

**Howard Gardner MI Charter School
Public Board Meeting
July 19th, 2016**

The Howard Gardner MI Charter School (“HGMICS”) held a Public Board of Directors meeting on July 19th, 2016. Dr. Susan Trussler called the public meeting to order at 7:10 P.M and then subsequently presided over the meeting. The HGMICS facility, located at 1615 E. Elm Street, Scranton, PA and was the location for the public work session. The following directors attended: Susan Trussler, Clarence Lamanna, Lou Nivert and Amy Kenton. Also in attendance were Maria Rozaieski and Brent Pennington. Susan Trussler led those assembled in the Pledge of Allegiance and then took roll call for board members and administrators.

Dr. Trussler, President	<u>X</u>
Mr. Ruddy	<u>Absent</u>
Ms. Alperin	<u>Absent</u>
Dr. Langan	<u>Absent</u>
Mr. Nivert	<u>X</u>
Dr. Kenton	<u>X</u>
Mr. Lamanna	<u>X</u>

Administration:

Maria Rozaieski, Principal (non-voting)	<u>X</u>	
Renee Dougherty, HR Mgr (non-voting)	<u>Absent</u>	
Brent Pennington, Business/Tech Mgr. (non-voting)		<u>X</u>

There were no public visitors in attendance.

Lou Nivert made a motion to accept the minutes from the June 21st, 2016 meeting and Clarence Lamanna seconded the motion. All directors voted in favor.

Brent Pennington provided a financial update and recap of the financial report stating that for the start of the 2016-17 fiscal year the school is in a much stronger financial position than the previous year. We will not have to use the line of credit to cover regular operating expenses through the summer months as we have done in the past. The current accounts payable are \$125,035.50 and the accounts receivable are \$331,536.99. The two districts that have an outstanding balance owed to us are Scranton and Old Forge. Brent also stated that MMQ will again be performing our annual audit at the end of August, 2016. A motion to approve the

financial report was made by Lou Nivert and seconded by Clarence Lamanna. All board members voted in favor. There was no additional discussion of the financial report.

Maria Rozaieski reported on school matters. SCAMPS summer programs at the school went very well. There will be one more week in August. The pool/garden project is almost completed. The pool is filled in and we are deciding what to plant. Student supply lists and summer assignments are on our school website in preparation for the 2016-17 school year. Maria has a meeting scheduled for Friday, July 22nd with a group of grandparents interested in starting a foundation fund to assist the school. The group asked that Maria come up with a list of school needs/goals for the future. Maria informed the board that some of the heating/air conditioning units in the administrative wing and teacher's offices need to be replaced. Our maintenance person indicated he believes Friendship House is in possession of some of these units. Maria has called and inquired and is waiting for a call back. Maria indicated that some of HGMICS's policies need to be revised. Several calls were made to charter schools and other organizations for help with this process. Maria also reported on summer maintenance projects in the building. This year the green hallways are being re-painted and other walls are being washed. Floors are being stripped and re-waxed and carpeting is being cleaned. All is expected to be completed by the second week of August.

Susan Trussler gave the Board Committee report for the Personnel Committee. She noted that the unexpected decision on the part of Joseph Rasmus to rescind his acceptance of the position of CAO resulted in an emergency executive Board meeting that was held on June 28th, 2016. At that meeting the Board agreed that it was too late to open a search for a CAO, and that instead we would ask Maria, as Principal, to head the charter renewal process that is happening this coming year. Moreover it was agreed that the personnel committee would reevaluate the list of duties and responsibilities that had been assigned to the CAO position and consider how best to ensure that they are effectively and efficiently covered. This may include hiring additional staff and/or consultants as well as providing professional development for existing employees. The committee has already met twice with Maria to initiate this process and she has agreed to lead the charter renewal.

