



**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

June 12, 2024

6:00 – 8:00 p.m.

Meeting Held Virtually Via Zoom

### I. Roll Call

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

**Absent:**

**Quorum:** 3/3

**MCS:** Gerry Emery, Suzanne Biemiller, Markida Ross, Shereda Cromwell, Bob Victor, and Hosea Harvey

**Absent:** Judy Tschirgi and Roy Wade

**Quorum:** 6/8

**Meeting started 6:02PM**

### II. Action Resolutions

#### • **Accept Board Meeting Minutes**

##### ***R-240612-1a (MCHS only)***

**Resolved**, to accept the minutes of the Board meeting of Mastery Charter High School from May 15, 2024, as presented.

Motion to approve **R-240612-1a**: Dee Dukes; Second: Michael Haugen; Motion passes with unanimous approval.

##### ***R-240612-1b (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 15, 2024 as presented.

Motion to approve **R-240612-1b**: Gerry Emery; Second: Hosea Harvey; Motion passes with unanimous approval.

### III. Hiring, Separation, Transfer Approval

##### ***R-240612-2a (MCHS only)***

**Resolved**, to ratify staff hired between May 4, 2024, and May 31, 2024, as presented.

Motion to approve **R-240612-2a**: Dee Dukes; Second: Michael Haugen; Motion passes with unanimous approval.

**R-240612-2b (All Boards, No MCHS)**

**Resolved**, to ratify staff hired between May 4, 2024, and May 31, 2024, as presented.

Motion to approve **R-240612-2b**: Gerry Emery; Second: Hosea Harvey; Motion passes with unanimous approval.

**R-240612-3a (MCHS only)**

**Resolved**, to ratify staff separations between May 4, 2024, and May 31, 2024, as presented.

Motion to approve **R-240612-3a**: Dee Dukes; Second: Michael Haugen; Motion passes with unanimous approval.

**R-240612-3b (All Boards, No MCHS)**

**Resolved**, to ratify staff separations between May 4, 2024, and May 31, 2024, as presented.

Motion to approve **R-240612-3b**: Gerry Emery; Second: Hosea Harvey; passes with unanimous approval.

**R-240612-4a (MCHS only)**

**Resolved**, to ratify staff transfers between May 4, 2024, and May 31, 2024, as presented.

Motion to approve **R-240612-4a**: Dee Dukes; Second: Michael Haugen; Motion passes with unanimous approval.

**R-240612-4b (All Boards, No MCHS)**

**Resolved**, to ratify staff transfers between May 4, 2024, and May 31, 2024.

Motion to approve **R-240612-4b**: Gerry Emery; Second: Hosea Harvey; passes with unanimous approval.

**IV. Finance Report (Yonca Agatan)**

**R-240612-5a (MCHS only)**

**Resolved**, to approve the FY25 budget for Mastery Charter High School.

Motion to approve **R-240612-5a**: Dee Dukes; Second: Michael Haugen; Motion passes with unanimous approval.

**R-240612-5b (All Boards, No MCHS)**

**Resolved**, to approve the FY25 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 **R-240612-5b**: Gerry Emery; Second: Hosea Harvey; passes with unanimous approval.

**R-240612-6a (MCHS only)**

**Resolved**, that Mastery Charter High School renews management agreements, including Technology Subscription Services, with 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 FY25.

Motion to approve **R-240612-6a**: Dee Dukes; Second: Michael Haugen; Motion passes with unanimous approval.

**R-240612-6b (All boards, No MCHS)**

**Resolved**, that Mastery Charter High School renews the management agreement, including Technology Subscription Services, with Mastery Schools of Camden for a 5-year period (7/1/2024-6/30/2029).

Motion to approve **R-240612-6b**: Gerry Emery; Second: Hosea Harvey; Motion passes with unanimous approval.

**R-240612-6c (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 FY25 including:

Motion to approve **R-240612-6c**: Gerry Emery; Second: Hosea Harvey; Motion passes with unanimous approval.

- Management fees - 10% of School District of Philadelphia per pupil revenues
- Technology subscription fees as follows:

| School         | FY25 Technology Fee |
|----------------|---------------------|
| Lenfest        | \$ 250,000          |
| Thomas HS      | \$ 285,000          |
| Thomas Elem    | \$ 205,000          |
| Shoemaker      | \$ 320,000          |
| Pickett        | \$ 367,000          |
| Wister         | \$ 180,000          |
| Gratz HS       | \$ 426,000          |
| Prep Elem      | \$ 209,000          |
| Harrity        | \$ 272,000          |
| Mann           | \$ 198,000          |
| Smedley        | \$ 272,000          |
| Hardy Williams | \$ 469,000          |
| Clymer         | \$ 151,000          |
| Cleveland      | \$ 250,000          |
| Pastorius      | \$ 234,000          |
| Douglass       | \$ 191,000          |
| <b>Total</b>   | <b>\$ 4,279,000</b> |

**R-240612-7a (MCHS only)**

**Resolved**, to ratify execution of FY24/FY25 contracts with vendors for Mastery Charter High School as presented.

Motion to approve **R-240612-7a**: Dee Dukes; Second: Michael Haugen; Motion passes with unanimous approval.

