



**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

October 16, 2024

6:00 – 7:00 p.m.

Meeting Held Virtually Via Zoom

I. Roll Call

MCHS: Sulaiman Rahman, Michael Haugen, and Dee Dukes

Quorum: 3/3

MCS: Gerry Emery, Judy Tschirgi, Markida Ross, Shereda Cromwell, Bob Victor, Suzanne Biemiller and Roy Wade

Absent: Hosea Harvey

Quorum: 7/8

Meeting started 6:01PM

II. Action Resolution

R-241016-1a (MCHS only)

Resolved, to accept the minutes of the Board meeting of Mastery Charter High School from September 11, 2024, as presented.

Motion to approve **R-241016-1a**: Dee Dukes; Second: Michael Haugen;

Motion passes with unanimous approval.

R-241016-1b (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 September 11, 2024 as presented.

Motion to approve **R-241016-1b**: Gerry Emery; Second: Suzanne Biemiller;

Motion

passes with unanimous approval.

III. Hiring, Separation, Transfer Approval

R-241016-2a (MCHS only)

Resolved, to ratify staff hired between September 1st, 2024 and October 7th 2024, as presented.

Motion to approve **R-241016-2a**: Dee Dukes; Second: Michael Haugen;

Motion passes with unanimous approval.

R-241016-2b (All Boards, No MCHS)

Resolved, to ratify staff hired between September 1st, 2024 and October 7th 2024, as presented.

Motion to approve **R-241016-2b**: Gerry Emery; Second: Suzanne Biemiller;

Motion

passes with unanimous approval.

R-241016-3a (MCHS only)

Resolved, to ratify staff separations between September 1st, 2024 and October 7th 2024, as presented.

Motion to approve **R-241016-3a**: Dee Dukes; Second: Michael Haugen;

Motion passes with unanimous approval.

R-241016-3b (All Boards, No MCHS)

Resolved, to ratify staff separations between September 1st, 2024 and October 7th 2024, as presented.

Motion to approve **R-241016-3b**: Gerry Emery; Second: Suzanne Biemiller;

Motion passes with unanimous approval.

R-241016-4a (MCHS only)

Resolved, to ratify staff transfers between September 1st, 2024 and October 7th 2024, as presented.

Motion to approve **R-241016-4a**: Dee Dukes; Second: Michael Haugen;

Motion passes with unanimous approval.

R-241016-4b (All Boards, No MCHS)

Resolved, to ratify staff transfers between September 1st, 2024 and October 7th 2024, as presented.

Motion to approve **R-241016-4b**: Gerry Emery; Second: Suzanne Biemiller;

Motion passes with unanimous approval.

IV. Talent Update (Serena Amos)

- **Employee Retention Strategy**

R-241016-5 (MCHS only)

Resolved, that the Mastery Charter High School Board of Directors (“Board”) does hereby approve the establishment of the Plans as follow:

- Governmental 401(a) Plan
 - Allowing Non-Elective Employer Contributions
- Governmental 457(b) Plan
 - Allowing Pre-Tax Deferrals, Roth Deferrals, and Non-Elective Employer Contributions

Further resolved, that it is the intent of the Board that the Plans will conform with all federal and state statutory and regulatory requirements. Furthermore, the programs set forth shall not be subject to the requirements of Title I of ERISA, as the Employer is exempted from such requirements;

Further resolved, that the Board authorizes its Chief Executive Officer to act on the Employer’s behalf with respect to the Plans, and to take any and all actions necessary to establish, maintain, and administer the Plans

Motion to approve **R-241016-5**: Dee Dukes; Second: Michael Haugen;

Motion passes with unanimous approval.

Discussion:

- Mr. Emery inquired about the plans regarding employee participation with the plans. Are there specific criteria that must be met, or do we have the discretion to select which employees may participate?
- Serena confirmed we can select specific employees. Due to our relationship with PenServ and our 403(b) plan's advisors, I accessed free plan advice—something we hadn't utilized before, even though we were already paying for it.
- Ms. Biemiller inquired about the 403(b) plan and its vesting criteria, noting that employees become 50% vested after one year and fully vested after three years. She asked how it differed from a 401(a) plan.
- Serena Amos explained that the organization must offer the 403(b) plan to all employees. While employees are vested after one year, a 401(a) plan may have a longer vesting period.
- Ms. Biemiller sought clarification on contributing to the 403(b). Serena confirmed that employees can contribute and receive matching contributions up to certain limits.
- Serena added that the organization contributes a smaller percentage to the 403(b) for all employees, while the 401(a) plan is mainly for performance bonuses for executives and senior leaders.

V. Compliance (Michael Patron)

- **PA School Code Updates**

R-241016-6a (MCHS only)

Resolved, that section 3.11 of the bylaws of this corporation are hereby amended to add the following:

3.11 (a) AUDIT COMMITTEE. The Chair and the Members of the Committee shall be appointed by the Board. The responsibilities of the Audit Committee shall include evaluation and appointment of auditors, understanding of the audit approach, evaluation of audit results, and recommendation of acceptance of audit results/reports to the full Board.

3.11 (b) GOVERNANCE COMMITTEE. The Chair and the Members of the Committee shall be appointed by the Board. The responsibilities of the Governance Committee shall include board recruitment, onboarding, training and evaluation of board members, issues of legal and regulatory compliance and periodic review of the school's mission and bylaws.

Motion to approve **R-241016-6a**: Dee Dukes; Second: Michael Haugen;
Motion passes with unanimous approval.

R-241016-6b (All Boards, No MCHS)

Resolved, that section 3.11 of the bylaws of this corporation are hereby amended to add the following:

3.11 (a) AUDIT COMMITTEE. The Chair and the Members of the Committee shall be appointed by the Board. The responsibilities of the Audit Committee shall include evaluation and appointment of auditors, understanding of the audit approach, evaluation of audit results, and recommendation of acceptance of audit results/reports to the full Board.

3.11 (b) GOVERNANCE COMMITTEE. The Chair and the Members of the Committee shall be appointed by the Board. The responsibilities of the Governance Committee shall include board recruitment, onboarding, training and evaluation of board members, issues of legal and regulatory compliance and periodic review of the school's mission and bylaws.

Motion to approve **R-241016-6b**: Gerry Emery; Second: Suzanne Biemiller;
Motion passes with unanimous approval.

R-241016-7a (MCHS only)

Resolved, to appoint Sulaiman Rahman to serve as a member and chair of the Audit Committee.

Motion to approve **R-241016-7a**: Dee Dukes; Second: Michael Haugen;
Motion passes with unanimous approval.

R-241016-7b (All Boards, No MCHS)

Resolved, to appoint Suzanne Biemiller and Markida Ross to serve as members of the Audit Committee and Gerry Emery as member and chair.

Motion to approve **R-241016-7b**: Judy Tschirgi; Second: Bob Victor; Motion passes with unanimous approval.

Discussion:

- Ms. Dukes asked about the governance team committee and the Parent Action Team's role. Mr. Rahman replied that while details are undecided, the Governance Committee will discuss how to include parents and ensure balanced representation from Mastery Charter High School and other schools.

VI. Public Comments – No public comment

VII. Closed Session

VIII. End – Meeting Ended at 7:23pm