

**Gettysburg Montessori Charter School  
Board of Trustees Official Minutes  
9/26/2017**

**Board Members Present**

Kathy Johnson, Chair  
AJ Warner  
Jill Clinton  
Diana Williams

**Board Members Absent**

Tish Weikel

**Others Present**

Faye Pleso, CEO  
Adrian Kavanaugh  
Meghan Kaylor

**Executive Session**

The board met for executive session at 6:50 to discuss two student concerns, which if conducted in public would violate a lawful privilege or would lead to disclosure of information of confidentiality protected by law. Faye Pleso was invited to attend.

**Call to Order**

Kathy Johnson adjourned the August 29th meeting and called to order the September 26th meeting at 7:05 pm.

**Introduction of Members and Guests**

There were two guests in attendance, Adrian Kavanaugh and Meghan Kaylor.

**Public Comment on Agenda Items**

There was no public comment.

**Approval of Consent Agenda Items**

AJ made the motion to approve the consent agenda as submitted, Diana seconded the motion. It was unanimously approved by roll call vote.

**Old Business**

There was no old business to discuss.

**Chair's Report**

Housekeeping: Abbie Beall has resigned effective immediately. A new board member needs to be elected Vice Chair. Kathy spoke with the school's attorney and confirmed

that Diana is eligible to serve as our community board member since she is a non-custodial guardian.

Kathy reminded everyone to check their board email accounts regularly.

Kathy discussed a project regarding correcting page numbers and the table of contents in the current version of the board manual. Kathy's plan is to print it, send it home with the appointed board member's child from school, and they will fix the page number problem in Word.

The board portion of the Wolfpack newsletter is due October 26<sup>th</sup>. Jill will take over the blurb for the board, including input from the committees, based on an example Kathy will forward to her.

It was suggested that the board have a Code of Conduct. Everyone agreed to use the Code of Conduct already in place at the school. The Governance Committee will add this to the application packet for prospective board members.

Faye reported that some staff members have asked if they can participate in the annual board self-assessment survey. She said some of the staff members wanted input but perhaps it is a way for them to pose a question to the board. Faye will ask for details. The board discussed the appropriate method for this kind of input.

No one could attend this month's staff meeting, however Diana volunteered to attend on October 24<sup>th</sup>. AJ can attend November 28<sup>th</sup> and Kathy will do December 12<sup>th</sup>. Jill will attend on January 30<sup>th</sup> and we will fill in the remaining dates later.

We will ask each board member to try to attend at least one of the four Montessori training sessions being offered at GMCS starting in October.

Kathy nominated Jill for vice chair; Diana seconded the motion. Jill accepted the nomination and it was unanimously approved via roll call vote.

Jill has now replaced Abbie Beall on the Executive committee and Kathy made a motion to have AJ join the Governance committee. Jill seconded the motion and it was unanimously approved by roll call vote. Abbie Beall has agreed to help the Governance committee get up to speed. The committees all need to schedule their monthly meetings so that Tish can advertise them in the *Gettysburg Times*. The Executive committee will meet at 5:30 pm prior to the start of each board meeting, as needed.

### **Administrator's Report**

- Enrollment: There are 201 students enrolled as of today, up from 200 students. On the first day of school, GMCS had an enrollment of 198. Faye anticipates three additional students from one family to start next week.

