



**Parent Forum Meeting Agenda
September 13, 2018
6:30 pm
HGMICS**

- I. Welcome**
 - A. 6:38 Sarah Called the meeting to order
- II. Approval of April minutes**
 - A. Motion to approve minutes from april (Joy, Deanna, and Kerri O'Boyle)
- III. Officer Introductions**
 - A. Sarah
 - B. Megan
 - C. Kritina
 - D. Meghan
 - E. Deanna
 - F. Joy
- IV. New Logo**
 - A. Way to distinguish PF from school
- V. State of the School by Dr. Marie George**
 - A. PDF file is attached
- VI. Current (Returning) teachers at meeting**
 - A. Jeri McNulty
 - B. Amanda Conti
 - C. Arielle May
 - D. Michelle Wall
- VII. Meet the New Teachers**
 - A. Barb Ainey-upper team 5/6
 - B. Joe Bomba-Spanish
 - C. Alyson Eckler-¾ aide for Michelle Wall

- D. Hazel Hess-Special education
- E. Terry Quinn-Title 1
- F. Alyssa Rook-Aide Primary 1
- G. John Sheronda-Upper aid

VIII. Sycamore 101 by Patty Biko, Operations Coordinator

- A. Operations coordinator-handles a lot
- B. You have access to student records just like she does.
- C. Sycamore school.com from website and on the app.
 - 1. App is only informational-can't really do a lot. Can see, but can't do
- D. School id-2230 howard gardner's id
- E. If you didn't get info see Patty
- F. Everybody is the same home page wise
- G. Home page
- H. School calendar-will be life soon, only external inside
- I. Ideally it is one stop shop
- J. You can't change demographics in Sycamore. Have to contact the school to do that.
- K. Missing assignments show
- L. Documents tab
- M. Attendance
 - 1. 11:30-half a day credit, in by 10 ³/₄ day credit
 - 2. With note it will see say you have been absent (excused, with comments)
 - 3. Up to 5 educational trip days (Per approved educational trip form)
- N. Each school year attendance record, report cards, medical records, etc. just open it.
 - 1. Paperless for report cards unless you request it.
 - 2. Pencil means that you didn't sign it.
- O. Rubrics are loaded and explains different levels
- P. Bus lists are on their too.
- Q. Kindergarten is different
 - 1. Not presented
- R. Employee directory
- S. How to order lunch-step by step
- T. System help-training videos, FAQ,
- U. Sign up for notifications
- V. PT Conferences
- W. Big on emails.-More than one child than you have to sign up for conferences for each individual child.

- X. My account- afterschool-can pay online via schools paypal, check, debit, cc, same thing for cafeteria account. Would like it to be prepaid. Accounts are separate. You choose how you (My payments-you designate what you want your payment to go to). If name is different than child put it in comments.
- Y. Cafeteria orders-can order up to midnight. Can see what you ordered, but can't cancel after the fact. Smart snacks are not up yet. Money rolls over at end of school year. If you leave school we will send you a check. Red is if money is due. Will get an email that says account is below 0 dollars. Lunch will be cancelled if it is caught in time. Call Patty if you have a lunch order and will be late. Call doesn't make the absence excused. Excuse has to be provided upon return. Must have a reason on it. attendance@myhgsd.com

IX. Calendar for 2018-2019 SY

- A. Dates of what we have scheduled
- B. Next meeting-10/11
- C. Trunk or treat-10/21at HGS
- D. Fall mixer-11/9 at the Waldorf
- E. Holiday celebration-12/8
- F. Pf meeting-12/13

X. Family Fun Night-Robas

- A. Tomorrow night :)
- B. Sorry for the ticket confusion.
- C. 6.95 FB friend-do not have to purchase online.
- D. Smores and water available
- E. Tent 24
- F. 1-2 of us will be at tent at all times

XI. Trunk or Treat

- A. 2nd annual!
- B. Great success
- C. Oct. 21, 12-2, come and decorate trunks and with kids to walk around to trick or treat at trunks.

XII. Volunteer Survey

- A. Thank you for responding.
- B. 97 responses.
- C. 30 classroom parents, 39 classroom volunteers
- D. 9 of 14 classes have sufficient volunteers.
- E. Clearances!!! Send into the school. 15 mins online to renew child abuse and pa criminal. FBI clearance is different-if PA resident for less than 10 years. Volunteer clearance is free, changed to 5 years.

