

Howard Gardner MI Charter School Public Board Meeting July 17, 2018

The Howard Gardner MI Charter School (HGMICS) held a Public Board of Directors Meeting on Tuesday, July 17, 2018. Dr. Susan Trussler called the public meeting to order at 7:04 PM and 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, Dr. Amy Kenton, Dr. Frances Langan, Dr. Susan Trussler, Dr. Clarence Lamanna, Ms. Laila Kane and Ms. Stephanie Westington. Also in attendance were Dr. Marie George, CEO, Ms. Renee Dougherty, HR, and Mr. Charles Wallinger, Business Manager.

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	Absent	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	Maria Rozaieski, Principal	Absent
Atty. Kimberly Kost Scanlon, Esq.	Absent	Renee Dougherty, HR Manager	X
Charles (Chuck) Wallinger	X		

Public Guests and their respective school districts.

Arielle May, Dunmore, SD; and Amanda Conti, Scranton SD.

Approval of May Minutes.

The motion to approve June 19, 2018 meeting minutes with noted correction of a typographical error was made by Clarence Lamanna and seconded by Fran Langan.

VOTE: 7 Yes, 0 No, 0 Abstain, 2 Absent. Thus, the June 2018 meeting minutes were approved unanimously.

Finance.

Charles Wallinger presented the financial report as prepared by Charter Choices through the end of June. This is the last time Charter Choices will produce this report. All systems now are “in house”. Final year-end report will be prepared by Charter Choices ready for the annual audit. The motion was made by Laila Kane and seconded by John Ezbiansky to approve the financial reports through June 30, 2018.

VOTE: 7 Yes, 0 No, 0 Abstain, 2 Absent. Thus, the financial report was approved unanimously.

Personnel.

The board considered appointments to five positions.

Fran Langan made a motion that was seconded by Stephanie Westington to reaffirm the appointment of Donald Oakley to the 11 month full-time IT Specialist position at a salary of \$35,000 and estimated benefits of 35% (\$12,250) for an estimated total not to exceed \$47,250. **VOTE: 7 Yes, 0 No, 0 Abstain, 2 Absent.** Thus, the HGMICS board unanimously approved the appointment of Donald Oakley.

Amy Kenton made a motion, which Laila Kane seconded to appoint Janet Kania to the 12 month, non-exempt Secretary position at an hourly rate of \$12.50 and annual salary of \$24,375 and estimated benefits of 35% (\$8,531) for a total not to exceed \$33,266 effective August 1, 2018. **VOTE: 7 Yes, 0 No, 0 Abstain, 2 Absent.** Thus, the HGMICS board unanimously approved the hiring of Janet Kania.

John Ezbiansky made a motion, which Fran Langan seconded, to appoint Linda King to the position of Teacher Aide for the 2018-2019 school year at an annual salary of \$19,000 and estimated benefits of 35% (\$6,650) for an estimated total not to exceed \$25,650. **VOTE: 7 Yes, 0 No, 0 Abstain, 2 Absent.** Thus, the HGMICS board unanimously approved the hiring of Linda King.

Laila Kane made a motion, which Stephanie Westington seconded, to appoint Alyssa Rook to the position of Teacher Aide for the 2018-2019 school year at a salary of \$20,000 and estimated benefits of 35% (\$7,000) for an estimated total not to exceed \$27,000. **VOTE: 7 Yes 0 No, 0 Abstain 2 Absent.** Thus, the HGMICS board unanimously approved the hiring of Alyssa Rook.

Amy Kenton made a motion, which Clarence Lamanna seconded, to appoint Joseph Bomba to the position of Spanish Teacher for the 2018-2019 school year at a salary of \$36,400 and estimated benefits at 35% (\$12,740) for an estimated total not to exceed \$49,100. **VOTE: 7 Yes 0 No, 0 Abstain 2 Absent.** Thus, the HGMICS board unanimously approved the hiring of Joseph Bomba.

