

**Howard Gardner MI Charter School
Board of Directors Meeting
April 19, 2016**

The Howard Gardner MI Charter School (“HGMICS”) held a Board of Directors meeting on April 19, 2016. Dr. Susan Trussler called the public meeting to order at 7:30 P.M and then subsequently presided over the meeting. The HGMICS facility, located at 1615 E. Elm Street, Scranton, PA was the location for the public work session. The following directors attended: Frances Langan, Susan Trussler, Clarence Lamanna, Lou Nivert, and John Ruddy. Also in attendance were Maria Rozaieski, and Renee Dougherty. 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>X</u>
Ms. Alperin	<u>Absent</u>
Dr. Langan	<u>X</u>
Mr. Nivert	<u>X</u>
Dr. Kenton	<u>Absent</u>
Mr. Lamanna	<u>X</u>

Administration:

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

No members of the public were in attendance.

Approval of Previous Minutes

Fran Langan moved to accept the minutes from the March 15, 2016 meeting and Lou Nivert seconded the motion. All directors voted in favor.

Financial Update

John Ruddy provided a brief financial update (in Brent Pennington’s absence). The 4/15 accounts payable balance is \$192,481 and the accounts receivable balance is \$346,780. Frances Langan moved to accept the financial report and Lou Nivert seconded

the motion. There was no additional discussion of the financial report and all directors voted in favor of the motion.

School Matters and Policies

On school matters and policies, Maria Rozaieski discussed four topics: 1. Outdoor education, 2. PSSA Testing, 3. 2016-2017 enrollment and 4. School Improvement Plan re-submission. On the outdoor education – the 7th and 8th grades did a pilot in 2015 with a trip to Nay Aug Park. This year, the 5th through 8th classes will participate in outdoor education with a trip to Nay Aug Park. The 3rd and 4th grade students will also participate but will stay on the HGMICS campus. Regarding PSSA testing, HGMICS should be finished with it next week. HGMICS conducted PSSA testing 3 days last week, is conducting testing 4 days this week (Week of April 18th) and finally 2 days next week. Only 1 student opted out, which is a very low opt rate. Parents have the right parents to elect for the son/daughter to opt out of the exam. The testing is for students from the 3rd through 8th grades. On enrollment – the enrollment process needs to be completed by April 30. As of 4/19 the school is waiting on paperwork for a few applicants. Lastly, the school improvement plan resubmission is a matter of accounting for what HGMICS has done and accomplished as a school. More specifically, it allows the school to define targeted work that raised the achievement of its students. It's an evaluation of what happened during the school year. To formalize the plan, Susan Trussler as Board president and Maria Rozaieski, as Principal/CAO, must sign the document. The document must be posted to the school's website for 30 days prior to resubmission. **The Board determined that a vote was not needed to approve the school matters.**

Board Items

On Board items, Susan Trussler shared one item with the board: that the Education Division of the Taipei Economic and Cultural office in New York notified the school that Taiwan's Ministry of Education has approved Ms. Shih-Han Wang to conduct a 2nd year of education at HGMICS and the University of Scranton. The 2nd year would be for the 2016-2017 academic year. This is positive news as it means that it will be the 5th consecutive year that HGMICS will have Chinese language taught in the school.

After disclosing the item, Susan asked for John Ruddy to present the proposed 2016-2017 budget. John indicated that the budget and 2015-2016 results both contain good news. Due to higher school district reimbursements for the current fiscal year, HGMICS' net ordinary income is an estimated \$422,109 (vs. a budgeted \$113,547). In addition due to 30 additional students for which HGMICS would receive reimbursement for the 2016-2017 academic year, the projected net ordinary income is currently \$389,986. There are several important factors to consider (as they all impact the budget): 1. The school has budgeted a roughly 15% increase in health care cost from 2015-2016 to 2016-2017. Fran Langan commented that some schools are facing increases as much as 30%. Thus, HGMICS' increase isn't nearly as significant as other schools. 2. Next year's budget contains a 6% across the board (ATB) salary increase. John Ruddy noted that a 1% increase in salaries and wages ATB translated to roughly \$110.00 in increased costs. Susan Trussler added that when PSERS and health care costs are included, the number might be closer to \$150,000. Discussion ensued about attempting to increase compensation rates for people that are earning less than a market wage for their respective position in the school. 3. The school is in need of several capital improvement projects. For example, the school needs electrical upgrades as it has a dated system with as many as 6 electrical sub-panel boxes. A total for the capital improvements is unknown. Lou Nivert said he had an update on the roof which he would discuss later in the meeting under the board's facilities discussion. The Board was unable to conclude its discussion of the budget and either approve or disapprove of the budget. Different versions of the proposed budget were circulated in the meeting and it could not be determined which budget version was the most current version. As a result, the finance committee will have a further discussion of the budget in the coming month and present the updated figures at the May meeting. Lastly, Maria Rozaieski informed the board that HGMICS has received six resumes/applications in response to the school's public notification that it would be adding two members to its Board. The two new seats in addition to Janie Alperin's exit from the HGMICS board means that three new members would probably be joining the HGMICS board over the summer. Maria informed the Board that she would forward the resumes and applications for board member seats via email in the near future.

On HGMICS facilities, Maria Rozaieski informed the board that Terminix visited the HGMICS campus on April 16th to spray for Ants. The facilities have had ant issues lately. In addition, Lou Nivert stated that the current roof has been out of warranty for two years and as a result an evaluation of the roof is warranted. Having a roof consultant determine the remaining roof life would help the school determine when HGMICS would need to replace the roof. As a result, the school would be better able to budget for the roof's replacement cost. A discussion ensued in which several people asked whether it would be prudent to have a 2nd consultant bid the work (to produce a roof inspection and report). In general, the Board agreed that the school should make it a practice to regularly update its contractor lists and place out for bid work performed by outsiders. The Board determined that a vote was not needed concerning the school's facilities.

On personnel matters, Susan Trussler informed the board that the search committee has met and is making progress on its search for a Principal / CAO. The search has not yet been concluded, but it should be concluded in the next month. On other items, the Board discussed the HGMICS annual golf tournament. The 2016 tournament is scheduled to be held on Saturday May 7th. The school has already received several large sponsors to help with tournament fundraising. Each board member will receive raffle tickets to sell or purchase. A total of 16 foursomes have been confirmed but that a maximum of 24 are typically allowed.

At 7:45, no other items of business were mentioned so Susan Trussler adjourned the meeting.

Next Board Meeting Date: Tuesday, May 17 , 2016 at 7:00 p.m. at 1615 East Elm Street, Scranton, PA.