

**Howard Gardner MI Charter School**  
**Public Board Meeting**  
**March 21, 2017**

The Howard Gardner MI Charter School (HGMICS) held a Public Board of Directors meeting on Tuesday, March 21, 2017. 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 E. Elm Street, Scranton, PA was the location for the public work session. The following directors attended: John Ezbiansky, Laila Kane, Lou Nivert, Dr. Susan Trussler, Dr. Amy Kenton, Dr. John Ruddy, Dr. Frances Langan, and Dr. Clarence Lamanna. Also in attendance were Maria Rozaieski, school principal. No public visitors were present at the meeting.

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	X
Mr. John Ezbiansky	X
Ms. Laila Kane	X
Dr. Amy Kenton	X (via conference line)
Dr. Clarence Lamanna	X
Mr. Lou Nivert	X
Ms. Stephanie Westington	Absent

**Administration**

Maria Rozaieski, Principal (non –voting)	X
Renee Dougherty, HR Mgr (non-voting)	Absent

Michael O'Brien, Attorney at law from Oliver Price and Rhodes, attended the meeting on behalf of Kimberly Scanlon. Atty. Scanlon is currently on maternity leave.

The Board members unanimously approved the Board meeting minutes from the February 21, 2017 Meeting. The motion was made by Laila Kane and seconded by Fran Langan. There was no further discussion of the February minutes and all directors voted in favor of approving the minutes.

The Board members reviewed the financial statement prepared by Charter Choices for the period ending February 28, 2017. In brief, total revenues to date are \$1,898,496 and total expenditures are \$1,482,409.00. For a more detailed account of these items please see attached sheet. No discussion followed and Lou Nivert made a motion to approve the financial report. Laila Kane seconded the motion. The Board unanimously approved the financial report.

Regarding school matters and policies, Maria Rozaieski provided a draft of the 2017-2018 academic year calendar. Discussion ensued about the calendar and how it needs to be adjusted. Fran Langan emphasized how HGMICS should attempt to make its calendar consistent with the calendars of public schools from the surrounding area. Doing so would minimize the inconvenience for HGMICS parents who have children in both public school and at HGMICS. Maria is going to make some revisions to the proposed calendar and the HGMICS board will revisit and hopefully approve the draft 2017-2018 academic calendar in its April 2017 meeting.

Also regarding school policies, Maria Rozaieski informed the board that the school performed a lottery for HGMICS open seats. The lottery is designed to fairly complete the school's enrollment for the each school year. Judge Karoline Mehalchick performed a blind

lottery to pick potential student names while Renee Dougherty and Maria recorded the names. There are about 53 students on the kindergarten waitlist. Generally, the waitlist numbers decrease in the higher grades with the fewest number of waitlisted students on the 8<sup>th</sup> grade list. Letters went out at the end of last week informing lottery participants of the results.

Board committee reports are as follows:

**Board Items:** On development, Clarence Lamanna reported that he, John Ezbiansky, and Stephanie Westington met with Jason Morrison to discuss HGMICS fundraising efforts. The development committee also discussed the potential upcoming visit with the Bear Creek charter school. Bear Creek has a foundation that helps support the school's salaries and facilities. The development committee is interested in the specifics of a long term HGMICS plan that incorporates aspects of facility needs, budgetary needs, staffing needs etc. Fran Langan thought it might be beneficial to have an external party help HGMICS with its long range plan. Susan Trussler reminded everyone that Alex Schuh of School Frontiers, who has already helped HGMICS prepare for its charter renewal, could provide assistance in developing a HGMICS long-range plan.

**Facilities:** Mr. Lou Nivert briefed everyone on the bids obtained to do maintenance work on the HGMICS roof. C&D Waterproofing is the low bidder at \$14,450.00 and is a high quality contractor. Lou reminded everyone that the point of the repairs is to do preventative maintenance that will lengthen the life of the current roof and avoid any major roof problems. In the long run, the repairs will reduce HGMICS' costs. He recommended that HGMICS have the repairs made to the roof soon. Amy Kenton made a motion which Lou Nivert seconded. Motion to approve the bid from C&D Waterproofing Corp. to make roof repairs and masonry wall repairs as per the bid specifications. The HGMICS board approved the motion unanimously.

