

Board of Trustees Meeting Minutes  
June 16, 2021, 6:00 – 8:00p  
Meeting Held Virtually Using Zoom

Roll Call:

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

MCS: Suzanne Biemiller, Judith Tschirgi, Markida Ross, Kristina Wilkerson, Sulaiman Rahman, Don Kimelman, Hosea Harvey, Roy Wade; Absent: John Walsh; Quorum: 8/9

Meeting start at 6:03pm

Action Resolutions

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- Accept Board Meeting Minutes
- R-210616-1a (MCHS)  
Resolved, to accept the minutes of the Board meeting of Mastery Charter High School from May 19, 2021 as presented.
- After board discussion R-210616-01a was adopted: Motion to approve R-210616-01a: Davina Dukes; Second: Gerry Emery; Motion passes with unanimous approval.
- R-210616-1b (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 May 19, 2021 as presented.
- After board discussion R-210616-1b was adopted: Motion to approve R-210616-1b: Don Kimelman; Second: Judith Tschirgi; Motion passes with unanimous approval.
- Hiring & Separation Approvals  
R-210616-2a (MCHS)  
Resolved, to ratify Mastery Charter High School staff hired between May 8, 2021 and June 4, 2021, as presented.
- After board discussion R-210616-02a was adopted: Motion to approve R-210616-02a: Davina Dukes; Second: Gerry Emery; Motion passes with unanimous approval.
- R-210616-2b (All Boards, No MCHS)  
Resolved, to ratify Mastery Charter Schools staff hired between May 8, 2021 and June 4, 2021, as presented.

- After board discussion R-210616-2b was adopted: Motion to approve R-210616-2b: Sulaiman Rahman; Second: Judith Tschirgi; Motion passes with unanimous approval.
- R-210616-22 (All Boards, No MCHS)  
Resolved, to ratify separations from Mastery Charter Schools between May 8, 2021 and June 4, 2021 as presented.
- After board discussion R-210616-22 was adopted: Motion to approve R-210616-22: Sulaiman Rahman; Second: Judith Tschirgi; Motion passes with unanimous approval.

#### Finance (Yonca Agatan)

- R-210616-3a (MCHS)  
Resolved, to approve the FY22 budget for Mastery Charter High School.
- After board discussion R-210616-03a was adopted: Motion to approve R-210616-03a: Davina Dukes; Second: Gerry Emery; Motion passes with unanimous approval.
- R-210616-3b (All Boards, No MCHS)  
Resolved, to approve the FY22 budgets 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.
- After board discussion R-210616-3b was adopted: Motion to approve R-210616-3b: Don Kimelman; Second: Sulaiman Rahman; Motion passes with unanimous approval.
- R-210616-4 (Thomas, Shoemaker, Pickett, Hardy Williams, Mastery Prep Elementary)  
Resolved, to approve the 2020-21 Pennsylvania Department of Education Applications for Charter School Lease Reimbursement Program for Mastery Charter School Thomas Campus, Mastery Charter School Shoemaker Campus, Mastery Charter School Pickett Campus, Mastery Charter School Hardy Williams Academy and Mastery Prep Elementary Charter School.
- After board discussion R-210616-4 was adopted: Motion to approve R-210616-4: Suzanne Biemiller; Second: Judith Tschirgi; Motion passes with unanimous approval.
- R-210616-5 (MCHS Only)  
Resolved, that Mastery Charter High School renews management agreements with Mastery Schools of Camden, 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 for FY22.

- After board discussion R-210616-5 was adopted: Motion to approve R-210616-5: Davina Dukes; Second: Gerry Emery; Motion passes with unanimous approval.
- R-210616-6 (All Boards, No MCHS)  
Resolved, that 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 renew their management agreement with Mastery Charter High School for FY22 including:
  - Management fees - 10% of School District of Philadelphia per pupil revenues
  - Technology subscription fees – \$250 per child

Campus	FY22 Technology Subscription Fees
Cleveland	\$178,000
Clymer	\$115,000
Douglass	\$168,000
Gratz HS	\$383,000
Hardy Williams	\$323,000
Harrity	\$209,000
Lenfest	\$168,000
Mann	\$136,000
Pastorius	\$160,000
Pickett	\$248,000
Prep Elem	\$118,000
Shoemaker	\$220,000
Smedley	\$189,000
Thomas Elem	\$145,000
Thomas HS	\$195,000
Wister	\$129,000
<b>Total</b>	<b>\$3,084,000</b>

