

**Gettysburg Montessori Charter School  
Board of Trustees Official Minutes  
February 28, 2019**

**Board Members Present**

Jill Clinton, Chair  
Becky Uppercue, Vice Chair  
Diana Williams, Treasurer  
Rose Thornberry, Secretary  
Lieucetia Swain, Member-at-Large  
Tish Weikel, Member-at-Large

**Board Members Absent**

**Others Present**

Dr. Faye Pleso, CEO  
Christine Felicetti, School Counselor  
Jesse Bean, Charter Choices

**Executive Session**

The Board met for executive session at 5:57pm 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 5:59pm.

**Call to Order**

Jill Clinton called the meeting to order at 6:00pm. Introductions were made.

**Approval of Consent Agenda**

Tish Weikel made a motion to approve the consent agenda as submitted. Becky Uppercue seconded the motion. The consent agenda was unanimously approved by roll call vote.

**Public Comment on Agenda Items**

No comment

**Old Business**

No old Business

## **Finance Committee**

Due to Jesse Bean's travel schedule, the Board opted to hear the Finance Committee's presentation earlier in the meeting.

Jesse Bean from Charter Choices presented a review of our 2018 audit. There were no findings, an indication termed a "clean audit." Total revenues increased by approximately \$350,000 due to fiscally conservative estimates by Charter Choices, frugal administration by Dr. Pleso, and an increase in student population.

Dr. Pleso is working with Michael Snyder at Charter Choices to put some of our surplus into a short-term certificate of deposit and/or a money market account with a local bank or credit union.

The January financial report showed \$257,000 in payments from sending districts. The school is performing well according to the budget. The school has \$3.3 million in total assets with \$650,000 of that in cash with a projected fund balance of \$800,000 by end of year. We have a net income of \$340,000 year-to-date and have \$322,000 still owed to us by sending school districts. The school brought in more than budgeted for with gross profit of \$150,000 and had a total personnel cost \$58,000 less than budgeted.

Dr. Pleso had a call with the USDA and the Reinvestment Fund about a bridge loan which would allow the school to start construction before the prime lender (USDA) comes in with a 35-year loan. The school would need to put in 20% (approximately \$1 million) of our estimated project budget of approximately \$5 million. We would contribute \$800k, but would likely need a loan of approximately \$100k-\$200k to begin construction and then the USDA would be in the first position for the remainder of the debt. Dr. Pleso would like to use a sub-lender such as a local bank and/or use the RACP matching grant (if awarded) of \$500k.

Dr. Pleso applied for the \$18,000 Adams County Community Foundation Grant which would be used for library materials in the new building.

The Finance Committee, Dr. Pleso, Jesse Bean and Michael Snyder of Charter Choices are working on the first draft of next year's budget to discuss at the March Board meeting. Dr. Pleso has put together a 'wish list' for the budget, which includes:

- Additional classroom for 1<sup>st</sup>/2<sup>nd</sup> grades for 2019-20
- Owner's representative for the building project (to be hired summer 2019 at approximately \$64,000/yr)
- The modular classrooms must be removed by June/July 2021 at a total cost of \$180,000. Dr. Pleso proposes splitting that cost between the 2018-20 budget and the 2020-21 budget.
- Proposed one-week academic summer program, with a teacher's stipend of approximately \$25/hr as well as funding for snacks and incidentals

- Assistant principal at approximately \$60/yr or instructional coach at approximately \$50k/yr. Dr. Pleso would also discuss possibly meshing these roles together.
- Two part-time RtI teachers (1 Math, 1 Reading)
- One part-time social worker
- New or upgraded computer hardware

Statement of Financial Interest forms are needed from Diana Williams, Tish Weikel, AJ Warner, and Lieucetia Swain.

Jesse Bean reported Act 55 requires any new school board member sworn in as of July 1, 2018 to complete a 4 hour training and any re-elected member complete a 2 hour training within a year of re-election. The members can attend the training in Harrisburg, PA or the school can pay a \$500 fee for the training to be completed at the school.

