



BOARD OF TRUSTEES MEETING MINUTES

June 20, 2024

6:00 – 8:00

Meeting Held at Mastery Cramer Hill Elementary and Virtually Using Zoom

Adequate notice of the meeting has been provided on June 23, 2023, 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.

I. Roll Call

Present: Judy Tschirgi, Jim Sheward, and Johana Velez-Millan

Quorum: 3/4

Absent: Reuel Robinson

Start: 6:02

II. Action Resolutions

R-240620-1

Resolved, to accept the minutes of the Board meeting of Mastery Schools of Camden from May 29, 2024, as presented.

After board discussion **240620-1** was adopted:

Motion to approve **240620-1** Judy Tschirgi; Second: Johana Velez-Millan; passes with unanimous approval.

III. Hiring, Job Changes & Other Earnings

R-240620-2

Resolved, to ratify staff hired between May 17, 2024, and June 5, 2024, as presented.

After board discussion **240620-2** was adopted:

Motion to approve **240620-2** Judy Tschirgi; Second: Johana Velez-Millan; passes with unanimous approval.

R-240620-3

Resolved, to ratify staff job changes between May 17, 2024, and June 5, 2024, as presented.

After board discussion **240620-3** was adopted:

Motion to approve **240620-3** Judy Tschirgi; Second: Johana Velez-Millan; passes with unanimous approval.

R-240620-4

Resolved, to ratify the **\$200,322.46** of “other earnings” compensation paid during May 2024 for Mastery Schools of Camden staff, as presented.

After board discussion **240620-4** was adopted:

Motion to approve **240620-4** Judy Tschirgi; Second: Johana Velez-Millan; passes with unanimous approval.

IV. Finance (Dan Bell)

- Finance Report

R-240620-5

Resolved, that the Mastery Schools of Camden Board of Trustees ratifies the payroll in the amount of \$1,266,399 for May 10, 2024, including \$24,356 of retention incentives, and \$1,498,174 for May 24, 2024, including \$24,356 of retention incentives.

After board discussion **240620- 5** was adopted:

Motion to approve **240620-5** Judy Tschirgi; Second: Johana Velez-Millan; passes with unanimous approval.

R-240620-6

Resolved, to approve payment of \$3,682,784 for operating expenses as detailed in the invoices listing.

After board discussion **240620-6** was adopted:

Motion to approve **240620-6** Judy Tschirgi; Second: Johana Velez-Millan; passes with unanimous approval.

R-240620-7

Resolved, to ratify execution of contracts for services to Mastery Schools of Camden as

Presented below:

After board discussion **240620-7** was adopted:

Motion to approve **240620-7** Judy Tschirgi; Second: Johana Velez-Millan; passes with unanimous approval.

Contractor / Service Provider	Description of Services	Term of Contract	Contract Amount
Bancroft	Approved Private School Tuition (FD)	7/8/2024-6/30/2025	\$102,855.90 (\$489.79/Day)
Camden County College	Garden State Pathways Program (GB)	7/1/2023-6/30/2024	\$7,500 Annually
Camden County College	Garden State Pathways Program (JG)	7/1/2023-6/30/2024	\$7,500 Annually
Camden County College	Garden State Pathways Program (JR)	7/1/2023-6/30/2024	\$7,500 Annually
DAE Arts & Consulting	Events & Programming Coordinator	7/2/2024-6/7/2025	\$80/Hour
Johnston Law Firm LLC	FY25 Legal Services	7/1/2024-6/30/2025	\$285.00/hr for Principals and Counsel \$255.00/hr for Associates \$115.00/hr for Paralegal

Nyman Associates	Student Special Needs Services	8/1/2024-8/31/2025	Speech Language Pathologist (CCC) - \$77/Hour; Occupational Therapist- \$73/Hour; Physical Therapist- \$81/Hour; Orientation & Mobility- \$75/Hour; School Psychologist- \$1,450/Evaluation, \$87/Hour; Paraprofessional/1:1 Support/PCA - \$29/Hour; Registered Behavior Specialist \$48/Hour; BCBA \$94/Hour; FBA \$1,000/Report; Autistic/Emotional Support Facilitator \$43/Hour; LPN \$47/Hour
Skanska	Molina Annex Fencing & Security Screens	Upon Completion	\$433,631
TempoCare Health & Rehab	Occupational & Physical Therapy Services	5/20/2024-6/30/2025	In-School Occupational & Physical Therapist (Min 4 Hours/Day)- \$120/Hour; Services: In Home Physical & Occupational Therapist-\$60/per \$15 Minutes; Independent Physical/Occupational Therapy Evaluation-\$700/Report

R-240620-8

Resolved, to approve the proposed FY24 Reserve Balance designations/commitments for Mastery Schools of Camden as presented.

