



**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**



Mastery Charter Schools

## BOARD OF TRUSTEES MEETING MINUTES

June 13, 2023

6:00 – 8:00 p.m.

Meeting Held Virtually Using Zoom

### I. Roll Call

**MCHS:** Bob Victor, Michael Haugen

**Absent:** Dee Dukes

**Quorum:** 2/3

**MCS:** Suzanne Biemiller, Don Kimelman, Markida Ross, Judy Tschirgi, Kristina Wilkerson, Sulaiman Rahman, Hosea Harvey

**Absent:** Gerry Emery, Roy Wade

**Quorum:** 7/9

### II. Action Resolutions

---

- **Accept Board Meeting Minutes**

- ***R-230613-1a (MCHS only)***

- ***Resolved,*** to accept the minutes of the Board meeting of Mastery Charter High School from May 17, 2023 as presented.

- Motion to approve 230613-1a: Michael Haugen; Second: Bob Victor; Motion passes with unanimous approval.

- ***R-230613-1b (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 17, 2023 as presented.

- Motion to approve 230613-1b: Don Kimelman; Second: Judy Tschirgi; Motion passes with unanimous approval.

- **Hiring, Separation, Transfer Approvals**

- ***R-230613-2 (All Boards, No MCHS)***

- ***Resolved,*** to ratify Mastery Charter Schools staff hired between May 06, 2023 and June 02, 2023, as presented.

- Motion to approve 230613-2: Don Kimelman; Second: Judy Tschirgi; Motion passes with unanimous approval.



**R-230613-3a (MCHS only)**

**Resolved**, to ratify separations from Mastery Charter High School between May 06, 2023 and June 02, 2023, as presented.

- Motion to approve 230613-3a: Michael Haugen; Second: Bob Victor; Motion passes with unanimous approval.

**R-230613-3b (All Boards, No MCHS)**

**Resolved**, to ratify separations from Mastery Charter Schools between May 06, 2023 and June 02, 2023, as presented.

- Motion to approve 230613-3b: Don Kimelman; Second: Judy Tschirgi; Motion passes with unanimous approval.

*There were no transfers within Mastery Charter Schools between May 06, 2023 and June 02, 2023.*

**III. Finance (Yonca Agatan)**

---

**R-230613-4a (MCHS only)**

**Resolved**, to approve the FY24 budget for Mastery Charter High School.

- Motion to approve 230613-4a: Michael Haugen; Second: Bob Victor; Motion passes with unanimous approval.

**R-230613-4b (All Boards, No MCHS)**

**Resolved**, to approve the FY24 budgets for Mastery Charter Thomas Campus (including Thomas Elementary), Mastery Charter Shoemaker Campus, Mastery Charter Pickett Campus, Mastery Charter School John Wister Campus, Mastery Charter Gratz Campus, Mastery Prep Elementary Charter School, Mastery Charter Harrity Elementary, Mastery Charter Mann Elementary, Mastery Charter Smedley Elementary, Hardy Williams Academy Charter School, Mastery Charter Clymer Elementary, Grover Cleveland Mastery Charter School, Pastorius-Richardson Mastery Charter School and Frederick Douglass Mastery Charter School.

- Motion to approve 230613-4b: Don Kimelman; Second: Judy Tschirgi; Motion passes with unanimous approval.

**R-230613-5a (MCHS only)**

**Resolved**, that Mastery Charter High School renews management agreements, including Technology Subscription Services, with Mastery Schools of Camden, Mastery Charter Thomas Campus (including Thomas Elementary), Mastery Charter Shoemaker Campus, Mastery Charter Pickett Campus, Mastery Charter School John Wister Campus, Mastery Charter Gratz Campus, Mastery Prep Elementary Charter School, Mastery Charter Harrity Elementary, Mastery Charter Mann Elementary, Mastery Charter Smedley Elementary, Hardy Williams Academy Charter School, Mastery Charter Clymer Elementary, Grover Cleveland Mastery Charter School, Pastorius-Richardson Mastery Charter School and Frederick Douglass Mastery for FY24.

- Motion to approve 230613-5a: Michael Haugen; Second: Bob Victor; Motion passes with unanimous approval.



**R-230613-5b (All Boards, No MCHS)**

**Resolved**, that Mastery Charter Thomas Campus (including Thomas Elementary), Mastery Charter Shoemaker Campus, Mastery Charter Pickett Campus, Mastery Charter School John Wister Campus, Mastery Charter Gratz Campus, Mastery Prep Elementary Charter School, Mastery Charter Harrity Elementary, Mastery Charter Mann Elementary, Mastery Charter Smedley Elementary, Hardy Williams Academy Charter School, Mastery Charter Clymer Elementary, Grover Cleveland Mastery Charter School, Pastorius-Richardson Mastery Charter School and Frederick Douglass Mastery Charter School renew their management agreement with Mastery Charter High School for FY24 including:

- Management fees - 10% of School District of Philadelphia per pupil revenues
- Technology subscription services fees – \$360 per child
- Motion to approve 230613-5b: Don Kimelman; Second: Judy Tschirgi; Motion passes with unanimous approval.