School Matters

A revised employee handbook is available on the Board Team Drive for all directors to carefully review and discuss at the next board meeting. The plan is to finalize it and vote to have it in effect for the start of the 2018-2019 school year.

CEO Report

With classrooms empty and teachers and students not here, the summer months at the School have the few of us working focused on important projects that take place at this time of the year.

This includes: facility improvements and repairs, office moves, interviewing, policy revisions/development, submission of federal and state reports, end of the year financial reconciliation, finalizing enrollment data, submission of 2018-2019 district billing, ordering classroom supplies, student books, desks, and chrome books.

Maria and I decided that the important teacher information previously listed in the Employee Handbook will be removed from the Employee Handbook and become the basis for a Teacher Handbook that will reinforce policies, programs, rules and expectations of teaching staff.

Updated job descriptions for both Teachers and Aides will be included and once completed, the Teacher Handbook will be used to orient new teaching staff. The Teacher Handbook and Student/Parent Handbook will be ready for review in advance of the August Board meeting and will similarly be located in the Handbook folder on the Board drive.

The FY2018-2019 budget was submitted to and approved by PDE. A more detailed line item budget will become the basis for monthly variance reports to the Board. Additionally, proactive managerial oversight of revenues and expenses will now occur, in contrast to the retroactive manner in which Charter Choices reported.

Thank you for your support in expediting the hiring of an IT Specialist. Don Oakley's experience is allowing him quickly to become oriented to the School's technology needs and with purchases required for the school year, as a high priority. He has already been in touch with several teachers to ensure that their technology needs will be in place by the start of the school year.

Positions that are currently vacant and for which candidates were interviewed include teacher aides (3), secretary and Spanish teacher. Mina Ardestani, Spanish teacher, was appointed to a Principal position in the Scranton School District, which prompted the immediate need to advertise for that position. We require that position to not only teach Spanish (preferably certified) but also to have an English Language (EL) certification. Following candidate Interviews, recommendations for all positions were presented to the Board.

Completion of various grant applications and reports are underway. A Safe Schools Grant for the amount of \$18,500. was submitted on July 12th to support the re-introduction of a School-wide Positive Behavior Program, the ongoing Olweus Bullying Prevention program and revision of the student reinforcement program. The Annual Report due by August 1st is currently being prepared as well as the Consolidated Application for all federal title programs, which is due August 30th.

Important security systems that were previously discussed and approved by the board are being installed including the intercommunication and phone systems. The fence installation is completed and a new lawn mower was purchased. Beginning July 26th, increased surveillance cameras will be installed.

Relocating the secretary's office from the lobby area was identified as a safety issue by both the Scranton Police and the State Police's Threat Assessment Report. Subsequently a Main Office (formerly Renee's office) will be used by the Secretary and Operations Coordinator (Patty). Renee will move to another private office, across from the copier room, more suitable for Human Resource confidentiality etc. Other office changes include the Principal and IT Specialist with Maria occupying a larger space more conducive to her meetings with teachers, parents and students.

Principal's Report

The Pennsylvania Department of Education has released preliminary results of the 2018 state assessment in Math and Science. From previous years, preliminary results show an improvement in the percentage of advanced and proficient in math, in most grade levels. Science is only tested

at the 4th and 8th grade levels. The 4th grade shows an improvement in the percentage of proficient and advanced students but the 8th grade has slightly decreased. Results for English Language Arts have not yet been released.

I have been busy working on the Master Schedule and the agenda for teacher pre-service. The teachers now are able to view the schedule, report any potential areas of concern and propose their classroom schedule for approval. A four day pre-service program is in the planning stages with topics that include multiple intelligences, differentiated instruction, PSSA results, CPR training, and an overview of safety/security protocol.

New Business

There was no new business to conduct.

Fran Langan made a motion to adjourn. The meeting adjourned at 7:30 PM

The next HGMICS Public Board meeting is scheduled for **Tuesday, August 21, 2018 at 7 PM.**