After board discussion **240620-8** was adopted:

Motion to approve **240620-8** Judy Tschirgi; Second: Johana Velez-Millan; passes with unanimous approval.

R-240620-9

Resolved, to approve the proposed FY25 Budget for Mastery Schools of Camden as presented.

After board discussion **240620-9** was adopted:

Motion to approve **240620-9** Judy Tschirgi; Second: Johana Velez-Millan; passes with unanimous approval.

R-240620-10

Resolved, to renew the management agreement with Mastery Charter High School for FY25 through FY29 (5-year period) including:

- Management fees - 10% of UHA per pupil revenues

After board discussion **240620-10** was adopted:

Motion to approve **240620-10** Judy Tschirgi; Second: Johana Velez-Millan; passes with unanimous approval.

R-240620-11

Resolved, to ratify the renewal of technology subscription services with Mastery Charter High School for FY25 with total fees of \$1,250,000.

After board discussion **240620-11** was adopted:

Motion to approve **240620-11** Judy Tschirgi; Second: Johana Velez-Millan; passes with unanimous approval.

R-240620-12

Resolved, to approve the execution of the following insurance policies for Mastery Schools of Camden effective July 1, 2024:

- **General Liability** / \$1,000,000 per occurrence, \$3,000,000 aggregate (+Excess)
- **Excess Liability** / \$15,000,000
- **Automobile Liability** / \$1,000,000 (+Excess)
- **Workers Compensation** / \$1,000,000 / \$1,000,000 / \$1,000,000 (+Excess)
- **Cyber Liability** / \$1,000,000
- **Educators Legal Liability (Directors & Officers and Employment Practices)** / \$5,000,000
- **Student Accident & Health** / \$25,000 Medical/ \$50,000 from death, dismemberment, paralysis
- **Property** / \$86,891,390 / (includes all Buildings; less Molina Lower)
- **Crime/Fidelity Bond** (Employee Dishonesty) / \$500,000
- **Fiduciary Liability** / \$2,000,000
- **International Package** / \$1,000,000 (+Excess)

After board discussion **240620-12** was adopted:

Motion to approve **240620-12** Judy Tschirgi; Second: Johana Velez-Millan; passes with unanimous approval.

R-240620-13

Resolved, to authorize the submission of Mastery Schools of Camden's IDEA Title I, Reallocated Title I, Title II, Title III, and Title IV applications for FY25.

After board discussion **240620-13** was adopted:

Motion to approve **240620-13** Judy Tschirgi; Second: Johana Velez-Millan; passes with unanimous approval.

R-240620-14

Resolved, to authorize the Camden City School District to act as the School Food Authority for Mastery Schools of Camden for the 2024-2025 School Year.

After board discussion **240620-14** was adopted:

Motion to approve **240620-14** Judy Tschirgi; Second: Johana Velez-Millan; passes with unanimous approval.

R-240620-15

Resolved, to approve the Finance Policy and Procedures manual, reflecting updated state and federal guidance.

After board discussion **240620-15** was adopted:

Motion to approve **240620-15** Judy Tschirgi; Second: Johana Velez-Millan; passes with unanimous approval.

Discussion:

- Mr. Sheward commended the Finance team for proactively planning to offset the ESSER fiscal cliff.
- Ms. Tschirgi commended the Finance team for developing an impressive finance policy.
- Dr. Boyd acknowledged that the team conducted a thoroughly inclusive process and obtained feedback from all areas of the organization to ensure that the budget is reflective of the strategic plan.

V. Compliance (Michael Patron)

Board Appointments

R-240620-16

Resolved, to appoint Jim Sheward to a two-year term to Mastery Schools of Camden Board of Trustees ending June 30, 2026.

After board discussion **240620-16** was adopted:

Motion to approve **240620-16** Judy Tschirgi; Second: Johana Velez-Millan; passes with Tschirgi and Velez-Millan voting affirmative and Sheward abstaining.