XIII. Title 1 by Jeri McNulty (and Terry Quinn)

- A. Jeri comes to all meetings. Newsletter for reading and now Math and Science to do at home. Geared for k-3.
- B. Read Aloud-very important-good that it does is amazing. 3 parts-before, during, and after-ideas that support all 3.
- C. Different ideas of fun things to read aloud.
- D. Guest readers-reading styles, books for babysitters, call for long distance read alouds from relatives,
- E. Ideas for books.
- F. Math-math is everywhere-can do simple things every day.
- G. Math throughout all conversations,do math on the go- house number, phone number, 1 head of lettuce-3 carrots. Dollar store has great manipulatives.

XIV. Treasurer's Report

- A. Like to be transparent with numbers.
- B. For Fiscal Year 2018-2019 (July - June) the opening balance was \$22,780.95
 - 1. Current balance-\$18,089.25
 - 2. Anticipated balance-\$12,849.66
- C. Teacher disbursements (250/teacher)
 - 1. \$6,500.00
- D. Buddy bench for playground will be purchased with some of our funds
- E. Please note that for further income/expense detail, the September Treasurer report is attached.
- F. Please add that Annual Reports for 2017-2018 fiscal year are completed and attached.

XV. Questions/Comments

- A. 7:42 Meeting was adjourned

Howard Gardner School Parent Forum

Statement of Financial Activities

Fiscal Year 2017 - 2018

Income:

5K & Fun Run	\$	746.75
Account Interest	\$	8.37
Amazon Smile	\$	189.95
BINGO	\$	9,751.81
Dance Events	\$	780.94
Family Fun Nights	\$	830.50
Montage Pass Sale	\$	891.00
School Store	\$	4,175.06
Raffle Proceeds	\$	249.50
What's for Dinner Sales	\$	2,045.00

\$ 19,668.88

Expenses:

Donations	\$	(86.08)
Field Day	\$	(806.81)
General Operating Expenses	\$	(82.00)
Golf Tournament Donation	\$	(250.00)
Holiday Party	\$	(50.85)
Membership Events	\$	(1,612.96)
Road Runner Spending	\$	(138.00)
Scholastic Book Fair	\$	(11.66)
Student Experience Requests	\$	(1,494.15)
Teacher Appreciation Lunch	\$	(434.64)
Teacher Disbursements	\$	(5,500.00)

\$ (10,467.15)

Net Income Surplus:

\$ 9,201.73

Howard Gardner School Parent Forum

Statement of Financial Position

As of End of Fiscal Year 2017-2018

Assets			
Current Assets			
	Cash Equivalents	\$22,780.95	
Long Term Assets			
	None	\$0.00	
			<u>\$22,780.95</u>
Liabilities			
Current Liabilities			
	Uncashed Checks	\$1,025.00	
	Road Runner Funds	\$1,539.59	
Long Term Liabilities			
	None	\$0.00	
			<u>\$2,564.59</u>
Net Assets			<u><u>\$20,216.36</u></u>

HGS Parent Forum Treasurer's Report

Year: 2017-2018
 Period: 7/6/2018 to 9/12/2018
 Treasurer: Susan R. Hynds

Date	Income	Expenses	Amount
		Starting Balances:	\$ 22,780.95
7/10/2018		Family Fun Night	\$ (75.00)
8/1/2018		BINGO	\$ (100.00)
Cumulative		School Store	\$ (409.12)
8/13/2018	Amazon Smile		\$ 28.98
Cumulative	Interest		\$ 1.94
8/20/2018		Ice Cream Social	\$ (388.50)
Cumulative		Teacher's Disbursements	\$ (3,750.00)

Income:	\$ 30.92
Expense:	\$ (4,722.62)
Net Change:	\$ (4,691.70)

Current Balances: \$ 18,089.25

Future Earmarks/Outstanding Items:

5K/Fun Run Proceeds (Held in Reserve for Cross Country)	\$ (1,539.59)
Revello's	\$ (950.00)
Teacher's Disbursements	\$ (2,750.00)
Anticipated Balances:	<u>\$ 12,849.66</u>

HOWARD GARDNER MI CHARTER SCHOOL

State of the School September 13, 2018

Greetings to all! It is again a pleasure to welcome all returning and new families to the 2018-2019 School year. And, I want to thank the Parent Forum for the numerous ways you support the Howard Gardner MI Charter School.

