

## **BOARD OF TRUSTEES MEETING MINUTES**

**June 21, 2023**

**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 23<sup>rd</sup>, 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.*

**Meeting Started: 6:03 PM**

### **I. Roll Call**

**Present:** Reuel Robinson, Jim Sheward, Jamie Reynolds, and Judy Tschirgi

**Quorum:** 4/4

### **II. Action Resolutions**

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#### **Accept Board Meeting Minutes**

##### **R-230621-1**

**Resolved**, to accept the minutes of the Board meeting of Mastery Schools of Camden from May 24, 2023 as presented.

- After board discussion 230621-1 was adopted:
  - Motion to approve 230621-1 Reuel Robinson.
  - Second: Jim Sheward.
  - Motion passes with unanimous approval.

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

##### **R-230621-2**

**Resolved**, to ratify Mastery Schools of Camden staff hired between May 13, 2023 and June 09, 2023, as presented.

- After board discussion 230621-2 was adopted:
  - Motion to approve 230621-2 Reuel Robinson.
  - Second: Jim Sheward.
  - Motion passes with unanimous approval.

*There were no job changes within Mastery Schools of Camden between May 13, 2023 and June 09, 2023.*

##### **R-230621-3**

**Resolved**, to ratify the \$326,257 of “other earnings” compensation paid during May 2023 for Mastery Schools of Camden staff, as presented.

- After board discussion 230621-3 was adopted:
  - Motion to approve 230621-3 Reuel Robinson.
  - Second: Jim Sheward.
  - Motion passes with unanimous approval.

**III. Finance (Yonca Agatan and Dan Bell)**

**R-230621-4**

**Resolved**, that the Mastery Schools of Camden Board of Trustees ratifies the payroll in the amount of \$1,253,974 for May 12, 2023, including \$30,356 of retention incentives, and \$1,525,987 for May 26, 2023, including \$30,356 of retention incentives.

- After board discussion 230621-4 was adopted:
  - Motion to approve 230621-4 Reuel Robinson.
  - Second: Jim Sheward.

**R-230621-5**

**Resolved**, to approve payment of \$2,764,948 for operating expenses as detailed in the invoices listing.

- After board discussion 230621-5 was adopted:
  - Motion to approve 230621-5 Reuel Robinson.
  - Second: Jim Sheward.
  - Motion passes with unanimous approval.

**R-230621-6**

**Resolved**, to ratify execution of contracts for services to Mastery Schools of Camden as presented below:

Contractor / Service Provider	Description of Services	Term of Contract	Contract Amount
Bancroft NeuroHealth	Approved Private School Tuition (JH)	3/21/2023-6/30/2023	\$22,937
Bancroft NeuroHealth	Approved Private School Tuition (FD)	7/1/2022-6/30/2023	\$86,014
Brett DiNovi & Associates	Behavior & Educational Consultation	7/1/2023 - 7/31/2023	\$57.50/hr for Clinical Associates; \$125/hr for Behavior Consultants
Franklin Township Public Schools	Approved Private School Tuition (JR)	3/1/2023-6/23/2023	\$18,813
Johnston Law Firm	Legal Services	7/1/2023 - 6/30/2024	\$285.00/hr for Principals and Counsel \$255.00/hr for Associates \$115.00/hr for Paralegal
Skanska USA Building	ECM Renovations	Until Completion	\$686,825
Torcon	MG Renovations	Until Completion	\$1,024,299 Maximum Price
Y.A.L.E. School	Approved Private School Tuition (NG)	7/5/2022-6/30/2023	\$72,607.5 (Annual); \$345.75 (Per Diem)
Y.A.L.E. School	Approved Private School Tuition (NG)	7/5/2023-6/30/2024	\$73,966.20 (Annual); \$352.22 (Per Diem)

- After board discussion 230621-6 was adopted:
  - Motion to approve 230621-6 Reuel Robinson.
  - Second: Jim Sheward.
  - Motion passes with unanimous approval.

