

## **Howard Gardner MI Charter School**

### **Public Board Meeting**

Tuesday, August 15, 2023

The Howard Gardner MI Charter School (HGMICS) held a public Board of Trustees meeting on Tuesday, August 15, 2023. Stephanie Westington, President, called the meeting to order at 7:02 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, Michael Barbetti, Dino Galli, Suzanne Ambrogio-Jaffe, Laurie Cadden, Al Dorunda, Wayne Evans, Susan Hennemuth, Dr. Clarence Lamanna and Dr. Catherine Richmond-Cullen. Also in attendance: Joe Ross, CEO; John Marsico, Business Manager and Deana Bonacci, Assistant to the CEO.

Stephanie Westington announced that no visitors were present.

#### **I. Minutes**

**Stephanie Westington**

Stephanie Westington presented the June 20, 2023, Board of Trustees meeting minutes and asked for approval. A **MOTION** to approve the June 20, 2023, Board meeting minutes, as submitted, was made by Dr. Clarence Lamanna and seconded by Susan Hennemuth. 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 June 20, 2023, minutes as submitted.

#### **II. President's Report**

**Stephanie Westington**

Stephanie Westington welcomed everyone in attendance to the June 2023 Public Board meeting. Stephanie noted that the beginning of the 2023-24 school year was less than two weeks away with a full enrollment of 320 students.

Stephanie introduced two new Trustees of the Board, Al Dorunda and Suzanne Ambrogio-Jaffe, and thanked them for their willingness to devote their time and expertise to the school.

Stephanie welcomed Joe Ross to his first Board meeting as Chief Executive Officer and expressed looking forward to working with him throughout the upcoming year.

On July 6<sup>th</sup>, the Trustees held a farewell dinner at the Country Club of Scranton for the school's former CEO, Dr. Marie George, and outgoing Trustees, Laila Kane and John Ezbiansky. The evening was enjoyed by all who attended.

Stephanie announced the school's Annual Golf Tournament will be held on Sunday, October 8<sup>th</sup>, at Pine Hills Country Club in Taylor, PA. Information about sponsoring or registering for the tournament are available on the school's website.

Finally, Stephanie stated there would not be an educational session this evening. Educational presentations will begin at the September 19, 2023, Board of Trustees meeting.

### **III. Finance/Facilities Committee**

**Michael Barbetti**

Michael Barbetti debriefed the Trustees on the August 9, 2023, Finance/Facilities Committee meeting. Discussed at the meeting was a new format for reporting the financial statements that will begin at the September Board meeting. The new format will include the three basic financial statements.

#### **1. June 2023 Financial Report**

**John Marsico**

Revenues for June 2023 of \$446,782 are \$58,973 lower than the revenues for May 2023. Tuition Revenue remains consistent with what we bill to the school districts. Revenues for the month of June 2023 were as anticipated. Expenses for June 2023 of \$451,140 are \$46,634 higher than the expenses for May 2023. This is as expected primarily due to the increase in Legal Fees because of the Title IX investigations and since both the May and June PenServe 403b Plan payments were made in June 2023. The Net Operating Loss for June 2023 is (\$4,358), as compared to Net Operating Income of \$101,249 in May 2023, with a fiscal year-to-date Net Operating Income of \$569,537. This is as expected for the month of June 2023 for the reasons above. Title and ESSER funding received, as well as the National School Lunch Program, remained consistent for June 2023.

The school had \$972,009 in cash at the end of June 2023. This is \$261,982 higher than the balance at the end of May 2023. We anticipated this increase in cash due to the fact we knew we would be receiving the May redirection payment from Scranton, Dunmore, Mid-Valley, and Old Forge school districts on 6/1/23 in the amount of \$349,393.06 in addition to the June redirection payment received on 6/29/23 in the amount of \$350,372. We continue to make 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 June 2023 payment is \$4,388,413.

Michael Barbetti entertained a **MOTION** to approve the Financial Report through June 30, 2023, as reported and submitted. The motion was made by Sam Ceccacci and seconded by Dino Galli. Michael called for any questions or comments, not hearing any, all Trustees voted in favor of accepting the June 2023 Financial Report, as presented.

## **2. July 2023 Financial Report**

**John Marsico**

Revenues for July 2023 of \$464,135, the start of the new fiscal year, were as anticipated. Expenses for July 2023 of \$457,212, the start of the new fiscal year, were as anticipated as well. The Net Operating Income for July 2023 of \$6,924, the start of the new fiscal year, was as expected also. There was no Title, ESSER, and the National School Lunch Program funding received in July 2023. We anticipate this to start up again in August 2023. We requested a drawdown of the remaining 2022 SRSA dollars in July, which we received \$14,770 on 7/26/23.

The school had \$597,853 in cash at the end of July 2023. This is \$374,156 lower than the balance at the end of June 2023. We anticipated this decrease in cash due to the fact we knew we would not be receiving the June redirection payment from Scranton, Dunmore, Mid-Valley, and Old Forge school districts until August 2023. In addition, we will also be receiving the amounts due to us through the 2022-2023 reconciliation process. The total amount due from Districts for 2022-2023 is \$380,476 as of July 31, 2023. We anticipate receiving this amount in August 2023. We continue to make 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 July 2023 payment is \$4,374,312.

Michael entertained a **MOTION** to approve the Financial Report through July 31, 2023, as reported and submitted. The motion was made by Susan Hennemuth and seconded by Laurie Cadden. Michael called for any questions or comments, not hearing any, all Trustees voted in favor of accepting the July 2023 Financial Report, as presented.

## **IV. Personnel Committee**

**Sam Ceccacci**

Sam Ceccacci stated the Personnel Committee met on August 1, 2023, to discuss additional new positions and the new organizational chart. The Committee is scheduled to meet again on September 5, 2023.

A **MOTION** to approve the August 2023 Personnel Report as reported and submitted was made by Michael Barbetti and seconded by Suzanne Ambrogio-Jaffe. All Trustees voted in favor of approving the personnel report as presented.

## **VII. Development Committee**

**Susan Hennemuth**

Susan Hennemuth stated the Development Committee met on August 2, 2023. The Committee discussed the upcoming golf tournament and soliciting sponsors. Also discussed was the Director of Development position and potential candidates.

## **VIII. School Matters**

**Joe Ross**

### **1. Administrative Updates**

Joe Ross gave a brief summary of the Pre-Service trainings currently taking place at the school for Instructional Staff and all other employees. Active shooter training will take place on Friday, the 18<sup>th</sup>, for everyone employed at Howard Gardner MI Charter School. Joe also discussed how the school would be celebrating Kindness Month during the month of September and several initiatives are taking place. One of these initiatives will take place at the first school assembly, on Friday, September 1<sup>st</sup>, where all students will be painting rocks with messages of kindness on them and placing the rocks in the landscaping box to outline the large “HGS” letters.

## **IX. New Business**

**Stephanie Westington**

At this time, Stephanie Westington entertained a **MOTION** to engage outside special counsel to advise the Board of Trustees on an as-needed basis. The **MOTION** was made by Michael Barbetti and seconded by Laurie Cadden. All Trustees voted in favor of approving the **MOTION** under New Business.

## **Adjournment**

At 7:36 p.m., Stephanie Westington called for a **MOTION** to adjourn the meeting. The **MOTION** was made by Laurie Cadden and seconded by Susan Hennemuth.

The next Public Board meeting will be held on **Tuesday, September 19, 2023.**