



*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 MINUTES

May 17, 2023

6:00 – 7:00 p.m.

Meeting Held Virtually Using Zoom

### I. Roll Call

**MCHS:** Bob Victor, Dee Dukes

**Absent:** Michael Haugen

**Quorum:** 2/3

**MCS:** Gerry Emery, Hosea Harvey, Kristina Wilkerson, John Walsh, Roy Wade, Don Kimelman, Judy Tschirgi, Markida Ross, Sulaiman Rahman

**Absent:** Suzanne Biemiller

**Quorum:** 9/10

### II. Action Resolutions

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- **Accept Board Meeting Minutes**

- ***R-230517-1a (MCHS)***

- ***Resolved***, to accept the minutes of the Board meeting of Mastery Charter High School from April 19, 2023 as presented.

- Motion to approve 230517-1a: Dee Dukes; Second: Bob Victor; Motion passes with unanimous approval.

- ***R-230517-1b (All Boards, 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 April 19, 2023 as presented.

- Motion to approve 230517-1b: Sulaiman Rahman; Second: Kristina Wilkerson; Motion passes with unanimous approval.

- **Hiring, Separation, Transfer Approvals**

- ***R-230517-2a (MCHS)***

- ***Resolved***, to ratify Mastery Charter Schools staff hired between April 08, 2023 and May 05, 2023, as presented.

- Motion to approve 230517-2a: Dee Dukes; Second: Bob Victor; Motion passes with unanimous approval.

- ***R-230517-2b (All Boards, No MCHS)***

- ***Resolved***, to ratify Mastery Charter Schools staff hired between April 08, 2023 and May 05,



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2023, as presented.

- Motion to approve 230517-2b: Sulaiman Rahman; Second: Kristina Wilkerson; Motion passes with unanimous approval.

***R-230517-3a (MCHS)***

***Resolved***, to ratify separations from Mastery Charter Schools between April 08, 2023 and May 05, 2023, as presented.

- Motion to approve 230517-3a: Dee Dukes; Second: Bob Victor; Motion passes with unanimous approval.

***R-230517-3b (All Boards, No MCHS)***

***Resolved***, to ratify separations from Mastery Charter Schools between April 08, 2023 and May 05, 2023, as presented.



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- Motion to approve 230517-3b: Sulaiman Rahman; Second: Kristina Wilkerson; Motion passes with unanimous approval.

**VII. Finance (Yonca Agatan)**

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***R-230517-4a (MCHS)***

**Resolved**, to authorize hiring Roffman Miller Associates, Inc. as our investment advisors to manage our cash reserve investments in accordance with PA school code for Mastery Charter High School.

- Motion to approve 230517-3a: Dee Dukes; Second: Bob Victor; Motion passes with unanimous approval.
- **Discussion**  
Dee Dukes asked if these advisors have worked with schools the size of Mastery as well as organizations with similar scopes. Gerry Emery responded that we are unaware if they have worked with schools in the past, but they have indeed worked with organizations of Mastery's size and scope in the past.

Sulaiman Rahman asked if this is a fixed return. Daniel Bell responded that these are fixed return investments with a projected 4% return for the first year depending on how we ladder those investments. Sulaiman Rahman asked, if this is similar to current return with Schwab accounts. Daniel Bell responded that it will be similar because money markets are doing well. The market right now is really strong for return on items such as money market, but that could shift at any moment. So we're creating a laddering strategy to ensure we can keep those returns coming on a long term basis.

Bob O'Donnell asked whether they have invested on behalf of governmental entities in Pennsylvania political subdivisions, not just non-profit corporations so the equity investments conform to our requirements. Daniel Bell answered that they did conduct the research to confirm if this would be the case, but he will reconfirm before we move forward.

***R-230517-4b (All Boards, No MCHS)***

**Resolved**, to authorize hiring Roffman Miller Associates, Inc. as our investment advisors to manage cash reserve investments in accordance with PA school code for Mastery Charter Thomas Campus, Mastery Charter Shoemaker Campus, Mastery Charter Pickett Campus, Mastery Charter School John Wister Campus, Mastery Charter Gratz Campus, Mastery Charter Harrity Elementary, Mastery Charter Mann Elementary, Mastery Charter Smedley Elementary, Mastery Charter Hardy Williams Academy, Mastery Charter Clymer Elementary, Grover Cleveland Mastery Charter School, Pastorius-Richardson Mastery Charter School, Frederick Douglass Mastery Charter School and Mastery Prep Elementary Charter School.

***R-230517-5 (MCHS)***

**Resolved**, to authorize the opening of a Schwab investment account for Mastery Charter High School (NST).

- **Discussion**  
Judith Tschirgi asked whether we transfer funds from Schwab to their custodian, or are we leaving the accounts open at Schwab and they advise from this platform. Daniel Bell responded that Schwab will remain as custodian of the funds. We will open new accounts for the schools



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that do not currently have a Schwab account.

**R-230517-6 (All Boards, No MCHS)**

**Resolved**, to authorize the opening of Schwab investment bank accounts for Mastery Charter School John Wister Campus, Pastorius-Richardson Mastery Charter School, Frederick Douglass Mastery Charter School and Mastery Prep Elementary Charter School.

- **Discussion**

Sulaiman Rahman asked whether they have mission aligned investments we can choose from. Daniel Bell responded that, we did not review their equity investment options since we are predominately allowed to only invest in CD's and treasuries.

**IV. Security Update (Matt Troha)**

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- Matt Troha gave an update on school security commitments made for this year, and he made commitments for the coming year.

- **Discussion**

Don Kimelman asked whether we can have guards work a split shift. Matt Troha responded that we have a great partnership with In-Line Security. It is difficult to have guards work split shifts. We get higher quality guards when full shifts are available, however the quality does decrease with split shifts. Overall the company is generally well managed.

Don Kimelman asked whether there would be some value to having guards during the day as well. Matt Troha responded that there is certainly a cost implication when we have full time guards. We also do not want guards in our school buildings, as that is not our model. We believe in creating safe schools in different ways.

Sulaiman Rahman asked whether these guards are armed or unarmed. Matt Troha responded that these guards are unarmed.

Judith Tschirgi asked whether there are also plans for the schools with alternative entrances such as Pickett. Matt Troha responded that we conduct safety assessments twice a year to check these items. General contractors and Omar Robinson are developing quotes to determine how we can make these entrances more secure. In addition, we do have good camera coverage for these entrances.

**VII. CEO Report (Scott Gordon)**

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- **Discussion**

A proposal is being developed to consider hosting a few in person board meetings.

- As this was Scott Gordon's last official meeting as CEO, the Board thanked Scott for his service to Mastery and for leaving the organization in such good shape and with such a strong leadership team.



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**VIII. Public Comments**

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**IX. End**

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- Meeting Ended 6:41 pm