

**Howard Gardner MI Charter School
Public Board Meeting
December 20th, 2016**

The Howard Gardner MI Charter School (“HGMICS”) held a Public Board of Directors meeting on Tuesday, December 20th, 2016. Dr. Susan Trussler called the public meeting to order at 7:35 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: John Ezbiansky, Laila Kane, Clarence Lamanna, Lou Nivert, John Ruddy, Susan Trussler and Stephanie Westington. Also in attendance were Maria Rozaieski, school principal, Renee Dougherty, HR Manager, and Ryan Schumm of Charter Choices. No public visitors were present at the meeting.

Susan Trussler led those assembled in the Pledge of Allegiance and then took roll call for board members and administrators.

Directors

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

Administration:

Maria Rozaieski, Principal (non-voting)	<u>X</u>
Renee Dougherty, HR Mgr (non-voting)	<u>X</u>

The Board members unanimously approved the Board meeting minutes from the November 15th, 2016 meeting. Laila Kane made a motion, which Stephanie Westington seconded, to approve the minutes as presented. There was no further discussion of the November minutes and all directors voted in favor of approving the minutes.

Ryan Schumm of Charter Choices provided a brief financial update. HGMICS is five months into its fiscal year and the school's finances are progressing as budgeted with a few differences. The percent remaining to collect is very low, which is a positive. Also, the Title I & II revenues are more than what was originally budgeted. This is also a positive. The result is that the net income (full year) is projected to be higher than originally budgeted. Overall, there is nothing from a financial perspective that is a concern at this time. There were no comments or questions about HGMICS' financial report. Dr. Trussler asked for a motion to approve the financial report, which Clarence Lamanna made and Laila Kane seconded. All directors voted unanimously to approve the financial report. The HGMICS Board of directors noted for the record its appreciation to Charter Choices for their service over the prior month. The Board also made a special note of thanks to Ryan Schumm for his Board meeting attendance and presentation.

Regarding School Matters and Policies, Maria Rozaieski provided an update on the school's charter renewal efforts. Alex Schuh of School Frontiers (HGMICS consultant) provided a list of items most commonly needed for charter renewal. Maria and the school's administrators have been working on the "to do" list. A discussion ensued how several directors still need to provide a biography and related information. Overall, the charter renewal process is progressing as planned.

Regarding the School's facilities, Maria Rozaieski provided an update on two matters:

1. Triguard completed its fire alarm work on the outbuilding. The outbuilding's fire alarm system is now connected to the main building's system. However, the music room, which used to be housed in the outbuilding, is still located in the main building and will remain there for the remainder of this school year. All work on the outbuilding's fire alarm system is complete and no additional work is planned or needed at this time.
2. HGMICS obtained three duct cleaning work estimates. The work estimates costs from the three contractors vary significantly. An HVAC professional from a local university, experienced with duct cleaning work and bidding, has reviewed and commented on the proposals. A motion authorizing the cleaning was passed in

November. The Board concurred with the outside advisor that the proposal from Serv-Pro for \$1,800 was the most specific, detailed, and reasonable proposal. It was agreed to engage Serv-Pro for the cleaning to occur over the upcoming Holiday break. Maria reminded the board that the work pertains to only the Early Childhood section of the building, approximately 25% . It was suggested to have similar cleaning of ductwork done in other portions of the building over the next few years.

Regarding School Personnel Matters, Susan Trussler made three motions concerning salaries on behalf of the Ad Hoc Committee on Salaries and Benefits. In previous HGMICS board meetings, the board discussed HGMICS teacher salaries relative to teacher salaries at local public schools. According to an analysis conducted by Drs. Trussler and Langan, current HGMICS teacher salaries are at approximately 71% of the average of those in the Abington Heights and Scranton school districts. The analysis compared salaries for teachers of equivalent experience and education level. The three motions made by Susan Trussler are a first step to bring HGMICS salaries more in line with the authorizing school districts. The motions are as follows:

Motion 1: To increase the annual base salary of Arielle May to \$32,594 effective January 1, 2017. Susan Trussler made the motion, which John Ezbiansky,seconded. All directors voted unanimously to approve the motion.

