

Howard Gardner MI Charter School Public Board Meeting

Tuesday, September 17, 2019

The Howard Gardner MI Charter School (HGMICS) held a Public Board of Trustees meeting on Tuesday, September 17, 2019. The HGMICS facility, located at 1615 East Elm Street, Scranton, PA was the location for the public meeting. In the absence of Dr. Susan Trussler, John Ezbiansky, Vice President called the meeting to order at 7:11 PM and then subsequently presided over the meeting. Mr. Ezbiansky led those assembled in the Pledge of Allegiance and then took roll call for the board members and administrators.

The following Trustees attended: John Ezbiansky, Laila Kane, Laurie Cadden, Susan Hennemuth, Dr. Fran Langan, Dr. John Ruddy and Aaron Nivert. Absent: Dr. Susan Trussler, Stephanie Westington and Dr. Clarence Lamanna.

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

John Ezbiansky announced at this time any visitor may comment or ask questions pertaining to items listed on the September agenda. At this time, the visitors in attendance had no comments or questions regarding the agenda. The meeting proceeded.

I. Minutes

John Ezbiansky presented the August 20, 2019 Board of Trustees meeting minutes and asked if there were any corrections or additions. At this time, there were no corrections or additions and the **MOTION** to approve the August 20, 2019 Board meeting minutes, as submitted, was made by Laila Kane and seconded by Fran Langan. All Trustees present voted in favor of approving the minutes as submitted, with three Trustees absent.

II. Finance Committee

Dr. John Ruddy

In the absence of Stephanie Westington, Dr. John Ruddy reported on September 12th Baker Tilly; audit staff submitted the annual fiscal report to the Board of Trustees. Baker Tilly acquired the task of auditing the financial records for Howard Gardner MI Charter School. In their first-year report as audit staff, Baker Tilly stated that the results of the financial records for the school were found to be complete and in strong healthy financial standing. They complemented both Marie George, CEO and Chuck Wallinger, Business Manager for their assistance with the audit. John stated that the Board of Trustees were pleased with the performance of Baker Tilly and look forward to working with them in the future.

1. Annual audit for Fiscal Year 2018-2019

MOTION to approve the Annual Audit for fiscal year 2018-2019 conducted by the auditing firm of Baker Tilly was made by John Ruddy on behalf of the Finance Committee, no second to the motion was needed. All Trustees present voted in favor of approving the Annual audit for the Fiscal Year 2018-2010 as submitted, with three Trustees absent.

2. Financial Report

Chuck Wallinger

Chuck Wallinger, Business Manager reported revenues are \$6,123.06 above budget for August 2019. There was EITC revenue that was not included in the budget for \$5,000 for IT costs. Chuck reported that expenses were \$10,341.90 above budget for August 2019. The expenses were above budget due to IT costs and school improvements costs. The IT costs of \$5,069.33 are offset by EITC revenue contributions by the Howard Gardner Charter School Foundation. The IT costs include Teacher and Staff laptops. The Facilities costs were above budget due to Phase I of the approved Master Plan by \$6,710.83. The Net Operating Loss for August 2019 of \$12,730.96 was below budget by \$4,308.84 due to Phase I of the approved Master Plan that was not budgeted. In addition, Chuck added that the School had 145 days cash on hand at the end of August 2019.

The **MOTION** to approve the Financial Report through August 31, 2019 as reported and submitted was made by Laurie Cadden and seconded by Susan Hennemuth. All Trustees present voted in favor of approving the Financial Report as submitted, with three Trustees absent.

III. Committee Reports

a. Finance/Facilities Committee

Dr. John Ruddy

John Ruddy reported that the Finance/Facilities committee has schedule a meeting for the beginning of October.

b. Personnel Committee

Dr. Susan Trussler

Due to Dr. Susan Trussler being absent, no report was given.

c. Nominating Committee

Laila Kane

Laila Kane reported that the Nominating Committee has not met yet.

d. Development Committee

Susan Hennemuth

Susan Hennemuth reported that the Development Committee met at 4:30 this afternoon. The main topic of discussion stemmed from issues on how to raise money for the extension to the school. It was decided that several consulting firms would be contacted and offered the opportunity to submit consulting proposals. After proposals have been received three consulting firms will be interviewed by the committee. The committee also concluded that there is a need for an annual fund campaign.

e. Academic Committee

Dr. Fran Langan

Dr. Fran Langan reported that the committee has not met yet. A meeting is scheduled for the beginning of October.

IV. Personnel

a. Teacher Aide

**Marie George
William Shiver**

Maire George presented the reaffirmation of the appointment of William Shiver as a Teacher Aide effective immediately at an annual salary of \$20,600, with estimated benefits not to exceed 30%, or

\$6,180, for a total of \$26,780. With no further discussion, **MOTION** was made by Laurie Cadden and seconded by Susan Hennemuth. All Trustees present voted in favor of appointing William Shiver as a Teacher Aide effective immediately, with three Trustees absent.

V. School Matters
1. CEO Report

Marie George

Marie began her report by stating that the 2019-2020 School year is off to a great start. Parents/Guardians are engaged as evidenced by their attendance at all of the start-of-school events. Attendance for the new Kindergarten students' families, as well as new parent welcome and the Ice Cream Social sponsored by the Parent forum had been very successful.