I appreciate today's opportunity to present on the State of the School. You've been provided a topical outline of my presentation and I encourage you to list any questions that can be addressed after the presentation or if necessary, at a later time. I have an open door policy!

The School has grown in both our enrollment and correspondingly, our staffing. We added a **third homeroom** in the Upper grades (5th/6th) and transferred new students to the additional openings at these grade levels. In contrast, we scaled back the number of Kindergarten students that we enrolled from 45 to 36 and plan for the 2019-2020 school year to return Kindergarten enrollment to 33, thereby ensuring that all students are guaranteed spots in 1st grade for the Primary class.

There were a few students who did not return and those seats were filled by students on the wait list. Overall we enrolled 50 new students for a **total enrollment of 277 students**. Consistent with our growth strategy, we will add another Senior homeroom fall 2019, which brings us to our desired maximum enrollment of 296- 300. This is a financially sustainable enrollment for Howard Gardner but does present challenges for the current capacity of this building.

The 277 students represent **14 school districts** with the two largest represented by Scranton and Abington Heights, our two affiliated school districts that have priority in the lottery process. By December, we will describe the enrollment/lottery process in a bit more detail on our website, as there is some confusion. Keep in mind that in our Charter, there are two groups given priority placement, Founding Family Members and Siblings. We also extend enrollment benefits to current employees; if no longer a current employee, this benefit ceases.

Teaching Staff: First, and most importantly, we have increased the number of teaching staff from this same time last year. We added two aides that were previously not in place last fall. Similar to Kindergarten and Primary, Intermediate classes now have an aide for each teacher. In Upper Classes there are two aides and of course another teacher (Barb Ainey) in light of the additional homeroom. We now have two Title I teachers (Jeri and Terry) and are expanding the focus of Title I to include math as

well as reading. Additionally we increased our Special Education teachers from one to two. The **teaching staff now numbers 36** (25 teachers and 11 aides). With 10 full time administrative/professional staff, our **total number of FT employees is 46**. Promotions were granted to Patty Biko (Operations Coordinator and Jade Volchoff, Director of Student Support Services/ Guidance Counselor).

Teachers: We want to retain our excellent teachers and provide important continuity for our students. Last year, we worked on addressing teacher-identified issues. A new salary step scale was approved by the Board in June that resulted in teacher salary increases averaging 8.5%. Additionally, a tuition reimbursement program is effective this fall and financial support, primarily through our Title II federal grant, supports their attendance at professional development opportunities during the summer and throughout the school year. We witnessed significant improvement in the retention of our teachers with only two leaving – one for retirement and the other for an administrative position.

Updates on **non-teaching staff:** Following a Board directive, I have established greater clarity regarding who has responsibility for what. All non-academic areas no longer are the responsibility of the Principal, which frees Maria to focus on the student learning experience, curriculum development and supervision of all teaching staff, which include their professional development needs. Maria supervises all teaching staff and everyone else reports through me. While my role as Chief Executive Officer (CEO) is all-encompassing and somewhat unique to charter schools, it is comparable to a Superintendent in other public school districts but with more hands-on involvement in the School. I also serve as the Federal Program Coordinator and Local Educational Authority (LEA) and this year will be more focused on grants writing, fund-raising and implementing strategic initiatives.

Our Business Manger, Chuck Wallinger, was hired in April 2018 and has taken over the financial services previously provided by Charter Choices (an offsite service contractor). Thus all financial matters are handled in house by Chuck and me. Chuck closely controls all financial transactions and instituted a segmentation of duties procedure for purchasing and to be in compliance with required Procurement regulations. By Board direction, only the Business Manager and CEO have authority to make financial transactions for the School. Along with the Facilities Mgr, IT Specialist and Operations Coordinator positions, these positions represent the back-office functions to ensure that all financial, facility, technology and data systems are efficient and effective. Our Human Resources Manager plays a dual role supporting back and front office functions. In addition to HR, Renee oversees student admissions

and provides support to the Principal and teachers, ranging from ordering their supplies to obtaining teacher substitutes when they are absent. Janet Kania is our new School Secretary who is the one who answers phones and monitors visitors daily. She also supports the Board and so many other day to day happenings. It's a great team and we're all student-focused, regardless of our responsibility!

