

## **BOARD OF TRUSTEES MEETING MINUTES**

### **Conference Call and Held at Cramer Hill**

*Adequate notice of the meeting has been provided to the Courier Post, Daily News – New Jersey edition, and the Camden City Clerk and posted at all Mastery Schools of Camden locations and website.*

#### **Roll Call:**

MSC Board: Jim Sheward (Phone), Jamie Reynolds (In-person), Reuel Robinson (Phone), Sharell Sharp (Phone), Judy Tschirgi (Phone); Quorum: 5/5 members

Jim Sheward called the meeting to order at 6:01 pm

#### **Action Resolutions**

- **Accept May 14, 2019 Board Meeting Minutes:**

##### ***R-061819-01***

***Resolved***, to accept the minutes of the Board meeting of Mastery Schools of Camden.

- ***After board discussion the following resolution was adopted: Motion to approve R-061819-01: Jaimie Reynolds; Second: Sharell Sharp; Motion passes with unanimous approval.***

- **Human Resources**

##### ***R-061819-02***

***Resolved, Resolved***, to ratify Mastery Schools of Camden staff hired between May 7, 2019 to June 10, 2019, as presented.

##### ***R-061819-03***

***Resolved***, to ratify the \$240,705.80 of “other earnings” compensation paid during May 2019 for Mastery Schools of Camden staff, as presented below.

- ***After board discussion the following resolution was adopted: Motion to approve R-061819-02 & 03: Jaimie Reynolds; Second: Sharell Sharp; Motion passes with unanimous approval.***

#### **Finance & Disbursement Approval**

##### ***R-061819-04***

***Resolved***, that the Mastery Schools of Camden Board of Trustees ratifies the payroll in the amount of \$830,520 for May 3, 2019, \$890,704 for May 17, 2019, \$181,226 for May 24, 2019 (extra-curricular pay) and \$845,733 for May 31, 2019.

**R-061819-05**

**Resolved**, to approve payment of \$2,830,315 for operating expenses as detailed in the invoices listing (Board Document 061819-01).

**R-061819-06**

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

**Mastery Schools of Camden  
Contract Listing - 2018-19 (new contracts)**

<b>Contractor / Service Provider</b>	<b>Description of Services</b>	<b>Term of Contract</b>	<b>Contract Amount</b>
YCS - George Washington School	Approved private school	April 2019 - June 2019	\$311.05 per diem, total tentative tuition charge of \$15,000
Environmental Consulting, Inc	Soil and water remediation	July 2019 - June 2020	\$16,790 annual cost
Camden City School District	Consolidated agreement for food services	July 2019 - June 2020	None. This no-cost agreement permits Camden City School District to provide food services to our schools for 2019-2020
Holcomb Bus	Courtesy bus services	August 2019 - June 2020	Providing 18 buses for all scheduled school days at a rate of \$200/day per bus, estimated total \$660,000 (all schools).
Virtua Health Inc.	Physical therapy - special education related services	August 2019 - June 2020	\$80 per hour, total tentative annual cost of \$25,000
Jidan Cleaning LLC	Cleaning services	July 2019 - June 2020	\$1,025,700 annual cost
Jidan Cleaning LLC	Cleaning services	July 2020 - June 2021	\$1,056,471 annual cost
Jidan Cleaning LLC	Cleaning services	July 2021 - June 2022	\$1,088,165 annual cost

- **After board discussion the following resolution was adopted: Motion to approve R-061819-04, 05, & 06: Jaimie Reynolds; Second: Sharell Sharp; Motion passes with unanimous approval.**

**R-061819-07**

**Resolved**, to approve the proposed FY19 Budget – June Revision for Mastery Schools of Camden as presented (Board Document 061819-02).

**R-061819-08**

**Resolved**, to approve the proposed FY20 Budget for Mastery Schools of Camden as presented (Board Document 061819-03).

- **After board discussion the following resolution was adopted: Motion to approve R-061819-07 & 08: Jaimie Reynolds; Second: Sharell Sharp; Motion passes with unanimous approval.**

**R-061819-09**

**Resolved**, to ratify the renewal of technology subscription services with Mastery Charter High School for FY19 with total fees of \$368,363.

