

**Gettysburg Montessori Charter School
Board of Trustees Official Minutes
1/25/18**

Board Members Present

Kathy Johnson, Chair
Jill Clinton
Diana Williams
Becky Uppercue
Lieucetia Swain
Tish Weikel
AJ Warner

Others Present

Faye Pleso, CEO
Ryan Schumm, Business Manager

Executive Session

No executive session was held.

Call to Order

Kathy Johnson adjourned the December 14th meeting at 7:03 pm and called to order the January 15th meeting at 7:04 pm.

Introduction of Members and Guests

The Board members introduced themselves.

Public Comment on Agenda Items

There was no public comment.

Approval of Consent Agenda Items

Diana made approval for consent agenda and Jill seconded. Everyone in approval.

Old Business

There was no old business

Chair Report

Housekeeping

- AJ will work to edit the page numbers on the board manual this week.
- Kathy asked that every make sure they are using the proper signature line on all emails board members send from their board accounts. She will send everyone an example and the instructions for setting a signature line.
- Jill went to teacher staff meeting and reported back on what she learned.
- Board members agreed to go to at least one parent Montessori training. Diana went to one last night. Parent trainings were published in the *Merchandiser* and *Gettysburg Times*. Upcoming trainings are on Monday, February 5th at 4pm and Wednesday, April 11th at 4pm.
- Everyone has a right to check board e-mail; Kathy will send login
 - If you are using the board e-mail account for a project please create file folder with year included in the title to keep the inbox clean.
- Kathy sent out contact list of board member phone numbers.
- Kathy reported that the board section on the school's website needs updated bios for all current board members. Please send a bio to Kathy by next board meeting.

Committee Formation

- Executive Committee: Kathy, Diane, Tish, Jill
- Finance Committee: Diana, Becky
- Audit Committee: Kathy, AJ, Tish, Jill, Diane, Becky, Lieucetia
- Governance: Becky, AJ, Tish, Jill
- Personnel Committee: Lieucetia, Kathy, Diana

Motion to approve committees as submitted was made by Lieucetia seconded by Becky. The motion was unanimously approved by a roll call vote.

As school will likely not be in session for our March meeting, the board agreed to rescheduled the Thursday, March 29th meeting to Wednesday, March 28th at 7:00pm. Tish motioned to approve change, Jill seconded the motion. The motion was unanimously approved by a roll call vote.

Finance Committee Update

- Ryan Schumm, the school's business manager, reviewed the annual independent audit report with board.
- The letter in the back of the report shows any findings.
- There were no findings or internal controls found
 - This means we had a "clean" audit with no findings.
- As of right now our fund balance is showing a fund balance of \$217,633
 - According to Ryan overall, we are in a good position and our fund balance is on track for a charter school of our size.
- This year we had more revenue than expenses.
- According to Ryan, the pension liability looks higher than one would expect due to pension system calculations despite that these employer contributions would not be paid all at once at any given point in time.
 - Therefore, if we went to go borrow money from a bank many of the big negative numbers would be disregarded.
- District rates vary by how much each district spent on the student the prior year. Therefore, we will not know until March what our rates will be for this academic year. Overall, this year we expect a 3-5% increase.
- If nothing changes this year our fund balance will be about \$143,000 going in to next year.
- Ryan recommended that we wait until March to consider a revised budget once the tuition rates are set.
- The board wants to consider offering raises to staff who have achieved an advanced degree during the time they are employed at GMCS. Finance committee will look work on language/policy around this.
- Ryan Schumm would like to submit a proposal for Charter Choices to assist with the financing for the second phase of the school's building project. The fee for this service would be rolled into the cost of the loan.
 - Ryan mentioned that if the school took on a full-fledged capital campaign, GMCS may be able to raise upwards of \$100,000. Ultimately any money raised by a capital campaign will not make or break our ability to receive conventional financing. As such, he did not feel it would be work Faye's time or energy to undertake a full capital campaign.
 - Ryan suggests looking at bonds, conventional financing, and financing through a USDA program. Banks are likely to offer financing in the \$5 to 7 million range, and the USDA program could be as much as \$8 to 10 million.
- Kathy asked when the Charter Choices management contract will be up for review. Ryan will look and let Faye know.

- The Statements of Financial Interest ethics forms were distributed and need to be filled out and brought to the March board meeting. They need to be submitted to the state of PA by May 1. Please e-mail Diana with any questions.
 - In addition to all current board members we will need ethics forms from all past board members who served during 2017. Diana will reach out to all past board members.

Administrator's Report

- Enrollment: There are 200 students enrolled as of today.
- There will be a fundraising event on Tuesday, February 13th at Texas Roadhouse and GMCS is planning Hershey Park Ticket Sales to raise funds
- Faye reported that there would be 55,000 inserts going out for kindergarten registration in upcoming *Merchandisers*.
- Faye is looking at adding a typing curriculum and a research curriculum to help 5th and 6th graders learn how to find research from reputable websites
- Mr. Arntz's last day is February 1st and Faye needs to find a replacement Personal Care Assistant and Faye hopes to have a replacement recommendation very soon
- Faye is still looking for an RtI replacement

Public Comment

There was no public comment.

Recess

Kathy Johnson recessed the meeting at 8:57 pm. It was noted that the Board may reconvene to vote on a hiring motion for the RtI and Personal Care Assistant positions if Faye identifies a suitable candidate prior to the February meeting.

Approved:



Tish Weikel: Secretary