

Howard Gardner MI Charter School

Public Board Meeting

September 18, 2018

The Howard Gardner MI Charter School (HGMICS) held a Public Board of Trustees meeting on Tuesday, September 18, 2018. 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 7:15 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. Frances Langan, John Ezbiansky, Dr. Clarence Lamanna, Dr. John Ruddy, Laila Kane, and Stephanie Westington. Absent from the Trustees were: Lou Nivert and Dr. Amy Kenton.

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

Also, in attendance were Arielle May and Joseph May residing in the Dunmore School District and Karen McKeon residing in Scranton School District.

I. Minutes

A **MOTION** to approve the Board meeting minutes from August 21, 2018 was made by Laila Kane and seconded by Fran Langan. There was no further discussion of the August minutes and all Trustees present voted in favor of approving the minutes, with 2 Trustees absent.

II. President's Report

Susan Trussler announced that this meeting represents the Annual Meeting. It is the first meeting since the approval of the Revised and Amended By-laws for the Howard Gardner MI Charter School. In accordance with the By-laws, Board committees will be established. She announced that the standing committees for 2018-19 academic year will be the Executive, Nominating, Personnel, Development, Finance and Facility Committees. It is now possible for non-trustees to serve on the Development and Facility committees, pending approval from the Executive Committee. A Slate of Officers for the upcoming year is a part of the Annual Meeting and that vote will occur shortly.

Susan Trussler thanked all Board members, the CEO, Principal, faculty, staff and parents/guardians for their dedication and work for the past year and is looking forward to another productive year.

III. Finance

1. **Financial Report:** The Board members reviewed the Fiscal Year 2018-2019 financial statement prepared by Chuck Wallinger, Business Manager, for the period ending August 31, 2018. Chuck reported as of August 31, 2018 the net revenue was slightly below budget. District billing for the 277 students has begun and revenue is being received. The 2017-2018 fiscal year reconciliation to Unipay and all school districts has been completed. The **MOTION** to approve the Year-to-Date Monthly Financial Report, as presented, was made by John Ruddy and seconded by Stephanie Westington. With no further discussion, all Trustees present voted in favor of approving the Financial Report as submitted, with 2 Trustees absent.

2. **Resolution: Howard Gardner Charter School Foundation Signatories:**

Susan Trussler noted that authorized personnel for the Howard Gardner Charter School Foundation need to be appointed as signatories for any business/financial transactions. The motion to appoint Marie George, CEO, and Chuck Wallinger, Business Manager, as signatories for the Howard Gardner Charter School Foundation was made by Laila Kane and seconded by Fran Langan. **MOTION:** To appoint Marie George, CEO, and Chuck Wallinger, Business Manager, as signatories for the Howard Gardner Charter School Foundation. Approved by all Trustees present, with 2 Trustees absent.

- IV. **Election of Officers:** Susan Trussler presented the following Slate of Officers for the 2018-2019 year, effective as of September 19, 2018: Susan Trussler for President; John Ruddy for Vice President; Laila Kane for Secretary; Stephanie Westington for Treasurer. The motion to approve the Slate of Officers, as presented, was made by Clarence Lamanna and seconded by Fran Langan. **MOTION:** Susan Trussler for President; John Ruddy for Vice President; Laila Kane for Secretary; Stephanie Westington for Treasurer effective September 29, 2018. This was unanimously approved by all Trustees present, with 2 Trustees absent.

V. Personnel

Primary Teacher Aide

Brienne E. Barrett

A motion to appoint Brienne E. Barrett to the position of Primary Teacher Aide effective October 1, 2018 for the 2018-2019 school year at an annual salary equivalent to \$20,000 and estimated benefits not to exceed 35% (\$7,000) for a total of \$27,000 was made by John Ezbiansky and seconded by Laila Kane. **MOTION:** to appoint Brienne E. Barrett to the position of Primary Teacher Aide effective October 1, 2018 for the 2018-2019 school year at a salary equivalent to \$20,000 per year and estimated benefits of 35% (\$7,000) for an annual total not to exceed \$27,000. Approved by all Trustees present, with 2 Trustees absent.

IT Specialist

Michael Abballe

A motion was made to appoint Michael Abballe for the full-time, 12 month position as IT Specialist effective September 24, 2018 at an annual salary of \$38,500 and estimated benefits not to exceed 35% (\$13,475) for a total of \$51,975 was made by Stephanie Westington and seconded by John Ruddy. With no further discussion, the **MOTION:** to appoint Michael Abballe for the full-time, 12 month position as IT Specialist effective September 24, 2018 at an annual salary of \$38,500 and estimated benefits not to exceed 35% (\$13,475) for a total of \$51,975. Approved by all Trustees present, with 2 Trustees absent.

