



*Mastery Charter Schools*

**Mastery Charter High School  
Board of Trustees Meeting**

**Mastery Charter School Thomas Campus  
Board of Trustees Meeting**

**Mastery Charter School Shoemaker Campus  
Board of Trustees Meeting**

**Mastery Charter School Pickett Campus  
Board of Trustees Meeting**

**Mastery Charter School Harrity Elementary  
Board of Trustees Meeting**

**Mastery Charter School Mann Elementary  
Board of Trustees Meeting**

**Mastery Charter School Smedley Elementary  
Board of Trustees Meeting**

**Mastery Charter School Clymer Elementary  
Board of Trustees Meeting**

**Mastery Charter School Gratz Campus  
Board of Trustees Meeting**

**Mastery Charter School Hardy Williams Academy  
Board of Trustees Meeting**

**Mastery Charter School Cleveland Elementary  
Board of Trustees Meeting**

**Mastery Charter School Pastorius-Richardson Elementary  
Board of Trustees Meeting**

**Frederick Douglass Mastery Charter School  
Board of Trustees Meeting**

**Mastery Charter School John Wister Elementary  
Board of Trustees Meeting**

**Mastery Prep Elementary Charter School  
Board of Trustees Meeting**



**BOARD OF TRUSTEES MEETING AGENDA**  
**September 21, 2022**  
**6:00 – 8:00 p.m.**  
**Meeting Held Virtually Using Zoom**

**I. Roll Call**

**MCHS: Michael Haugen, Bob Victor, Davina Dukes; Quorum: 3/3**

**MCS: John Walsh, Gerry Emery, Hosea Harvey, Kristina Wilkerson, Suzanne Biemiller, Judy Tschirgi, Markida Ross; Absent: Don Kimelman, Roy Wade, Sulaiman Rahman; Quorum: 7/10**

**Meeting start at 7:06pm**

**II. Action Resolutions**

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- **Accept Board Meeting Minutes**

- ***R-220921-1a (MCHS)***

- ***Resolved***, to accept the minutes of the Board meeting of Mastery Charter High School from August 24, 2022 as presented.

- After board discussion 220921-1a was adopted: Motion to approve 220921-1a: Davina Dukes; Second: Michael Haugen; Motion passes with unanimous approval.

- ***R-220921-1b (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 August 24, 2022 as presented.

- After board discussion 220921-1b was adopted: Motion to approve 220921-1b: John Walsh; Second: Suzanne Biemiller; Motion passes with unanimous approval.

- **Board Membership**

- ***R-220921-2 (MCHS)***

- ***Resolved***, to appoint Davina Dukes to a two-year term ending June 30, 2024 to Mastery Charter High School Board of Trustees.

- After board discussion 220921-2 was adopted: Motion to approve 220921-2: Michael Haugen; Second: Bob Victor; Motion passes with unanimous approval.

Note: Davina Dukes abstained.

- ***R-220921-3 (MCHS)***



**Resolved**, to reappoint Davina Dukes as Secretary to Mastery Charter High School Board of Trustees.

- After board discussion 220921-3 was adopted: Motion to approve 220921-3: Michael Haugen; Second: Bob Victor; Motion passes with unanimous approval.

Note: Davina Dukes abstained.

**R-220921-4 (All Boards, No MCHS)**

**Resolved**, to appoint Kristina Wilkerson to a two-year term ending June 30, 2024 to Mastery Charter School's Board of Trustees.

- After board discussion 220921-4 was adopted: Motion to approve 220921-4: John Walsh; Second: Suzanne Biemiller; Motion passes with unanimous approval.

Note: Kristina Wilkerson abstained.

- **Hiring, Separation, Transfer Approvals**

**R-220921-5a (MCHS)**

**Resolved**, to ratify Mastery Charter High School staff hired between August 14, 2022 and September 9, 2022, as presented.

- After board discussion 220921-5a was adopted: Motion to approve 220921-5a: Davina Dukes; Second: Michael Haugen; Motion passes with unanimous approval.