**R-061819-10**

**Resolved**, to renew Mastery Schools of Camden's management agreement with Mastery Charter high school as presented (Board Document 061819-04):

- Term – 5 years; July 1, 2019 through June 30, 2024
- Management fee – 10% of renaissance school funding (i.e., UHA funding)
- Addendum for technology subscription services approved annually: fees based on number of computers and other technology supported
  - FY20 Fees – \$428,000 (increase due to inclusion of MHSC in FY20; FY19 MHSC computer costs were included in start-up; subscription starts in year 2 of a new school)
- **After board discussion the following resolution was adopted: Motion to approve R-061819-09 & 10: Jaimie Reynolds; Second: Judith Tschirgi; Motion passes with unanimous approval.**

**R-061819-11**

**Resolved**, to authorize opening of a Charles Schwab account for Mastery Schools of Camden to invest cash reserves in accordance with NJ school code (i.e., Government money market mutual funds).

**R-061819-12**

**Resolved**, to approve James Domenick, BMT Insurance Advisors, Inc., as the insurance broker of record for Mastery Schools of Camden, and:

**Further Resolved**, to ratify the execution of the following insurance policies for Mastery Schools of Camden effective July 1, 2019:

- General Liability / \$1,000,000 per occurrence, \$3,000,000 aggregate / (+Umbrella)
- Umbrella Liability / \$10,000,000
- Automobile Liability / \$1,000,000 / (+ Umbrella)
- Workers Compensation / \$500,000 /\$500,000/\$500,000 (+Umbrella)
- Cyber Liability / \$2,000,000
- Directors & Officers Liability / \$5,000,000
- Student Accident & Health / \$10,000 Medical/ \$500,000 Aggregate

- *Property / \$67,789,981 / (includes all Buildings)*
- *Crime/Fidelity Bond (Employee Dishonesty) / \$500,000*
- ***After board discussion the following resolution was adopted:  
Motion to approve R-061819-011 & 12: Jaimie Reynolds; Second: Sharell Sharp; Motion passes with unanimous approval.***

**R-061819-13**

**Resolved**, to authorize the submission of Mastery Schools of Camden's IDEA, Title I, Reallocated Title I, Title I SIA, Title II, Title III, and Title IV grant applications for FY20.

**R-061819-14**

**Resolved**, to authorize the award to Mastery Schools of Camden's STEM/Arts Integration grant from the New Jersey Department of Education through the Reallocated Title I, Part I Funding that the state has made available. The grant term is February 2019 to September 2019 and the grant amount is \$46,336.

- ***After board discussion the following resolution was adopted:  
Motion to approve R-061819-13 & 14: Jaimie Reynolds; Second: Sharell Sharp; Motion passes with unanimous approval.***

Additional Discussion:

- Finance will analyze a few projects over the summer and return findings to the board.

**Compliance and Policy Updates**

**R-061819-15**

**Resolved**, Resolved, to accept the HIB Board Report for June as submitted (Board Document 061819-05).

**R-061819-16**

**Resolved**, to adopt the revised Student-Parent Handbook for 2019-2020. Significant policy changes are highlighted in yellow and can be found on the pages listed below (Board Document 061819-06).

- *Page 8: Description of the Wheatley ELA curriculum*
- *Pages 9-16: Launch of new grading and promotion policy*
- *Pages 21 and 22: Changes to attendance policy*
- *Pages 26 and 29: Addition of Level III infraction category*
- *Pages 39 and 40: Addition of technology security language*

**R-061819-17**

**Resolved**, to adopt the amended Administration of Medication Policy adding newly mandated language about the administration of Hydrocortisone Sodium

*Succinate to treat adrenal insufficiency in emergency situations (New language is highlighted at the end - Board Document 061819-07)*

**Comprehensive Equity Plan Background Information:**

*NJDOE requires all school districts to complete a Comprehensive Equity Plan (CEP) every three years. Its purpose is to ensure that schools have all mandated equity and non-discrimination policies in place and that school programs are being implemented in an equitable manner. The CEP is a self-assessment (needs assessment) composed of yes or no questions. Any item answered with a no must also have an action plan to become compliant within 3 years.*

*Mastery Schools of Camden is compliant with most of the mandated responsibilities with a few areas identified for improvement. Our CEP includes the needs assessment and the corrective actions. The specific items identified for improvement over the next three years (see pages 30 and 34 of attachment) are:*

- *Creation of a scope and sequence for the new High School program that is fully aligned with 21st Century Life and Career Standards;*
- *Selection and implementation of a new Health curriculum;*
- *Creation of rubrics to assess students' progress toward mastering technology skills by 8th grade;*
- *Ensuring that students have access to World Languages and to the Arts at all grade levels mandated by NJDOE; and*
- *Ensuring that all contracts with persons, agencies, or organizations contain language that affirms that they do not discriminate in employment or in the provision of benefits or services, on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, housing status or socioeconomic status.*

**R-061819-18**

**Resolved**, to authorize the submission of the proposed Comprehensive Equity Plan (Board Document 061819-08).

- **After board discussion the following resolution was adopted: Motion to approve R-061819-15, 16, 17, & 18: Jaimie Reynolds; Second: Reuel Robinson; Motion passes with unanimous approval.**

**R-061819-19**

**Resolved**, to make the following annual appointments for the 2019-20 school year. School Boards in New Jersey are required to appoint staff to fill specific roles. These appointments last for only one year, so all appointments must be renewed annually.

