

**Howard Gardner MI Charter School  
Public Board Meeting  
February 21, 2017**

The Howard Gardner MI Charter School (HGMICS) held a Public Board of Directors meeting on Tuesday, February 21, 2017. Dr. Susan Trussler called the public meeting to order at 7:40 PM 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, Lou Nivert, Dr. Susan Trussler, Stephanie Westington, Dr. Frances Langan, and Dr. Clarence Lamanna. Also in attendance were Maria Rozaieski, school principal, and Renee Dougherty, Human Resource/Admissions Manager. No public visitors were present at the meeting.

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

**Directors**

Dr. Susan Trussler, President	X
Dr. Frances Langan, Vice President	X
Mr. John Ruddy	Absent
Mr. John Ezbiansky	X
Ms. Laila Kane	X
Dr. Amy Kenton	Absent
Dr. Clarence Lamanna	X
Mr. Lou Nivert	X
Ms. Stephanie Westington	X

**Administration**

Maria Rozaieski, Principal (non –voting)	X
Renee Dougherty, HR Mgr (non-voting)	X

Kimberly Scanlon, school solicitor, was not present for the meeting.

The Board members unanimously approved the Board meeting minutes from the January 17, 2017 Meeting. The motion was made by Louis Nivert and seconded by Stephanie Westinghouse. There was no further discussion of the January minutes and all directors voted in favor of approving the minutes.

The Board members reviewed the financial statement prepared by Charter Choices for the period ending February 17, 2017. In brief, total revenue to date is \$1,627,707.00; total expenditures were \$1,267,835.00. For a more more detailed account of these items please see

attached sheet. No discussion followed and Laila Kane made a motion to approve the financial statement and it was seconded by Dr. Frances Langan. The Board unanimously approved the financial statement.

Dr. Susan Trussler made a motion to reduce the Line of Credit at FNCB to \$150,000 from a previous amount of \$300,000 based on current financial status. The purpose of doing so is to reduce the bank fee for renewal of annual line of credit available. If a need arises to raise the limit, there will not be any problem in doing so. John Ezbiansky seconded the motion and all voted unanimously to approve .

Regarding school matters and policies, Maria Rozaieski provided an update on the summer SCAMPS program. Teachers are discussing the possible option of an all-day program and are working on the development of the brochure.

The Title I annual audit will occur in May to verify that all school records are in compliance with Federal rules.

The school calendar for the 2017-2018 year is under review. Maria stated that under review is the possibility of starting before Labor Day. This proposed calendar will be ready for the March board meeting.

Renee Dougherty reported that all of the re-enrollment forms are complete. The Lottery will take place in the second week of March when Judge Karoline Mehalchick is available. There are eleven openings in the new Intermediate Class and a few spots in the Kindergarten classes.

Committee reports are as follows:

**Board Items:** Dr. Susan Trussler made a motion to approve the continued participation in the Taiwan Ministry of Education- HGMICS – University of Scranton Partnership. The increased contribution for HGMICS is not to exceed \$10,000. John Ezbiansky seconded the motion and all voted unanimously in favor.

Laila Kane, as a member on the Ad Hoc Committee for Classroom Needs reported that she had the results of a survey of needs given to each classroom teacher and Maria. The responses will be given to Maria for her review. She will present to the Board a summary of the needs based on priority and available funding.

**Personnel:** Dr. Susan Trussler reported that the Personnel Committee formulated a salary proposal for full-time aides and full-time non-classroom staff who only received the \$1,000 per year increase that was passed in December. She made a motion that would further increase salaries for the seven full-time teacher aides and the six other non-classroom staff in a total amount not to exceed \$16,000 per year,retroactive to January 1, 2017. The motion was seconded by Dr. Clarence Lamanna. All members voted unanimously to accept the motion.

Maria reported that it is time to advertise for three positions: Intermediate classroom

teacher; Intermediate classroom aide and a Part-time IT person. The IT position will need to start in July. Base salary information will be needed from the Personnel Committee.