R-240620-17

Resolved, to appoint Jim Sheward as Chair of Mastery Schools of Camden Board of Trustees.

After board discussion **240620-17** was adopted:

Motion to approve **240620-17** Judy Tschirgi; Second: Johana Velez-Millan; passes with Tschirgi and Velez-Millan voting affirmative and Sheward abstaining.

R-240620-18

Resolved, to appoint Hosea Harvey to a two-year term to Mastery Schools of Camden Board of Trustees ending June 30, 2026.

After board discussion **240620-18** was adopted:

Motion to approve **240620-18** Judy Tschirgi; Second: Johana Velez-Millan; passes with unanimous approval.

R-240620-19

Resolved, to make the following annual appointments for the 2024-25 school year.

After board discussion **240620-19** was adopted:

Motion to approve **240620-19** Judy Tschirgi; Second: Johana Velez-Millan; passes with unanimous approval.

Board Meetings Calendar 2024-25

July 24, 2024 @ 6PM	Action Agenda - 30 min
August 28, 2024 @ 6PM	Action Agenda - 30 min
September 25, 2024 @ 6PM	Full Agenda
October 30, 2024 @ 6PM	Action Agenda - 30 min
November 20, 2024 @ 6PM	Full Agenda
December 18, 2024 @ 6PM	Action Agenda - 30 min
January 29, 2025 @ 6PM	Action Agenda - 30 min
February 26, 2025 @ 9AM	Joint Full Day - in person
March 26, 2025 @ 6PM	Action Agenda - 30 min
April 30, 2025 @ 6PM	Action Agenda - 30 min
May 21, 2025 @ 6PM	Action Agenda - 30 min
June 18, 2025 @ 6PM	Full Agenda

R-240620-20

Resolved, to adopt the Board meeting calendar for SY 2024-25 as presented.

After board discussion **240620-20** was adopted:

Motion to approve **240620-20** Judy Tschirgi; Second: Johana Velez-Millan; passes with unanimous approval.

R-240620-21

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 **240620-21** was adopted:

Motion to approve **240620-21** Judy Tschirgi; Second: Johana Velez-Millan; passes with unanimous approval.

R-240620-22

Resolved, to adopt the revised NJ Employee Handbook for SY 2024-25 as presented.

After board discussion **240620-22** was adopted:

Motion to approve **240620-22** Judy Tschirgi; Second: Johana Velez-Millan; passes with unanimous approval.

R-240620-23

Resolved, to approve the Student Parent Handbook for SY 2024-25 as presented.

After board discussion **240620-23** was adopted:

Motion to approve **240620-23** Judy Tschirgi; Second: Johana Velez-Millan; passes with unanimous approval.

Discussion:

- Ms. Tschirgi asked if the student handbook addresses the use of artificial intelligence. Management explained that the Academic Integrity policy reflects plagiarism and the misuse of information including artificial intelligence.

R-240620-24

Resolved, to post the attached HIB Self-Assessment Report for 2022-23 as approved by NJDOE and previously approved by this Board.

After board discussion **240620-24** was adopted:

Motion to approve **240620-24** Judy Tschirgi; Second: Johana Velez-Millan; passes with unanimous approval.

R-240620-25

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

After board discussion **240620-25** was adopted:

Motion to approve **240620-25** Judy Tschirgi; Second: Johana Velez-Millan; passes with unanimous approval.

R-240620-26

Resolved, to ratify the long-term suspensions recommended by the Board of Trustees Long-Term Suspension Committee for June of 2024, as presented.

After board discussion **240620-26** was adopted:

Motion to approve **240620-26** Judy Tschirgi; Second: Johana Velez-Millan; passes with unanimous approval.

R-240620-27

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 **240620-27** was adopted:

Motion to approve **240620-27** Judy Tschirgi; Second: Johana Velez-Millan; passes with unanimous approval.

R-240620-28

Resolved, to approve submission of the Language Instruction Educational Program (LIEP) Three-Year Program Plan, as presented.

After board discussion **240620-28** was adopted:

Motion to approve **240620-28** Judy Tschirgi; Second: Johana Velez-Millan; passes with unanimous approval.

VII. Talent Update (Serena Amos)

- Presenters - Jessica Kirchner, Deputy Chief of Leadership Initiatives and Erin Turner, Senior Director of Talent Acquisition.

VIII. Closing Video

XI. Public Comments - No public comment

X. End - Meeting ended at 7:30