**R-230621-7**

**Resolved**, to approve the proposed FY23 Budget – June Revision for Mastery Schools of Camden as presented.

- After board discussion 230621-7 was adopted:
  - Motion to approve 230621-7 Reuel Robinson.
  - Second: Jim Sheward.
  - Motion passes with unanimous approval.



**R-230621-8**

**Resolved**, to approve the proposed FY23 Committed Reserve Balance designations for Mastery Schools of Camden as presented.

- After board discussion 230621-8 was adopted:
  - Motion to approve 230621-8 Reuel Robinson.
  - Second: Jim Sheward.
  - Motion passes with unanimous approval.

**R-230621-9**

**Resolved**, to approve the proposed FY24 Budget for Mastery Schools of Camden as presented.

- After board discussion 230621-9 was adopted:
  - Motion to approve 230621-9 Reuel Robinson.
  - Second: Jim Sheward.
  - Motion passes with unanimous approval.

**Board Discussion:** Judith Tschirgi noted that we had good success with kindergarten enrollment and asked whether this was different than in previous years. Matt Troha answered that two years ago we completed the Camden competitiveness review, so we were more intentional about installing some of the programming that families were looking for and then marketing that. Our trends are looking good again for kindergarten next year. Jim Sheward asked whether retention of existing students is high. Matt responded that we are paying attention to student retention because it is lower than it has been historically, so there is some backfill. We have lifted up retention as one of our most important annual goals. Matt Troha will present student retention information at a future meeting.

**R-230621-10**

**Resolved**, to ratify the renewal of technology subscription services with Mastery Charter High School for FY24 with total fees of \$1,019,000 (i.e., \$360 per child).

- After board discussion 230621-10 was adopted:
  - Motion to approve 230621-10 Reuel Robinson.
  - Second: Jim Sheward.
  - Motion passes with unanimous approval.

**R-230621-11**

**Resolved**, to approve the execution of the following insurance policies for Mastery Schools of Camden effective July 1, 2023 with lawyer, Tom Johnston, to confirm limits:

- **General Liability** / \$1,000,000 per occurrence, \$3,000,000 aggregate (+Umbrella+Excess)
- **Umbrella / Excess Liability** / \$15,000,000
- **Automobile Liability** / \$1,000,000 (+Umbrella+Excess)
- **Workers Compensation** / \$500,000 / \$500,000 / \$500,000 (+Umbrella+Excess)
- **Cyber Liability** / \$1,000,000
- **Educators Legal Liability** / \$5,000,000 Primary, \$2,000,000 Excess
- **Directors & Officers Liability** / \$3,000,000 Primary, \$2,000,000 Excess
- **Student Accident & Health** / \$25,000 Medical/ \$50,000 from death,



**Mastery Schools of Camden**

dismemberment, paralysis

- **Property** / \$91,594,890 / (includes all Buildings)
- **Crime/Fidelity Bond** (Employee Dishonesty) / \$500,000
- **Fiduciary Liability** / \$2,000,000
- **International Package** / \$1,000,000

- After board discussion 230621-11 was adopted:
  - Motion to approve 230621-11 Reuel Robinson.
  - Second: Jim Sheward.
  - Motion passes with unanimous approval.

**Board Discussion:** Jim Sheward asked whether we had confirmed that our insurance coverage levels meet New Jersey requirements. Daniel Bell answered that we work directly with our broker to ensure legal compliance on this. We will have Mastery’s counsel Tom Johnston make sure they are compliant.

**R-230621-12**

**Resolved,** to authorize the submission of Mastery Schools of Camden’s IDEA, Title I, Reallocated Title I, Title II, Title III, Title IV, and American Rescue Plan Act of 2021 (ARP ESSER) grant applications for FY24.

- After board discussion 230621-12 was adopted:
  - Motion to approve 230621-12 Reuel Robinson.
  - Second: Jim Sheward.
  - Motion passes with unanimous approval.

**R-230621-13**

**Resolved,** to authorize the Camden City School District to act as the School Food Authority for Mastery Schools of Camden for the 2023-2024 School Year.

