

Gettysburg Montessori Charter School
Board of Trustees Official Minutes
3/28/2018

Board Members Present

Kathy Johnson, Chair
Jill Clinton, Vice Chair
Tish Weikel, Secretary
Becky Uppercue

Board Members Absent

Diana Williams, Treasurer
AJ Warner
Lieucretia Swain

Others Present

Faye Pleso, CEO
Jessie Bean, Charter Choices

Executive Session

The board met for executive session at 6:30 pm to discuss a student concern and employment related issues, which if conducted in public would violate a lawful privilege or would lead to disclosure of information of confidentiality protected by law. Faye Pleso joined at 6:45 pm.

Call to Order

Kathy Johnson called the March 28th meeting at 7:11 pm.

Introduction of Members and Guests

Introductions were made

Public Comment on Agenda Items

There was no public comment.

Approval of Consent Agenda Items

Becky Uppercue motioned to approve consent agenda, Jill Clinton seconded motion. It was unanimously approved by a roll call vote.

Old Business

No Old business.

Chair's Report

Housekeeping: AJ attended the staff meeting. They discussed the 5k run and a new fundraiser. Lucretia will attend staff meeting April 24th. Kathy Johnson is looking to find a notebook used by a previous treasurer. She suggested starting new notebooks for each of the officer positions with important information and duties outlined. She will work with current officers to begin to gather information for these position notebooks.

Kathy Johnson still needs bios from AJ Warner and Diana Williams for the school's website.

Amanda Jan has agreed to serve on the Governance Committee. This committee needs to fill three upcoming open board member positions by August 2018. Kathy Johnson's term will expire in August 2018 as she will have completed two full terms on the board. Diana Williams and Lucretia Swian are up for re-election. The goal is to have prospective board members vetted and identified in May. The goal will be to bring to the board for a vote in June. Kathy Johnson reviewed the application process spelled out in the Bylaws.

The final Montessori training will be on Wednesday, April 11 from 4:00 to 5:00pm.

Finance Committee

USDA Loan Office representative were unable to attend tonight's meeting. In lieu of this there will be a meeting with USDA loan representatives on Friday, April 13th at 1pm. Kathy Johnson will advertise the meeting and post an agenda.

FY2018-2019 Budget: Jesse Bean reviewed annual budget. Revenue is essentially what we predicted it would be. This year's surplus will be about \$34,000. Note: this is based on 2016-2017 rates. Jesse explained a legal issue brought to PDE concerning how tuition rates are calculated for charter schools. Before 2012, school districts calculated the rates for PDE. Starting in 2012 PDE started to go school by school, to make sure they were getting what they were supposed to get. Recently, PDE went back to saying districts must file their own forms again. Charter Choices has been in touch with the home districts for our school and will begin the process of filing the paperwork. We should know very soon what the tuition rates will be for the 2017-2018 school year. Any increase in the tuition rates over last year will effect our expected surplus. Jesse Bean stated we will have the information on tuition rates by the time we vote for the FY2018-2019 budget.

Jesse and Faye discussed ways to contain costs for the remainder of this school year. There is a \$15,000 variance in books and instructional aides. Faye may decide to not spend any more on books this year.

Jesse and Faye walked the board through the FY2018-2019 budget. A 3% increase has been applied to a majority of the expenses to account for raises, needs, etc. If we assume the worst we are breaking even before we even start. When we looking at budget most of costs are in personnel and IU. In order to cost cut it may be better to look at greatest lines of variance and examine what happened to plan for next year. Current fund balance is almost \$487,000.

Kathy John questions if we should vote on a revised budget for this year. Jesse Bean agrees that it would be smart to do that once we have received our final tuition rates.

SOFI Forms we are still missing forms from the individuals no longer serving on the board. Diana Williams is still working to track down.

Proposed Policy for Pay Increases with Advanced Degrees: The finance committee is actively working on a policy. Faye Pleso has reached out to two schools, Gettysburg and Upper Adams, to get their policies. Kathy Johnson questions Faye if anyone would be concerned if it would be a problem if we waited to enact a new policy in the next fiscal year. Faye shared that it has not come up and it would likely not be a problem.

Administrator's Report

- Enrollment: Current 194. We are down three from last month. Dr. Pleso heard that three students were not planning to enroll next year, so has reached out to the family to talk.
- Audit: There is an upcoming audit looking at FBI clearances. Therefore, there are new policies to review for alignment with upcoming FBI audit. Also included is a policy on donations and gifts. If you would like any changes to any of the proposed policies, let Kathy Johnson know via e-mail. We will vote on these policies at next board meeting.
- Pat, our board attorney, is currently on a limited leave, so Kathy Nagle is stepping in and helping out in the meantime.

- PSSA: Montessori is prepping for PSSA testing. Faye reported that the school plans to incorporate additional recesses and snacks into the day for the students.
- Kathy Johnson discussed a concern that the current Montessori teacher training may not be in the best use of Faye's time and may not be the best training possible for the teachers at GMCS. The Board requests that Faye looks into alternative training options.
- Tish Weikel recommends that the administration and the board begin to collect data and feedback on the trainings that staff take to ensure the time and money spent on training be as effective as possible.
- Kathy Johnson asked if everyone at school has had some form of Montessori training this year as we discussed in the fall. Faye reported that everyone in the school has this year and plans to do it again next school year.
- Dr. Pleso reported that she found a nice typing program which seems interactive and appealing to kids. She believes it will be a good fit and plans to have the teachers test it out.

New Business; For the good of the order

There was no new business.

Public Comment

There was no public comment.

Recess

Kathy Johnson adjourned the meeting at 8:28 pm.

Approved:



Tish Weikel, Secretary