

# **Howard Gardner MI Charter School Public Board Meeting**

Tuesday, June 18, 2019

The Howard Gardner MI Charter School (HGMICS) held a Public Board of Trustees meeting on Tuesday, June 18, 2019. The HGMICS facility, located at 1615 East Elm Street, Scranton, PA was the location for the public meeting. Dr. Susan Trussler called the meeting to order at 7:11 PM and then subsequently presided over the meeting. Dr. Trussler led those assembled in the Pledge of Allegiance and then took roll call for the board members and administrators.

The following Trustees attended: Dr. Susan Trussler, Dr. John Ruddy, Stephanie Westington, Dr. Clarence Lamanna, Dr. Fran Langan, Lou Nivert and John Ezbiansky. Absent: Laila Kane and Dr. Amy Kenton.

Also in attendance: Dr. Marie George, CEO; Maria Rozaieski, Principal; Chuck Wallinger, Business Manager; Janet Kania, School Secretary; and Kimberly Kost Scanlon, Esq., School Counsel.

Susan Trussler announced that at this time any visitor may comment or ask questions pertaining to items listed on the June agenda. At this time, the visitors in attendance had no comments or questions regarding the agenda. The meeting proceeded.

## **I. Minutes**

Susan Trussler presented the May 21, 2019 Board of Trustees meeting minutes and asked if there were any corrections or additions. It was pointed out that several grammatical errors need to be corrected and the reported number of absent Trustees under New Business was incorrect. Minutes will be revised and corrections made by Janet Kania, School Secretary. The **MOTION** to approve the revised May 21, 2019 Board meeting minutes, with corrections, was made by Clarence Lamanna and seconded by Stephanie Westington. All Trustees present voted in favor of approving the revised minutes with said corrections, with two Trustees absent.

## **II. President's Report**

**Susan Trussler**

Susan Trussler brought forth a **MOTION** from the Board of Trustees to reappoint Marie A. George, Ph.D. as Chief Executive Officer to a three-year term beginning July 1, 2019 through June 30, 2022 at a salary of \$106,000 for the 2019-2020 fiscal year, \$107,000 for the 2020-2021 fiscal year and \$108,000 for the 2021-2022 fiscal year. This motion was seconded by Clarence Lamanna. All Trustees present voted in favor of approving the three-year reappointment of Marie A. George, Ph.D. as Chief Executive Officer, with two Trustees absent.

Susan announced that Lou Nivert and Amy Kenton will complete their Board of Trustees terms as of June 30, 2019. Susan commended both Lou Nivert and Amy Kenton for all their hard work and dedication during their terms. Susan presented each with a certificate of appreciation and gratitude.

Susan informed the group that the Master Planning process is moving forward. Phase I renovations are under way and the Board is considering the options presented for Stages II and III.

### III. Finance Committee Report

Stephanie Westington

#### 1. Financial Report

At this time, Stephanie Westington turned over the Financial report to Chuck Wallinger, Business Manager. Chuck reported revenues are \$34,778.30 above budget for May 2019. Tuition revenue was above budget by \$3,901.29; this was based on increased school district per pupil rates. The SIG (School Improvement Grant) federal grant revenue of \$6,472.08 and Title I federal grant revenue of \$6,846.64 were not included in the original budget. There was Student Activity revenue associated with field trips in May that was not included in the budget. Chuck reported that this is a timing issue as the field trip expenses will appear in June and that the school broke even with the field trips. Overall expenses were \$8,245.90 above budget for May 2019, primarily due to Title II federal grant professional development costs of \$9,997.96. The Title II federal grant costs are covered by revenue from the Title II federal grant. The Year-To-Date revenues are above budget and expenses are below budget; the Net Operating Revenue of \$137,232 for Fiscal Year 2019 has been surpassed by \$79,135.

The **MOTION** to approve the Financial Report through May 31, 2019 as reported and submitted was made by John Ezbiansky and seconded by Lou Nivert. All Trustees present voted in favor of approving the Financial Report as submitted, with two Trustees absent.

### IV. Facilities Committee Report

John Ruddy

John reported that on June 10<sup>th</sup> there was a joint meeting held between the Facilities and Finance committees to discuss both Phase I and II of the Master Plan along with various improvements to the school. John stated that the meeting was very productive.