**S-230613-6a (MCHS only)**

**Resolved**, to ratify execution of FY23/FY24 contracts with vendors for Mastery Charter High School as presented.

- Motion to approve 230613-6a: Michael Haugen; Second: Bob Victor; Motion passes with unanimous approval.

**R-230613-6b (All Boards, No MCHS)**

**Resolved**, to ratify execution of FY23/FY24 contracts with vendors 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 as presented.

- Motion to approve 230613-6b: Don Kimelman; Second: Judy Tschirgi; Motion passes with unanimous approval.

**R-230613-7 (All Boards, No MCHS)**

**Resolved**, to approve the 2022-23 Pennsylvania Department of Education Applications for Charter School Lease Reimbursement Program for Mastery Charter Thomas Campus, Mastery Charter Shoemaker Campus, Mastery Charter Pickett Campus, Hardy Williams Academy Charter School and Mastery Prep Elementary Charter School.

- Motion to approve 230613-7: Don Kimelman; Second: Judy Tschirgi; Motion passes with unanimous approval.

**R-230613-8 (MCHS only)**

**Resolved**, to approve funding of the NST- Advocacy and Outreach team with philanthropy, and accept a \$500,000 grant from MCSF to cover FY23 costs, consistent with historical practice.

- Motion to approve 230613-8: Michael Haugen; Second: Bob Victor; Motion passes with unanimous approval.



***R-230613-9a (MCHS only)***

**Resolved**, to approve the Finance Policy and Procedures manual, reflecting updated guidance regarding procurement approval for federally-funded items and services as presented.

- Motion to approve 230613-9a: Michael Haugen; Second: Bob Victor; Motion passes with unanimous approval.

***R-230613-9b (All Boards, No MCHS)***

**Resolved**, to approve the Finance Policy and Procedures manual, reflecting updated guidance regarding procurement approval for federally-funded items and services as presented.

- Motion to approve 230613-9b: Don Kimelman; Second: Judy Tschirgi; Motion passes with unanimous approval.

***R-230613-10a (MCHS only)***

**Resolved**, to authorize the following individuals to authorize disbursements and sign checks on behalf of Mastery Charter High School: **Robert Victor, Joel Boyd, Yonca Agatan, Christopher Barts, Suzanne McKenna, Daniel Bell and Matt Troha**. All disbursements must be authorized by two of the approved individuals listed above. Any single disbursement larger than \$50,000 must be approved by Yonca Agatan. Anything over \$500,000 must be approved by Joel Boyd.

**Further Resolved**, to authorize Yonca Agatan as the back-up approver for Joel Boyd, and Matt Troha to be the second back-up if Yonca Agatan is not available at the same time as Joel Boyd.

- Motion to approve 230613-10a: Michael Haugen; Second: Bob Victor; Motion passes with unanimous approval.

***R-230613-10b (All Boards, No MCHS)***

**Resolved**, to authorize the following individuals to authorize disbursements and sign checks on behalf of Mastery Charter Thomas Campus (including Thomas Elementary), Mastery Charter Shoemaker Campus, Mastery Charter Pickett Campus, Mastery Charter School John Wister Campus, Mastery Charter Gratz Campus, Mastery Prep Elementary Charter School, Mastery Charter Harrity Elementary, Mastery Charter Mann Elementary, Mastery Charter Smedley Elementary, Hardy Williams Academy Charter School, Mastery Charter Clymer Elementary, Grover Cleveland Mastery Charter School, Pastorius-Richardson Mastery Charter School and Frederick Douglass Mastery Charter School: **Robert Victor, Joel Boyd, Yonca Agatan, Christopher Barts, Suzanne McKenna, Daniel Bell and Matt Troha**. All disbursements must be authorized by two of the approved individuals listed above. Any single disbursement larger than \$50,000 must be approved by Yonca Agatan. Anything over \$500,000 must be approved by Joel Boyd.

**Further Resolved**, to authorize Yonca Agatan as the back-up approver for Joel Boyd, and Matt Troha to be the second back-up if Yonca Agatan is not available at the same time as Joel Boyd.

- Motion to approve 230613-10b: Don Kimelman; Second: Judy Tschirgi; Motion passes with unanimous approval.

