

Gettysburg Montessori Charter School  
Board of Trustees Official Minutes  
8/29/2017

**Board Members Present**

Kathy Johnson, Chair  
AJ Warner  
Kate Lamberton, Treasurer  
Diana Williams

**Board Members Absent**

Abbie Beall, Secretary  
Thomas Clinton, Vice Chair

**Others Present**

Faye Pleso, CEO  
Tish Weikel, Member Elect  
Jill Clinton, Member Elect

**Executive Session**

The board met for executive session at 6:45 to discuss a student concern and at 9:05 pm to discuss an employment matter, which if conducted in public would violate a lawful privilege or would lead to disclosure of information of confidentiality protected by law. Faye Pleso, Jill Clinton and Tish Weikel were also in attendance for the first executive session. Jill Clinton and Tish Weikel were also in attendance for the second executive session.

**Call to Order**

Kathy Johnson adjourned the July 27 meeting and called to order the August 29 meeting at 7:06 pm.

**Introduction of Members and Guests**

There were no guests in attendance so no introductions were made.

**Public Comment on Agenda Items**

There was no public comment.

**Approval of Consent Agenda Items**

Kate Lamberton made the motion to approve the consent agenda as submitted, AJ Warner seconded the motion, Kate Lamberton approved, Diana Williams approved, AJ Warner approved, and Kathy Johnson approved.

**Old Business**

There was no old business to discuss.

**Chair's Report**

Swearing in of New Board Members: Jill Clinton and Tish Weikel were sworn in as new members of the GMCS Board of Trustees. Their terms are set to expire August 2019.

Housekeeping: The board discussed the possibility of doing Montessori Training specifically for board members of Montessori schools. The board decided to attend one of the Montessori seminars the school plans to put on this year, and re-evaluate the need for other specific board training once that is complete. Faye offered to find applicable training if the need arises. Kate Lamberton suggested the Montessori Family Alliance as a potential resource.

Kathy Johnson extended a thank you to Kate for finishing out her term as a community member. Kathy also expressed her deep gratitude to Tom Clinton for his years on the board. Tom was instrumental in helping the school succeed in finding it's new home at Coleman Road and he will be missed on the board.

Kathy asked all committee chairs to remember to upload their documents to Dropbox to keep the board records fully up-to-date.

Kathy distributed the annual board calendar and asked committee chairs to be aware of when information from their committee is due to be reported to the board. She also reminded the board that this is a living document and if changes need to be made to this timeline, please let her know.

Kathy reminded the board that we plan to send a representative to the staff meeting that takes place each month on our meeting date. She will send out a list of dates and asked all board members to sign up for at least one staff meetings. It is a good opportunity for the staff to get to know/meet the board members and it's great for the board to hear about what is going on at school.

Annual Report of the Board: Kathy and Kate presented the annual report of the board. There was no discussion. Kate Lamberton made the motion to approve the annual report of the board as submitted, Jill Clinton seconded the motion, Kate Lamberton approved, Diana Williams approved, AJ Warner approved, Jill Clinton approved, and Kathy Johnson approved.

#### Election of Officers:

- No one was interested in running for chair, so Kathy Johnson remained as chair of the board.
- AJ Warner nominated Abbie Beall for vice chair. Tish Weikel seconded. The nomination was unanimously approved by roll call vote.
- Kathy Johnson nominated AJ Warner for treasurer. Jill Clinton seconded. AJ Warner accepted the nomination which was unanimously approved by roll call vote.
- AJ Warner nominated Tish Weikel for secretary. Kathy Johnson seconded. Tish Weikel accepted the nomination which was unanimously approved by roll call vote.

#### Committee Formation:

- Executive Committee: Kathy, Abbie, AJ, Tish
- Finance Committee: AJ, Jill, Diana
- Audit Committee: AJ, Jill, Diana
- Personnel Committee: Kathy, AJ, Diana
- Governance Committee: Abbie, Jill, Tish
- Building Committee: Kathy, Jill Diana

Jill made the motion to appoint Kathy, Abbie, AJ, and Tish to the Executive Committee; AJ, Jill, Diana to the Finance and Audit Committees; Kathy, AJ, and Diana to the Personnel Committee; Abbie, Jill and Tish to the Governance Committee; and Kathy, Jill and Diana to the Building Committee. Tish seconded the motion. The motion was unanimously approved by roll call vote.

