

## Board of Trustees Meeting Minutes

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December 9, 2020

6:00 – 6:45p

Audio and Video: <https://masterycharter.zoom.us/j/93161660922>

Audio: 646-876-9923, 93161660922#

Roll Call:

MCHS: Bob Victor, Gerry Emery, Davina Dukes; Quorum: 3/3

MCS: Suzanne Biemiller, Hosea Harvey, Don Kimelman, Sulaiman Rahman, Markida Ross, Judith Tschirgi, John Walsh, Kristina Wilkerson; Quorum: 8/8

Meeting Start at 6:03pm

### I. Action Resolutions

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- R-201209-01a (MCHS)  
Resolved, to accept the minutes of the Board meeting of Mastery Charter High School from November 11, 2020 as presented.
- After board discussion R-201209-01a was adopted. Motion to approve R-201209-01a: Gerry Emery; Second: Dee Dukes; Motion passes with unanimous approval.
- R-201209-01b (All Boards, No MCHS)  
Resolved, to accept the minutes of the Board meetings of Mastery Charter School Thomas Campus, Mastery Charter School Shoemaker Campus, Mastery Charter School Pickett Campus, Mastery Charter School Mann Elementary, Mastery Charter School Harrity Elementary, Mastery Charter School Smedley Elementary, Mastery Charter School Hardy Williams Academy, Mastery Charter School Gratz Campus, Mastery Charter School Clymer Elementary, Mastery Charter School Cleveland Elementary, Mastery Charter School Pastorius- Richardson Elementary, Frederick Douglass Mastery Charter School, Mastery Charter School John Wister Elementary, and Mastery Prep Elementary Charter School from November 11, 2020 as presented.
- After board discussion R-201209-01b was adopted. Motion to approve R-201209-01b: Don Kimelman; Second: Judith Tschirgi; Motion passes with unanimous approval.
- R-201209-02a (MCHS)  
Resolved, to ratify Mastery Charter High School staff hired between October 31, 2020 and November 27, 2020 as presented.
- After board discussion R-201209-02a was adopted. Motion to approve R-201209-02a: Gerry Emery; Second: Dee Dukes; Motion passes with unanimous approval.
- R-201209-02b (All Boards, No MCHS)  
Resolved, to ratify Mastery Charter Schools staff hired between October 31,

2020 and November 27, 2020 as presented.

- After board discussion R-201209-02b was adopted. Motion to approve R-201209-02b: Don Kimelman; Second: Judith Tschirgi; Motion passes with unanimous approval.
  
- R-201209-03a (MCHS)  
Resolved, to ratify separations from Mastery Charter High School between October 31, 2020 and November 27, 2020 as presented.
- After board discussion R-201209-03a was adopted. Motion to approve R-201209-03a: Gerry Emery; Second: Dee Dukes; Motion passes with unanimous approval.
  
- R-201209-03b (All Boards, No MCHS)  
Resolved, to ratify separations from Mastery Charter Schools between October 31, 2020 and November 27, 2020 as presented.
- After board discussion R-201209-03b was adopted. Motion to approve R-201209-03b: Don Kimelman; Second: Judith Tschirgi; Motion passes with unanimous approval.
  
- R-201209-04 (All Boards, No MCHS)  
Resolved, to ratify transfers within Mastery Charter Schools between October 31, 2020 and November 27, 2020 as presented.
- After board discussion R-201209-04 was adopted. Motion to approve R-201209-04: Gerry Emery; Second: Dee Dukes; Motion passes with unanimous approval.

## II. Finance (Yonca Agatan)

- R-201209-04a (MCHS)  
Resolved, to accept and approve the June 30, 2020 (FY20) audited financials, including the final fund balance designations, for Mastery Charter High School as presented.
- After board discussion R-201209-04a was adopted. Motion to approve R-201209-04a: Gerry Emery; Second: Dee Dukes; Motion passes with unanimous approval.
  
- R-201209-04b (All Boards, No MCHS)  
Resolved, to accept and approve the June 30, 2020 (FY20) audited financials, including the final fund balance designations for Mastery Charter School Thomas Campus, Mastery Charter School Shoemaker Campus, Mastery Charter School Pickett Campus, Mastery Charter School Mann Elementary, Mastery Charter School Harrity Elementary, Mastery Charter School Smedley Elementary, Mastery Charter School Hardy Williams Academy, Mastery Charter School Gratz Campus, Mastery Charter School Clymer Elementary, Mastery Charter School Cleveland Elementary, Mastery Charter School Pastorius-Richardson Elementary, Frederick Douglass Mastery Charter School, Mastery Charter School John Wister Elementary, and Mastery Prep Elementary Charter School as presented.

- After board discussion R-201209-04b was adopted. Motion to approve R-201209-04b: Don Kimelman; Second: Judith Tschirgi; Motion passes with unanimous approval.

#### Additional Discussion

- Yonca presented audited financials. There was one significant deficiency identified by the auditors. Board member Gerry Emery communicated Finance Advisory Board's view that the finance department facilitated a smooth audit process and that the significant deficiency was a judgement call made by the auditors. The deficiency did not have a material impact on the audited financials. Board commended the finance team on identifying the deficiency internally and remediating it in advance of the audit process.

### III. CEO Report (Scott Gordon)

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- R-201209-05a (MCHS)  
Resolved, to approve the facility HVAC recommendation and the allocation of up to \$40k for project costs, giving management broad discretion on implementation of plan as presented.
- After board discussion R-201209-05a was adopted. Motion to approve R-201209-05a: Gerry Emery; Second: Dee Dukes; Motion passes with unanimous approval.
- R-201209-05b (All Boards, No MCHS)  
Resolved, to approve the facility HVAC recommendation and the allocation of up to \$3,310k for project costs, giving management broad discretion on implementation of plan as presented.
- After board discussion R-201209-05b was adopted. Motion to approve R-201209-05b: Sulaiman Rahman; Second: John Walsh; Motion passes with unanimous approval.

#### Additional Discussion:

- Management presented attendance and engagement metrics. Attendance metrics are near goal, and engagement metrics have been increasing. After a presentation on attendance and engagement, management suggested they would present a deeper status update and key lessons learned at an upcoming board meeting.
- Management presented the Teacher Advancement System and noted that, because of challenges with performance evaluations this year, there will be a revised version of TAS used. Observations will be online and student learning goals will be used. Mastery values will be more heavily weighted.
- Management shared that because the science is changing, Laura Clancy has been asked to research transmission rates and reopening guidance.
- Board discussed upgrading ventilation systems in order to prevent the spread of COVID. Management presented status of each building and board agreed that Mastery should use ASHRAE's classroom fresh air circulation standard. Buildings that can be repaired will be repaired to ASHRAE's standard. Buildings that cannot immediately be repaired will be receive Plasma filters, which will allow buildings to meet ASHRAE standards. Management communicated that we will investigate repairing or replacing HVAC systems for the 5 schools with radiator heat –a longer project.

1. No Public Comments
2. Boards Adjourned at 6:59pm
3. Future Meeting Topics:
  - Graduate Profile
  - Student Suspension Data Review