Mastery Schools of Camden

BOARD OF TRUSTEES MEETING AGENDA

September 28, 2022

6:00 – 8:00pm

Meeting Held at Mastery Cramer Hill Elementary and Virtually Using Zoom

Adequate notice of the meeting has been provided on June 23rd, 2022 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

II. Action Resolutions 5 minutes

- **Accept Board Meeting Minutes**
  R-220928-1
  Resolved, to accept the minutes of the Board meeting of Mastery Schools of Camden from August 31, 2022, as presented.

- **Hiring, Job Changes & Other Earnings**
  R-220928-2
  Resolved, to ratify Mastery Schools of Camden staff hired between July 16, 2022 and August 19, 2022, as presented.

  R-220928-3
  Resolved, to ratify job changes from Mastery Schools of Camden between July 16, 2022 and August 19, 2022, as presented.

  R-220928-4
  Resolved, to ratify the $304,694 of "other earnings" compensation paid during August 2022 for Mastery Schools of Camden staff, as presented.

III. Finance (Yonca Agatan and Dan Bell) 10 minutes

Presentation of Capital Plan Strategy (Matt Troha)

R-220928-5
Resolved, that the Mastery Schools of Camden Board of Trustees ratifies the payroll in the amount of $636,224 for August 5, 2022, including $8,424 of retention incentives, and $1,212,375 for August 19, 2022, including $8,436 of retention incentives.

As a reminder, our payroll process shifted to align with the NJ state pension program requirements. Our 10.5-month full-time staff are now paid over 23 periods instead of 26. As such, 10.5-month full-time staff received no payment in the August 5th payroll (unless they were being paid for summer school), and started getting paid with the August 19th payroll.

Mastery Schools of Camden

R-220928-6
Resolved, to approve payment of $5,094,854 for operating expenses as detailed in the invoices listings.

R-220928-7
Resolved**,** to ratify execution of the contracts for services to Mastery Schools of Camden as presented below:

Contractor / Service Provider	Description of Services	Term of Contract	Contract Amount
ACS Consultants. Inc	Paraprofessional and Educational Staffing	8/1/2022-7/31/2023	Homebound General Education Tutor - $52/HR; Homebound Special Education Tutor - $58/HR; Substitute General Education Teacher - $48/HR; Substitute Non Certified Teacher (Bachelors Degree - $45/HR)
Amazing Transfomations	MG Behavioral/ABA Services	7/1/2022-6/30/2023	Addendum - 3:1 Clinical Associate - $50/HR
Building Services	Cleaning contract for Mastery Schools of Camden	7/1/2022-6/30/2023	Total Annual Contract- $1,758,193.40 Cramer Hill- $27,258.62/month Molina Upper- $23,055.43/month Molina Annex- $10,708.58/month McGraw- $13,173.81/month ECM- $30,877.13/month MHSC- $29,028.78/month Molina Lower- $12,413.78/month
Delta-T Group	Nursing & Covid-19 Support Services	7/1/2022-6/30/2023	CNA $31/HR; LPN $50/HR; RN $60/HR
Kings Staffing	Substitute Teacher Staffing Service	7/1/2022-6/30/2023	Non Certified Short Term- $260 Daily, $200 Half Day Non Certified Long Term-$300 Daily, $210 Half Day Certified Teacher Short and Long Term $330 Daily, $250 Half Day 10% Annual Salary Conversion Fee
Marvin's Education Services	Substitute Teacher Staffing Service	7/2/2022-6/30/2023	$45/HR; $6,000 Buyout Per Teacher
Skanska US Building, Inc.	Molina Renovation - 2nd Phase	8/29/2022- Completion	$2,253,513
Social Responsibility Through Me	Afterschool Programming-Molina	9/19/22-6/30/23	$100,000
Social Responsibility Through Me	Afterschool Programming-McGraw	9/19/22-6/30/23	$75,000
Social Work PRN	Social Work Staffing Services	7/1/2022-6/30/2023	BSW $30.75-$37.75/HR MSW $36.75-$43.75/HR LSW $44.75-$50.75/HR LCSW $51.75-$62.75/HR
Specialized Education of NJ, Inc.	Disciplinary Placements	8/1/2022-7/31/2023	$361,464 up to 24 Students; additional students $15,061 each (prorated)
Specialized Education of NJ, Inc.	KAPS Placements	8/1/2022-7/31/2025	FY23 - $957,000 up to 60 Students; additional students $15,950 each (prorated); FY24 - $985,710 up to 60 students; additional students $16,428.50 each (prorated); FY25 - $1,015,284 up to 60 students; additional students $16,921.40 each (prorated)
Union County Educational Services Commission	Approved Private School at Lamberts Mill Academy	9/1/2022-6/30/2023	$58,540 ($325.22 Per Diem)

R-220928-8
Resolved**,** to approve the proposed FY22 Budget – Final Revision 9.28 for Mastery Schools of Camden, as presented.

IV. Compliance (Michael Patron) 5 minutes

- **Employee Handbook 2022-2023**

  R-220928-9
  Resolved, to adopt the revised NJ Employee Handbook for 2022-2023.

  Significant policy changes can be found on the pages listed below.
  - Page 38: Updated Alcohol and Drug policy to include language on medical marijuana.
  - Page 46: Updated Performance Management section to include steps of the Progressive Discipline process.
  - Page 51: Increased employee notice of resignation period to 60 days for instructional and Leadership positions.
  - Page 64: Additional Compensation – Removed section on instructional minutes and overages.
  - Page 70: Updated TAS language; added Professional Responsibilities to Values and Contributions section (including addition of Professional Responsibilities, Appendix 4 on page 90).

- **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-220928-10
  Resolved, to approve the Remote Instruction Plan as presented for submission to NJDOE and posting on the Mastery website.

- **HIB Policy Update**
  Background – New Jersey passed a law requiring all schools to update their HIB policies to require the use of specific forms for the reporting of suspected HIB incidents. Required additional language is highlighted in yellow on pages 2-3 of the attached policy.

  R-220928-11
  Resolved, to adopt the revised HIB Policy, as presented.

V. Long Term Suspension Recommendations (Dr. Saliyah Cruz) 5 minutes

R-220928-12

Resolved, to ratify the Long-Term suspension recommended by the Board of Trustees Long Term Suspension Committee at a hearing held Wednesday, September 15, 2022, involving student:

Student ID#806541 -Mastery High of Camden – Assault- Long Term Suspension ends January 2, 2023.

Student ID#801777 -Mastery High of Camden – Possession of a Knife- Long Term Suspension ends January 2, 2023.

Student ID#05333 -Mastery High of Camden – Assault- Long Term Suspension ends January 2, 2023.

VI. CEO Report (Scott Gordon) 60 minutes

- Strategic Plan 2028 Graduate Profile (Dr. Cruz)

R-220928-13
Resolved**,** to adopt the graduate profile, as presented.

- SY22 School Performance (Jeff Pestrak and Jessica Varevice)

VII. Public Comments 3 minutes

3 minutes per public comment

VIII. End

- Adjourn