

**Howard Gardner MI Charter School**  
**Public Board Meeting**  
**February 20, 2018**

The Howard Gardner MI Charter School (HGMICS) held a Public Board of Directors meeting on Tuesday, February 20, 2018. 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: Mr. John Ezbiansky, Ms. Laila Kane, Dr. Amy Kenton, Dr. Clarence Lamanna, Mr. Lou Nivert, Dr. John Ruddy, Dr. Susan Trussler, and Ms. Stephanie Westington. Also in attendance were Dr. Marie George, CEO and Ms. Renee Dougherty, HR Manager. One public visitor attended the meeting: 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 | Absent |
| Dr. John Ruddy, Secretary     | X | Mr. John Ezbiansky                 | X      |
| Ms. Laila Kane                | X | Dr. Amy Kenton                     | X      |
| Dr. Clarence Lamanna          | X | Mr. Lou Nivert                     | X      |
| Ms. Stephanie Westington      | X |                                    |        |

**Administration and External Council (non-voting)**

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

**Public Guests (non-voting)**

Mina Ardestani, parent and HGMICS teacher, attended the meeting. Ms. Ardestani stated that they had no set agenda to discuss or questions to ask. She attended to be involved and to learn more about current school matters.

The Board members briefly discussed the December 2017 meeting minutes. Susan Trussler reminded everyone that there are no January 2018 minutes due to the inclement weather, which forced the cancellation of the scheduled January meeting. Laila Kane made a motion to approve the December meeting minutes. Stephanie Westington seconded the motion. The HGMICS board unanimously approved the December 2017 meeting minutes.

The Board reviewed the financial report prepared by Charter Choices for the period ending December 31, 2017 and for the period ending January 31, 2018. Susan Trussler noted a typo in the January report which incorrectly indicates that the report is as of December 2017. In brief, the HGMICS cash balances were \$1,230,524 and \$1,294,858 as of December 31st and January 31st, respectively. The Board had a brief discussion of the school's cash balance. Given recent staff hires and some proposed capital expenditures to fix/repair/maintain the school facilities, the Board is pleased with the current cash balances. In addition, the Board is expected to evaluate the 2018-2019 fiscal budget in the March and/or April board meetings and the cash balance may be reevaluated at that time. Laila Kane made a motion to approve the financial report, which John Ezbiansky seconded. The HGMICS Board unanimously approved the financial report.

The Board had scheduled a discussion of the school's insurance coverage and agency. However, school administrators are still evaluating the topic and the discussion was deferred to a future Board meeting. Thus, no formal vote or discussion of the matter was needed.

Regarding school matters and policies, Marie George presented the Student Homeless Policy and McKinney-Vento Act. She referenced the HGMICS 1/9/18 draft procedures for the identification and enrollment of homeless students. The school has set aside funds in the event that the school discovers that one or more of its students is/has become homeless. The new policies and procedures regarding homeless students replace and augment the school's previous policies. A motion was made to approve the Student Homeless Procedures that will supplement the previously approved Policy. The motion was made by Clarence Lamanna and seconded by Amy Kenton. The HGMICS Board unanimously approved the new procedures.

Regarding the 2018-2019 school academic calendar, Marie George referenced the proposed calendar which was provided to each Board member. A few sample details are as follows: there are 184 school days with 4 built-in snow days. The proposed school year start date is 8/28/2018 and the proposed end date is 6/11/2019. New faculty orientation and faculty in-service will occur for several days just prior to the start of the school year. There are also several teacher in-service days during the school year. The Board briefly discussed why there are two Spring Breaks listed on the calendar. The second Spring Break coincides with Passover/Easter. The use of "Spring Break" was intended to avoid any reference to religious holidays on the calendar. A motion was made to approve the 2018-2019 Howard Gardner MI Charter School calendar as presented. The motion was made by Clarence Lamanna and seconded by Laila Kane. The HGMICS Board unanimously approved the new calendar.

Next, the Board discussed personnel issues. The first position regards the hiring of a business manager. Since the last board meeting, HGMICS received applications from 34 individuals for the business manager position. The motion was made to hire Mr. Andrew Marichak as the Business Manager effective March 19<sup>th</sup>, 2018 at an annual salary of \$60,000 with approximately 35% benefits (including employer-paid payroll taxes) for a total estimated annual cost of \$81,000. For the balance of the 2017-2018 fiscal year (through June 30<sup>th</sup>), the prorated compensation will be \$17,500 (salary) and \$6,125 (benefits) for a total compensation of \$23,625. The motion was made by John Ruddy and seconded by John Ezbiansky. The HGMICS Board unanimously approved the hire. The second proposed hire regards a teacher aide candidate. The motion was made to hire Beth Connor as an Aide for the Upper Class effective February 21, 2018 for the remainder of the 2017-2018 school year. Based upon an annual salary of \$20,000, the prorated salary of \$108 per day for 73 days plus 18% (\$1,419) mandatory benefits totals \$9,303. The motion was made by Lou Nivert and seconded by Stephanie Westington to hire Ms. Connor. The HGMICS Board unanimously approved the hire.

Regarding school matters, the Board discussed authorizing two administrators to have access to financial records and/or sign legal documents on behalf of the school. First, the Board proposed authorizing Marie George, as HGMICS CEO, to sign contracts, agreements and related items. The motion was made to authorize Marie George, as Chief Executive Office of the

HGMICS, to sign any and all related contracts, agreements, grants and/or licenses. This includes affixing her electronic signature on all grant applications and contracts with the Pennsylvania Department of Education (PDE) as noted in the attached RESOLUTION. The motion was made by Clarence Lamanna and seconded by Laila Kane. The HGMICS Board unanimously approved the motion and the RESOLUTION. Second, the Board proposed authorizing the Business Manager to be authorized to be placed on the School's bank and financial accounts. A brief discussion ensued that this will allow the incoming business manager the ability to do his job more easily. As a result, the motion was made to authorize the incoming business manager to be placed on the School's bank accounts and have the authority to co-sign with the CEO for all bank-related transactions, effective upon the date of hire. The motion was made by Laila Kane and seconded by John Ruddy. The HGMICS Board unanimously approved the motion.

Marie George provided a brief summary of her CEO reports from January and February. She also provided a brief summary of the principal's report (due to Maria Rozaieski absence.) The details are as follows: HGMICS received several contributions from local businesses through the Educational Improvement Tax Credit program. The monies will be used to strengthen the school's math curriculum and to fund technology purchases. Additionally, the Board-approved Comprehensive Plan was approved by the Pennsylvania Department of Education on January 30th. Lastly, the kick-off of the Olweus Bullying Prevention program was moved to the current week (2/19-2/23) due to recent school cancellations/delays.

At 8:20 PM, no further items of business were raised and Susan Trussler asked for a motion to adjourn, which Amy Kenton provided. The next HGMICS Public Board meeting is scheduled for Tuesday, March 20, 2018 at 7:00 PM.