**R-220921-5b (All Boards, No MCHS)**

**Resolved**, to ratify Mastery Charter Schools staff hired between August 14, 2022 and September 9, 2022, as presented.

- After board discussion 220921-5b was adopted: Motion to approve 220921-5b: John Walsh; Second: Suzanne Biemiller; Motion passes with unanimous approval.

**R-220921-6a (MCHS)**

**Resolved**, to ratify separations from Mastery Charter High School between August 14, 2022 and September 9, 2022, as presented.

- After board discussion 220921-6a was adopted: Motion to approve 220921-6a: Davina Dukes; Second: Michael Haugen; Motion passes with unanimous approval.

**R-220921-6b (All Boards, No MCHS)**

**Resolved**, to ratify separations from Mastery Charter Schools between August 14, 2022 and September 9, 2022, as presented.

- After board discussion 220921-6b was adopted: Motion to approve 220921-6b: John Walsh; Second: Suzanne Biemiller; Motion passes with unanimous approval.

**R-220921-7a (MCHS)**

**Resolved**, to ratify transfers within Mastery Charter schools between August 14, 2022 and September 9, 2022 as presented.



- After board discussion 220921-7a was adopted: Motion to approve 220921-7a: Davina Dukes; Second: Michael Haugen; Motion passes with unanimous approval.

**R-220921-7b (All Boards, No MCHS)**

**Resolved**, to ratify transfers within Mastery Charter schools between August 14, 2022 and September 9, 2022, 2022 as presented.

- After board discussion 220921-7b was adopted: Motion to approve 220921-7b: John Walsh; Second: Suzanne Biemiller; Motion passes with unanimous approval.

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

Presentation of Capital Plan Strategy (Matt Troha)

**R-220921-8a (MCHS)**

**Resolved**, to approve the reserve strategy as presented and preliminary fund balance designations below (aligned with the reserve strategy) for Mastery Charter High School – Lenfest Campus.

LEA	PRELIM FUND BALANCE DESIGNATIONS AS OF 6.30.2022			
	Nonspendable - Prepaid Expenses and Deposits	Committed - Future Budget Deficits	Committed - Facilities Reserve	TOTAL FUND BALANCE
Lenfest	\$165,000	\$1,202,000	\$1,700,000	\$3,067,000

- After board discussion 220921-8a was adopted: Motion to approve 220921-8a: Davina Dukes; Second: Michael Haugen; Motion passes with unanimous approval.

**R-220921-8b (All Boards, No MCHS)**

**Resolved**, to approve the reserve and preliminary fund balance designations as presented for Mastery Charter School Thomas Campus (including Thomas Elementary), Mastery Charter School Shoemaker Campus, Mastery Charter School Pickett Campus, Mastery Charter School John Wister Elementary, Mastery Charter School Gratz Campus, Mastery Prep Elementary Charter School, Mastery Charter School Harrity Elementary, Mastery Charter School Mann Elementary, Mastery Charter School Smedley Elementary, Mastery Charter School Hardy Williams Academy, Mastery Charter School Clymer Elementary, Mastery Charter School Cleveland Elementary, Mastery Charter School Pastorius-Richardson Elementary, and Frederick Douglass Mastery Charter School.



LEA	PRELIM FUND BALANCE DESIGNATIONS AS OF 6.30.2022			
	Nonspendable - Prepaid Expenses and Deposits	Committed - Future Budget Deficits	Committed - Facilities Reserve	TOTAL FUND BALANCE
Thomas El & HS	\$315,000	\$2,333,000	\$7,000,000	\$9,648,000
Shoemaker	\$79,000	\$1,767,000	\$3,350,000	\$5,196,000
Pickett	\$130,000	\$1,107,000	\$5,000,000	\$6,237,000
Wister	\$42,000	\$985,000	\$1,500,000	\$2,527,000
Gratz	\$150,000	\$2,890,000	\$5,700,000	\$8,740,000
Prep Elementary	\$28,000	\$959,000	\$1,000,000	\$1,987,000
Harrity	\$195,000	\$1,508,000	\$2,500,000	\$4,203,000
Mann	\$60,000	\$1,095,000	\$3,260,000	\$4,415,000
Smedley	\$190,000	\$1,375,000	\$2,900,000	\$4,465,000
Hardy Williams	\$98,000	\$2,379,000	\$6,000,000	\$8,477,000
Clymer	\$41,000	\$899,000	\$900,000	\$1,840,000
Cleveland	\$70,000	\$1,388,000	\$2,950,000	\$4,408,000
Pastorius	\$106,000	\$1,128,000	\$2,450,000	\$3,684,000
Douglass	\$90,000	\$1,356,000	\$2,900,000	\$4,346,000

