion R-211027-8 was adopted:

Motion to approve R-211027-8: Reuel Robinson
Second: Jamie Reynolds
Motion passes with unanimous approval.

R-211027-9

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, 2021.

- After board discussion R-211027-9 was adopted:
Motion to approve R-211027-9: Reuel Robinson
Second: Jamie Reynolds
Motion passes with unanimous approval.

IV. CEO Report (Scott Gordon) **60 minutes**

Topics:

- School Updates (board discussion)
- Staff Shortages
- Student Achievement Updates – MAP Results (board discussion)
- NST Updates
- Health & Safety
- Strategy Planning
- SY22 Mission Metrics (board discussion)

R-211027-10

Resolved, to adopt the Mission Metrics for school year 2022 as presented.

- After board discussion R-211027-10 was adopted:
Motion to approve R-211027-10: Jamie Reynolds
Second: Reuel Robinson
Motion passes with unanimous approval.

V. Compliance (Michael Patron) **5 minutes**

• **Remote Instruction Plan**

- Background – NJDOE requires that all schools annually submit and publicly post a plan that provides for the continuity of instruction in the event of a public-health related school closure. Mastery has a robust plan to provide remote instruction during quarantines and similar events. The attached plan is an abridged version of our plan modified to meet NJDOE compliance requirements.

R-211027-11

Resolved, to approve the Remote Instruction Plan as presented for submission to NJDOE and posting on the Mastery website.

- After board discussion R-211027-11 was adopted:
Motion to approve R-211027-11: Jamie Reynolds
Second: Reuel Robinson
Motion passes with unanimous approval.

- **HIB Biannual Report**

- NJDOE requires that the Board receive a report biannually with data regarding HIB allegations and investigations. There were no HIB allegations or investigations during the 2020-21 school year.

R-211027-12

Resolved, to accept the HIB Biannual Report for the 2021 school year as presented.

- After board discussion R-211027-12 was adopted:
Motion to approve R-211027-12: Jamie Reynolds
Second: Reuel Robinson
Motion passes with unanimous approval.

- **Harassment, Intimidation, and Bullying (HIB) Self-Assessment**

- The attached HIB Self-Assessment shows a continuation of our high performance.
- This year our overall score is 70 out of a possible 78.
- This is down from 75 last year. We attribute the decline to the difficulty of involving all mandated stakeholders in the process during the pandemic.
- For context, the most recent scores for Camden City schools ranged from 22 to 74, with a district average of 48.
- In the coming year we plan to improve our collaboration with parents and law enforcement to raise our score.

R-211027-13

Resolved, to approve the HIB Self-Assessment conducted by the School Safety Team as presented.

- After board discussion R-211027-13 was adopted:
Motion to approve R-211027-13: Jamie Reynolds
Second: Reuel Robinson
Motion passes with unanimous approval.

- **HIB Board Report October 2021**

R-211027-14

Resolved, to accept the HIB Board Report for October as presented.

- After board discussion R-211027-14 was adopted:
Motion to approve R-211027-14: Jamie Reynolds
Second: Reuel Robinson
Motion passes with unanimous approval.



End

5 minutes

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- Public Comment (3 minutes per public comment)
 - Adjourned at 6:28pm