VI. Parent and Family Engagement Policies (Title I)
HGMICS Parent and Family Engagement Policy 2018-2019

Marie George informed all present that the HGMICS Parent and Family Engagement Policy needs to be approved annually by the Board of Trustees. She explained that this policy has a school-wide focus and includes outreach to parents and families through various means throughout the year, including an annual feedback survey. The **MOTION** to accept the 2018-2019 HGMICS Parent and Family Engagement Policy, as presented was made by Laila Kane and seconded by Clarence Lamanna. There was no further discussion. **MOTION:** to accept the 2018-2019 HGMICS Parent and Family Engagement Policy. Approved by all Trustees present, with 2 Trustees absent.

Title I Parent and Family Engagement Policy 2018-2019

Marie George briefly discussed the Title I Parent and Family Engagement Policy for 2018-2019, which is specific to Title I students and requires annual Board Approval. The motion to approve the Title I Parent and Family Engagement Policy for 2018-2019 was made by Clarence Lamanna and seconded by Fran Langan. There was no further discussion. **MOTION:** to accept the Title I Parent and Family Engagement Policy for 2018-2019. Approved by all Trustees present, with 2 Trustees absent.

VII. School Matters

CEO Report

Dr. Marie George, CEO, reported that the 2018-2019 school year is in full swing. Parent Forum already met on September 7th. At that meeting, Marie provided a State of the School presentation, Maria introduced all of the new teachers, and Patty Biko provided an overview of Sycamore. Title I teachers, Jeri McNulty and Terry Quinn, discussed and distributed information that parents may use to promote their students' reading and math skills.

School Committees established for this academic year include the Safety, School-wide Positive Behavior, Olweus Bullying Prevention, Student Assistance Program, Curriculum/Professional Development, Wellness and Comprehensive Planning Committees.

In addition, Marie George attended the first Federal Program Coordinator (FPC) meeting of the year at the Intermediate Unit on September 12th at which time important compliance requirements were discussed. The next meeting will be held on October 16 with Don McCrone, PDE Regional Director. A question that HGMICS must answer is whether we should apply for Title I school-wide assistance in 2019-2020 rather than the current targeted assistance funding. With the 2018-2019 Consolidated Application submitted August 31st, the School is now spending from the new funding allocation of \$97,000 for Title I.

It was reported that the School Safety Committee resumed meeting and is reviewing the status of all safety measures previously identified. Our new insurance agent from Joyce, Jackman and Bell recently did a building walk-through and reported their findings to the Committee as being in compliance, with only a few minor items, such as cracks in the sidewalk, that need to be addressed.

The National School Lunch Program (NSLP) is currently underway and experiencing an increase of daily lunches ranging from 40-60 compared to last years' 10-20 daily meal count. An on-site Administrative Review visit will occur November 2018. As required, a Wellness Committee is being convened and will formulate a comprehensive Wellness Policy for the Board's review.

Regarding Strategic Planning, three stakeholder groups (former/current Parent Forum Officers, Comprehensive Plan Committee and Faculty /Staff) were contacted to complete a survey about the Mission and Vision statements and list of internal/external factors that might affect future planning.

Principal's Report

Maria Rozaieski, Principal, reported that the school year was off to a great start. The first day arrival and dismissal went well. Kindergarten "Meet and Greet" took place the week prior to the start of school and was a success.

Teachers and students worked out the kinks of the new schedule and have adjusted to new routines. The Intermediate students completed a week of outdoor activities using the environment to compare and contrast, estimate and measure, draw lines for longitude and latitude, and a scavenger hunt of nature items took place. The Upper classes are experiencing Outdoor Education this week and the senior classes will follow.

The first school assembly was held August 31st and reinforced our Schoolwide Positive Behavior Program and S.T.A.R. behavior. Jade Volchoff, Guidance Counselor conducted required bus evacuation drills on the Scranton school bus for all students. The process of scheduling a few extracurricular clubs for the first trimester is underway; such as Pep Squad and STEAM club. Our Student Association Program team (SAP) is off to a good start and has resumed meetings. Other school happenings include school photos, annual magazine and garden mum sales.

VIII. New Business

No new business was brought forth at this time.

Second Public Hearing of Visitors to any school related topics.

Karen McKeon, Scranton School District, inquired if Title I applied only to specific students. Marie George responded that Title I now covers only eligible students but if a school-wide program is pursued then all students would participate.

At 7:45 PM, no further items of business were raised and Fran Langan made a MOTION to adjourn, which was seconded by Laila Kane. The next HGMICS Public Board meeting is scheduled for **Tuesday, October 16, 2018 at 7:00 PM.**

Submitted by: Janet Kania, School Secretary