

**Howard Gardner MI Charter School
Public Board Meeting
October 17, 2017**

The Howard Gardner MI Charter School (HGMICS) held a Public Board of Directors meeting on Tuesday, October 17, 2017. Dr. Susan Trussler called the public meeting to order at 7:12 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. Amy Kenton, Dr. Clarence Lamanna, Dr. Frances Langan, Dr. John Ruddy, Dr. Susan Trussler, and Stephanie Westington. Also in attendance were Dr. Marie George, CEO, Renee Dougherty, HR Manager, Maria Rozaieski, Principal, and Atty. Michael O'Brien, Counsel. Four public visitors attended the meeting: Mina Ardestani of Scranton, Christina Farrell of Valley View, Joy Nelson from Riverside, and Kimberly Wall of Mid-Valley.

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	X
Dr. Clarence Lamanna	X	Mr. Lou Nivert	Absent
Ms. Stephanie Westington	X		

Administration and External Counsel (non-voting)

Dr. Marie George, CEO	X	Marie Rozaieski, Principal	X
Renee Dougherty, HR Manager	X	Atty. Michael O'Brien	X

Public Guests (non-voting)

Alphabetically, Mina Ardestani, Christina Farrell, Joy Nelson and Kimberly Wall 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 September 2017 meeting minutes. John Ruddy

stated that there were several minor edits that needed to be made to the September minutes. Laila Kana provided an example from page 3 that the minutes should read that the school “has had 352 food orders”. The minutes were missing the word “orders”. Fran Langan made a motion to accept the September 2017 meeting minutes, which Clarence Lamanna seconded. The HGMICS board unanimously approved the September 2017 meeting minutes.

The Board reviewed three financial matters that impacted the school. First, the Board considered the financial report prepared by Charter Choices for the period ending September 30, 2017. In brief, revenues in the current fiscal year (July 1 – September 30) total \$635,796 and expenditures total \$525,571. For a more detailed account of these items, please see the attached sheet. No attendees had any points of discussion concerning the report. Clarence Lamanna made a motion to approve the financial report, which John Ruddy seconded. The HGMICS Board unanimously approved the financial report. Second, the Board discussed the selection of a financial broker to manage the 403(b) plan with PenServ. Marie George presented that she had contacted three potential brokers to determine their interest level and experience with managing 403(b) plans for other Charter Schools. Mr. David Skarbek of EBA Consulting has the most experience with these types of plans. Laila Kane made a motion which Fran Langan seconded, to approve the selection of Mr. David Skarbek as the 403(b) plan broker. The HGMICS Board unanimously approved the motion. Third and lastly, the Board considered a real estate property valuation on the school’s lower lot. HGMICS’s auditor requested the valuation to assist with its annual audit of the school’s financial statements. Susan Trussler made a motion to engage Mr. Greg Rodenbach of CRC Real Estate Appraisals to perform an appraisal at a cost not to exceed \$1,000. John Ezbiansky seconded the motion and the Board unanimously approved the motion.

Regarding school matters and policies, Maria Rozaieski and Marie George presented four items to the board: 1. The HGMICS employee handbook was updated over the summer and finalized over the past few weeks. Both electronic and hardcopy versions have been prepared for distribution. Fran Langan made a motion which Stephanie Westington seconded to approve the 2017 HGMICS Employee Handbook. All board members voted in favor of the motion. 2. Susan Trussler reminded the board that it had approved the extracurricular club instructor fees electronically and made a motion to reaffirm the extracurricular instructor fees. Laila Kane

seconded the motion, which the board unanimously approved. 3. Regarding the drain repairs, which the board discussed at the September meeting, Susan Trussler made a motion to reaffirm the HGMICS board's decision. John Ruddy seconded the motion, which the board approved unanimously. Dunmore Roofing recently completed the repairs at the budgeted amount of \$1,850 and the roof has not leaked since the roofers made the repairs. And 4. The Parent Forum meets regularly and plans to meet next on November 17th. In addition, the parents are going to have a "trunk or treat" in the HGMICS parking lot this Sunday (10/22). Also, the Parent Forum recently donated funds to HGMICS to help children from needy families afford extracurricular activities. Lastly, the Grandparent Forum meeting has been delayed until the week of October 23rd. Neither the Parent Forum nor the Grandparent Forum matters required a HGMICS board vote.

