

Howard Gardner MI Charter School

Public Board Meeting

Tuesday, April 18, 2023

The Howard Gardner MI Charter School (HGMICS) held a public Board of Trustees meeting on Tuesday, April 18, 2023. Stephanie Westington, President, called the meeting to order at 7:35 p.m. Stephanie led those assembled in the Pledge of Allegiance and took roll call for the board members and non-voting attendees.

The following Trustees attended: Sam Ceccacci, John Ezbiansky, Michael Barbetti, Laurie Cadden, Wayne Evans, Dino Galli, Susan Hennemuth, Dr. Clarence Lamanna, and Dr. Catherine Richmond-Cullen. Absent from the meeting: Laila Kane

Also in attendance: Dr. Marie George, CEO; John Marsico, Business Manager; Joe Ross, Director of Facilities and Security; and Deana Bonacci, Assistant to the CEO.

Stephanie Westington announced that no visitors were present.

I. Minutes

Stephanie Westington

Stephanie Westington presented the March 21, 2023 Board of Trustees meeting minutes and asked for approval. A **MOTION** to approve the March 21, 2023 Board meeting minutes, as submitted, was made by Dr. Clarence Lamanna and seconded by Michael Barbetti. Stephanie asked if there were any comments or corrections on the minutes. Not hearing any, Stephanie called for a vote. All Board of Trustees members present voted in favor of approving the March 21, 2023, minutes as submitted, with one Trustee absent.

II. President's Report

Stephanie Westington

Stephanie Westington welcomed everyone in attendance to the April 2023 Public Board meeting. Stephanie began by reporting the Board would be voting on the appointments of two new Trustees at tonight's meeting.

Stephanie continued her report by providing a few important dates: The HGMICS Parent Forum Walk-a-thon Fundraiser will take place on Friday, May 5, 2023, at the Marketplace at Steamtown from 5 to 7 p.m. On Thursday, May 11th, the First Annual Employee Recognition Event sponsored by the Board of Trustees, will take place at Glenmaura National Golf Club. Teachers and staff members will be recognized and rewarded for their dedicated service to the School. Next, Stephanie announced an

important date change. The last day of school, originally slated for Tuesday, June 6th, has moved to Friday, June 2nd and will be a half day of school.

Lastly, Stephanie informed the audience the HGMICS Educational Session “Special Education Updates” which is next on the agenda for tonight’s meeting, will be postponed to a later date.

III. Finance/Facilities Committee

John Ezbiansky

Stephanie Westington reported for John Ezbiansky due to his absence at the April 12th joint Finance/Facilities Committee and Personnel Committee meeting. Stephanie reported the two Committees met to discuss the Fiscal Year 2023-2024 Budget and pending changes to the teacher salary step scales. The March 2023 Financial Report was also reviewed.

1. March 2023 Financial Report

John Marsico

Revenues for March 2023 of \$469,256 are \$163,507 higher than the revenues for February 2023. Tuition Revenue remains consistent with what we bill to the school districts. We received \$31,242 as reimbursement for our recently awarded PCCD grant in March 2023. In addition, we received \$5,603 from the School Health Annual Reimbursement Request System (SHARRS) in the month of March 2023 as well. Expenses for March 2023 of \$372,911 are \$12,226 lower than the expenses for February 2023. This is as expected again due to the billing issues encountered by PPL. Once again, we did not receive a March 2023 electricity bill. PPL has corrected the issue and we have received two separate bills to be paid in April 2023. The Net Operating Income for March 2023 is \$96,345, as compared to a Net Operating (Loss) of (\$79,388) in February 2023, with a fiscal year-to-date Net Operating Income of \$463,320. This is as expected for the month of March 2023 for the reasons above. Title and ESSER funding received, as well as the National School Lunch Program, remained consistent for March 2023.

The school had \$941,819 in cash at the end of March 2023. This is \$39,555 higher than the balance at the end of February 2023 and is as expected. We did receive our March redirection payment from Scranton, Dunmore, Mid-Valley, North Pocono, and Old Forge school districts on 3/30/23 in the amount of \$349,080.57. We made a final payment to Summa Masonry in the amount of \$8,900 for the Kindergarten annex in March 2023. This payment is supported through the ESSER III grant and was capitalized as building improvements. We are currently making principal and interest payments on the Construction Loan in the amount of \$25,035.47 per month. The amounts being applied to principal and interest each month are based on a 20-year amortization schedule for a \$4,500,000 loan at an annual percentage rate of 2.99%. The amortization schedule was provided by Baker & Tilly and is being compared and reconciled, if necessary, monthly to the

Construction Loan bank statement. The principal balance outstanding after the March 2023 payment is \$4,429,786.

