

**Howard Gardner MI Charter School**  
**Public Board Meeting**  
**April 18th, 2017**

The Howard Gardner MI Charter School (HGMICS) held a Public Board of Directors meeting on Tuesday, April 18, 2017. Dr. Susan Trussler called the public meeting to order at 7:10 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, Stephanie Westington, Dr. Susan Trussler, Dr. John Ruddy, Dr. Frances Langan, and Dr. Clarence Lamanna. Also in attendance were Maria Rozaieski, school principal and Renee Dougherty, HR Mgr. 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
Dr. John Ruddy	X
Mr. John Ezbiansky	X
Ms. Laila Kane	Absent
Dr. Amy Kenton	Absent
Dr. Clarence Lamanna	X
Mr. Lou Nivert	Absent
Ms. Stephanie Westington	X

**Administration**

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

Michael O'Brien, Attorney at law from Oliver Price and Rhodes, attended the meeting on behalf of Kimberly Scanlon. Atty. Scanlon is currently on maternity leave.

The Board members discussed the Board meeting minutes from the March 21, 2017 Meeting. Susan Trussler suggested two edits to the minutes: 1. Regarding facilities, to include the amount of the roof repair costs of \$14,450. The draft minutes has a discussion of the selection of the contractor and the vote to have the roof repairs performed, but did not include the estimated amount of the repair costs. 2. Regarding personnel, to clarify that Maria Summa's move to full-time employee status would occur as of April 1, 2017. All the Board members agreed with the suggested edits. A motion was made by Clarence Lamanna and seconded by Fran Langan to approve the minutes. There was no further discussion and all directors voted in

favor of approving the March minutes.

The Board members reviewed the financial statement prepared by Charter Choices for the period ending March 31, 2017. In brief, total revenues to date are \$2,176,564 and total expenditures are \$1,694,826. A more detailed account of these items is included on the attached sheet. A brief discussion ensued about the school's cash position. Due to an increase in number of students during the past two school years and conservative expenditures, the school now has a large cash balance. Stephanie Westington is going to investigate what options the school has to place the monies in a short-term certificate of deposit (CD) or other interest generating account to maximize the value of the idle cash. John Ezbiansky made a motion to approve the financial report. Clarence Lamanna seconded the motion. The Board unanimously approved the financial report.

Regarding school matters and policies, Maria Rozaieski provided a revised draft 2017-2018 academic year calendar. The Board discussed a draft calendar at the March meeting and asked for revisions. Other than some minor tweaks to some of the language, all agreed that the revised calendar was improved. As a result, Fran Langan made a motion to approve the calendar. John Ezbiansky seconded the motion. The Board unanimously approved the 2017-2018 academic calendar, as presented.

Board committee reports and discussions are as follows:

**Board Items:** Clarence Lamanna led a discussion concerning the HGMICS Board's long term planning efforts. It is important that the Board consider where HGMICS should be in 3 to 5 years. Examples of questions that the school should consider include: What personnel are needed? What are the school's information technology needs? Does the school need a full-time business manager? Do we need an assistant principal? What are the school's long term financial plans and budgets? Fran Langan interjected that she agreed and that it would be helpful to have experienced strategic planners, external to HGMICS, to help the school craft a comprehensive strategic plan. The school has had preliminary discussions with Alex Schuh of Frontier21 to help HGMICS along in the process. He and his firm have extensive experience helping charter schools with similar projects. Susan Trussler reminded the Board that Alex and his team have worked with HGMICS previously to help with this year's charter renewal process. In addition, Marie George is a Northeast Pennsylvania resident that has extensive experience with strategic plans. It might be possible for Marie and Alex to work together to help HGMICS with a strategic plan. Fran Langan stated that everything in the strategic plan should point back to the students and improving their HGMICS learning experience.

**Facilities:** The HGMICS board discussed three items: 1. HGMICS roof repairs; 2. Recent HGMICS duct cleaning and 3. Recent HGMICS classroom reorganization efforts. The

details are as follows: On roof repairs, last month the board approved the decision to have C&D Waterproofing make repairs to the roof. However, things have not yet moved forward. It was agreed that the school administrators would contact Lou Nivert in an attempt to move things forward so that the roofing contractor can begin repairs. On duct cleaning, one section of the building recently had its duct work cleaned. The remaining sections of the building will be done section by section. It should take until summertime to have the duct work cleaned for the entire building. Lastly, reorganization of the location of some of the HGMICS classes was discussed. More specifically, the new 3<sup>rd</sup> and 4<sup>th</sup> grade class will be located in the yellow pod, which is the current location of the two other 3<sup>rd</sup> and 4<sup>th</sup> grade classes and one 5<sup>th</sup> and 6<sup>th</sup> grade class. As a result, that 5<sup>th</sup> and 6<sup>th</sup> grade class would have to be moved to another part of the building. The topic prompted discussion about equipment storage in the outbuilding previously used for the music room. The school currently stores maintenance equipment including grass cutting equipment in the garage area attached to that building. Due to space constraints, HGMICS needs to consider purchasing an outdoor shed for equipment storage. None of the three facility topics required an HGMICS board vote.

