

**Howard Gardner MI Charter School
Public Board Meeting
May 15, 2018**

The Howard Gardner MI Charter School (HGMICS) held a Public Board of Directors Meeting on Tuesday, May 15, 2018. Dr. Susan Trussler called the public meeting to order at 7:05 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: Dr. Amy Kenton, Dr. Frances Langan, Mr. Louis Nivert, Dr. Susan Trussler, and Ms. Laila Kane. Also in attendance were Dr. Marie George, CEO, Ms. Maria Rozaieski, Principal, Ms. Renee Dougherty, HR, Mr. Charles Wallinger, Business Manager and Ms. Kim Scanlon, Solicitor.

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	Absent
Ms. Laila Kane	X	Dr. Amy Kenton	X
Dr. Clarence Lamanna	Absent	Mr. Lou Nivert	X
Ms. Stephanie Westington	Absent		

Administration and External Counsel (non-voting)

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

Public Guests and their respective school districts (non-voting)

Jeri McNulty, Scranton SD; Karen McKeon, Scranton SD; and Mina Ardestani, Scranton SD

Laila Kane moved to approve the minutes of the February meeting and the motion was seconded by Frances Langan. The HGMICS board unanimously approved the April 17, 2018 meeting minutes.

Finance Committee:

Mr. Charles Wallinger reviewed the financial report submitted by Charter Choices for the period ending April 30, 2018. Monthly revenue was \$530,604 and expenditures were \$456,528. Total expenditures are in line with budget projections with 16.3% remaining; the largest expenditure item, salaries and benefits, is slightly lower compared to year-to-date budget by approximately ½ %. Total revenues are slightly behind budget projections due to the timing of the receipt of federal grant funds. Ultimately the entire grant should be received. Lou Nivert moved to approve the financial report and Fran Langan seconded the motion. The HGMICS Board unanimously approved the April financial report, as presented.

The HGMICS board also considered the 2018-2019 preliminary budget, which was previously reviewed by the Finance Committee. Based on estimated revenues of \$3.23 million and expenses of \$3.1 million, the school projects a net income of approximately \$133,000 for the coming fiscal year. Additional teacher positions are built into the 2018-2019 Budget. Susan Trussler moved to approve the preliminary FY18-19 budget that will be submitted to PDE by June 30, 2018 and Laila Kane seconded the motion. The HGMICS Board unanimously approved the Preliminary FY18-19 Budget, as presented.

Facilities

Fence Installation:

Fran Langan moved to approve the fence installation for the School playground by Keystone Fence Northeast, Inc at a cost of \$8,795. Lou Nivert seconded the motion. The HGMICS Board unanimously approved the fence installation, as presented.

Mass Notification System:

Laila Kane moved to approve a Telecor School Intercommunication System to be installed by Guyette Communications at a cost of \$29,240. Susan Trussler seconded the motion.

The HGMICS Board unanimously approved the Mass Notification System installation, as presented.

Phone System:

Fran Langan moved to approve a new NEC phone system to be installed by Guyette Communications at a cost of \$18,190. Laila Kane seconded the motion. The HGMICS Board unanimously approved the Mass Notification System installation, as presented.

School Matters:

Tuition Reimbursement Policy

Based upon the success of a pilot program for teachers this past semester, the extension and expansion of a tuition reimbursement program is recommended. To support this effort, policy and procedures will be developed for implementation by September 2018. The motion was made to allocate \$25,000 towards the implementation of a Tuition Reimbursement Program for eligible employees during the 2018-2019 fiscal year. A motion was made by Susan Trussler and seconded by Fran Langan. The motion was unanimously approved by the Board.

CEO Report: Dr. Marie George, CEO made a report to the HGMICS Board, which included the following items:

- HGMICS was approved for acceptance in the National School Lunch Program. This included on-campus visits from the Pennsylvania Department of Education (PDE) and U.S. Department of Agriculture. Patty Biko played a critical role in the approval process as she submitted Menus for approval, setup a student database and verified application data.
- The full price of a HGMICS lunch is \$2.86. Beginning 5/14, for those students eligible for a reduced price lunch, the cost will be \$.40. The School anticipates the volume of school lunches to increase significantly.
- Charles Wallinger established a preliminary 2018-2019 fiscal year budget. He utilized conservative estimates of revenues and expenses when constructing the

budget. Estimated enrollment of 271 students was utilized, including 21 special education students.

- HGMICS received \$7,000 from the Scranton Educational Improvement Organization to support after school literacy programs for the 2018-2019 school year. The School also applied for free materials from the Build a Garden Project, supported by the Scranton Foundation and administered by the Keystone College Environmental Education Institute (KCEEI).
- Charles Wallinger has been heading-up the School's efforts to select a new (casualty) insurance broker. Five local insurance firms expressed interest in the School's insurance business; four firms responded to the School's Request for Qualifications; the School selected two firms to submit proposals (Joyce, Jackman and Bell and Knowles and Associates). Proposals are due by June 15th and a recommendation will be presented to the Board at the June meeting.
- An active shooter training for all staff conducted by the Scranton Police Department on May 4th, followed by online training course from the ALICE Training Institute. The Safety Committee had its second meeting and prioritized recommendations that were part of a 2016 Risk Assessment completed by the PA State Police. Revenue from the Golf Tournament will be used to purchase increased camera surveillance and other improvements to the existing communications and safety systems.
- A monitoring visit was conducted by Ann Way from Federal Programs on April 20th to review compliance requirements for the School's Titles IA, IIA and IV grants. Ryan Schumm from Charter Choices was also in attendance for the monitoring visit to supply all financial-related evidence of compliance. A final report will be forthcoming.

Principal Report: Maria Rozaieski, Principal, made a report to the HGMICS Board, which included the following items:

- The School completed PSSA testing at the end of April, which went smoothly.
- The Olweus Bullying Prevention Program (OBPP) continues with scheduled weekly classroom meetings. The school held parent classroom meetings on April

25th and 26th. The meetings allowed parents to experience what a class meeting is like for the students. The meetings also allowed parents to ask additional questions about the program.

- The Student Assistance Program (SAP) Team continues to meet weekly and refine the process of identifying and referring students in need of drug, alcohol, and/or mental health services. Members of the school's SAP team met with individuals from Scranton Counseling Center and the Lackawanna-Susquehanna Counties Behavioral Health Intellectual Disabilities Early Intervention (BHIDEI) Program to discuss the school's referral process and how to secure a mental health liaison with an outside agency.
- On May 11th, the Pre-Primary classes invited all of their classroom moms to attend a Mother's Day Tea. Students paid tribute to their moms by singing special songs and preparing treats for all in attendance.
- Students in Intermediate through Senior classes are scheduled for a week of outdoor education during the month of May. Pre-Primary classes recently traveled to the Discovery Center/Ross Park Zoo.
- Interviews are being scheduled and conducted for an Upper Class (5th/6th) grade teaching position for the 2018-19 school year.
- Yearly teacher observations/evaluations are scheduled and will be completed by the end of May.

New Business

No new business items were raised. As a result, **Fran Langan** made a motion to adjourn. The meeting adjourned at 7:45 p.m.

The next HGMICS Public Board meeting is scheduled for **Tuesday, June 19, 2018 at 7 PM.**