At this time, Stephanie Westington entertained a **MOTION** to approve the Financial Report through March 31, 2023, as reported and submitted. The motion was made by Susan Hennemuth and seconded by Sam Ceccacci. Stephanie called for any questions or comments, not hearing any, all Trustees present voted in favor of accepting the March 2023 Financial Report, as presented, with one Trustee absent.

2. HGMICS Fiscal Year 2023-2024 Budget

Dr. Marie George & John Marsico

Dr. Marie George detailed the budget development process that took place during the months of January and February 2023. The process was guided by forms that John Marsico, Business Manager, developed for each Administrator relative to their areas of responsibility. Each Administrator's budget and the areas they manage were reviewed by the CEO and Business Manager. Budget parameters were presented and discussed at the March Finance Facilities Committee meeting that included enrollment, staffing, benefits, utilities and projected tuition and grant revenue.

Dr. George went on to state that in preparation for a joint Personnel and Finance/Facilities Committee meeting in April, the teacher salary step scales from the Abington Heights School District and the Scranton School District were obtained and averaged to determine where the HGMICS teacher scale is relative to that new average. After reviewing several scenario options, it was decided that based upon the new average, the teachers step scale will increase from 86.5% to 92%. Also determined at the joint Committee meeting was a 4% increase for Instructional Assistants and a 3.5% increase for Administration, Professional Staff, and Support Staff. Other Personnel implications to the budget include a promotion of the school's Food Service Supervisor to Food Service Manager, the School Counselor's increased responsibilities associated with coordinating the newly formed Gifted Education Program, Principal internal equity salary increase, anticipated new Chief Executive Officer salary increase, and monies budgeted for a Speech Language Therapist, Assistant Principal and Development positions that will be filled for the 2023-24 school year.

Dr. George concluded by stating all line items listed in the budget are explained in the budget memo and, once approved by the Board of Trustees, the Annual Fund Budget will be submitted to the Pennsylvania Department of Education by June 30, 2023.

At this time, Stephanie Westington entertained a **MOTION** to approve the Fiscal Year 2023-2024 Budget for the Howard Gardner MI Charter School, as presented. The motion was made by Michael Barbetti and seconded by Wayne Evans. John Stephanie Westington called for any questions or comments, not hearing any, all Trustees present voted in favor of accepting the HGMICS Fiscal Year 2023-2024 Budget as presented, with one Trustee absent.

IV. Development Committee

Susan Hennemuth

Susan Hennemuth stated the Development Committee met on Wednesday, April 5, 2023, to discuss the Howard Gardner Charter School Foundation Board Meeting, several grant updates, Alumni testimonials received by the Legacy Task Force, and marketing for the 2023 Annual Golf Tournament. Susan was pleased to announce the Hawk Family Foundation awarded the School a grant of \$60,000 to purchase playground equipment.

V. Nominating Committee

Laurie Cadden

Laurie Cadden reported the Nominating Committee would like to present two Trustee candidates for approval by the Board.

At this time, Laurie Cadden entertained a **MOTION** to approve the appointment(s) of Al Dorunda and Suzanne Jaffe for one (three-year) term to serve on the Howard Gardner Multiple Intelligence Charter School Board of Trustees, effective July 1, 2023 through June 30, 2026. The motion was made by Dr. Clarence Lamanna and seconded by Dr. Catherine Richmond-Cullen. Laurie called for any questions or comments, not hearing any, all Trustees present voted in favor of accepting the appointments of the two Board of Trustee Candidates, with one Trustee absent.

VI. School Matters

Dr. Marie George

1. Administrative Updates

Dr. George referred to the updates provided by the Administrative team including reports from the Principal, Director of Facilities and Security, School Operations Director, and Assistant Business Manager.

VII. New Business

Stephanie Westington

At this time, Stephanie Westington asked if there was any New Business. Sam Ceccacci, Vice President, stated he would like to put forth a motion on behalf of the Personnel Committee and CEO Search Committee. It was announced that the selection of the next CEO has been finalized and the following motion is put forth:

MOTION: To approve the appointment of Joseph Ross as Chief Executive Officer of the Howard Gardner Multiple Intelligence Charter School, effective July 1, 2023, at an annual salary of \$125,000, pending a final three-year agreement by all parties. The motion was made by Dr. Clarence Lamanna and seconded by Laurie Cadden. Sam called for any questions or comments, not hearing any, all Trustees present voted in favor of accepting the appointment of Joseph Ross to the position of Chief Executive Officer, with one Trustee absent.

Adjournment

At 8:07 p.m., Stephanie Westington made the motion to adjourn the meeting.

The next HGMICS Public Board meeting is scheduled for **Tuesday, May 16, 2023, at 7:00 p.m.**

