

Howard Gardner MI Charter School

Public Board Meeting

August 21, 2018

The Howard Gardner MI Charter School (HGMICS) held a Public Board of Trustees meeting on Tuesday, August 21, 2018. Dr. Susan Trussler called the public meeting to order at 7:15 PM and then subsequently presided over the meeting. The HGMICS facility, located at 1615 East Elm Street, Scranton, PA was the location for the public meeting. The following Trustees attended: Dr. Susan Trussler, Dr. Frances Langan, Louis Nivert, John Ezbiansky, Laila Kane, and Stephanie Westington.

Absent from the Trustees were: Dr. Amy Kenton, Dr. Clarence Lamanna, and Dr. John Ruddy.

Also in attendance were: Dr. Marie George, CEO; Maria Rozaieski, School Principal; Chuck Wallinger, Business Manager; Renee Dougherty, Human Resource Manager; Janet Kania, School Secretary. Dr. 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, Secretary	Absent
Mr. John Ezbiansky	X
Ms. Laila Kane	X
Dr. Amy Kenton	Absent
Dr. Clarence Lamanna	Absent
Mr. Lou Nivert	X
Ms. Stephanie Westington	X

Administration

Dr. Marie, George, CEO (non-voting)	X
Maria Rozaieski, Principal (non –voting)	X
Chuck Wallinger, Bus Mgr (non-voting)	X
Renee Dougherty, HR Mgr. (non-voting)	X
Janet Kania, School Secretary	X

Kimberly Kost Scanlon of Oliver, Price and Rhodes was also in attendance. In addition, two visitors, Arielle May and Joseph May residing in Dunmore School District attended.

Dr. Trussler introduced Janet Kania, School Secretary, who will provide clerical support to the Board including minute taking at the monthly Board meetings. Janet thanked the Board for the opportunity to join the HGMICS team.

I. Minutes

The Board members unanimously approved the Board meeting minutes from the July 17, 2018 Meeting. The motion was made by Laila Kane and seconded by Fran Langan. There was no further discussion of the July minutes and all Trustees voted in favor of approving the minutes, with three Board members absent.

II. Finance

1. Financial Report. The Board members reviewed the financial statement prepared by Chuck Wallinger for the period ending July 31, 2018. Chuck Wallinger reported as of July 31, 2018 the net revenue was slightly below budget. The first school district payments were received for July. Expenses were slightly above budget due to the school year's start-up costs (texts, desks etc). The motion to approve the Year-to Date Monthly Finance Report as presented was made by Louis Nivert and seconded by Stephanie Westington. With no further discussion, all directors present voted in favor of approving the Financial Report as submitted, with 3 Board members absent.
2. Solvency Policy. Chuck Wallinger introduced a financial solvency policy that outlines the source of revenues and other best practices employed by the School such as an annual external audit, monthly board reports, annual budget development and reporting to the Pennsylvania Department of Education (PDE). The motion was made by Laila Kane to adopt the Solvency Policy as written and seconded by John Ezbiansky. With no further discussion, the six directors present voted in favor of approving the Solvency Policy, with 3 Board members absent.

III. Amended and Revised HGMICS By-laws

Susan Trussler reported that in the Executive Board meeting, which took place prior to the August Monthly Board meeting, the Amended and Revised by Laws and Resolution was presented. She then read aloud the Resolution for the Amended and Revised by Laws, which highlights the changes. Changes include re-naming the Board of Directors to Board of Trustees, clarifying the role of all committees and approved non-trustee committee membership, terms defined as three years (renewable once), Trustees appointed such that there is a regular rotation of membership. The motion to adopt the Resolution of Amended and Revised By-laws was made by Fran Langan and seconded by Stephanie Westington. With no further discussion,

all Trustees present voted in favor of approving the Resolution of Amended and Revised By-laws as presented, with three Board members absent.

IV. Personnel

Upper Teacher Aide

John Sheroda

Regarding the Upper Teacher Aide position, the board needs to re-affirm the hiring of John Sheroda as an Upper Teacher Aide for the 2018-2019 school year at an annual salary of \$20,000 and estimated benefits not to exceed 35% (\$7,000) for a total of \$27,000. Susan Trussler informed the group that a preliminary motion and vote was conducted at the Board Retreat Meeting on August 6th. The motion to re-affirm the appointment of John Sheroda for the 2018-2019 school year was made by Laila Kane and seconded by Frances Langan. The motion passed with John Ezbiansky abstaining, five Trustees voting in favor of this hire, and three Board members absent.

Intermediate Teacher Aide

Alyson Eckler

The motion was made to appoint Alyson Eckler as an Intermediate Teacher Aide for the 2018-2019 school year at an annual salary of \$20,000 and estimated benefits not to exceed 35% (\$7,000) for a total of \$27,000. The motion was made by John Ezbiansky to hire Alyson Eckler for the 2018-2019 school year and seconded by Laila Kane. The motion was unanimously approved by the six trustees present, with three board members absent.