***R-230613-11a (MCHS only)***



**Resolved**, to authorize Management to set up Joel Boyd as the new CEO/Superintendent of Mastery Charter High School in all local, state and federal registrations and websites, effective July 1, 2023.

**Further resolved**, to list Joel Boyd as the new CEO/Superintendent of Mastery Charter High School, effective July 1, 2023, in all state and federal grant registrations including but not limited to, PDE eGrants, PCCD eGrants, Grants.gov and JustGrants.

- Motion to approve 230613-11a: Michael Haugen; Second: Bob Victor; Motion passes with unanimous approval.

***R-230613-11b (All Boards, No MCHS)***

**Resolved**, to authorize Management to set up Joel Boyd as the new CEO/Superintendent of all Mastery schools in all local, state and federal registrations and websites, effective July 1, 2023.

**Further resolved**, to list Joel Boyd as the new CEO/Superintendent of all Mastery schools, effective July 1, 2023, in all state and federal grant registrations including, but not limited to, PDE eGrants, PCCD eGrants, Grants.gov and JustGrants.

- Motion to approve 230613-11b: Don Kimelman; Second: Judy Tschirgi; Motion passes with unanimous approval.

**IV. CEO Report**

---

- Attendance (Saliyah Cruz)
- Common Foundation (Jeffrey Pestrak)
- K-2 Reading Growth (Jessica Varevice)
- Curriculum Adoption (Jessica Varevice)



**R-230613-12a (MCHS only)**

**Resolved** to adopt the following curricula for network-wide implementation across all Mastery campuses beginning in SY23-24.

- Motion to approve 230613-12a: Michael Haugen; Second: Bob Victor; Motion passes with unanimous approval.

**R-230613-12b (All Boards, No MCHS)**

**Resolved** to adopt the following curricula for network-wide implementation across all Mastery campuses beginning in SY23-24.

- Motion to approve 230613-12b: Don Kimelman; Second: Judy Tschirgi; Motion passes with unanimous approval.

Content Area	Curriculum
ESL	<a href="#">Continental Press</a>
HS Science	<a href="#">HMH Science Dimensions</a>
African- American History	<a href="#">Pearson African-American Odyssey</a>
HS Spanish	<a href="#">Vista Encuentros</a> (Spanish I & II) <a href="#">Vista Galeria</a> (Honors Heritage Speaker Spanish)
HS Financial Literacy	<a href="#">Next Gen Personal Finance</a>
HS Health	<a href="#">Glencoe Health</a>

**V. Compliance (Michael Patron)**

---

**R-230613-13 (MCHS only)**

**Resolved**, to appoint Michael Haugen to a two-year term to Mastery Charter High School Board of Trustees.

- Motion to approve 230613-13: Michael Haugen; Second: Bob Victor; Motion passes with unanimous approval.

**R-230613-14 (MCHS only)**

**Resolved**, to appoint Michael Haugen as Treasurer of Mastery Charter School’s Board of Trustees.

- Motion to approve 230613-14: Michael Haugen; Second: Bob Victor; Motion passes with unanimous approval.

**R-230613-15 (All Boards, No MCHS)**

**Resolved**, to appoint Sulaiman Rahman to a two-year term to Mastery Charter School’s Board of Trustees.

- Motion to approve 230613-15: Don Kimelman; Second: Judy Tschirgi; Motion passes with



unanimous approval.

***R-230613-16 (All Boards, No MCHS)***

***Resolved***, to reappoint Sulaiman Rahman as Secretary of Mastery Charter School's Board of Trustees.

- Motion to approve 230613-16: Don Kimelman; Second: Judy Tschirgi; Motion passes with unanimous approval.

***R-230613-17 (All Boards, No MCHS)***

***Resolved***, to appoint Gerry Emery to a two-year term to Mastery Charter School's Board of Trustees.

- Motion to approve 230613-17: Don Kimelman; Second: Judy Tschirgi; Motion passes with unanimous approval.

***R-230613-18 (All Boards, No MCHS)***

***Resolved***, to appoint Gerry Emery as Treasurer of Mastery Charter School's Board of Trustees.

- Motion to approve 230613-18: Don Kimelman; Second: Judy Tschirgi; Motion passes with unanimous approval.

***R-230613-19 (All Boards, No MCHS)***

***Resolved***, to appoint Hosea Harvey to a two-year term to Mastery Charter School's Board of Trustees.

- Motion to approve 230613-19: Don Kimelman; Second: Judy Tschirgi; Motion passes with unanimous approval.

***R-230613-20 (All Boards, No MCHS)***

***Resolved***, to appoint Markida Ross to a two-year term to Mastery Charter School's Board of Trustees.

- Motion to approve 230613-20: Don Kimelman; Second: Judy Tschirgi; Motion passes with unanimous approval.

