

Gettysburg Montessori Charter School
Board of Trustees Official Minutes
6/28/2018, 8/9/2018 & 8/16/2018

Board Members Present

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

Board Members Absent

Lieucetia Swain

Others Present

Faye Pleso, CEO
Melissa Ring

Executive Session

The board met for executive session at 6:00 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.

Call to Order

Kathy Johnson called the June 28th meeting to order at 7:12 pm.

Introduction of Members and Guests

Introductions were made.

Public Comment on Agenda Items

There was no public comment.

Approval of Consent Agenda Items

Jill Clinton made the motion to approve the consent agenda as submitted. Becky Uppercue seconded the motion, and was unanimously approved by roll call vote.

Old Business

No old business.

Finance Committee

Budget

The FY2018-2019 budget was reviewed by Board.

- This version adds \$15,000 for the upcoming expense of a USDA audit.
- We currently have 7 students the a waitlist for first and second grade. Each 1st/2nd grade classroom has 30 students currently.
 - Faye stated that the goal for this year is 225 students.

- The proposed budget includes money for advance degree pay increases, a part-time Special Education teacher, two classrooms for each of the grade bands, one part-time instructional support representative, two PCA's, and one ESL teacher.
- Kathy Johnson questioned if there is a way to make it possible for part-time employees to attend staff meetings. Dr. Pleso responded that the part-time staff are working the maximum number of hours allowed, but she stated that individual staff are welcome to tweak their schedules in order to attend. Dr. Pleso also stated that notes are sent to all staff members after each staff meeting to keep everyone in the loop.
- Dr. Pleso's wish list not included in budget: instructional coach and two additional PCA's.
- Becky made a motion to approve the FY2018-2019 budget as submit and Diana seconded the motion. The budget was unanimously approved by a roll call vote.
- Dr. Pleso reported that GMCS passed the pre-application phase for the USDA facilities loan. She stated that they are requesting we have 20% equity in the project. Dr. Pleso will confirm the details of the 20% equity requirement with her contact at the USDA. Dr. Pleso is working to set up a time for the board to meet with the USDA representatives and potential architectural firms in August.

Proposed Policy for Advanced Degree Pay Increases

- The Finance Committee presented their proposed policy to offer current employees pay increases for receiving advanced degrees and Instructional II certificates. The Finance Committee proposed:
 - \$2,000 pay increase for those receiving a Master's Degree
 - \$2,000 stipend for those receiving an Instructional II certificate
 - \$7,000 pay increase for those receiving a PhD
- In total, the pay increases scheduled for this year if the policy passes as written including the employees this year who have or are receiving an advanced degree is approximately \$15,000.
- The committee will clarify that this policy is to apply to full-time employees and retain the language about decisions regarding other educational advancement being made at the discretion of the board.

CEO Contract

- Diana Williams made a motion to approve the 2018-2020 CEO contract as submitted, and Jill Clinton seconded the motion. The motion was unanimously approved by a roll call vote.

Administrator's Report

Enrollment

- Currently at 202 for the 2018-2019 school year.

DIBBLES

- Overall kindergarten progressed well. We started out the year with 53% in sufficient or higher and the year ended with 69% sufficient of higher.
- 1st through 6th grade – saw a common dominator with lacking in computation. Worry because we scored higher than all the other elementary schools on the SPP and recent DIBBLES scores in Math computation are not reflecting this.
 - Dr. Pleso reported that she plans to implement small groups in Math.
 - Overall, Eureka Math presents as successful in implementation at GMCS.
- Reading: Kindergarten and 1st grade showed improvement. Kindergarten went from 22% at the start of the school year to 19%. Overall, they demonstrated improvement in proficiency. There was a theme of students not correctly stating the word, although, this may be due to testing being timed.
 - Dr. Pleso reminded us that overall, DIBBLES is just a snapshot, there are many external factors that could influence the results.

Handbooks

- Dr. Pleso presented the proposed changes made to the Employee Handbook and also the Student/Parent Handbook. These included: date changes, updated homelessness policy, updated pink eye and stomach flu

information from the school nurse, a student rights and responsibilities mandate provided by the school's attorney, and section regarding closing in the case of emergency.

- Kathy Johnson suggests also adding an automatic reply to e-mails in case the school is forced to close again in the case of an emergency. This will ensure that parents receive an immediate reply from the school with necessary information even if a staff member isn't able to write back in a timely manner. Dr. Pleso thought that was a good idea and will add that to the emergency closure procedure followed by her staff.
- Becky Uppercue made a motion to approve Employee Handbook as submitted, it was seconded by Diana Williams and it was unanimously approved by a roll call vote.
- Jill Clinton made a motion to approve Student/Parent Handbook as submitted, and Tish Weikel seconded the motion. The handbook was unanimously approved by a roll call vote.
- Kathy Johnson reported that the board manual will be updated with all of the policies approved in the 2017-2018 academic year and will be distributed among the board and posted to the school's website over the summer. Lieucetia Swain has volunteered to help with updating the document.
- Kathy Johnson reported that the school's attorney has recommended the board adopt an anti-nepotism policy. Once the board receives the draft language, it will be presented at a future board meeting for consideration.