V. School Matters

Employee Handbook 2018-2019

The draft of the Employee Handbook 2018-2019 was presented by Susan Trussler to be adopted as submitted. Motion to adopt the Employee Handbook for 2018-2019 as submitted was made by Lou Nivert and seconded by Fran Langan. Motion was unanimously approved by all Trustees present, with three Trustees absent.

CEO Report

Dr. Marie George, CEO, reported that the 2018-2019 school year is already underway commencing with a new parent orientation held August 16th and the initial monthly meeting with the Parent Forum Officers on August 17th.

Seven new and 29 returning faculty attended a pre-service week beginning August 20th. The Parent Forum hosted an Ice Cream Social hosted for parents and students the evening of August 20th, the same date that class lists were made available to parents. Kindergarten

teachers hosted a *Meet and Greet* with parents on August 23rd. Students returned on Tuesday, August 28th. Dr. George then reported on several administrative updates, as follows.

The Annual Audit conducted by McGrail, Merkel, Quinn and Associates (MMQ) is underway. Auditors were on-site the week of August 6 to begin document collection. We are on track for a preliminary audit report to be ready for review by the Finance Committee in October.

Beginning in the 2018-2019 school year, school board directors and charter school trustees will be required to complete training programs pursuant to Act 55 of 2017. The Pennsylvania Department of Education (PDE) will provide the training free of charge. The training programs are designed to enhance the skills and knowledge necessary for individuals to serve on the governing bodies of public schools across the Commonwealth. Only PDE approved training programs are recognized as meeting this requirement. I am exploring approval as a training site for HGMICS Board members.

The Annual Report was submitted to PDE in advance of the August 1, 2018 submission deadline. This year, additional information about teacher credentials, board policies, special education students and finances was required. In the finance section, there was a question regarding the school's Solvency Policy. As a follow-up to completing the Annual Report, Business Manager, Chuck Wallinger developed a Solvency Policy that is on today's Board agenda.

The school was notified by the Federal Programs office that we are in full compliance for our Title I, II and IV grants. The new grant applications are due August 31, 2018.

As planned, safety/security improvements were completed over the summer. The new phone and Intercommunication systems were installed and training held for staff. Both systems bring expanded communication capabilities via direct classroom, zoned, and school-wide. Six panic buttons are installed throughout the building that announce an emergency situation, in addition to initiated and pre-programmed emergency messages controlled by the main office. All systems are linked to first responders through our Tri-Guard Security systems. Surveillance cameras have increased in number with visual coverage of both interior and exterior views. Increased signage is located throughout the parking lot and entrances. Two bollards were installed in front of the Kindergarten entrance to bolster safety protection for that entrance. Additional staff training and emergency drills are being planned with the Scranton Police Department and the ALICE Training Institute.

Beginning with the 2018-2019 school year, ID badges will be issued to all employees. Triguard Security System will return to link all ID badges to access the doors into the building. Lanyard, plastic ID card holder and clips have been ordered for each employee.

The School was notified that an Administrative Review will be conducted as required by our participation in National School Lunch Program. Our onsite review is scheduled for November and our compliance report is due by September 13th. We are working diligently to ensure that all federal/state requirements are understood and implemented.

The School continues to be a member of the Pennsylvania Coalition of Public Charter Schools (PCPCS). I am pleased to announce that I have recently been elected to their Leadership Council. The PCPCS Annual Meeting is scheduled for Friday, October 12th in Harrisburg at a cost of \$55. /person. Board members are encouraged to attend, as has been done in the past. This will be my first time attending the conference and I look forward to learning more about the charter school movement in Pennsylvania, and to network with others.

Principal Report

Maria Rozaieski, Principal, reported that most of the faculty is returning this year with only two faculty members not returning, one has retired and the other acquired an administrative position at a public school. An orientation for seven new faculty was held and a week-long pre-service for all teaching staff that included a full-day training on the application of Howard Gardner's Theory of Multiple Intelligences presented by Dr. Sunny Weiland. The new Teaching Staff Handbook will be distributed shortly.

For the 2018-2019 school year there are currently 277 students enrolled in classes from Kindergarten to 8th grade. Pennsylvania Department of Education released the PSSA ELA, Math & Science scores; these will be made available to the faculty but have not yet been released to the public.

VI. New Business

Susan Trussler reported to the group that the Board Retreat took place on Monday, August 6th. The retreat established that a strategic plan for the next three years will be completed by December 2018 and a collaborative process with key stakeholders will take place from September through November 2018. At the retreat, the Board updated the current mission statement, formulated a vision statement, and identified internal and external factors (SWOT) affecting the future of the School.

At 7:40 PM, no further items of business were raised and Louis Nivert made a motion to adjourn which was seconded by Laila Kane. The next HGMICS Public Board meeting is scheduled for **Tuesday, September 18, 2018 at 7:00 PM.**

Submitted by: Janet Kania, School Secretary