- *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 – Mary Fehrle*
- *Supervisor of the Certifying Officer – Chris Barts*
- *School Safety Specialist – Michael Patron*

**R-061819-20**

*Resolved, to approve the adoption of the Courier Post and South Jersey edition of the Philadelphia Inquirer as the official newspapers for posting the board calendar and other related matters.*

- ***After board discussion the following resolution was adopted: Motion to approve R-061819-18, 19, & 20: Jaimie Reynolds; Second: Judith Tshchirgi; Motion passes with unanimous approval.***

**CEO Report**

**R-061819-21**

*Resolved, to implement the teacher leadership program as described.*

**R-061819-22**

*Resolved, to adopt the 3<sup>rd</sup>-6<sup>th</sup> grading proposal as presented.*

- ***After board discussion the following resolution was adopted: Motion to approve R-061819-21 & 22: Jaimie Reynolds; Second: Sharell Sharp; Motion passes with unanimous approval.***

**R-061819-23**

*Resolved, to adopt the 3<sup>rd</sup> – 6<sup>th</sup> grading proposal as presented.*

*After board discussion the following resolution was adopted:*

***Motion to approve R-061819-23: Jaimie Reynolds; Second: Sharell Sharp; Motion passes with unanimous approval.***

**R-061819-24 (All Boards)**

*Resolved, to adopt a 1:1 Computing Program at Mastery Camden HS as proposed.*

- ***After board discussion the following resolution was adopted: Motion to approve R-061819-23: Jaimie Reynolds; Second: Reuel Robinson; Motion passes with unanimous approval.***

**R-061819-25**

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

**R-061819-26**

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

**R-061819-27**

**Resolved**, to re-appoint Jim Sheward as Board Chair of Mastery Schools of Camden's Board of Trustees.

**R-061819-28**

**Resolved**, to appoint Michael Patron as Board Secretary of Mastery Schools of Camden's Board of Trustees.

**R-061819-29**

**Resolved**, to approve the proposed calendar for the Board of Trustees meetings for 2019-2020 as presented.

- **After board discussion the following resolution was adopted: Motion to approve R-061819-25, 26, 27, 28, & 29: Jaimie Reynolds; Second: Sharell Sharp; Motion passes with unanimous approval.**

Additional Discussion:

- Under the theme of "Culture of Excellence," there was a focus on raising expectations for student behavior, teacher planning, and overall instruction. The effort has had some impact: the "Learning Environment" metric, which measures teachers' impressions of student behavior, increased by 15% and is now above the national average. The "Instructional Culture Index" – which is a composite of metrics including the learning environment, instructional planning, etc., went up from 7.1 last spring to 7.6 this year; also above the national average.
- 1:1 Computing proposal was presented; management recommended to take the posture that everything follows the same safety software that is used for the central office. Management discussed possible nominal fee for insurance coverage that would be refundable when computer is returned, also students bringing in laptops trimonthly for technical checks.

**Long Term Suspensions**

**R-061819-30**

**Resolved**, to accept the motion to ratify the long-term suspensions recommended by the Board of Trustees Long Term Suspension Committee at hearings held on April 11, 2019 involving students:

- 4001-Mastery High of Camden-Theft-Long Term Suspension ends June 13, 2019
- 4002-Mastery High of Camden-Possession of a Controlled Substance-Long-Term Suspension ends June 13, 2019
- 4003-Mastery High of Camden-Assault-Long-Term Suspension ends on June 13, 2019
- 4004-Mastery High of Camden (KAPS)-Assault-Long-Term Suspension ends on June 7, 2019.

**R-061819-31**

*Resolved, to accept the motion to ratify the long-term suspensions recommended by the Board of Trustees Long Term Suspension Committee at hearings held on May 6, 2019 involving students:*

- 5001-Mastery High of Camden-Theft-Long Term Suspension ends June 13, 2019
- 5002-Mastery High of Camden-Persistent Disruption-Long-Term Suspension ends June 13, 2019
- **After board discussion the following resolution was adopted:  
Motion to approve R-061819-30 & 31: Jaimie Reynolds; Second:  
Judith Tshchirgi; Motion passes with unanimous approval.**

**2. Public Comment (3 minutes per public comment)**

**3. Adjourn All Boards**