### V. Nominating Committee

Fran Langan

#### 1. Trustee Candidates

Fran Langan reported that meetings had taken place to review all submitted applications for the available Trustee positions effective July 1, 2019. Fran was happy to report that the Nominating Committee had chosen two candidates with expertise in the fields of fundraising and development--areas that are currently under-represented on the Board.

##### a. Laureen Cadden

Fran Langan **MOTIONED** to approve the appointment of Laureen Cadden for one (three-year) term to serve on the Howard Gardner MI Charter School Board of Trustees, effective July 1, 2019 through June 30, 2022 and seconded by Susan Trussler. With no further discussion, all Trustees present voted in favor of appointing Laureen Cadden to the Board of Trustees for one (three-year) term, with two Trustees absent.

##### b. Susan Hennemuth

Fran Langan **MOTIONED** to approve the appointment of Susan Hennemuth for one (three-year) term to serve on the Howard Gardner MI Charter School Board of Trustees, effective July 1, 2019 through June 30, 2022 and seconded by Susan Trussler. With no further discussion, all Trustees present voted in favor of appointing Susan Hennemuth to the Board of Trustees for one (three-year) term, with two Trustees absent.

## **VI. Personnel**

### **1. Food Service Assistant**

**Kimberly Felkowski**

A **MOTION** was made by Fran Langan to appoint Kimberly Felkowski to the full-time, eleven-month position of Food Service Assistant at an hourly rate of \$13 per hour for a total of 1,650 hours (equivalent to an annual salary of \$21,450) with benefits approximating 30% (\$6,423) for an annual total not to exceed \$27, 885, effective July 1, 2019. The motion was seconded by Stephanie Westington. With no further discussion, all Trustees present voted in favor of hiring Kimberly Felkowski as the Food Service Assistant, with two Trustees absent.

### **2. Assistant Principal**

**TreeAnne McEnery**

A **MOTION** was made by Fran Langan to appoint TreeAnne McEnery to the position of Assistant Principal effective July 1, 2019 at an annual salary of \$65,000, with estimated benefits at 30% (\$19,500), for a total not to exceed \$84,500. The motion was seconded by Susan Trussler. With no further discussion, all Trustees present voted in favor of hiring TreeAnne McEnery as the Assistant Principal, with two Trustees absent.

## **VII. School Matters**

### **1. CEO Report**

**Marie George**

Marie began her report by saying that the 2018-2019 School year has come to an end, but a busy summer is ahead in preparation for the 2019-2020 School year.

The 14<sup>th</sup> Annual Golf Tournament was held on Saturday, May 25<sup>th</sup> at Pine Hills Country Club and was a huge success. There were 72 golfers who enjoyed good weather, many prizes, tasty snacks and dinner. The net revenue from the Tournament was \$16,560. Revenues will be used to purchase and install seven new water fountains throughout the school as well as a visitor identification system. The Tournament benefited from the involvement of numerous parents, grandparents, friends, faculty and staff in organizing and supporting the event.

Maire added that a thorough and inclusive search process for the Assistant Principal position was completed and a well-qualified candidate was recommended to the Board (voted previously at this meeting). In addition, applications are still being accepted for the Middle School (Senior) teacher, Mandarin Chinese Teacher, Teacher Aide and Lunch Monitors. Interviews for the teacher and aide positions will begin shortly. Job descriptions can be found on the web site.

On behalf of the Nominating Committee, Marie met with all interested Trustee Candidates to explain the School's Mission, Vision and Strategic Plan and to review Trustee responsibilities. Marie stated that we are fortunate to have such talented individuals wanting to serve on the Board. The two Board of Trustee appointments had been approved earlier in this meeting.

Marie announced that there are numerous summer facility projects that were approved by the Board in May, representing Phase I of the Master Plan. In early June updates of the project schedule, timeline and itemized costs were review with the Finance/Facility Committee. Major projects include installation of seven new water fountains, bathroom upgrades (flooring/faucets etc.) construction

associated with the new meeting room, new art classroom, new Title I Math classroom, and Assistant Principal's office. The summer schedule of "deep cleaning" was finalized with Bull Dog Cleaning Co. for all hallways, bathrooms, classrooms, windows, kitchen and carpet/floor cleanings.

