

**Gettysburg Montessori Charter School  
Board of Trustees Official Minutes  
December 12, 2018**

**Board Members Present**

Jill Clinton, Chair  
Becky Uppercue, Vice Chair  
Melissa Ring, Secretary  
Rose Thornberry  
Lieucetia Swain

**Board Members Absent**

Tish Weikel  
Diana Williams, Treasurer

**Others Present**

Dr. Faye Pleso, CEO  
Adrian Kavanaugh, School Nurse

**Executive Session**

The Board met for executive session at 5:59pm to discuss student and employee related issues, which if conducted in public would violate a lawful privilege or would lead to a disclosure of information confidentially protected by law. Executive session closed at 6:29pm.

**Call to Order**

Jill Clinton called the meeting to order at 6:29pm

**Introductions**

Introductions made.

**Approval of Consent Agenda**

Lieucetia Swain made a motion to approve the Consent Agenda as submitted. Becky Uppercue seconded the motion. The Consent Agenda was unanimously approved by role call vote.

**Public Comment on Agenda Items**

No comment

## **Old Business**

No old Business

## **Report of the Chair**

Discussed the next newsletter, which is due January 17<sup>th</sup>, 2019

Jill Clinton will attend the next staff meeting on Tuesday, January 29<sup>th</sup> and Becky Uppercue will attend the one on February 26<sup>th</sup>.

Becky Uppercue is preparing the report on the Parent Survey and will present it at the January 31<sup>st</sup> Board meeting.

The Board binders being prepared by Charter Choices for all Board members will not be distributed as Dr. Pleso has requested their review by Kathy Nagle to be halted at this time and has advised Jesse from Charter Choices of the need to remove the entire legal section and revise the binders accordingly. They have been tabled until a future date.

The Executive Committee is scheduled to meet on January 8th. At that meeting they will review the Special Education and Students with Disabilities Policy.

Dr. Pleso will perform a records audit with Leigh Gugliette this month.

The Finance Committee does not meet this month due the timing of the Board meeting, holiday, and school events, and referred us to the financial statement recently reported last month as the most up-to-date information.

Rose Thornberry is ready to assume the Secretary position on the Board and will be taking on the duties required of the position on January 1st.

## **Administrators Report**

Enrollment is down one student, to 222, due to moving out of the area. There was no exit survey.

Dr. Pleso advised the Board on the status of the PIMs (Pennsylvania Information Management System) report and the ongoing role Leigh Gugliette plays in collecting and auditing the data. The report includes a student snapshot of information, staff details, demographics, and every pertinent detail of the school's information for the Pennsylvania Department of Education.

Dr. Pleso hired Taylor Smith as substitute for the lunch program.

Dr. Pleso recommended future updates to the Handbook potentially in June 2019 such as:

- Adding notification to parents if their child has unexcused absences.
- Communication of absences directly to Dr. Pleso by text.

### **Finance Committee**

Nothing to note.

### **Governance Committee**

Nothing to note.

### **Building Committee**

Dr. Pleso reported that Charter School Capital is interested in providing us a commercial loan. A letter of intent can be included in the application to the USDA.

Dr. Pleso, along with Charter Choices, are working on the Reinvestment Fund Loan application for the bridge loan.

Dr. Pleso also reached out to Centric Bank who holds the school Loan to see if they have any interest in being a part of the lending process. She is also in discussions with Members 1<sup>st</sup>.

The loans do not need to be secured to submit the application packet to the USDA.

Dr. Pleso spoke to Jamie Unkefer at Digsau to discuss the need for a person who can help manage the project on behalf of the school. Digsau explained that we are able to employ someone as a representative of the school on the construction site for the building Project. Jamie expressed his intent to assist us in defining that role and the cost involved. He also confirmed that some renovation of the existing building can be included in the project.

Dr. Pleso is working diligently towards the environmental study that is due shortly to proceed with the USDA application. Board members have noted their willingness to assist in this process.

Lieucetia Swain Made a motion to approve the Digsau agreement as presented. Becky Uppercue seconded the motion. The Digsau Building Agreement was unanimously approved by role call vote.

### **Housekeeping**

Rose Thornberry recommended looking in to potentially participating with Community Aid to place a collection bin at the school.

Melissa Ring volunteered to organize Teacher Appreciation week this coming spring.

### **Adjourn**

The meeting was adjourned by Jill Clinton at 7:16pm

Approved By: Melissa Ring, Secretary

1/21/2019