Exit Surveys

- Dr. Pleso reported the results of recent Exit Surveys administered by the school. Reasons for departure included: finishing 6th grade, moving out of state, joining a sibling at a new institution, and disciplinary concerns.

Personnel Report

- Dr. Pleso shared a list of all current employees and their position at the school.

Classroom Management Specialist Job Description

- Dr. Pleso presented the job description for Classroom Management Specialist.
- Jill Clinton made a motion to approve the Classroom Management Specialist job description as submitted, Becky Uppercue seconded and the job description was unanimously approved by roll call vote.

Hiring Motion for Classroom Management Specialist

- Dr. Pleso recommended Crystal Moore for the position of Classroom Management Specialist on an as needed basis at a rate of \$25 per hour.
 - Diana Williams made the motion to hire Crystal Moor as the Classroom Management Specialist at a rate of \$25 per hour on an as needed basis, Jill Clinton seconded the motion and it was unanimously approved by roll call vote.

Hiring Motion for Part-time Special Education Teacher

- Dr. Pleso recommended hiring Julie Ralicki as a part-time Special Education Teacher.
 - Becky Uppercue made the motion to hire Julie Ralicki as a part-time Special Education Teacher at a rate of \$30 per hour, 12 hours per week. Diana Williams seconded the motion and it was unanimously approved by roll call vote.

Chair's Report

Kathy Johnson reported that yesterday we learned that AJ Warner resigned from the board.

- Kathy reminded the finance committee that they will need to get a completed SOFI from AJ. She also reiterated that as each individual leaves the board, the finance committee will need to reach out to them to fill out a SOFI covering the time they spent on the board.

Kathy also reminded everyone that at the August meeting her term will expire.

- She asked everyone to start thinking about whether they would like to serve as an officer of the board. Those nominations and approvals will take place at the August meeting.
- Kathy will also work with continuing board members to train on Dropbox – the file storage tool the board uses to track its documents. She also suggested that the passwords for the board e-mail account and Dropbox should be updated.

Board Self-Assessment

- Kathy reported the results of the board self-assessment taken in the spring. Overall the results were positive, however the themes suggested that the board needs additional administrative help to assist with achieving its goals.
 - Jill Clinton suggested having an office committee to help with management or when questions arise. She further suggested we ask if Charter Choices can help with the administrative details of the board.
 - Kathy agreed it may be worth asking Charter Choices, but is uncertain if they could offer it because they are an accounting firm.
- The board discussed potentially hiring a secretary, i.e. other schools have an administrator attend board meetings and assist with the administrative duties of the board. It could be a current employee of the school or someone familiar with the workings of the board.
 - Kathy mentioned that she believes the VIDA board has a paid board secretary. She offered to reach out to the chair of the VIDA board and report back.
- Additional suggestions noted in the board self-assessment included: binders for executive board members, work for greater understanding of business charter laws, assistance with legal compliance, written log of expectations of member positions, being more informed on Montessori philosophy.

Governance Committee

- Jill provided an update:
 - The board needs to find a replacement for Kathy's position and with AJ's exit, another position needs to be filled.
- Diana Williams has agreed to run for a second term.
- Melissa Ring (in attendance tonight) met with Becky, Jill, and Amanda to be interviewed.
- The governance committee happily recommends Melissa Ring for a board position starting in August.
- Lucretia Swain has agreed to remain on board until her seat can be filled.
- Two additional candidates have expressed interest, but have not been able to meet yet with the committee.
- Kathy suggested sending out another call for board members with updated e-mail list.

Personnel Committee Meeting

- The Personnel Committee will work to have the parent survey summary prepared for the August meeting.

New Business; For the good of the order

There was no new business.

Public Comment

There was no public comment.

Executive Session

The board entered executive session again to discuss an employment related issue, which if conducted in public would violate a lawful privilege or would lead to disclosure of information of confidentiality protected by law.

Recess

Kathy Johnson recessed the meeting at 9:06 pm. The meeting will remain open for any potential hiring motions Dr. Pleso would like the board to consider prior to the start of school.

Reconvene

The Gettysburg Board of Trustees reconvened the June 28, 2018 meeting on August 9, 2018

Board Members Present

Kathy Johnson, Chair

Jill Clinton, Vice Chair

Diana Williams, Treasurer

Becky Uppercue

Board Members Absent

Lieucetia Swain

Tish Weikel, Secretary

Others Present

Faye Pleso, CEO

Executive Session

The board met for executive session at 10:00 am to discuss an 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.

