

**Howard Gardner MI Charter School
Public Board Meeting
September 19, 2017**

The Howard Gardner MI Charter School (HGMICS) held a Public Board of Directors meeting on Tuesday, September 19, 2017. Dr. Susan Trussler called the public meeting to order at 7:08 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, Dr. Clarence Lamanna, Dr. Frances Langan, Lou Nivert, Dr. John Ruddy, Dr. Susan Trussler, and Stephanie Westington. Also in attendance were Maria Rozaieski, school principal, Dr. Marie George, interim CEO and Kimberly Kost Scanlon, Esq, Solicitor. Two public visitors attended the meeting: Joy Nelson from Riverside and Mina Ardestani of Scranton.

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

Directors (voting)

Dr. Susan Trussler, President	X	Dr. Frances Langan, Vice President	X
Dr. John Ruddy, Secretary	X	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 and External Council (non-voting)

Dr. Marie George, CEO	X	Marie Rozaieski, Principal	X
Renee Dougherty, HR Manager	Absent	Atty. Kimberly Kost Scanlon	X

Public Guests (non-voting)

Joy Nelson, VP of the HGMICS Parent forum and Mina Ardestani, Parent and Faculty member attended the meeting. They stated that they had no set agenda to discuss. They attended to be involved and to learn more about current school matters.

The Board members briefly discussed the August 2017 meeting minutes. Laila Kane made a motion to approve the August meeting minutes. Stephanie Westington seconded the motion. The HGMICS board unanimously approved the August 2017 meeting minutes.

The Board reviewed the financial report prepared by Charter Choices for the period ending August 31, 2017. In brief, revenues in the current fiscal year (July 1 – August 31) total \$424,003; total expenditures total \$219,441. For a more detailed account of these items, please see the attached sheet. No attendees had any points of discussion or clarification concerning the report. Lou Nivert made a motion to approve the financial report, which Fran Langan seconded. The HGMICS Board unanimously approved the financial report.

The Board also discussed a significant financial transaction that occurred after the cutoff for the August 31, 2017 financial statements. In early September, HGMICS followed through on the HGMICS board decision to pay down its mortgage with FNCB bank. HGMICS had excess cash that the school utilized to pay down its outstanding debt by \$500,000.

Regarding school matters and policies, Maria Rozaieski and Marie George presented eight items to the board: 1a. The Fall 2017 enrollment increased to 259 from 243 in 2016. Maximum capacity in the school is 265 students. There are currently 6 openings in the 4th and 8th grades. Enrollment this year is positive and continues to grow. 1b. The Special Education enrollment in HGMICS also increased from last year. There were 11 special education students in 2016 and there are 18 students this year. This may lead to an increased need for space and additional staffing if the number of special education students continues to grow. 2. The HGMICS administration revised the school's parent handbook, which will be placed on the HGMICS website. The school, however, will need to create hardcopy versions for manual signoff from parents. 3. HGMICS administration is also reviewing the employee handbook. Several items need to be revised to be consistent with the policies and procedures of the school. Once finalized, the handbook will be on the HGMICS internal network. It will be a searchable document that employees will be able to use as a reference guide. 4. A team of HGMICS employees completed Olweus training. Upon returning from the training, they trained the entire HGMICS staff on bullying issues and how to handle them. 5. The school's extracurricular programs are being changed. In the past, the programs were standalone programs organized by the staff. HGMICS is administering the programs as part of the school's operations. In the near

future, the programs will be standardized (from a cost perspective). The families that have students in the programs will pay HGMICS for participation and the school will pay the people that staff the programs (teachers/coaches etc.). It was emphasized that the goal of the program is not for HGMICS to make money, but to break even financially. The change is occurring to make the programs more equitable to all involved. 6. HGMICS staff are in the process of completing a computer inventory to determine this year's technology needs. IT personnel are reviewing SMART board and laptop needs. 7. A previous luncheon aide with considerable experience in food service preparation at Day Nursery has been helping the school since September 5th with the school's daily food service. Since 9/5, the school has had 352 food orders. The students seem satisfied with the food service and quality. 8. A maintenance issues exists with the roof as it has been leaking into the building through a faulty drain. HGMICS maintenance personnel contacted Sobeck Roofing to determine if the leak can be fixed. HGMICS hired Sobeck in 2016 as consultant to determine what repairs needed to be completed on the roof. Sobeck also oversaw the roof bid process and made sure that the roofers did the agreed upon work in an acceptable manner. The school currently has a quote for repairs from Dunmore Roofing for \$1,850. Lou Nivert stated that he would contact Sobeck Roofing about the issue. That concluded the school matters and policies. None of the eight matters concerning school matters and policies required a board vote or approval.

Regarding personnel, Susan Trussler addressed four items. First, she welcomed Dr. Marie George, HGMICS interim CEO. The original vote to retain Marie was done electronically via email. Susan made a motion, which John Ezbiansky seconded to reaffirm Dr. George's appointment. The HGMICS Board voted unanimously to reaffirm the appointment. Second, the school has an intermediate aide vacancy due to Katie Hoban's resignation. Ms. Hoban resigned to accept a position at a local school district. Her resignation was acknowledged and accepted by the HGMICS board. The school will have an opening to fill the vacancy created by Ms. Hoban's resignation. Third, the school is planning for a guidance counselor substitute during Jade Volchoff's maternity leave in early 2018. No board action is needed. The item was discussed to inform the Board of the situation. Fourth, Nicholas DeConzo's temporary appointment is a long term substitution scheduled to end in December 2017. Mr. DeConzo is certified in special education. Fran Langan made a motion that Lou Nivert seconded to approve the long-term substitution. The HGMICS board unanimously approved the motion.

On committee reports and future meetings, the meeting participants discussed four items.

1. John Ezbiansky discussed an opportunity to build HGMICS development. Marie George has development experience too.
2. The finance committee will be meeting in the near future to discuss the 2017 HGMICS audit.
3. Regarding personnel issues, Susan Trussler made a motion, which Fran Langan seconded to approve Kim Hoskins as the Science and Information Technology teacher this academic year at a salary of \$35,000. The HGMICS board unanimously approved the hiring.
4. Regarding facilities, a new shed has recently been installed on campus to house power tools and maintenance equipment. As a result, the music class and materials are back in the school's cottage location.

The HGMICS board also discussed the operational effectiveness study recommendations. The study has five major findings.

1. The administrative skills gap which lead to the hiring of Marie George as HGMICS CEO. Susan stated that this issue was a top HGMICS Board priority and it acted promptly to resolve the situation. The action will facilitate all additional recommendations.
2. The school's mission-related pedagogy and the need to invest in the school's faculty. New faculty need to learn what 'multiple intelligence' means to ensure that the school stays true to its founding mission. The school needs to find a way to invest in the professional development of its faculty, especially the newer faculty members.
3. The student experience regarding the quality of the student education and related matters. The school needs to initiate comprehensive academic planning and focus on student discipline. The role of technology needs to be considered too, which involves IT personnel staffing.
4. HGMICS human resources (HR) need to be upgraded. The faculty and staff handbook needs to be revised to be consistent with other facets of the school.
5. Space Utilization questions exist: is HGMICS outgrowing its current building? Now that the cottage is available, does that help with space constraints? Will future enrollment cause the need for expansion? HGMICS needs to study space utilization and plan for future needs. Dr. George, with input from staff, will prioritize the recommendations from which the HGMICS Board will develop an action plan to address the most pressing recommendations.

At 8:20 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, October 17, 2017 at 7:00 PM.