**Personnel:** Maria Rozaieski stated that HGMICS has several openings for various positions and roles on the school's staff. First, the school is looking for a 3<sup>rd</sup> and 4<sup>th</sup> grade classroom teacher. The school needs to advertise the opening this spring. Second but related to that position, the school has a need for an additional classroom aide in that grade level. Third, the school has a continued need for an IT services professional. We currently have a part-time person helping with the school's technology needs, but the school needs a more permanent solution. The school needs to begin working on a job description to advertise the position. Lastly, the school will also be hiring two lunch aides. None of the personnel discussions required a HGMICS board vote.

**Under Other Items/New Business:** Maria Rozaieski stated that the HGMICS golf tournament is moving ahead as planned. She reminded everyone that the annual golf tournament is scheduled for May 13<sup>th</sup> and is the main HGMICS fundraising event. Maria handed out raffle tickets to Board members to help support the golf tournament. The tournament can handle a maximum of 25 foursomes for a total of 100 people.

At 8:00 PM, no further items of business were raised and Dr. Susan Trussler asked for a motion to adjourn which John Ruddy provided. The next HGMICS Public Board meeting is scheduled for Tuesday, May 16, 2017 at 7:00 PM.

Howard Gardner Multiple Intelligence CS  
 Budget vs. Actual Report - Ten Months Ending April 2017  
 17% of Fiscal Year Remaining

	<u>2017 Budget</u>	<u>July-Apr Activity</u>	<u>Balance Remaining</u>	<u>% Remaining</u>
<b>Local Revenue</b>				
1. Per Pupil Tuition	\$2,604,167	\$2,283,108	\$321,059	12.3%
2. Food Service	\$14,000	\$16,218	(\$2,218)	-15.8%
3. Miscellaneous	\$30,500	\$36,214	(\$5,714)	-18.7%
<b>State Revenue</b>				
4. Health Reimb.	\$3,200	\$0	\$3,200	100.0%
5. Ready To Learn Block Grant	\$0	\$14,498	\$0	0.0%
<b>Federal Revenue</b>				
6. Title I&II, SIG, IDEA	\$143,988	\$76,769	\$67,219	46.7%
<b>TOTAL REVENUE</b>	<u><b>\$2,795,855</b></u>	<u><b>\$2,426,807</b></u>	<u><b>\$383,546</b></u>	<u><b>13.7%</b></u>
<b>Salaries &amp; Benefits</b>				
7. Inst. Salaries	\$888,264	\$705,377	\$182,887	20.6%
8. Inst. Benefits	\$322,276	\$334,657	(\$12,381)	-3.8%
9. Support Salaries	\$472,650	\$268,270	\$204,380	43.2%
10. Support Benefits	\$166,909	\$140,817	\$26,092	15.6%
<b>Total Salaries &amp; Benefits</b>	<u><b>\$1,850,099</b></u>	<u><b>\$1,449,122</b></u>	<u><b>\$400,977</b></u>	<u><b>21.7%</b></u>
<b>Purchased Services</b>				
11. Inst. Services	\$146,742	\$51,332	\$95,410	65.0%
12. Support Services	\$199,354	\$119,869	\$79,485	39.9%
13. Facility Services	\$169,780	\$126,788	\$42,992	25.3%
14. Debt Service	\$93,600	\$88,703	\$4,897	5.2%
<b>Total Purchased Services</b>	<u><b>\$609,476</b></u>	<u><b>\$386,692</b></u>	<u><b>\$222,784</b></u>	<u><b>36.6%</b></u>
<b>Supplies &amp; Materials</b>				
15. Inst. Supplies & Mat.	\$40,000	\$39,346	\$654	1.6%
16. Support Supplies & Mat.	\$19,110	\$20,832	(\$1,722)	-9.0%
17. Facility Supplies & Mat.	\$8,200	\$6,970	\$1,230	15.0%
<b>Total Supplies &amp; Materials</b>	<u><b>\$67,310</b></u>	<u><b>\$67,147</b></u>	<u><b>\$163</b></u>	<u><b>0.2%</b></u>
18. Student Activities	<u>\$12,000</u>	<u>\$15,475</u>	<u>(\$3,475)</u>	<u>-29.0%</u>
<b>TOTAL EXPENDITURES</b>	<u><b>\$2,538,885</b></u>	<u><b>\$1,918,436</b></u>	<u><b>\$620,449</b></u>	<u><b>24.4%</b></u>
<b>NET INCOME (DEFICIT)</b>	<u><u><b>\$256,970</b></u></u>	<u><u><b>\$508,370</b></u></u>		