- After board discussion 230621-13 was adopted:
  - Motion to approve 230621-13 Reuel Robinson.
  - Second: Jim Sheward.
  - Motion passes with unanimous approval.

**R-230621-14**

**Resolved,** to approve the Finance Policy and Procedures manual, reflecting updated guidance regarding procurement approval for federally-funded items and services.

- After board discussion 230621-14 was adopted:
  - Motion to approve 230621-14 Reuel Robinson.
  - Second: Jim Sheward.
  - Motion passes with unanimous approval.

**R-230621-15**

**Resolved,** to approve the updated standing resolutions to allow disbursements to be released by the School Business Administrator, and approve this resolution to serve as pre-approval from the Board:

- Petty cash reimbursements up to \$2,000
- Facility maintenance disbursements up to \$2,000
- Emergency maintenance disbursements, larger than \$2,000, with the



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- approval of COO and CFO
- School event (i.e., for staff and students) disbursements up to \$2,000
- Translation services disbursements up to \$2,000
- Community outreach material disbursements up to \$2,000
- Curriculum material disbursements up to \$5,000
- Field trip disbursements up to \$5,000
- Security service disbursements up to \$5,000
- Standard recurring monthly expenses for:
  - Payroll
  - Utilities
  - Insurance
  - Rent
  - Cleaning
  
- After board discussion 230621-15 was adopted:
  - Motion to approve 230621-15 Reuel Robinson.
  - Second: Jim Sheward.
  - Motion passes with unanimous approval.

**Board Discussion:** Jim Sheward asked how petty cash is used. Yonca responded this allows Mastery to pay for small, infrequent expenses in advance of board meetings. This is a typical process which is being slightly updated.

### **R-230621-16**

**Resolved,** to authorize Management to set up Joel Boyd as the new CEO/Superintendent of Mastery Schools of Camden in all local, state and federal registrations and websites, effective July 1, 2023.

- **Further resolved,** to list Joel Boyd as the new CEO/Superintendent of Mastery Schools of Camden, effective July 1, 2023, in all state and federal grant registrations including, but not limited to, NJDOE EWEG, Grants.gov, and JustGrants.
- After board discussion 230621-16 was adopted:
  - Motion to approve 230621-16 Reuel Robinson.
  - Second: Jim Sheward.
  - Motion passes with unanimous approval.

**Board Discussion:** Joel Boyd said how thankful is he to join Mastery.

### **IV. CEO Report**

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- Attendance (Saliyah Cruz)
  - Saliyah presented on Mastery's student attendance data from the past school year.

**Board Discussion:** James Reynolds complimented Dr. Cruz on excellent attendance gains this year.
- Common Foundation (Jeffrey Pestrak)
  - Jeff presented on strategies to improve program implementation in the coming school year.
- K-2 Reading Growth (Jessica Varevice)



**Mastery Schools of Camden**

- Jessica presented the most recent reading assessment data to the Board.
- Curriculum Adoption (Jessica Varevice)  
**R-230621-17**  
**Resolved** to adopt the following curricula for network-wide implementation across all Mastery campuses beginning in SY23-24.

Content Area	Curriculum
ESL	<a href="#">Continental Press</a>
HS Science	<a href="#">HMH Science Dimensions</a>
African- American History	<a href="#">Pearson African-American Odyssey</a>
HS Spanish	<a href="#">Vista Encuentros</a> (Spanish I & II) <a href="#">Vista Galeria</a> (Honors Heritage Speaker Spanish)
HS Financial Literacy	<a href="#">Next Gen Personal Finance</a>
HS Health	<a href="#">Glencoe Health</a>

- After board discussion 230621-17 was adopted:
  - Motion to approve 230621-17 Reuel Robinson.
  - Second: Jim Sheward.
  - Motion passes with unanimous approval.

**V.Compliance (Michael Patron)**

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**R-230621-18**

**Resolved**, to appoint Johana Velez-Millan to a two-year term to Mastery Schools of Camden Board of Trustees.

- After board discussion 230621-18 was adopted:
  - Motion to approve 230621-18 Reuel Robinson.
  - Second: Jim Sheward.
  - Motion passes with unanimous approval.

