

Howard Gardner MI Charter School

Public Board Meeting

November 21, 2017

The Howard Gardner MI Charter School (“HGMICS”) held a Public Board of Directors meeting on Tuesday, November 21, 2017. Dr. Susan Trussler called the public meeting to order at 7:13 PM and then subsequently presided over the meeting. The HGMICS facility, located at 1615 East Elm Street, Scranton, PA was the location for the public work session. The following directors attended: John Ezbiansky, Laila Kane, Dr. Susan Trussler, Stephanie Westington Dr. Clarence Lamanna, Lou Nivert, and Dr. Amy Kenton. Also in attendance were Dr. Marie George, CEO, Maria Rozaieski, school principal and Renee Dougherty, Human Resource Manager. 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	Absent	
Dr. John Ruddy, Secretary		Absent
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

Dr. Marie, George, CEO (non-voting)	X
Maria Rozaieski, Principal (non –voting)	X
Renee Dougherty, HR Mgr. (non-voting)	X

Kimberly Kost Scanlon of Oliver, Price and Rhodes was also in attendance. In addition, one visitor, Mina Ardestani, a faculty member residing in the Scranton School District attended.

The Board members unanimously approved the Board meeting minutes from the October 17, 2017 Meeting. The motion was made by Clarence Lamanna and seconded by John Ezbiansky. There was no further discussion of the October 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 October 31, 2017. Stephanie Westington reported that the revenue to date is \$964,104, with expenditures of \$813,850 resulting in a net Income of \$150,254. Laila Kane made a motion to accept the report and it was seconded by Lou Nivert. The Board unanimously approved the year to date monthly financial report. The annual audit report was not ready for this meeting. The finance committee will meet to review the draft next week so it can be brought for Board approval at the December meeting.

Regarding school matters and policies:

Dr. Marie George, CEO, provided a written monthly report. The report addressed the following topics. The status of the alternative 403(b) plan was reviewed: Dave Sharbek, broker, will meet with employees to review the enrollment guide for eligible employees to set up their online accounts. CRC Realty was engaged to perform an appraisal of the lower lot. Gregg Rodenbach conducted the appraisal on November 3rd followed by a thorough appraisal report received November 21, with an appraisal quoted as \$190,000. Dr. George reported that she is now a signatory on the FNCB bank accounts and a new credit card for multiple approved users has been issued through the bank. She is also able to access all PDE offices and reports as the CEO of record for the school. The Department of Agriculture performed an inspection of the kitchen and found four minor violations that have all been remedied. If The National School Lunch is implemented, then inspections must be conducted twice a year. The feasibility of offering the school lunch program will be examined this year. Dr. George attended the PA Coalition of Public Schools regional session at Bear Creek Community Charter School on November 10th and plans a follow up visit to meet with the CEO, Jim Smith, and the business manager. The Comprehensive Plan for 2018-2021, posted on the School website for community input and review, is to be submitted to PDE by November 30, 2017. One comment that led to a change was changing the wording "human justice" to "social justice".

Maria Rozaieski, Principal provided a written monthly report which highlighted the following: The Olweus bullying prevention program will be implemented with a kick-off on January 5, 2018, preceded by a parent kick-off on January 3rd. She reviewed the School Performance Profile Scores (composite score of 61.5) and addressed the need to improve student growth measures. Maria will work with the teachers to review the data and administer the Child Diagnostic Tests (CDT). This data will help plan intervention of targeted students. Maria and the teachers will attend a series of NEIU # 19 workshops that address this issue.

School Policy Revision:

A motion was made by John Ezbiansky to re-title and edit the policy on Reimbursement for Travel. The policy will be effective for travel to all programs that have been approved (not

just federal programs) and will be subject to administrative approval and the application of federal per diem rates. The motion was seconded by Dr. Clarence Lamanna and unanimously approved by the Board.

Personnel: A motion was made by Dr. Clarence Lamanna for an equity adjustment to increase the hourly rates of the After School Program Coordinator from \$12.24/hr. to \$13.50/hr. and the After School Assistants from \$12/hr. to \$12.50 effective immediately. The motion was seconded by John Ezbiansky and the Board vote was unanimous in favor.

The motion to hire Chiara Zigray as a part-time, long-term counselor substitute at \$150.00 per day for 77 days from December 15, 2017 to June 1, 2018. This appointment equates to a salary of \$11,500 plus 18% federally mandated deduction (\$2,079), for a total of \$13,269. The motion was made by Dr. Susan Trussler and seconded by Laila Kane. Dr. Clarence Lamanna abstained, while all other directors voted unanimously in favor of this hire to replace Jade Volchoff, who will be on approved maternity leave.

The motion was made to allocate \$6,000 for a pilot tuition assistance program from January 1 through June 30, 2018. All full-time teachers who have been employed by HGMICS for at least one school year are eligible to receive reimbursement, at a rate of \$200 per credit for up to three credits, upon demonstration of successful completion of graduate coursework. Lou Nivert made the motion that was seconded by Stephanie Westington and unanimously approved by the Board.

Development:

John Ezbiansky reported that he, Marie, Stephanie and Jason Morrison met to discuss fundraising plans for the School. An initial and important step is to update the parent/friends/alumni database. They are looking for assistance from the Parent Forum and/or Grandparent Forum. Goals were set for the year to include an alumni outreach, EITC state tax credit program and annual golf tournament. Marie reported that Barbara Nivert will be the chairperson for the annual Golf Tournament. A date other than Mother's Day weekend is a priority. Susan mentioned that she had read that The Bloomberg Foundation supports charter schools. Stephanie suggested that an FNCB representative would assist in launching this year's outreach efforts for the EITC program.

Comprehensive Plan 2018-2021:

The motion was made to approve the Comprehensive Plan 2018-2021 that was made available for public review and comment for 28 days and that will be submitted to the Pennsylvania Department of Education by November 30, 2017. Dr. Susan Trussler made the motion, which was seconded by Laila Kane and unanimously approved by the Board.

At 8:04 PM, no further items of business were raised and Dr. Clarence Lamanna made a motion to adjourn which was seconded by Laila Kane. The next HGMICS Public Board meeting is scheduled for **Tuesday, December 19, 2017 at 7:00 PM.**

Submitted by:

Laila Kane