**Facilities:** Maria Rozaieski reported that Serv Pro, who performed the duct cleaning in the Early Childhood wing, provided an estimate of \$4500 to complete the duct cleaning of the rest of the main building. A motion to approve the work and accept that bid was made by Laila Kane and seconded by Dr. Frances Langan. All voted unanimously to approve the motion. The work will be done in the summer as it cannot be performed with students in the building. Maria also reported that an exhaust fan in the kitchen was replaced as well as a heating element in the dishwasher. The alarms and strobe lights for the fire alarm system were replaced in the Multi-Purpose room as they were not effective at time of the last fire drill. All fire extinguishers were inspected and some were replaced.

Lou Nivert reported that the roof inspection would occur on Thursday, February 23, 2017 and Bryan would need to be informed. This step is necessary for the roof repair job to be put out for bid.

**Under Other Items/New Business:** Maria reported that the Golf Tournament Committee held another meeting and the "Save the Date" cards for Saturday, May 13, should be sent out in the near future.

At 8:05 PM, no further items of business were raised and Dr. Susan Trussler asked for a motion to adjourn which was provided by Dr. Frances Langan. The next HGMICS Public Board meeting is scheduled for Tuesday, March 21, 2017 at 7:00 PM.

Howard Gardner Multiple Intelligence CS  
 Budget vs. Actual Report for the Eight Months Ending February 2017  
 33% of Fiscal Year Remaining

	<u>2017 Budget</u>	<u>July-Feb Activity</u>	<u>Balance Remaining</u>	<u>% Remaining</u>
<b>REVENUES</b>				
<b>Local Revenue</b>				
1. Per Pupil Tuition	\$2,604,167	\$1,790,217	\$813,950	31.3%
2. Food Service	\$14,000	\$11,735	\$2,265	16.2%
3. Miscellaneous	\$30,500	\$21,082	\$9,418	30.9%
<b>State Revenue</b>				
4. Health Reimb.	\$3,200	\$0	\$3,200	100.0%
5. Ready To Learn Block Grant	\$0	\$7,249	\$0	0.0%
<b>Federal Revenue</b>				
6. Title I&II, SIG, IDEA	\$143,988	\$68,213	\$75,775	52.6%
<b>TOTAL REVENUE</b>	<b><u>\$2,795,855</u></b>	<b><u>\$1,898,496</u></b>	<b><u>\$904,608</u></b>	<b><u>32.4%</u></b>
<b>EXPENDITURES</b>				
<b>Salaries &amp; Benefits</b>				
7. Inst. Salaries	\$888,264	\$535,203	\$353,061	39.7%
8. Inst. Benefits	\$322,276	\$255,027	\$67,249	20.9%
9. Support Salaries	\$472,650	\$208,712	\$263,938	55.8%
10. Support Benefits	\$166,909	\$110,339	\$56,570	33.9%
<b>Total Salaries &amp; Benefits</b>	<b><u>\$1,850,099</u></b>	<b><u>\$1,109,281</u></b>	<b><u>\$740,818</u></b>	<b><u>40.0%</u></b>
<b>Purchased Services</b>				
11. Inst. Services	\$146,742	\$48,898	\$97,844	66.7%
12. Support Services	\$199,354	\$89,274	\$110,080	55.2%
13. Facility Services	\$169,780	\$101,765	\$68,015	40.1%
14. Debt Service	\$93,600	\$73,988	\$19,612	21.0%
<b>Total Purchased Services</b>	<b><u>\$609,476</u></b>	<b><u>\$313,925</u></b>	<b><u>\$295,551</u></b>	<b><u>48.5%</u></b>
<b>Supplies &amp; Materials</b>				
15. Inst. Supplies & Mat.	\$40,000	\$32,694	\$7,306	18.3%
16. Support Supplies & Mat.	\$19,110	\$11,134	\$7,976	41.7%
17. Facility Supplies & Mat.	\$8,200	\$4,840	\$3,360	41.0%
<b>Total Supplies &amp; Materials</b>	<b><u>\$67,310</u></b>	<b><u>\$48,667</u></b>	<b><u>\$18,643</u></b>	<b><u>27.7%</u></b>
18. Student Activities	\$12,000	\$10,535	\$1,465	12.2%
<b>TOTAL EXPENDITURES</b>	<b><u>\$2,538,885</u></b>	<b><u>\$1,482,409</u></b>	<b><u>\$1,056,476</u></b>	<b><u>41.6%</u></b>
<b>NET INCOME (DEFICIT)</b>	<b><u>\$256,970</u></b>	<b><u>\$416,087</u></b>		