Amy Kenton gave the Board Committee report for the Nominating Committee. Amy Kenton and Fran Langan conducted phone interviews with the three candidates short-listed for positions on the Board to fill one vacancy created by the resignation of Jane Alperin and the

opening of two additional seats in order to bring the total number of board members to nine. Amy Kenton provided a brief summary of the phone interview details. Laila Kane, is a recently retired teacher at HGMICS and has also run a successful family business. She brings years of educational experience and expressed her devotion to seeing HGMICS continue to be successful. Stephanie Westington brings a banking industry background with 25 years of experience in the financial sector. She is very interested in our approach to education and feels strongly about community service projects and getting students involved in community efforts. John Ezbiansky is a parent of two students currently attending HGMICS and has been involved at the school as a former President of the Parent Forum organization and has also expressed his desire to promote HGMICS's success. He is also Vice-President of a successful local business. There was a motion made by Clarence Lamanna to appoint the three board nominees that were recommended by the committee to the board effective August 1. The motion was seconded by Lou Nivert. The vote in favor of the motion was unanimous. Amy stated the committee felt that it is important that board training be provided for these individuals prior to their first board meeting. Susan Trussler stated that Dr. Marie George, the Executive Vice-President of Keystone College and specialist in organizational leadership, will provide this training/orientation before the August board meeting and that there are plans for a more extensive training/retreat for the entire board in the early fall. Clarence Lamanna expressed his concern that the enforcement of Public School Code that pertains to School Boards be heavily stressed and suggested that our attorney, Kim Scanlon accompany Marie George in the training.

This is also the month of the year that Board officers are elected for the new fiscal year (2016-17). Lou Nivert suggested keeping the current group of officers in place: Susan Trussler, President; Fran Langan, Vice-President; and John Ruddy, Secretary; and made a motion to continue their service. Clarence Lamanna seconded the motion. The vote in favor of the motion was unanimous.

In terms of facilities, the Board and administrative staff discussed the maintenance and repair work to be completed on the electrical panels, on the parking lot/retaining wall, indoor painting and other maintenance needed during the summer. Several electrical contractors were contacted but only one, Joyce Electrical, Inc. came to assess and bid on the work. The estimated cost of replacing the electrical panel in the multi-purpose room, the double electrical panels in the kitchen, and replacing existing wiring, lighting fixtures and adding receptacles to the multi-

purpose room is \$13,000.00. HGMICS has still not received any word from the bus company's insurance company regarding the cost of replacing the retaining wall that was damaged by a school bus. HGMICS has since received several quotes and opinions about repair/replacement of the retaining wall and other options. The best solution at this time seems to be removing the wall entirely and repairing the driveway. The estimated cost to complete this work is also around \$13,000.00. We assume the insurance company reimbursement for repairing the wall would partially cover this cost. Lou Nivert also reiterated his concern to have the roof professionally evaluated. This would cost approximately \$2900.00. Susan Trussler made the motion to approve these three projects and Lou Nivert seconded the motion. All voted in favor.

Maria reported on the interviews conducted for the teacher vacancy in the 7th/8th grade classroom. She recommended that the board offer the position to Justine Tone. Justine is PA certified in General Science 7-12 and Mid-level Mathematics 7-9. The motion to approve hiring Justine Tone for the vacant position was made by Clarence Lamanna and seconded by Susan Trussler. All voted in favor.

Amy asked that Maria provide the Board with an update on the achievement of the goals and objectives of the Comprehensive Plan. She also asked for development of a plan that shows staffing and curricular implications of potentially continuing the new 1st and 2nd grade class upward through additional grade levels over the coming years. Finally, she asked that Maria let us know the plans for professional development during the summer pre-service session for the teachers.

Clarence Lamanna discussed a concern to have the minutes from our meetings reviewed and approved electronically by the Board in order to facilitate them being posted within five work days of a Board meeting. All board members present agreed to this suggestion.

At 8:07, no other items of business were raised and Susan Trussler adjourned the meeting.