**Personnel:** Dr. Susan Trussler presented to the Board on one personnel issue. One of the school's aides, though classified as a part-time hourly worker, has recently been working sufficient hours to categorize her as full-time. When Dr. Trussler discovered this, she thought it appropriate to move the person to full-time status as soon as possible. John Ezbiansky made a motion which Laila Kane seconded to approve the following: to move Maria Summa to a full-time aide position as of April 1, 2017, at a salary commensurate with her education and experience. The Board members unanimously approved the motion.

**Under Other Items/New Business:** Maria reported that the Golf Tournament is scheduled for Saturday, May 13th. She also stated that the school needs suggestions for guest speakers for the school's graduation commencement on June 6<sup>th</sup>. The Board discussed the possibility of having a HGMICS alumna make the commencement address.

At 8:15 PM, no further items of business were raised and Dr. Susan Trussler asked for a motion to adjourn which was provided by Dr. John Ruddy. The next HGMICS Public Board meeting is scheduled for Tuesday, April 18, 2017 at 7:00 PM.

Howard Gardner Multiple Intelligence CS  
Budget vs. Actual Report for the Nine Months Ending March 2017  
25% of Fiscal Year Remaining

	<b><u>2017 Budget</u></b>	<b><u>July-Mar Activity</u></b>	<b><u>Balance Remaining</u></b>	<b><u>% Remaining</u></b>
<b>REVENUES</b>				
<b>Local Revenue</b>				
1. Per Pupil Tuition	\$2,604,167	\$2,054,273	\$549,894	21.1%
2. Food Service	\$14,000	\$14,211	-\$211	-1.5%
3. Miscellaneous	\$30,500	\$26,934	\$3,566	11.7%
<b>State Revenue</b>				
4. Health Reimb.	\$3,200	\$0	\$3,200	100.0%
5. Ready To Learn Block Grant	\$0	\$7,249	\$0	0.0%
<b>Federal Revenue</b>				
6. Title I&II, SIG, IDEA	\$143,988	\$73,898	\$70,090	48.7%
<b>TOTAL REVENUE</b>	<b><u>\$2,795,855</u></b>	<b><u>\$2,176,564</u></b>	<b><u>\$626,540</u></b>	<b><u>22.4%</u></b>
<b>EXPENDITURES</b>				
<b>Salaries &amp; Benefits</b>				
7. Inst. Salaries	\$888,264	\$616,773	\$271,491	30.6%
8. Inst. Benefits	\$322,276	\$296,714	\$25,562	7.9%
9. Support Salaries	\$472,650	\$238,710	\$233,940	49.5%
10. Support Benefits	\$166,909	\$125,703	\$41,206	24.7%
<b>Total Salaries &amp; Benefits</b>	<b><u>\$1,850,099</u></b>	<b><u>\$1,277,900</u></b>	<b><u>\$572,199</u></b>	<b><u>30.9%</u></b>
<b>Purchased Services</b>				
11. Inst. Services	\$146,742	\$49,768	\$96,974	66.1%
12. Support Services	\$199,354	\$109,062	\$90,292	45.3%
13. Facility Services	\$169,780	\$117,014	\$52,766	31.1%
14. Debt Service	\$93,600	\$81,345	\$12,255	13.1%
<b>Total Purchased Services</b>	<b><u>\$609,476</u></b>	<b><u>\$357,190</u></b>	<b><u>\$252,286</u></b>	<b><u>41.4%</u></b>
<b>Supplies &amp; Materials</b>				
15. Inst. Supplies & Mat.	\$40,000	\$28,677	\$11,323	28.3%
16. Support Supplies & Mat.	\$19,110	\$14,123	\$4,987	26.1%
17. Facility Supplies & Mat.	\$8,200	\$5,949	\$2,251	27.4%
<b>Total Supplies &amp; Materials</b>	<b><u>\$67,310</u></b>	<b><u>\$48,749</u></b>	<b><u>\$18,561</u></b>	<b><u>27.6%</u></b>
18. Student Activities	<u>\$12,000</u>	<u>\$10,986</u>	<u>\$1,014</u>	<u>8.4%</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$2,538,885</u></b>	<b><u>\$1,694,826</u></b>	<b><u>\$844,059</u></b>	<b><u>33.2%</u></b>
<b>NET INCOME (DEFICIT)</b>	<b><u><u>\$256,970</u></u></b>	<b><u><u>\$481,738</u></u></b>		