***R-230613-21 (All Boards, No MCHS)***

***Resolved***, to appoint Shereda Cromwell to a two-year term to Mastery Charter School's Board of Trustees.

- Motion to approve 230613-21: Don Kimelman; Second: Judy Tschirgi; Motion passes with unanimous approval.

***R-230613-22a (MCHS Only)***

***Resolved***, to adopt the Board meeting calendar for 2023-24 as presented.

- Motion to approve 230613-22a: Michael Haugen; Second: Bob Victor; Motion passes with unanimous approval.





**R-230613-22b (All Boards, No MCHS)**

**Resolved**, to adopt the Board meeting calendar for 2023-24 as presented.

- Motion to approve 230613-22b: Don Kimelman; Second: Judy Tschirgi; Motion passes with unanimous approval.

**Board Meetings Calendar 2023-24**

July 2023	No Meeting in July
August 23, 2023	Action Agenda - 30 min
September 13, 2023	Full Agenda
October 11, 2023	Action Agenda - 30 min
November 15, 2023	Full Agenda
December 6, 2023	Action Agenda - 30 min
January 17, 2024	Full Agenda
February 14, 2024	Action Agenda - 30 min
March 13, 2024	Full Agenda
April 17, 2024	Action Agenda - 30 min
May 15, 2024	Full Agenda
June 12, 2024	Full Agenda

**R-230613-23a (MCHS only)**

**Resolved**, to approve the Student Parent Handbook for 2023-24 as presented.

- Motion to approve 230613-23a: Michael Haugen; Second: Bob Victor; Motion passes with unanimous approval.

**R-230613-23b (All Boards, No MCHS)**

**Resolved**, to approve the Student Parent Handbook for 2023-24 as presented.

- Motion to approve 230613-23b: Don Kimelman; Second: Judy Tschirgi; Motion passes with unanimous approval.

**R-230613-24a (MCHS only)**

**Resolved**, to approve the 2023-24 Title I Schoolwide Plans for Mastery Charter High School as presented.

- Motion to approve 230613-24a: Michael Haugen; Second: Bob Victor; Motion passes with unanimous approval.

**R-230613-24b (All Boards, No MCHS)**

**Resolved**, to approve the 2023-24 Title I Schoolwide Plans for Mastery Charter Schools as presented.

- Motion to approve 230613-24b: Don Kimelman; Second: Judy Tschirgi; Motion passes with unanimous approval.



***R-230613-25a (MCHS only)***

***Resolved***, to adopt the ARP ESSER Health and Safety plan required for the grant submission as presented.

- Motion to approve 230613-25a: Michael Haugen; Second: Bob Victor; Motion passes with unanimous approval.

***R-230613-25b (All Boards, No MCHS)***

***Resolved***, to adopt the ARP ESSER Health and Safety plan required for the grant submission as presented.

- Motion to approve 230613-25b: Don Kimelman; Second: Judy Tschirgi; Motion passes with unanimous approval.

***R-230613-26a (MCHS only)***

***Resolved***, to accept the School Safety and Security report as presented.

- Motion to approve 230613-26a: Michael Haugen; Second: Bob Victor; Motion passes with unanimous approval.

***R-230613-26b (All Boards, No MCHS)***

***Resolved***, to accept the School Safety and Security report as presented.

- Motion to approve 230613-26b: Don Kimelman; Second: Judy Tschirgi; Motion passes with unanimous approval.

***R-230613-27a (MCHS only)***

***Resolved***, to authorize the use of electronic signatures by Joel Boyd, CEO, for acceptance of any state and federal grant money received from the Pennsylvania Department of Education. This authorization pertains to Mastery Charter High School.

- Motion to approve 230613-27a: Michael Haugen; Second: Bob Victor; Motion passes with unanimous approval.

***R-230613-27b (All Boards, No MCHS)***

***Resolved***, to authorize the use of electronic signatures by Joel Boyd, CEO, for acceptance of any state and federal grant money received from the Pennsylvania Department of Education. This authorization pertains Mastery Charter Thomas Campus, Mastery Charter Shoemaker Campus, Mastery Charter Pickett 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, Mastery Charter Pastorius Campus, Frederick Douglass Mastery Charter Elementary, Mastery Charter John Wister Elementary, and Mastery Charter Prep Elementary.

- Motion to approve 230613-27b: Don Kimelman; Second: Judy Tschirgi; Motion passes with unanimous approval.



**VI. Public Comments**

---

No public comment

**VII. End**

---

- Meeting Ended at 7:53 pm