As all schools, we rely on a several **service contracts** and have commenced conducting a regular bidding process. For example, last year we had a bid process for our Insurance/Liability Coverage; this year we will conduct an RFP process for our cleaning service and annual audit; Chuck Wallinger our business manager will coordinate this, in collaboration with the Board Finance Committee.

Safety measures, as discussed with the Parent Forum in the spring, were completed over the summer to include increased camera surveillance, installation of perimeter fence for play areas, increased exterior signage, installation of intercommunication system including panic buttons and a new phone system that integrates with the intercom system. Employees now wear ID Badges, were CPR trained and receive ongoing safety/emergency response training. We purchased more First Aid kits located throughout the building and equipped teachers with traveling first aid kits for Outdoor Ed or field trips. We will be conducting bus evacuation drills and regular emergency drills; fire drills will be unannounced but all other drills will be announced including evacuation protocols.

This our first school year offering the National School Lunch Program that provides free and reduced lunch for eligible students; reduced price is \$.40 and an affordable full cost is \$2.86. Patty Biko coordinates the Program. We are now serving 40-60 meals daily in contrast to 10-20 daily. All meals are prepared on-site and are nutritiously planned. Electronic ordering and payment are now available. Regardless of your eligibility, we ask that you complete the applications as this information is important for the School's ability to apply for additional funding for the School, e.g. state, federal and private grants. I want to acknowledge the excellent work of our kitchen staff Dottie Shoemaker and Kim Felkowski, who strive to serve nutritious meals that students also enjoy. We will be establishing a **Wellness Committee**, as required by PDE, to formulate a wellness policy for the School. If anyone is interested, please contact me.

In May, a survey was distributed to all families, followed up with several focus groups. Thanks to all who participated. The **major themes that emerged from that survey** pertain to Academics, Parent Communications, Grade Reports and Extracurricular Programming. Your concern about **how** your student is academically performing was the overarching theme manifested by you wanting to know

what they were studying, expectations for homework, how are individual needs/academic challenges being addressed, how grade report narratives reflect student progress and the desire for more diverse and challenging extracurricular clubs. The change from having a Parent Night to a **Curriculum Night is in response** to your feedback from this survey. We will also be examining the feasibility of offering gifted programming for eligible students.

The Board of Trustees recently passed several important resolutions that I'll briefly mention.

The school's affiliated organization for fundraising was re-named from the Howard Gardner School for Discovery to the Howard Gardner Charter School Foundation. I will be issuing a communication about this once all IRS and financial account changes have been made.

The Board updated their By-laws to reflect current best practices. Highlights of the changes include: their name is now Board of Trustees (not Board of Directors), terms of office are 3 yrs with the possibility to serve two consecutive terms, before rotating off the board. Trustees can be re-nominated after being off the board for at least one year. Committee roles were clarified and upon approval, non-trustees can be nominated to serve on designated Board Committees. It was further clarified that the CEO reports to the Board and serves as the primary liaison to the Board.

We are very fortunate to have a Board that is sincerely concerned about you and your students' experience. I have worked with many Boards and with confidence, can state that this Board is extremely committed and qualified to discharge their governance responsibilities. And....they understand the School's mission.

So I end with thoughts about the future of the School. The Board has been anxious to plan for the future, but first wanted internal administrative matters to be addressed.

At a Board retreat in August, the Board launched a strategic planning process. At that retreat they updated the Mission Statement, formulated a Vision Statement, and identified factors that might affect our future. They have charged me with facilitating a collaborative process during this fall with the hope that a finalized three year plan (2019-2021) can be approved at their December meeting. I have subsequently reached out to various stakeholders for feedback and to you, this evening. If you wish to be involved, please contact me! And just a reminder, the Board of Trustees meets monthly (3rd Tuesday) at the school; it is a public meeting and anyone is welcome to attend. Also, their minutes and approved policies are on our website.