

**Gettysburg Montessori Charter School
Board of Trustees Official Minutes
12/14/2017**

Board Members Present

Kathy Johnson, Chair
Jill Clinton
Diana Williams
Becky Uppercue

Board Members Absent

Tish Weikel
AJ Warner

Others Present

Faye Pleso, CEO
Lieucretia Swain

Executive Session

The board met for executive session at 6:15 pm to discuss personnel issues and 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 at 6:45 pm.

Call to Order

Kathy Johnson called to order the December 14th meeting at 7:24 pm.

Introduction of Members and Guests

The Board members introduced themselves to the only guest in attendance, Lieucretia Swain.

Public Comment on Agenda Items

There was no public comment.

Approval of Consent Agenda Items

Diana made the motion to approve the consent agenda as submitted, Jill seconded the motion. It was unanimously approved by roll call vote. Due to the tight turnaround time, we were unable to submit the minutes from the November meeting. Those will be submitted for approval at the January 25, 2018 meeting.

Old Business

Faye and Kathy researched the school's paternity leave policy and found that only the Family Medical Leave Act addresses this. Language will be embedded in the next round of the edited Board manual. Faye will work to clarify the paternity leave policy in the Employee Handbook and report back to the Board, so we can answer the staff inquiry more fully.

Finance Committee Update

- The finance committee decided to meet the second to last Wednesday each month at 3:30 pm, beginning in January. Kathy will advertise the meetings in *The Gettysburg Times* and will send AJ and Tish copies of the advertisement.
- Capital Campaign: Faye explained that the goal for the final build-out is July 2021, as that is when the lease for our modular classrooms expires. Working backwards, we will need to looking to finding grants and loans via the USDA and start a capital campaign by this coming July (2018).

- Faye suggested we have our well looked at to ensure it can handle our max capacity of 285. Kathy said we had a work up done on the well during the permitting process before moving in, but we can re-visit it if need be.

Administrator's Report

- Enrollment: There are 200 students enrolled as of today.
- The school performance profile is up online and looks terrific.
- Leigh is currently working on reports for the PA Information Management System.
- The K-2 RtI teacher's last day is December 15th; Faye has no candidates currently and Jill brought up the idea of reaching out to the LIU to see if they would have a long term temp available. If not, they may have some ideas of how to get one. Faye also discussed a plan to offer a long-term sub position to a qualified sub.
- Faye has incorporated a "Learning Center" in Erica Swiger's office as a place to "de-stress" a student in crisis and/or "re-group" with an aide or PCA, so they can prepare to go back into the classroom.
- GMCS is now signed up for next year's Giving Spree event in Gettysburg.
- In the event that a student currently working with one of our two PCAs leaves GMCS or is sick or otherwise absent, Faye will re-direct the PCA that day to either serve as a substitute, if needed, or work with another student in crisis that day.
- Exit Survey: Faye will present the most current version of the exit survey for review and approval at the January or February meeting.
- Hiring Motion for PCAs: Becky made a motion to hire Megan Parks and Matt Arntz, at \$14.50/29 hours per week, with no benefits. Diana seconded the motion and was approved unanimously by vote of the board.
- School Lunch Policy Motion: Becky made a motion to adopt the School Lunch policy as written. Diana seconded the motion and was approved unanimously by vote of the board.

Governance Committee Report

- The Governance committee met with Lieucetia Swain and recommended her for a position on the Board. Kathy reviewed our attorney's opinion about when Lieucetia should abstain from voting, as she is currently does work for GMCS on a contracted basis. According to the school's attorney: "As far as her ability to serve, the Public Officials and Ethics Act mandates that she would need to disclose this arrangement, if she was on the board, she would have to disclose, absent herself from the discussion about approval for payment, approval of her "contract" or the check register wherein she was getting paid and then recuse herself from the related vote. I would even go so far as to recommend that she recuse herself from votes on any competitor that would be doing the work in the future. She is not ineligible."
- Diana made a motion to have Lieucetia Swain replace Abbie Beall on the Board, whose term expires in August 2018. Becky seconded the motion and it passed unanimously by vote of the board. Welcome, Lieucetia!
- With seven people, the Board of Trustees now has a full complement of members.

Chair's Report

- The Board accepted the recommendation of the Governance Committee and Kathy performed Lieucetia Swain's swearing in ceremony.
- Kathy mentioned that our Board bios need to be updated for the website. Tom's, Kate's, and Abbie's need to be removed from the page; Kathy needs to update her bio; Jill submitted hers to Kathy; and AJ, Diana, Lieucetia, and Becky need to write and submit their updated bios.
- Kathy attended the December staff meeting. Jill will attend the January 23rd meeting; Becky will cover the one on February 27th; AJ will go to the March 27th meeting; Lieucetia will attend the April 24th meeting, which will likely be the last of the school year.

- The newsletter blurb is due on January 11th. Jill will work on that and plans to include the revised Board meeting schedule and bios of the new Board members.
- The next Montessori training offered at the school is scheduled for January 8th at 4:00pm, which Board members are encouraged to attend, if possible. There is another one January 24th and April 11th.
- AJ is working on re-formatting the Board manual.
- Kathy discussed upcoming topics and reports on the Board calendar with Faye.
- AJ reported that he needs to step down as Treasurer. Jill made the motion to approve Diana to step into the role as Treasurer. Becky seconded the motion. Diana accepted and the motion passed unanimously.
- Kathy proposed waiting to re-align committee assignments until the January meeting when all Board members will be present. Jill made a motion to table the subject and Becky seconded the motion. The motion passed unanimously.

New Business; For the good of the order

- Lunch Server: Kathy made a motion to hire Michaela Wilson as a lunch server at \$10/hour for 29 hours per week with no benefits. Becky seconded the motion and it passed with four ayes. Lieucetia abstained because she did not attend Executive Session. There were none opposed.

Public Comment

There was no public comment.

Recess

Kathy Johnson recessed the meeting at 8:27 pm. It was noted that the Board may reconvene to vote on a hiring motion for the RtI position if Faye identifies a suitable candidate prior to the January meeting.

Approved:

Jill Clinton: Board Vice Chair