- After board discussion 220921-8b was adopted: Motion to approve 220921-8b: John Walsh; Second: Suzanne Biemiller; Motion passes with unanimous approval.

**R-220921-9a (MCHS)**

**Resolved**, to approve the revised FY23 budget for Mastery Charter High School.

- After board discussion 220921-9a was adopted: Motion to approve 220921-9a: Davina Dukes; Second: Michael Haugen; Motion passes with unanimous approval.

**R-220921-9b (All Boards, No MCHS)**

**Resolved**, to approve the revised FY23 budgets for Mastery Charter School Thomas Campus (including Thomas Elementary), Mastery Charter School Shoemaker Campus, Mastery Charter School Pickett Campus, Mastery Charter School John Wister Elementary, Mastery Charter School Gratz Campus, Mastery Prep Elementary Charter School, Mastery Charter School Harrity Elementary, Mastery Charter School Mann Elementary, Mastery Charter School Smedley Elementary, Mastery Charter School Hardy Williams Academy, Mastery Charter School Clymer Elementary, Mastery Charter School Cleveland Elementary, Mastery Charter School Pastorius-Richardson Elementary, and Frederick Douglass Mastery Charter School.

- After board discussion 220921-9b was adopted: Motion to approve 220921-9b: John Walsh; Second: Suzanne Biemiller; Motion passes with unanimous approval.

**IV. Compliance (Michael Patron)**

**R-220921-10 (MCHS)**

**Resolved**, to adopt the revised PA Employee Handbook for 2022-2023.



Significant policy changes can be found on the pages listed below.

**Page 35:** Updated Alcohol and Drug policy to include language on medical marijuana.

**Page 44:** Updated Performance Management section to include steps of the Progressive Discipline process.

**Page 48:** Increased employee notice of resignation period to 60 days for instructional and Leadership positions.

**Page 62:** Additional Compensation – Removed section on instructional minutes and overages.

**Page 68:** Updated TAS language; added Professional Responsibilities to Values and Contributions section (including addition of Professional Responsibilities, Appendix 4 on page 86).

- After board discussion 220921-10 was adopted: Motion to approve 220921-10: Davina Dukes; Second: Michael Haugen; Motion passes with unanimous approval.

#### **V.CEO Report (Scott Gordon)**

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- SY22 School Performance (Jeff Pestrak and Jessica Varevice)
- Strategic Plan 2028 Graduate Profile (Dr. Cruz)

##### ***R-220921-11a (MCHS)***

***Resolved***, to adopt the graduate profile as presented.

- After board discussion 220921-11a was adopted: Motion to approve 220921-11a: Davina Dukes; Second: Michael Haugen; Motion passes with unanimous approval.

##### ***R-220921-11b (All Boards, No MCHS)***

***Resolved***, to adopt the graduate profile as presented.

- After board discussion 220921-11b was adopted: Motion to approve 220921-11b: John Walsh; Second: Suzanne Biemiller; Motion passes with unanimous approval.

\*Note: Board is recognizing and instructing staff to start planning the process for the graduate profile.

#### **VI.Public Comments**

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No public comment

#### **VII.Closed Session**

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To consult with Attorney regarding litigation

#### **VIII.End**

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1. End Meeting 7:50pm



***Mastery Charter Schools***