



**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

February 14, 2024

6:00 – 6:30 p.m.

Meeting Held Virtually Via Zoom

### I. Roll Call

**MCHS:** Dee Dukes, Michael Haugen, and Sulaiman Rahman

**Quorum:** 3/3

**MCS:** Gerry Emery, Bob Victor, Markida Ross, Judy Tschirgi, Suzanne Biemiller, Roy Wade and Hosea Harvey

**Absent:** Shereda Cromwell

**Quorum:** 7/8

**Meeting started 6:01 PM**

### II. Action Resolution

- **Accept Board Meeting Minutes**

***R-240214-1a (MCHS only)***

**Resolved,** to accept the minutes of the Board meeting of Mastery Charter High School from January 17, 2024, as presented.

Motion to approve **240214-1a:** Dee Dukes; Second: Michael Haugen; Motion passes with unanimous approval.

***R-240214-1b (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 January 17, 2024 as presented.

Motion to approve **240214-1b:** Suzanne Biemiller; Second: Markida Ross; Motion passes with unanimous approval.

### III. Hiring, Separation, Transfer Approvals

***R-240214-2a (MCHS only)***

**Resolved,** to ratify staff hired between January 9, 2024 and February 5, 2024, as presented.

Motion to approve **240214-2a:** Dee Dukes; Second: Michael Haugen; Motion passes with unanimous approval.

***R-240214-2b (All Boards, No MCHS)***

**Resolved**, to ratify staff hired between January 9, 2024 and February 5, 2024, as presented. Motion to approve **240214-2b**: Suzanne Biemiller; Second: Markida Ross; Motion passes with unanimous approval.

***R-240214-3a (MCHS only)***

**Resolved**, to ratify staff separations between January 9, 2024 and February 5, 2024, as presented.

Motion to approve **240214-3a**: Dee Dukes; Second: Michael Haugen; Motion passes with unanimous approval.

***R-240214-3b (All Boards, No MCHS)***

**Resolved**, to ratify staff separations between January 9, 2024 and February 5, 2024, as presented.

Motion to approve **240214-3b**: Suzanne Biemiller; Second: Markida Ross; Motion passes with unanimous approval.

***R-240214-4 (All Boards, No MCHS)***

**Resolved**, to ratify staff transfers between January 9, 2024 and February 5, 2024.

Motion to approve **240214-4**: Suzanne Biemiller; Second: Markida Ross; Motion passes with unanimous approval.

**Note** - *There were no transfers for Mastery Charter High School between January 9, 2024, and February 5, 2024.*

Additional Discussion:

- Ms. Biemiller asked how Mastery is doing with staff retention in comparison to other school districts. Management said it would report back on this.

**IV. Talent (Matt Troha)**

- SY25 Salary Scales

***R-240214-5a (MCHS Only)***

**Resolved**, to approve the proposed 2024-2025 10.5-month and 12-month school staff salary scales as presented.

Motion to approve **240214-5a**: Dee Dukes; Second: Michael Haugen; Motion passes with unanimous approval.

***R-240214-5b (All Boards, No MCHS)***

**Resolved**, to approve the proposed 2024-2025 10.5-month and 12-month school staff salary scales as presented.

Motion to approve **240214-5b**: Suzanne Biemiller; Second: Markida Ross; Motion passes with unanimous approval.

Additional Discussion:

- Mr. Emery asked about the process for teachers with concerns about their salary. Management explained the process for inquiries related to salary. He also asked if the salary scale adjustments have a direct correlation with staff retention. Management stated that if a staff member leaves Mastery, it is generally not because they are dissatisfied with their salary as Mastery has very competitive wages.
- Mr. Haugen asked if the salary scale adjustment has any negative impact on the budget. Management stated that the recommended salary scale adjustments aligned with budget assumptions for next year and that they will be monitoring and adjusting as needed.
- Ms. Duke asked what management is doing to assist current staff members without teaching certificates to become certified teachers. Management shared that Mastery has partnerships with teacher residency programs to assist staff in getting certified and a federal grant that provides tuition reimbursement. She also asked what prompted the proposed salary scale adjustment. Management explained that the reason behind the salary scale adjustment was to level the playing field between new hires expecting higher pay and our current employees.

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

***R-240214-6 (Pickett Board Only)***

**Resolved**, by the Board of Mastery Charter School - Pickett Campus relating to the construction costs of the Sports Field Project (the "Project") as presented. (*Amendment to previously approved Resolution*).

**WHEREAS**, the Mastery Charter School - Pickett Campus has heretofore received an award letter from the Commonwealth of Pennsylvania ("Commonwealth") announcing a \$500,000 grant from the Redevelopment Assistance Capital Program to pay a portion of the construction costs of the Project ("RACP Grant"); and

**WHEREAS**, the Mastery Charter School - Pickett Campus has and continues to have on hand in its Firsttrust Bank Investment Account ending in x0321 (the "Sweep Account") funds, which, are sufficient to cover (i) Matching Funds of \$3,125,000 and (ii) Interim Financing amount of \$500,000 to cover the cost of the RACP Project; and

**WHEREAS**, as funds are and have been required, such funds were and are transferred from the Sweep Account to the Firsttrust Bank Operating Bank Account ("Operating Account") side of the Mastery Charter School - Pickett Campus's account ending x3091 and the Campus writes or has written checks from the Operating Account to the Contractor, as the invoices are and have been posted for the Project against the amounts, so the transferred amount from the Sweep Account indirectly pays the invoices for the construction costs of the Project from the Operating Account;

**NOW THEREFORE**, be it resolved by the Board of the Mastery Charter School - Pickett Campus as follows:

1. The Board hereby authorizes, approves and ratifies and confirms that (i) the construction cost of the Project is \$3,625,000, and the Mastery Charter School - Pickett Campus has on hand sufficient funds to complete the Project; (ii) the Mastery Charter School - Pickett Campus has on hand sufficient matching funds for the RACP Grant Matching Funds of \$3,125,000; (iii) and Interim Financing amount of \$500,000 in the Firsttrust Bank

Investment Account ending in x0321 committed and secured for the RACP Project as required by Commonwealth law and regulations; and such funds are available to pay the construction, as the invoices of have been and are posted for the Project; and (iv) such funds have been and are transferred from the Sweep Account to the Operating Account to pay the construction, as the invoices of have been and are posted for the Project.

2. The management of the Mastery Charter School - Pickett Campus, and Mastery Schools' Chief Operating Officer, Chief Financial Officer, and Senior Director of Facilities are hereby authorized and directed, jointly and severally, to carry out the provisions of this Resolution and to execute such documents and take such actions as are necessary and appropriate to effectuate the Project and comply with the requirements of the RACP Grant.
3. This Resolution shall take effect immediately on adoption this 14<sup>th</sup> day of February 2024.

Motion to approve **240214-6**: Suzanne Biemiller; Second: Gerry Emery; Motion passes with unanimous approval.

VI. **Public Comments** - No public comment

VII. **End**- Meeting Ended at 6:30 pm