**R-240612-7b (All Boards, No MCHS)**

**Resolved**, to ratify execution of FY24/FY25 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 **R-240612-7b**: Gerry Emery; Second: Hosea Harvey; Motion passes with unanimous approval.

**R-240612-8 (All Boards, No MCHS)**

**Resolved**, to approve the 2023-24 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 **R-240612-8**: Gerry Emery; Second: Hosea Harvey; Motion passes with unanimous approval.

***R-240612-9 (MCHS only)***

**Resolved**, to approve funding of the NST- Advocacy and Outreach team with philanthropy and accept a \$600,000 grant from MCSF to cover FY24 costs, consistent with historical practice.

Motion to approve **R-240612-9**: Dee Dukes; Second: Michael Haugen; Motion passes with unanimous approval.

***R-240612-10a (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 **R-240612-10a**: Dee Dukes; Second: Michael Haugen; Motion passes with unanimous approval.

***R-240612-10b (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 **R-240612-10b**: Gerry Emery; Second: Hosea Harvey; Motion passes with unanimous approval.

***R-240612-11a (MCHS only)***

**Resolved**, to authorize the following individuals to authorize disbursements and sign checks on behalf of Mastery Charter High School: **Sulaiman Rahman, 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 \$100,000 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 **R-240612-11a**: Dee Dukes; Second: Michael Haugen; Motion passes with unanimous approval.

***R-240612-11b (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: **Sulaiman Rahman, 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 \$100,000 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 **R-240612-11b**: Gerry Emery; Second: Hosea Harvey; Motion passes with unanimous approval.

**R-240612-12 (Hardy Williams only)**

**Resolved**, to renew the Hardy Williams Mastery Charter Schools lease with the Mastery Charter Schools Foundation for 10 years at a rent amount of \$250,000 per year, and authorize the Board Chair to execute the addendum, as presented.

Motion to approve **R-240612-12**: Gerry Emery; Second: Hosea Harvey; Motion passes with unanimous approval.

**Discussion:**

- Mr. Emery commended the Finance team for proactively planning to offset the ESSER fiscal cliff. Other board members shared the same sentiment.
- Mr. Emery inquired about the strategy used to communicate with stakeholders, faculty and staff and how the investments are in alignment with the Strategic Plan
- Mr. Emery asked Mr. Pestrak what his comfort level was regarding the investment in new positions. Mr. Pestrak expressed his confidence in the plan and strategies.
- Dr. Boyd acknowledged that the team conducted a thoroughly inclusive process and obtained feedback through all aspects of the organization to ensure that the budget is reflective of the strategic plan.

**V. Compliance (Michael Patron)**

**Board Appointments**

**R-240612-13 (MCHS only)**

**Resolved**, to appoint Sulaiman Rahman to a two-year term to Mastery Charter High School Board of Trustees ending June 30, 2026.

Motion to approve **R-240612-13** Dee Dukes; Second: Michael Haugen; Motion passes with unanimous approval.

**R-240612-14 (MCHS only)**

**Resolved**, to appoint Sulaiman Rahman as Chair of Mastery Charter High School Board of Trustees.

Motion to approve **R-240612-14**: Dee Dukes; Second: Michael Haugen; Motion passes with unanimous approval.

**R-240612-15 (MCHS only)**

**Resolved**, to appoint Dee Dukes to a two-year term to Mastery Charter High School Board of Trustees ending June 30, 2026.

Motion to approve **R-240612-15**: Dee Dukes; Second: Michael Haugen; Motion passes with unanimous approval.

**R-240612-16 (MCHS only)**

**Resolved**, to appoint Dee Dukes as Secretary of Mastery Charter High School Board of Trustees.

Motion to approve **R-240612-16**: Dee Dukes; Second: Michael Haugen; Motion passes with unanimous approval.

**R-240612-17 (All Boards, No MCHS)**

**Resolved**, to appoint Judy Tschirgi to a two-year term to Mastery Charter School's Board of Trustees ending June 30, 2026.

Motion to approve **R-240612-17**: Hosea Harvey; Second: Gerry Emery; Motion passes with unanimous approval.

**R-240612-18 (All Boards, No MCHS)**

**Resolved**, to appoint Suzanne Biemiller to a two-year term to Mastery Charter School's Board of Trustees ending June 30, 2026.