Grant Writer: The board agreed to postpone the discussion on the grant writer until the September meeting.

#### Administrator's Report

- Enrollment: On the first day of school, GMCS had an enrollment of 198. Two additional students enrolled in the school, for a total of 200 students as of today. Kathy asked why kindergarten

enrollment is lower than anticipated, and Faye thinks that one factor is likely that Southwestern school district went from part-time to full-time kindergarten for the first time this year.

- Faye reports that she is planning to hold off on hiring a new school counselor until enrollment stabilizes in the fall. She is confident that she has a host of promising candidates for this position.
- Faye may want to propose additional bussing for the Chambersburg or Carlisle areas. She will gather more information and report back to the board to discuss funding.
- Playground: Faye reported the Bob Sharrah, the civil engineer working with GMCS, came out and gave the seal of approval on the playground and plans. This was sent to the township for final approval and the last inspection will be on August 30.
- Faye reported that PDE will be at the school all day on 10/16 for a site visit. It is part of a qualitative study examining the strengths and weaknesses of all charter schools in PA.
- A representative from Charter Choices came to school to perform the annual audit. Faye reports that he was very impressed with what he found. The results of this audit will be presented to the board in December.
- Marketing: Faye reported that she plans to continue billboard advertising. She also plans to develop some enrollment incentives: potentially offering \$100 to teachers and staff if they are able to recruit and enroll a new student. Also, if students invite friends to come on a tour of the school and the child ends up enrolling; the student will receive a prize and be entered into a drawing. She is still working on the logistics of these incentive plans. Jill asked about doing a direct mail campaign. Faye said she is considering it to boost kindergarten enrollment. Faye also encouraged board members to take brochures and hand them out in their communities. Faye plans to have GMCS representatives at the 9/17 Gettysburg Heritage Festival, the 10/7 Lake Meade Fire Company Festival, and the 10/28 Harvest Day in New Oxford to continue to build our presence in the local community.
- School Safety Report: Faye stated that Leigh prepares this legally required report annually.
- Art Teacher Job Description: There was no discussion needed on the proposed job description. Kate Lamberton made a motion to approve the Art Teacher Job Description as approved. AJ Warner seconded the motion. The motion was unanimously approved by roll call vote.
- Music Teacher Hiring Motion: Faye did not have a hiring recommendation for the Music Teacher at this time. She hopes to have someone to recommend in the next couple of weeks. AJ made a motion to table this vote until the board reconvenes. Everyone agreed.
- Art Teacher Hiring Motion: Diana Williams made the motion to approve the hiring of Erica Swiger as the Art Teacher for \$25/hour, less than 30 hours/week, with no benefits. Jill seconded the motion and it was unanimously approved by roll call vote.
- PE/Health Teacher Hiring Motion: Tish Weikel made the motion to approve the hiring of Zachary Woodward as the PE/Health Teacher for \$25/hour, less than 30 hours/week, with no benefits. Diana Williams seconded the motion and it was unanimously approved by a roll call vote.

### **Finance Committee Update**

- Update: The school will learn the final district reimbursement rates in January. Kate reported the school is in good financial shape and that our business manager is pleased with the bottom line numbers and the budgeting process. The Finance Committee will continue to work on providing pay increases to current employees who have earned advanced degrees during their tenure at the school.

The committee will need to meet, determine a rate structure and propose a written policy for the board to approve. The committee will work on this proposed policy this fall.

- Long-term Budget Priorities: Faye stated that she would like to invest in additional administrative staff and technology in the classrooms (i.e. interactive whiteboards). Additionally, the board will keep the a focus on long-term savings for the upcoming construction project. Kate will make sure that AJ, as the new treasurer, has a running list of the budget priorities.

### **Personnel Committee Update**

Update: The parent/student summary has not yet been completed. The board will review previous years' summaries to determine what type of summary is needed going forward, if any.

### **New Business; For the good of the order**

There was no new business.

### **Public Comment**

There was no public comment.

### **Recess**

Kathy Johnson recessed the meeting at 9:05 pm.

Approved:   
Kathy Johnson, Board Chair