

Howard Gardner MI Charter School

Public Board Meeting

August 15,2017

The Howard Gardner MI Charter School (“HGSMICS) held a Public Board of Directors meeting on Tuesday, August 15, 2017. Dr. Susan Trussler called the public meeting to order at 7:10 PM and then subsequently presided over the meeting. The HGSMICS 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, Dr. Susan Trussler, Stephanie Westington and Dr. Clarence Lamanna. Also in attendance were Maria Rozaieski, school principal and Renee Dougherty, Human Resource Manager. 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	Absent
Mr. John Ruddy	Absent
Mr. John Ezbiansky	X
Ms. Laila Kane	X
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

Kimberly Kost Scanlon of Oliver, Price and Rhodes was also in attendance. In addition, two visitors, Joy Nelson and Michael Dudzic both of the Riverside School District addressed the Board with school related topics in the Second Public Hearing Session of the meeting.

The Board members unanimously approved the Board meeting minutes from the July 18, 2017 Meeting. The motion was made by Clarence Lamanna and seconded by John

Ezbiansky. There was no further discussion of the July 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 July 31, 2017. In brief, the school has carried just over 210 days cash on hand with total cash balance of \$1,616,996.12. Details will be posted on the school website along with the minutes. Current total assets are \$1,774,972.14. The FNCB loan balance is \$1,134,480.71 No discussion followed and Clarence Lamanna made a motion to approve the financial statement which was seconded by Laila Kane. The Board unanimously approved the financial statement.

A revised budget was approved with increases in the salary and benefits department. Based on recommendations from Charter Choices and the Finance Committee, a motion was made by Clarence Lamanna and seconded by John Ezbiansky to reduce the cash on hand by making a payment of \$500,000 on the principal of the mortgage loan with FNCB. A second motion was made by Laila Kane and seconded by John Ezbiansky to set an additional \$500,000 in reserve to either be paid against the FNCB loan this fiscal year or meet any additional unexpected expenses. Both motions were passed unanimously.

Regarding school matters and policies, Maria Rozaieski provided an update on the completion of updating/developing several school polices that had been reviewed by Board members before the meeting. The following polices were brought forward for approval effective August, 2017: "Employee Complaint", "Attendance at Board Meetings via Electronics", "Cash Management", "Allowability of Costs", "Travel Reimbursement", "Conflict of Interest and Procurement". The last five of these were required so as to be in compliance for receiving Federal funding. Legal counsel advised that State Charter Law guidelines could be integrated with the Federal rules in these policies. A motion was made by Susan Trussler and seconded by Laila Kane to formally adopt these seven policies. The board vote was unanimous. The Suicide Awareness Policy needs some revisions and will be reviewed at the next meeting along with five more polices that Clarence, Laila and Maria determine are the next priority.

Committee reports are as follows:

Board Items: Susan Trussler reported that a final confidential report was submitted by Dr. Marie George. It is an Operational Effectiveness Report with 17 recommendations for the Board to consider. The next step is for the Board to prioritize the needs and develop an action plan which will include a timeline and budgetary needs in order to implement the recommendations. She hopes to have a report by the September meeting. A summary of the action plan will be made available to all the stakeholders. She stressed that a long range

Strategic Plan is a future endeavor but this action plan based on the Operational Effectiveness report is a precursor to that.

Facilities: Maria Rozaieski reported that all the necessary maintenance for having the building ready for the opening of school is underway. Rugs and floors are being cleaned, painting is being done. The shed for storage has not yet arrived.

Personnel: Dr. Susan Trussler reported that the Personnel Committee has formulated a salary proposal that enacts raises of at least 2% for the entire staff for the 2017-2018 school year. A system of minimum salaries for teachers and aides for the year was presented with a separate step chart based on qualifications and years of service for teachers and another for aides. For each individual, their salary for 2017-18 would be the larger of either the minimum from the step chart or their 2016-17 salary plus a 2% increase. For teachers the effect is to raise minimum salaries at each step to approximately 75% of the average of the chartering school district salaries at equivalent steps. Susan Trussler made the motion to approve these salaries and Clarence Lamanna seconded it. The vote to accept the motion was unanimous. The budget line item for salaries is increased to \$1,287,412.50.

Maria reported an update on new positions. Ciara Cawley has accepted the position of teacher for the new 3rd/4th class. The aide positions for that level were accepted by Katherine Hoban and Kaitlyn Hicks. The offers for Science at the Senior Level and the Physical Ed/ Health were not accepted and have been re-advertised.