Motion to approve **R-240612-18**: Hosea Harvey; Second: Gerry Emery; Motion passes with unanimous approval.

**R-240612-19 (All Boards, No MCHS)**

**Resolved**, to appoint Roy Wade to a two-year term to Mastery Charter School's Board of Trustees ending June 30, 2026.

Motion to approve **R-240612-19**: Hosea Harvey; Second: Gerry Emery; Motion passes with unanimous approval.

**Board Meetings Calendar 2024-25**

|                          |                            |
|--------------------------|----------------------------|
| September 11, 2024 @ 6PM | Full Agenda                |
| October 16, 2024 @ 6PM   | Action Agenda - 30 min     |
| November 6, 2024 @ 6PM   | Full Agenda                |
| December 4, 2024 @ 6PM   | Action Agenda - 30 min     |
| January 15, 2025 @ 6PM   | Action Agenda - 30 min     |
| February 26, 2025 @11AM  | Joint Full Day - in person |
| March 12, 2025 @ 6PM     | Action Agenda - 30 min     |
| April 9, 2025 @ 6PM      | Action Agenda - 30 min     |
| May 14, 2025@ 6PM        | Action Agenda - 30 min     |
| June 11, 2025 @ 6PM      | Full Agenda                |

**R-240612-20a (MCHS only)**

**Resolved**, to adopt the Board meeting calendar for 2024-25 as presented.

Motion to approve **R-240612-20a**: Dee Dukes; Second: Michael Haugen; Motion passes with unanimous approval.



**R-240612-20b (All Boards, No MCHS)**

**Resolved**, to adopt the Board meeting calendar for 2024-25 as presented.  
Motion to approve **R-240612-20b**: Gerry Emery; Second: Bob Victor Motion passes with unanimous approval.

**R-240612-21a (MCHS only)**

**Resolved**, to adopt the revised PA Employee Handbook for SY 2024-25.  
Motion to approve **R-240612-21a**: Dee Dukes; Second: Michael Haugen; Motion passes with unanimous approval.

**R-240612-21b (All Boards, No MCHS)**

**Resolved**, to adopt the revised PA Employee Handbook for SY 2024-25.  
Motion to approve **R-240612-21b**: Gerry Emery; Second: Bob Victor; Motion passes with unanimous approval.

**R-240612-22a (MCHS only)**

**Resolved**, to approve the Student Parent Handbook for SY 2024-25 as presented.  
Motion to approve **R-240612-22a**: Dee Dukes; Second: Michael Haugen; Motion passes with unanimous approval.

**R-240612-22b (All Boards, No MCHS)**

**Resolved**, to approve the Student Parent Handbook for SY 2024-25 as presented.  
Motion to approve **R-240612-22b**: Gerry Emery; Second: Bob Victor; Motion passes with unanimous approval.

**R-240612-23a (MCHS only)**

**Resolved**, to approve the 2024-25 Title I Schoolwide Plan for Mastery Charter High School as presented.  
Motion to approve **R-240612-23a**: Dee Dukes; Second: Michael Haugen; Motion passes with unanimous approval.

**R-240612-23b (All Boards, No MCHS)**

**Resolved**, to approve the 2024-25 Title I Schoolwide Plans for Mastery Charter Schools as presented.  
Motion to approve **R-240612-23b**: Gerry Emery; Second: Bob Victor; Motion passes with unanimous approval.

**R-240612-23c (Clymer, Gratz, Harrity, Mann, and Smedley Boards Only)**

**Resolved**, to approve the 2024-2027 Comprehensive Plans for Mastery Charter School Clymer Elementary, Mastery Charter School Gratz Campus, Mastery Charter School Harrity Campus, Mastery Charter School Mann Campus, and Mastery Charter School Smedley Camus.  
Motion to approve **R-240612-23c** Gerry Emery; Second: Bob Victor; Motion passes with unanimous approval.

**Discussion:**

- Ms. Dukes asked how parents receive access to the revised Student Handbook and if there is accountability for students. Management explained that the full Student

Handbook is posted on website and a hard copy containing the most salient policies is put into an abbreviated version along with the code of conduct and shared with families at family orientation day and back to school night. Additionally, management shared that when a new or revised policy is approved, they take additional steps to communicate the changes by sending letters and making phone calls.

**VI. Talent Update (Serena Amos)**

- Presenters - Jessica Kirchner, Deputy Chief of Leadership Initiatives and Erin Turner, Senior Director of Talent Acquisition

**VII. Closing Video**

**VIII. Public Comment** - No public comment

**IX. Executive Session**

- To discuss a confidential personnel matter.
- Return to Open Session at 8:22pm
- No action was taken.

**X. End** - Meeting Ended at 8:23pm