

**Howard Gardner MI Charter School
Board of Directors Meeting
February 16, 2016**

The Howard Gardner MI Charter School (“HGMICS”) held a Board of Directors meeting on February 16, 2016. Dr. Susan Trussler called the public meeting to order at 7:00 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 and private board meeting. The following directors attended: Amy Kenton (via skype), Susan Trussler, Clarence Lamanna, Lou Nivert, and John Ruddy. Also in attendance were Maria Rozaieski, and Brent Pennington, 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>Absent</u>
Mr. Nivert	<u>X</u>
Dr. Kenton (via skype)	<u>X</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>

Approval of Previous Minutes

John Ruddy moved to accept the minutes from the January 25, 2015 meeting and Susan Trussler seconded the motion. All directors voted in favor.

Financial Update

Lou Nivert provided a brief financial update in Brent Pennington’s (absent) stead. As of 01/31/2016, the accounts payable were \$166,462.42 and the accounts receivable

were \$395,786.65. In addition, Mr. Nivert mentioned the state budget impasse. A board vote was not needed to approve the financial update.

School Matters and Policies

On school matters, Maria Rozaieski discussed the school's policies and procedures. In the December 2015 and January 2016 HGMICS board meetings, Ms. Rozaieski presented the board with a draft dismissal policy. Kim Scanlon, Esquire--Oliver, Price and Rhodes has reviewed the current dismissal policy and found the draft policy document acceptable from a legal perspective. Ms. Rozaieski also stated that it may be possible to obtain a sample policy and procedure document from a nearby charter school with whom HGMICS has a friendly working relationship. Discussion ensued about the separation of the policy into two separate documents – one policy and one procedure document. In addition, Lou Nivert opined that the dismissal procedures provided to the staff should be more detailed than the dismissal procedures provided to the parents. More broadly, the board discussed the school's overall policies. HGMICS should have policies for any significant school item. Clarence Lamanna pointed out that whenever an issue or event occurs, policies and procedures are needed as a means to protect and justify a given school's actions or stance. The board collectively agreed that the school's policies need to have a similar format. The Board determined that a vote was not needed to approve the school matters.

On HGMICS facilities, Maria Rozaieski informed the board that the school has received three independent bids for a new phone system. Mr. Brent Pennington has worked on obtaining bids from independent contractors. One bid (from Novation Networks of Kingston, PA) is significantly cheaper than the other two. The bid includes new handsets and a Polycom adapter and unit. The estimated cost is \$4,300 + an additional \$750 for one Polycom unit and adaptor. The board discussed that the school may need a second adaptor to allow for conference calls in the board room and in either the Spanish room (the current location for public meetings) or the gymnasium. The board discussed the issue of monitoring valuable school property, such as the new phone system, the chrome books (laptops) for student use, and/or power tool provided to the maintenance staff. The school invests significant resources in personal property assets

that need to be safeguarded. The board also stated that the school may need to develop a policy regarding the assets. Lou Nivert moved to approve the phone system cost and to allow the administrators the flexibility to spend additional monies to obtain a new phone system that includes two Polycom units and adaptors. Susan Trussler seconded the motion. All directors voted in favor.

Board Items

Susan Trussler discussed the search for a HGMICS CEO/CAO director. Renee Dougherty provided a copy of the *Scranton Times* advertisement that ran in a recent Sunday edition of the paper. Susan Trussler stated that the HGMICS website lists the position opening. HGMICS has received two applications for the position opening which closes on March 7th. A second Board item is in regards the Keystone Alliance for Public Charter schools conference. The conference is being held on Thursday March 3rd and Friday March 4th in Hershey PA. Maria Rozaieski, Fran Langan and Susan Trussler are all registered for the conference. No vote was needed to approve the board items.

On other items, the Board discussed the HGMICS annual golf outing. Maria Rozaieski stated that Ellen Yuskavage, a former HGMICS Board members, is leading efforts to organize the 2016 tournament, which is scheduled to be held on Saturday May 7th. The tournament is he school's biggest fundraiser of the year; it raised over \$7,000 in 2015. It's important to distribute flyers about the event to as many people as possible. Maria Rozaieski distributed s sample "save the date" flyer about the outing.

At 7:15, no other items of business were mentioned so Lou Nivert and John Ruddy made a motion to adjourn the meeting.

Next Board Meeting Date: Monday, March 15 , 2016 at 7:00 p.m. at 1615 East Elm Street, Scranton, PA.