Susan Trussler made a motion to accept the recommendations from Maria to offer Katrina Mercuri Newman the Senior Class Science position at a salary of \$33,000. Laila Kane seconded the motion and all board members voted unanimously to approve. Another motion was made by Susan Trussler and seconded by Laila Kane to offer Brian Kubilus a full-time position as the Phys Ed/Health teacher for all grades at a salary of \$33,000. All voted unanimously to approve.

Under Other Items/New Business: Maria reported that Samario's, the food service at the school for the past five years will no longer be servicing the school. They have opened a second restaurant and do not have the staff or time to continue at the school. There are two prospective vendors who are aware of the time constraint and will be submitting their proposals this week. Also, an application for the National School Lunch Program has been submitted.

Public Hearing of Visitors: Michael Dudzic wanted to know about the findings of Dr. Marie George's report. He was a participant in one of the focus groups of parents and is interested in the results and how that information will be disseminated. Earlier in the meeting, Susan Trussler addressed his concerns.

Joy Nelson wanted to inform the Board that she is the Vice-President of the Parent Forum and will be its representative for all future Board Meetings. She feels more communication is needed between the two entities. Susan Trussler agreed and thanked her for her commitment to the school.

At 8:05 PM, no further items of business were raised and Dr. Susan Trussler made a motion to adjourn. The next HGSMICS Public Board meeting is scheduled for Tuesday, September 19, 2017 at 7:00 PM.

Howard Gardner Multiple Intelligence CS
 Budget vs. Actual Report - For the 2 Months Ending August 31, 2017
 (83.3% of FY Remaining)

	<u>2018 Budget</u>	<u>August Activity</u>	<u>Balance Remaining</u>	<u>% Remaining</u>
Local Revenue				
1. Per Pupil Tuition	\$2,895,018	\$417,809	\$2,477,209	85.6%
2. Food Service	\$20,000	\$0	\$20,000	100.0%
3. Miscellaneous	\$69,326	\$2,319	\$67,007	96.7%
State Revenue				
4. Health Reimb.	\$6,000	\$3,876	\$2,124	35.4%
5. Ready To Learn Block Grant	\$14,500	\$0	\$0	0.0%
Federal Revenue				
6. Title I&II, SIG, IDEA	\$188,776	\$0	\$188,776	100.0%
TOTAL REVENUE	<u>\$3,193,620</u>	<u>\$424,003</u>	<u>\$2,755,117</u>	<u>86.3%</u>
Salaries & Benefits				
7. Inst. Salaries	\$992,899	\$43,161	\$949,738	95.7%
8. Inst. Benefits	\$480,897	\$30,699	\$450,198	93.6%
9. Support Salaries	\$345,176	\$32,438	\$312,738	90.6%
10. Support Benefits	\$152,486	\$20,876	\$131,610	86.3%
Total Salaries & Benefits	<u>\$1,971,458</u>	<u>\$127,174</u>	<u>\$1,844,284</u>	<u>93.5%</u>
Purchased Services				
11. Inst. Services	\$236,600	\$864	\$235,736	99.6%
12. Support Services	\$182,000	\$36,646	\$145,354	79.9%
13. Facility Services	\$162,405	\$7,601	\$154,804	95.3%
14. Debt Service	\$96,000	\$14,915	\$81,085	84.5%
Total Purchased Services	<u>\$677,005</u>	<u>\$60,026</u>	<u>\$616,979</u>	<u>91.1%</u>
Supplies & Materials				
15. Inst. Supplies & Mat.	\$75,714	\$18,557	\$57,157	75.5%
16. Support Supplies & Mat.	\$6,850	\$1,765	\$5,085	74.2%
17. Facility Supplies & Mat.	\$38,800	\$1,119	\$37,681	97.1%
Total Supplies & Materials	<u>\$121,364</u>	<u>\$21,441</u>	<u>\$99,923</u>	<u>82.3%</u>
18. Student Activities	<u>\$34,500</u>	<u>\$10,800</u>	<u>\$23,700</u>	<u>68.7%</u>
TOTAL EXPENDITURES	<u>\$2,804,327</u>	<u>\$219,441</u>	<u>\$2,584,886</u>	<u>92.2%</u>
NET INCOME (DEFICIT)	<u><u>\$389,293</u></u>	<u><u>\$204,563</u></u>		