Motion 2: To increase the annual base salary for all full-time employees by \$1,000 effective January 1, 2017.

Susan Trussler made the motion, which Lou Nivert seconded. All directors voted unanimously to approve the motion.

Motion 3: To also increase the annual base salary, effective January 1, 2017, for all full-time classroom teachers by an additional amount equivalent to \$200 for each year of service to this institution and its predecessors. Laila Kane made a motion, which John Ruddy seconded. All directors voted unanimously to approve the motion.

Susan Trussler thanked the Board for their support and reiterated that while the third motion only applied to full-time classroom teachers, the Salaries and Benefits Committee will be examining the salaries of all other full-time employees, and expects to bring forward further motions in the coming months.

Under other items/new business, the date for Grandparents Day has been moved to a date yet to be determined at the end of January or beginning of February. The initial date proposed was very close to another event already scheduled and there was concern there would be low attendance.

At 8:20pm, no other items of business were raised. Susan Trussler adjourned the meeting. The next HGMICS Public Board meeting is scheduled for Tuesday January 17th at 7:00 pm.

Howard Gardner Multiple Intelligence CS
 Budget vs. Actual Report for the Six Months Ending December 2016
 50% of Fiscal Year Remaining

	<u>2017 Budget</u>	<u>July-Dec Activity</u>	<u>Balance Remaining</u>	<u>% Remaining</u>
REVENUES				
Local Revenue				
1. Per Pupil Tuition	\$2,604,167	\$1,324,297	\$1,279,870	49.1%
2. Food Service	\$14,000	\$7,777	\$6,223	44.4%
3. Miscellaneous	\$30,500	\$15,857	\$14,643	48.0%
State Revenue				
4. Health Reimb.	\$3,200	\$0	\$3,200	100.0%
5. Ready To Learn Block Grant	\$0	\$7,249	\$0	0.0%
Federal Revenue				
6. IDEA	\$69,990	\$0	\$69,990	100.0%
7. Title I&II	\$73,998	\$114,574	-\$40,576	-54.8%
TOTAL REVENUE	<u>\$2,795,855</u>	<u>\$1,469,754</u>	<u>\$1,333,350</u>	<u>47.7%</u>
EXPENDITURES				
Salaries & Benefits				
8. Inst. Salaries	\$888,264	\$374,464	\$513,800	57.8%
9. Inst. Benefits	\$322,276	\$190,590	\$131,686	40.9%
10. Support Salaries	\$472,650	\$144,634	\$328,016	69.4%
11. Support Benefits	\$166,909	\$83,205	\$83,704	50.1%
Total Salaries & Benefits	<u>\$1,850,099</u>	<u>\$792,893</u>	<u>\$1,057,206</u>	<u>57.1%</u>
Purchased Services				
12. Inst. Services	\$146,742	\$64,240	\$82,502	56.2%
13. Support Services	\$199,354	\$63,504	\$135,850	68.1%
14. Facility Services	\$169,780	\$76,206	\$93,574	55.1%
15. Debt Service	\$93,600	\$58,927	\$34,673	37.0%
Total Purchased Services	<u>\$609,476</u>	<u>\$262,877</u>	<u>\$346,599</u>	<u>56.9%</u>
Supplies & Materials				
16. Inst. Supplies & Mat.	\$40,000	\$20,915	\$19,085	47.7%
17. Support Supplies & Mat.	\$19,110	\$7,713	\$11,397	59.6%
18. Facility Supplies & Mat.	\$8,200	\$3,908	\$4,292	52.3%
Total Supplies & Materials	<u>\$67,310</u>	<u>\$32,537</u>	<u>\$34,773</u>	<u>51.7%</u>
19. Student Activities	<u>\$12,000</u>	<u>\$15,077</u>	<u>-\$3,077</u>	<u>-25.6%</u>
TOTAL EXPENDITURES	<u>\$2,538,885</u>	<u>\$1,103,384</u>	<u>\$1,435,501</u>	<u>56.5%</u>
NET INCOME (DEFICIT)	<u>\$256,970</u>	<u>\$366,370</u>		