- The Annual Record Audit and Student Files for charter renewal are good to go. Missing are hard copies of 2017's statements of financial interest as well as Board meeting minutes from June-August 2017. Faye also needs the dates that Board members were sworn in for all of last school year until now, as well as a list of all board abstentions from 2015-present along with a list of board members present at meetings from 2015-present. Finally, Faye needs copies of all of the board members' written resignations, updated bylaws, and records of advertisements for all committee and board meetings. These will be added to the packet for charter renewal. All of these documents are filed in the board's Dropbox account. Kathy will email copies of everything to Faye, Dani and Leigh.
- PIMS reporting is currently up-to-date with child accounting, IDs, etc.
- Faye offered the opportunity to join her on the Wellness Committee, which is chaired by Zachary Woodward. It meets four times a year to review how the school is meeting its wellness goals. Five parents and Adrian Kavanaugh have offered to join and Diana Williams volunteered as well.
- Marketing: Faye shared the enrollment/marketing packet and custom pens as part of a roll-out of marketing materials that includes brochures, banners, and balloons. Two billboards rotate monthly on routes 116 and 30. The brochures are now out at 64 locations and Faye is starting a new program with USA Today via its targeted social media campaigns. Faye's incentive contest was won by Keri Bechtel who referred two newly enrolled students! The student referral contest is also currently underway. Faye provided brochures and encouraged board members to hand them out in their communities. Faye had a successful event with the 9/17 Gettysburg Heritage Festival and plans to have GMCS representation at 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.
- ESL Program: Faye stated that we need to set up an ESL program this year. There are two students who qualify. She has interviewed the parents and tested the students with materials the LIU has provided to determine how many hours of tutoring the students will require. The LIU provides the tutors at a rate of \$90/per hour. We will need approximately \$10,000 to provide these services this year. However, Faye noted that the 2% increase in health insurance premiums is less than the anticipated 10% and the savings (\$9,758) will offset the added cost. There may also be some ESL reimbursement next year.
- Montessori Training: The cost of the training is \$3,000, not the \$2,000 previously estimated. Evan Stare has started and Molly Cahill is next. Faye wants to hold off on her training until her Pennsylvania Leadership training is completed. She estimates that we will need to spend \$11,000 to accommodate all of the staff Montessori training she has planned for this year.

- HACC Partnership: Harrisburg Area Community College has offered to place seven student teachers into the classrooms with us at GMCS.
- There were no questions for Faye.
- Music Teacher Hiring Motion: AJ made the motion to approve the hiring of Amy Wojnarski as the Music Teacher for \$25/hour, fewer than 30 hours/week, with no benefits. Diana seconded the motion and it was unanimously approved by roll call vote.
- Lunch Server Hiring Motion: Diana made the motion to approve the hiring of Jasmine Johnson as the Lunch Server for \$10/hour, 10 hours/week, with no benefits. Jill seconded the motion and it was unanimously approved by a roll call vote.

#### **Finance Committee Update**

- Kathy asked Faye to inquire with Charter Choices as to when someone will be joining us in person or via phone at an upcoming meeting. Faye will follow up. AJ has not set the committee meeting dates yet, but has reached out to Kate Lambertson for financial/treasurer info and he has also touched based with a message for Ryan at Charter Choices.
- Kathy will make sure discrepancies (to the positive) are sorted out before the budget is distributed.
- Faye recommended hiring a capital campaign company to do a feasibility study at a cost of \$6,000-\$9,000 to determine if significant funds can be raised in this community and the surrounding area to help fund our building costs. She also recommended hiring a director of development to raise money and write grants - or a grant writer as-needed at a cost of \$3,000-\$50,000. She sees the approach to our upcoming capital project as three-pronged: fundraising, grants, and loans. We discussed the idea of getting a more solid projection or proposal from Crabtree Rohrbaugh and perhaps a proposal from another design firm before approaching a capital campaign company who will likely base their fees off of what we are expecting to raise. Jill also mentioned a school 25 miles south, the North Carroll Community School, which might be worth reaching out to for ideas. Though private, NCCS is similar to GMCS in size (113 students) and philosophy (multiage classrooms) and has been around about as long. Their new building, built from the ground up last year, can be seen at [www.nccschool.info](http://www.nccschool.info), along basic plans/size as well as major foundations that supported their capital campaign.

#### **Personnel Committee Update**

- The Board discussed what to do with the raw data from the 2016-17 parent survey. AJ did not feel that a 12 page document summarizing the information was warranted; Kathy will draft a paragraph to try and condense some of the raw data and the personnel committee will give a verbal report at October's public Board meeting. The Board acknowledged that this will likely be the method of handling the survey's data going forward.

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

- CE Williams is finishing their paving work. Rob showed Faye the plans given to him by PennDot, which show that they want the footprint of the new paving that we just had approved and completed last year to actually be made smaller. CE Williams should complete the work by next week.

**Public Comment**

There was no public comment.

**Recess**

Kathy Johnson recessed the meeting at 8:32 pm.

Approved:   
Katherine Johnson, Board Chair