- After board discussion R-210616-6 was adopted: Motion to approve R-210616-6: Suzanne Biemiller; Second: Judith Tschirgi; Motion passes with unanimous approval.
- R-210616-7a (MCHS)  
Resolved, to authorize the following individuals to sign checks and authorize disbursements on behalf of Mastery Charter High School: Robert Victor, Scott

Gordon, Yonca Agatan, Christopher Barts, Suzanne McKenna, Daniel Bell and Peter Lee. All checks must be signed by two of the listed signers and any single check larger than \$25,000 must include Scott Gordon or Yonca Agatan as one of the two signers.

Further Resolved, to keep Yonca Agatan as the back-up signer for Scott Gordon, and approve Peter Lee to be the second back-up if Yonca Agatan is not available at the same time as Scott Gordon.

- After board discussion R-210616-07a was adopted: Motion to approve R-210616-07a: Davina Dukes; Second: Gerry Emery; Motion passes with unanimous approval.
  
- R-210616-7b (All Boards, No MCHS)  
Resolved, to authorize the following individuals to sign checks and authorize disbursements on behalf 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: Robert Victor, Scott Gordon, Yonca Agatan, Christopher Barts, Suzanne McKenna, Daniel Bell and Peter Lee. All checks must be signed by two of the listed signers and any single check larger than \$25,000 must include Scott Gordon or Yonca Agatan as one of the two signers.  
Further Resolved, to keep Yonca Agatan as the back-up signer for Scott Gordon, and approve Peter Lee to be the second back-up if Yonca Agatan is not available at the same time as Scott Gordon.
- After board discussion R-210616-7b was adopted: Motion to approve R-210616-7b: Suzanne Biemiller; Second: Judith Tschirgi; Motion passes with unanimous approval.
  
- R-210616-8a (MCHS)  
Resolved, to ratify execution of FY21/FY22 contracts with vendors for Mastery Charter High School as presented.
- After board discussion R-210616-08a was adopted: Motion to approve R-210616-08a: Davina Dukes; Second: Gerry Emery; Motion passes with unanimous approval.
  
- R-210616-8b (All Boards, No MCHS)  
Resolved, to ratify execution of FY21/FY22 contracts with vendors 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-210616-8b was adopted: Motion to approve R-210616-8b: Sulaiman Rahman; Second: Judith Tschirgi; Motion passes with unanimous approval.
- R-210616-9a (MCHS)  
Resolved, to approve the Finance Policy and Procedures manual that reflects the uniform grant guidelines that are followed for all federally funded purchases of products, goods, services and capital projects.
- After board discussion R-210616-09a was adopted: Motion to approve R-210616-09a: Davina Dukes; Second: Gerry Emery; Motion passes with unanimous approval.
- R-210616-9b (All Boards, No MCHS)  
Resolved, to approve the Finance Policy and Procedures manual that reflects the uniform grant guidelines that are followed for all federally funded purchases of products, goods, services and capital projects.
- After board discussion R-210616-9b was adopted: Motion to approve R-210616-9b: Suzanne Biemiller; Second: Judith Tschirgi; Motion passes with unanimous approval.

Additional Discussion:

- Chief Financial Officer (CFO) presented FY22 Budget, including key considerations, general budget risks, and revenue (including enrollment, traditional funding and ESSER funding)/expense (including ESSER funded resources, capital plan and personnel costs) assumptions.
- Number one priority is schools having all resources needed to drive academic achievement.

CEO Report (Scott Gordon)

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- Board Nominations
- R-210616-20 (MCHS)  
Resolved, to appoint Michael Haugen to a two-year term to Mastery Charter High School Board of Trustees.
- R-210616-21 (MCHS)  
Resolved, to appoint Bob Victor as Treasurer of Mastery Charter High School Board of Trustees.
- After board discussion R-210616-20 & 21 was adopted: Motion to approve R-210616-20 & 21: Davina Dukes; Second: Gerry Emery; Motion passes with unanimous approval. (Abstaining: Bob Victor)
- R-210616-10 (All Boards, No MCHS)  
Resolved, to appoint Gerry Emery to a two-year term to Mastery Charter Schools Board of Trustees.