### **Administrators Report**

Christine Felicetti presented a PowerPoint showing her counseling activity from early September through the end of February. She spent 51% of her time in individual counseling which equated to 95 hours and 16 minutes with 97 different students. She also spent 16% of her time in groups within classrooms or small groups in her office equating to 30 hours and 56 minutes with 190 students. She met with a total of 199 students throughout this time. With total counseling sessions divided, she spent 7.83 hours in parent meetings, 6.18 hours in parent phone contact, and 1.5 hours in parent workshops. She spent 2.3 hours in academic counseling, 58.6 hours personal/social counseling, 2.3 hours in conflict resolution, 9.8 hours in crisis counseling, 14.6 in referral.

The Board appreciated her thorough review of her work at the school to date. She also discussed goals for the remainder of the year and moving forward.

Dr. Pleso reports that current enrollment is 220.

One of our PCAs resigned and we discussed the need for a replacement. Dr. Pleso will present resumes and her recommendation for a vote at the March meeting.

Kindergarten open house registration has been very successful with 22 completed applications submitted. There may need to potentially be a lottery for enrollment in early April, which would require the Board's involvement.

Dr. Pleso reported the need for a new CPA firm to complete the feasibility study. She met with SCK a week ago and they have accepted the job. The company has provided an agreement to Dr. Pleso at a cost of \$25,000 with the anticipated completion of the end of March.

Becky Uppercue made a motion to hire the accounting firm SCK to complete our feasibility study at a cost of \$25,000. Lieucetia Swain seconded the motion. The motion was unanimously approved by roll call vote.

Lieucetia Swain made a motion to implement the Heggerty Phonics Program presented to the Board at the February meeting for grades K-2 at a cost of \$129 per teacher. Diana Williams seconded the motion. The motion was unanimously approved by roll call vote.

### **Report of the Chair**

The deadline for the next newsletter is March 27<sup>th</sup>. It will potentially announce a new board member and information about the 2019-20 budgeting process.

The February staff meeting was canceled due to inclement weather. Jill Clinton will attend March 26<sup>th</sup> staff meeting. Lieucetia Swain will attend April 23<sup>rd</sup> and Rose Thornberry will attend May 26<sup>th</sup>.

Lieucetia Swain and Jill Clinton met to discuss the Board handbook project and were able to edit much of our collected material to just what is relevant. We will not be doing guidebooks for individual officers, but the information included will be useful for all Board members. Lieucetia is working on a user-friendly design and then will present to the Board for review.

The February 12<sup>th</sup> Executive Committee meeting was canceled due to inclement weather and has been rescheduled to March 12<sup>th</sup>. The committee will review the Special Education and Students with Disabilities Policy as well as the Health, Safety and Substance Abuse policies will be reviewed.

The Governance Committee is meeting March 4<sup>th</sup> to interview a prospective candidate to fill the Board term vacated by Melissa Ring.

The next Finance Committee meeting is March 20<sup>th</sup> and will include discussion of the first draft of the 2019-20 budget.

The Personnel Committee has reviewed last year's Parent Survey and are working to add an additional question regarding social media. They report being ahead of schedule.

Tish Weikel made a motion to add Lieucetia Swain to the Personnel Committee. Becky Uppercue seconded the motion. The motion was unanimously approved by roll call vote.

Lieucetia Swain made a motion to replace Diana Williams, who is stepping down from the Personnel Committee due to several other commitments, with Rose Thornberry on the Personnel Committee. Tish Weikel seconded the motion. The motion was unanimously approved by roll call vote.

Becky Upperque made a motion to add Jill Clinton to the Governance Committee. Diana Williams seconded the motion. The motion was unanimously approved by roll call vote.

Jill Clinton and Lieucetia Swain met to edit the revised Q&A proposal Rose Thornberry prepared for the school's website. Dr. Pleso provided several notes that we are working to implement before a second draft is presented to the Board.

### **Building Committee**

Dr. Pleso and other stakeholders met with Jamie Unkefer and other principals from Digsau to discuss timelines for the project and the next steps. This was the first of several bi-weekly meetings proposed to narrow down design choices, make programming decisions for the space, and incorporate some renovation of the existing building into the project. The next meeting will have 5-6 design sketches and will discuss square footage and space needs.

### **Housekeeping**

None

### **Adjourn**

The meeting was adjourned by the Chair Jill Clinton at 7:54pm.

Approved By:

Rose Thornberry, Secretary