Marie informed everyone that the annual Parent Survey was distributed in late May had a 30% response rate from parents/guardians. The survey data is being summarized and the major themes will be discussed further over the next two weeks in scheduled Focus Group meetings.

## **2. Principal Report**

**Maria Rozaieski**

Maria highlighted events that took place in the last weeks of May through the end of the busy school year:

- The Primary classes took a field trip to the Lackawanna State Park to observe field and water habitats, and the insects and other animals that live there.
- Guidance counselor, Jade Volchoff did a wonderful job organizing the Career Fair for the students on May 24<sup>th</sup>. Students were able to get a brief description about job responsibilities and what education or training was needed for a variety of careers. Included in the career fair was a massage therapist, head of children services at the Lackawanna County Library, a Lieutenant from the Scranton Fire Department, a Firefighter, Special Programs Coordinator from Lackawanna College Culinary program, a Licensed Professional Counselor, a narcotics agent from the Pennsylvania Office of the Attorney General, the Deputy Attorney General, three attorneys each having a different specialty, a District Judge, and a sales representative from Sandvik Steel. Students were able to ask questions to all guests.
- Kindergarten through 4<sup>th</sup> grade science classes planted gardens with wildflowers for pollinators and vegetable plants for harvest next fall. Kim Hoskins, Science teacher also assisted the Upper classes and Seniors to plant potatoes and various vegetables in the garden for harvest next fall. The students also participated in Earth Day clean up around the school grounds and neighborhood to maintain our Litter Free Zone. Outdoor Education classes took students to our forest, field, and Mountain Lake to observe with hand lenses, microscopes and binoculars.
- The Senior class was extremely busy at the end of the school year. They traveled to Robinson Park and Nay Aug Park as part of their outdoor education week, kayaked at Lackawanna State Park as part of the Science curriculum, also took a trip to Hershey Park, and eighth grade students went to La Tonalteca to practice Spanish communication skills.
- Initially, a garage sale was scheduled as the month of May's Schoolwide Positive Behavior Support Reward; however, there were not enough donations received. Instead, a dunk tank was brought in for students who got to exchange the star cards they earned for STAR behavior for a chance to send teacher volunteers splashing into the tank. The students and teachers had a great time.
- Graduation ceremony and dinner was held for 21 eighth grade students on Thursday, June 6<sup>th</sup>, at the Country Club of Scranton. Andie Chia-Ying Liao, Mandarin Chinese teacher was the guest speaker. Students will be moving on to Scranton, Holy Cross and Scranton Prep High School.
- The Parent Forum and Coach Brian planned and organized a wonderful field day for our students on Friday, June 7<sup>th</sup>. The weather cooperated, and the students enjoyed a variety of activities throughout the day with the theme of "Around the World".

## **VIII. New Business**

### **1. School Safety Report for 2018-2019**

**Marie George**

Marie informed the group that the Pennsylvania Commission on Crime and Delinquency requires an annual School Safety Report for 2018-2019 that must be reviewed by the Board by June 30, 2019, prior to its submission. Marie then distributed and reviewed the report. The Report provides an overview of the School's recent safety/security initiatives and in light of our strengths and weaknesses, the short and long-term goals are included in the report.

Marie reviewed the short-term goals stated in the report and that includes: obtaining funding to support needed improvement for interior/exterior signage, exterior lighting, classroom door locks and a visitor ID system; removal of three buildings in the lower lot that are unusable and a safety concern; hiring a consultant to complete a thorough risk/threat assessment and to assist in developing a comprehensive threat assessment plan and related implementation/training schedule.

Lastly, Marie indicated that the long-term goal includes additional safety/security needs associated with progress on the facility Master Plan Phase II. Since Phase II includes plans to build an addition from the existing building that will extend to the School's 5-acre adjacent lower lot, internal and external safety features must accompany this building project.

The Board commended the progress on recent safety initiatives and accepted the report as presented. The Board also supports pursuit of funding to assist in meeting short term needs as presented in the School Safety Report for 2018-2019.

At this time, there was no new school business that needed to be addressed.

At 7:47 PM, no further items of business were raised. A **MOTION** to adjourn was made by Fran Langan and accepted by all Board of Trustees present, with two Trustee absent.

The next HGMICS Public Board meeting is scheduled for **Tuesday, July 16, 2019 at 7:00 PM.**