- R-210616-11 (All Boards, No MCHS)  
Resolved, to appoint Markida Ross to a two-year term to Mastery Charter Schools Board of Trustees.
- R-210616-12 (All Boards, No MCHS)  
Resolved, to appoint John Walsh to a two-year term to Mastery Charter Schools Board of Trustees.
- R-210616-13 (All Boards, No MCHS)  
Resolved, to appoint Sulaiman Rahman to a two-year term to Mastery Charter Schools Board of Trustees.
- R-210616-14 (All Boards, No MCHS)  
Resolved, to re-appoint Sulaiman Rahman as Secretary of Mastery Charter Schools Board of Trustees.
- R-210616-15 (All Boards, No MCHS)  
Resolved, to appoint Hosea Harvey to a two-year term to Mastery Charter Schools Board of Trustees.
- After board discussion R-210616-10, 11, 12, 13, 14, & 15 were adopted: Motion to approve R-210616-10, 11, 12, 13, 14, & 15: Kristina Wilkerson; Second: Don Kimelman; Motions pass with unanimous approval. (Note: Each board member abstained from voting on a resolution appointing themselves to a position.)
- R-210616-16a (MCHS)  
Resolved, to approve exceptions to in person instruction policy as presented.
- After board discussion R-210616-16a was adopted: Motion to approve R-210616-16a: Davina Dukes; Second: Gerry Emery; Motion passes with unanimous approval.
- R-210616-16b (All Boards, No MCHS)  
Resolved, to approve exceptions to in person instruction policy as presented.
- After board discussion R-210616-16b was adopted: Motion to approve R-210616-16b: Kristina Wilkerson; Second: Judith Tschirgi; Motion passes with unanimous approval.

Additional Discussion:

- Chief Executive Officer (CEO) presented end of school year updates. In-person enrollment ended at 50% and Insight survey results demonstrated big leaps in all domains.
- Board approved in-person exception policy as presented. The board discussed and agreed that the primary goal is to enroll as many students in-person this fall while providing accommodations for those students and their household members who have medical conditions that place them at-risk. The board encouraged management to exercise judgment and flexibility in supporting those families who have a medical condition but struggle to secure medical documentation.

I. Compliance (Michael Patron)

- R-210616-17a (MCHS)

Resolved, to submit the Emergency Instructional Time application to the Pennsylvania Department of Education seeking approval to offer remote instruction to eligible students in the 2021-22 school year.

- After board discussion R-210616-17a was adopted: Motion to approve R-210616-17a: Davina Dukes; Second: Gerry Emery; Motion passes with unanimous approval.
  
- R-210616-17b (All Boards, No MCHS)  
Resolved, to submit the Emergency Instructional Time application to the Pennsylvania Department of Education seeking approval to offer remote instruction to eligible students in the 2021-22 school year.
- After board discussion R-210616-17b was adopted: Motion to approve R-210616-17b Kristina Wilkerson; Second: Sulaiman Rahman; Motion passes with unanimous approval.
  
- R-210616-18a (MCHS)  
Resolved, to adopt the revised Student-Parent Handbook for 2021-2022.
- After board discussion R-210616-18a was adopted: Motion to approve R-210616-18a: Davina Dukes; Second: Gerry Emery; Motion passes with unanimous approval.
  
- R-210616-18b (All Boards, No MCHS)  
Resolved, to approve the Student Parent Handbook for 2021-22 as presented.
- After board discussion R-210616-18b was adopted: Motion to approve R-210616-18b: Kristina Wilkerson; Second: Suzanne Biemiller; Motion passes with unanimous approval.

## II. Closed session to discuss School Safety and Security Report

Closed session to discuss School Safety and Security report at 7:50pm  
Session reopened at 7:56pm

- R-210616-19a (MCHS)  
Resolved, to accept the School Safety and Security report as presented.
- After board discussion R-210616-19 was adopted: Motion to approve R-210616-19: Davina Dukes; Second: Gerry Emery; Motion passes with unanimous approval.
  
- R-210616-19b (All Boards, No MCHS)  
Resolved, to accept the School Safety and Security report as presented.
- After board discussion R-210616-19b was adopted: Motion to approve R-210616-19b: Kristina Wilkerson; Second: Sulaiman Rahman; Motion passes with unanimous approval.

## III. End

1. No public comment
2. Boards adjourned at 8:00pm