Marie added that the Annual Audit for 2018-2019 fiscal year was successfully completed by Baker Tilly. Chuck Wallinger, Business Manager, provided all needed information, which was time consuming. As presented earlier in the meeting, the Annual Audit for the 2018-2019 fiscal year was approved by the Board of Trustees.

In addition, the Finance/Facilities Committee will be requesting conventional loan proposals from three local banking institutions – Fidelity, FNCB and PNC. In addition, PennSecurity was recommended and invited to submit a proposal. These conventional loan proposals will determine the financing plan for Phase II of the Master Plan. To expedite the process of the Board's review and approval of Phase II, proposals are being requested by October 4, 2019. The Finance committee will review all submitted proposals at that time.

Marie reported that the demolition of the three structures in the lower lot began on Thursday, September 5th and will continue through the month with an expected completion date in early October. During the evening of September 4th, the Special Operations Group of the Scranton Police Department, led by Sgt. Thomas Carroll, utilized our vacant building to conduct training and drills for their staff. We were pleased to accommodate our local law enforcement that has continually provided support and training to HGMICS.

Marie announced that a request for proposals for our security system will be forthcoming. Triguard has provided the school's security system over the last 8 years, but with no contract renegotiation during that time. In light of Triguard's leadership turnover, poor customer service and dated equipment, we will seek proposals from additional providers.

The school will be in need of a school psychologist with the retirement of Rita Williams in December. Marie has proposed that advertisement of this full time School Psychologist be posted as soon as possible because of the critical component to meet the needs of all students. Additionally, there is an intermittent need to consult with legal counsel, with expertise in special education due to the laws and legal liability in meeting the needs of students with special needs which is complex and poses considerable potential liability to the school. The target date for the school psychologist position to be filled is January, 2020.

Lastly, Marie informed the group that at two recent press conferences, Governor Wolf announced that he will enact Executive Actions against public charter schools. On Wednesday, September 3rd, the first such action was implemented. This action calls for a monthly fee to be charged to public charter

schools, effective immediately. Accordingly our Pennsylvania Coalition of Public Charter Schools (PCPCS) is actively lobbying on our behalf and asking for direct participation from all schools. Marie stated that she has written the PA Legislative leadership and been in contact with local legislative offices. Marie state that she will send updates as information is obtained regarding this issue.

2. Principal Report

Maria Rozaieski

Maria also reported that the 2019-2020 school year is off to a great start. Maria highlighted the beginning of school activities as:

- August 15th marked the official time when the teaching staff began to prepare their classrooms for the 2019-2020 school year. Pre-service for the faculty and staff was held on August 19th through 23rd which included:
 - Orientation for new staff
 - Meeting for the Positive Behavior Intervention and Support (PBIS) team
 - Everyday Math – a full day of training
 - Administrative updates, revisiting the Mission and Vision statements, reviewing the Strategic Plan and Goals, establishing goals and actions for the Strategic Plan and exploring Multiple Intelligences through the book *Multiple Intelligences in the Classroom* by Louis Armstrong
 - Special Education presented by McKenna Snyder, LLC and Emergency Preparedness by the Scranton Police Department
 - Project-Based Learning: Presentation to the staff from the PBIS team; and Enrollment update and discussion with the faculty and staff
- The Kindergarten teachers and aides held a “Meet and Greet” on Thursday, August 22nd to welcome the incoming Kindergarten students and parents with a tour and preview of the new school surroundings. This was followed by an Ice Cream Social hosted by the Parent Forum.
- The first day of school was Wednesday, August 28th. The school year was kicked off with an All-School Assembly. New students, faculty and staff were acknowledged. Students expressed their enthusiasm about being a part of the HGMICS family. The first two weeks of school was working out any kinks in the schedules. Primary and Intermediate classes experienced “outdoor ed”. Upper and Senior classes will participate in “outdoor ed’ during the last 2 weeks in September (weather permitting).
- The second All-School Assembly of the year was held on Monday, September 9th to kick off our new Positive Behavior Intervention and Support (PBIS) Program. All students were reminded what S.T.A.R. (Safe, Trustworthy, Accountable, and Respectful) behavior is at HGMICS. Jade Volchoff, Guidance Counselor conducted the required bus safety and evacuation drills on the Scranton School District buses.
- School Happenings include school photos being taken and our garden mum sale that is underway. Curriculum Night is scheduled for Thursday, September 19th.

VI. Educational Presentation Teacher Induction Program

TreeAnne McEnery

TreeAnne McEnery, Assistant Principal presented the “Teacher Induction Program”. The slide show presentation began by explaining the meaning of the “PDE Statement: Educator Induction Program”. The slide show presented the four major components of the program. TreeAnne continued explaining the vital importance of each component (for example: committee, assistant principal, mentors, goals,

competencies, professional development and documentation.) A hard copy of the presentation was submitted to the Board of Trustees and can be requested.

VII. New Business

Marie George announced on behalf of the Board of Trustees, the Board would like to cordially invite all of the Howard Gardner MI Charter School Employees to attend a Fall Gathering that will take place on Friday, November 1st. Details will be forthcoming.

At this time, there was no new school business that needed to be addressed.

At 7:51 PM, no further items of business were raised. A **MOTION** to adjourn was made by Laila Kane and accepted by all Board of Trustees present, with three Trustees absent.

The next HGMICS Public Board meeting is scheduled for **Tuesday, October 15, 2019 at 7:00 PM.**