**R-230621-19**

**Resolved**, to appoint Judy Tschirgi to a two-year term to Mastery Schools of Camden Board of Trustees.

- After board discussion 230621-19 was adopted:
  - Motion to approve 230621-19 Reuel Robinson.
  - Second: Jim Sheward.
  - Motion passes with unanimous approval.

**R-230621-20**

**Resolved**, to appoint Reuel Robinson to a two-year term to Mastery Schools of Camden Board of Trustees.

- After board discussion 230621-20 was adopted:
  - Motion to approve 230621-20 Reuel Robinson.



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- Second: Jim Sheward.
- Motion passes with unanimous approval.

**R-230621-21**

**Resolved**, to adopt the Board meeting calendar for 2023-24 as presented.

**Board Meetings Calendar 2023-24**

July 19, 2023	Action Agenda - 30 min
August 30, 2023	Action Agenda - 30 min
September 20, 2023	Full Agenda
October 25, 2023	Action Agenda - 30 min
November 29, 2023	Full Agenda
December 13, 2023	Action Agenda - 30 min
January 31, 2024	Full Agenda
February 28, 2024	Action Agenda - 30 min
March 20, 2024	Full Agenda
April 24, 2024	Action Agenda - 30 min
May 29, 2024	Full Agenda
*June 20, 2024	Full Agenda
*All meetings are Wednesdays except 6/20/24	

- After board discussion 230621-21 was adopted:
  - Motion to approve 230621-21 Reuel Robinson.
  - Second: Jim Sheward.
  - Motion passes with unanimous approval.

**R-230621-22**

**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.

- After board discussion 230621-22 was adopted:
  - Motion to approve 230621-22 Reuel Robinson.
  - Second: Jim Sheward.
  - Motion passes with unanimous approval.

**R-230621-23**

**Resolved**, to make the following annual appointments for the 2023-24 school year.

- 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 –Nicholas Sieg
- Supervisor of the Certifying Officer –Chris Barts
- School Safety Specialist – Michael Patron





**Mastery Schools of Camden**

- Anti-Bullying Coordinator – Rana Shariatdoust
- Board Secretary – Michael Patron
  
- After board discussion 230621-23 was adopted:
  - Motion to approve 230621-23 Reuel Robinson.
  - Second: Jim Sheward.
  - Motion passes with unanimous approval.

**R-230621-24**

**Resolved**, to accept the HIB Biannual Report for the 2022-23 school year as presented.

- After board discussion 230621-24 was adopted:
  - Motion to approve 230621-24 Reuel Robinson.
  - Second: Jim Sheward.
  - Motion passes with unanimous approval.

**R-230621-25**

**Resolved**, to post the attached HIB Self-Assessment Report for 2021-22 as approved by NJDOE and previously approved by this Board.

- After board discussion 230621-25 was adopted:
  - Motion to approve 230621-25 Reuel Robinson.
  - Second: Jim Sheward.
  - Motion passes with unanimous approval.

**R-230621-26**

**Resolved**, to approve the Student Parent Handbook for 2023-24 as presented.

- After board discussion 230621-26 was adopted:
  - Motion to approve 230621-26 Reuel Robinson.
  - Second: Jim Sheward.
  - Motion passes with unanimous approval.

**R-230621-27**

**Resolved**, to adopt the Safe Return to In-Person Instruction and Continuity of Service Plan required for the grant submission as presented.

- After board discussion 230621-27 was adopted:
  - Motion to approve 230621-27 Reuel Robinson.
  - Second: Jim Sheward.
  - Motion passes with unanimous approval.

**VI. Comments From CEO, Joel Boyd**

- Dr. Boyd noted that his onboarding process will continue throughout the summer. He looks forward to leading our schools through a flawless opening to the school year. He believes we will be on track to bring the board our priorities for the next school year at our October Board meeting.

**VII. Public Comments**

No public comment.





**VIII. End**

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- Meeting ended at 7:10 pm