Call to Order

The June 28th meeting was reconvened via teleconference by Kathy Johnson at 10:14 am.

Introduction of Members and Guests

There were no guests in attendance.

Public Comment on Agenda Items

There was no public comment.

Old Business

No old business.

Finance Committee Update

Budget

- Dr. Pleso presented a revised FY 2018-2019 budget which is based on an increased enrollment of 215 students. This revised budget reflects an additional 2nd/3rd grade classroom including a primary teacher and an aide, funding for the part-time Classroom Management Specialist, and bus for students from the Carlisle area.
- Kathy Johnson asked if there were a minimum bus ridership needed to maintain this bus from the Carlisle area. Dr. Pleso stated that as long as there are four students using the bus it will continue to be funded.
- The board also expressed an interest in including funds to hire someone to act as a board secretary to help with the administrative duties of the board. Kathy reported that she heard back from the VIDA board chair and they do not have a board secretary to assist with administrative duties, however they are considering creating such a position. Kathy suggested that the Finance Committee contact Charter Choices to see if they are aware of any other school's that have developed such a position, how it is structured and how the individual is compensated. Dr. Pleso mentioned that she has realized she may need to hire an executive secretary to assist her with her administrative responsibilities. The board would like to see board secretarial duties folded into that position if Dr. Pleso does decide to move forward with it. In the meantime, the board would like to pursue identifying someone who can be of assistance in the 2018-2019 school year to maintain consistency in administrative reporting.
- There was no further discussion needed on the budget revision.
- Jill Clinton made a motion to approve the revised FY 2018-2019 budget as submitted, Becky Uppercue seconded the motion and it was approved unanimously by roll call vote.

Administrator's Report

Teacher's Aide Job Description

- Diana Williams made a motion to approve the Teacher's Aide Job Description as submitted, Jill Clinton seconded it and it was approved unanimously by roll call vote.

Hiring Motion for Paraprofessional

- Dr. Pleso recommended hiring Connie Long for the Paraprofessional position.

- Jill Clinton made a motion to hire Connie Long as a Paraprofessional at a rate of \$11.50 per hour, 12-15 hours per week, no benefits. Becky Uppercue seconded the motion and it was unanimously approved by roll call vote.

Hiring Motion for 3/4, 2/3, & 1/2 Teacher's Aides

- Dr. Pleso recommended hiring Tiffany Beal, Andrea Hopkins, and Jodie Crone as Teacher's Aides.
- Diana Williams made a motion to hire Tiffany Beal, Andrea Hopkins, and Jodie Crone as Teacher's Aides at a rate of \$17/hour, under 30 hours per week, no benefits. Jill Clinton seconded the motion and it was unanimously approved by roll call vote.

Hiring Motion for 2/3 Teacher

- Dr. Pleso recommended hiring Jennifer Lawrence as a 2/3 Teacher.
- Becky Uppercue made a motion to hire Jennifer Lawrence as a 2/3 Teacher at a rate of \$41,000 plus benefits. Diana Williams seconded the motion and it was unanimously approved by roll call vote.

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 10:43 am. The meeting will remain open for any potential hiring motions Dr. Pleso would like the board to consider prior to the start of school.

Reconvene

The Gettysburg Board of Trustees reconvened the August 9, 2018 meeting on August 16, 2018

Board Members Present

Kathy Johnson, Chair
Jill Clinton, Vice Chair
Becky Uppercue

Board Members Absent

Diana Williams, Treasurer
Lieucetia Swain
Tish Weikel, Secretary

Others Present

Faye Pleso, CEO
Jamie Unkefer, Digsau
Daniel Bierzonski, EI Associates
Naoko Elder, EI Associates
Peter Ortiz, EI Associates
Joshua Bower, Crabtree, Rohrbaugh & Associates
Randy Davis, Crabtree, Rohrbaugh & Associates

Call to Order

The August 9th meeting was reconvened by Kathy Johnson at 3:02 pm.

Introduction of Members and Guests

Introductions were made.

Public Comment on Agenda Items

There was no public comment.

Old Business

No old business.

Building Committee – Architect Meetings

- The board met with representatives from Digsau, EI Associates and Crabtree, Rohrbaugh & Associates to discuss the upcoming construction and renovation of the school's property at 888 Coleman Rd.
- Each firm gave a presentation and answered questions about their relevant experience, the pace of the proposed project and the rate structure.

New Business; For the good of the order

There was no new business.

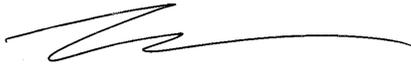
Public Comment

There was no public comment.

Adjourn

Kathy Johnson adjourned the meeting at 5:30 pm.

Approved:



Tish N. Weikel, Secretary



Kathy Johnson, Board Chair