Regarding school policies for approval, the HGMICS board considered two matters. First, it considered revising the automobile mileage reimbursement rate. Instead of needing to revise the rate annually, the Board voted to utilize the federally determined rate, which the General Services Administration (GSA) sets annually on behalf of the U.S. government. Fran Langan made a motion to utilize the federally determined rate. Clarence Lamanna seconded the motion and the HGMICS Board approved the motion unanimously. Second, the HGMICS board's policy sub-committee drafted and submitted 5 policies: Suicide Awareness/Prevention Policy, Homeless Policy, HIV Policy, Student Assistance Policy and the (Employment) Searches Policy. The Board considered the policies as a collective. Susan Trussler thanked Laila Kane, Clarence Lamanna and Maria Rozaieski for all of the time and hard work that they put into creating the policies. Laila Kane made a motion to approve the policies which Clarence Lamanna seconded. The Board voted to unanimously approve the policies.

On HGMICS personnel matters, Susan Trussler welcomed Dr. Marie George to the school as CEO on a full-time basis. The Board also considered two other personnel matters. First, the Board considered the recommendation of Ms. Kimberly Wall for the intermediate teacher's aide position. Susan recommended to hire Ms. Kimberly Wall at an annual equivalent salary of \$20,000, which is the same as previous hires with similar education and experience. Clarence Lamanna made a motion, and Fran Langan seconded the motion concerning Ms. Wall. The

Board voted unanimously approved the motion to hire Ms. Wall. As Ms. Wall was present at the meeting, everyone congratulated her on her new job. Second, Susan Trussler made a motion to convert Nicholas DeConzo from a temporary position to an on-going position for the remainder of the 2017-2018 academic year. Clarence Lamanna seconded the motion, which the Board approved unanimously.

On Committee reports and future meetings, Susan posed a question to all present concerning the school's new policies. She asked if the Board should continue to conduct a new policies review for the school. Everyone in attendance remarked positively about the effort to establish school policies and matters concerning the school.

Under "other items", Susan Trussler addressed three issues. First, she introduced Marie George to address the operational effectiveness study. Marie George stated that the operational effectiveness study had a number of high priority recommendations. The highest priority recommendations included funding the implementation of a professional development program for all HGMICS faculty and evaluating the current staffing and future personnel needs. Second, Dr. George stated that the school has undertaken a comprehensive plan for the 2018-2021 time frame as required by the Pennsylvania Department of Education (PDE). The comprehensive plan and the operational effectiveness have significant overlap and are consistent with one another. She credited Dr. Amy Kenton with having started the comprehensive plan and that the plan is always a work in process with continual updates needed to improve the school. The 2018-2021 comprehensive plan is due to PDE by November 30. The draft comprehensive plan is focused on 2 systemic goals: the instructional process and the HGMICS organizational structure. Susan Trussler stated that there's a public review period for the comprehensive plan, which should be on the school's website within a few days. If anyone in the public has questions or comments, they should email school administrators about the matter. Third and lastly, Susan Trussler made a motion to place Dr. Marie George, HGMICS CEO, on all of the school's financial accounts. Stephanie Westington seconded the motion, which the Board approved unanimously.

Concerning new business, the HGMICS Board entertained two matters. First, Joy Nelson from Riverside asked a question about the status of the school's charter renewal. Michael

O'Brien stated that the school's legal counsel has been in touch with legal counsel from the 2 sponsoring school districts (Abington Heights and Scranton.) The lawyers from all three institutions are in discussion regarding the charter renewal. Second, Mina Ardestani of Scranton stated that the HGMICS Parent Forum is sponsoring a Hispanic cultural night next Wednesday October 25th from 5:00-6:30 in the HGMICS multipurpose room.

At 7:53 PM, no further items of business were raised and Dr. Susan Trussler asked for a motion to adjourn, which Clarence Lamanna provided. The next HGMICS Public Board meeting is scheduled for Tuesday, November 21, 2017 at 7:00 PM.