

**Gettysburg Montessori Charter School
Board of Trustees Official Minutes
11/28/2017**

Board Members Present

Kathy Johnson, Chair
Jill Clinton
AJ Warner
Diana Williams

Board Members Absent

Tish Weikel

Others Present

Faye Pleso, CEO
Ryan Schumm, Charter Choices (via phone)
Becky Uppercue

Executive Session

The board met for executive session at 7:05 pm to discuss two student concerns, which if conducted in public would violate a lawful privilege or would lead to disclosure of information of confidentiality protected by law. Faye Pleso was invited to attend.

Call to Order

Kathy Johnson called to order the November 28th meeting at 7:07 pm.

Introduction of Members and Guests

There were no guests in attendance.

Public Comment on Agenda Items

There was no public comment.

Approval of Consent Agenda Items

Jill made the motion to approve the consent agenda as submitted, Diana seconded the motion. It was unanimously approved by roll call vote.

Old Business

There was no old business to discuss.

Finance Committee Update

- The finance committee decided to meet the second to last Wednesday each month at 3:30 pm, with the exception of November and December. Kathy will advertise the meetings in *The Gettysburg Times* and will send AJ and Tish copies of the advertisement.
- It was determined that the final balance of the charges from CE Williams will come out of our fund balance.
- Spoke with Ryan Schumm from Charter Choices via conference call to discuss where we are financially and answer questions regarding pending additions to the budget in order to move ahead with a vote, as well as touch on the new budget. He is projecting \$30,000 in the positive due to twice as many special education students as anticipated. We should also see additional revenue from our 'sending districts.' The vast majority of our local districts have not yet completed forms for charter schools (and are not required by law to do so), so it is difficult to project revenue. Ryan believes we can expect to see a 1%-2% increase, but it could be 2%-4% which could increase our projected revenue by as much as \$50,000. He notes that this year we did get fewer students enrolling than initially projected.

- The staffing budget increased by \$10,000 on the salary side – including moving (prorated) Sara Love to Dean of Students and the two Personal Care Assistants. The ESL program requirements are also included. He noted that we needed to be mindful that this is from now going forward and does not reflect the budget impact on a FULL year with these staffing increases. We need to stay above 200 students in order to cover these additions to the school.
- We will have to pay the cost of the \$21,000 traffic study after all. The study was based on the maximum capacity for the property, meaning this should be the only time we will ever have to do pay this fee and we will be set when doing the build-out. This money will also be coming out of our fund balance, which may have an impact in the next fiscal year.
- Faye went to the meeting for the School Based Access Program which would bring in additional funding. If the school were to participate, this funding is a 30% reimbursement versus the 80% we originally thought. There is a lot of paperwork involved that would fall to Faye and Becky Black. Reimbursements are also delayed by 1 ½ years.
- Ryan is comfortable with our current savings figure for the build-out because he feels this fiscal year should show an increase/surplus, which looks good to lenders. It also demonstrates that our move to the new campus has had a positive impact on our ability to generate revenue. The bond market and bank lending climate is more favorable for charter schools for the next 12-24 months, which could be good for us should we decide to finance the entire build-out through traditional financing options.
- Ryan also said that the political climate is a “lot of nothing” at the moment. The Republican Pennsylvania assembly is charter-friendly but hasn’t taken any positive action. Governor Wolf created a new office within the Department of Education to deal with charter schools, but did not staff it for a full year. He recently appointed a charter-friendly person to head the new department.
- Capital Campaign: Faye would like to get the feasibility study done in July 2018, along with pursuing grants and a USDA loan throughout the summer.
- Diana made a motion to add two Personal Care Assistants (PCAs) to our payroll at \$14.50/hr for 29.75 hours with no benefits. AJ seconded the motion and the motion was unanimously approved.
- Faye is currently advertising for a new RtI teacher and a new Lunch Server.
- No budget revision vote was needed since we will begin to work on a revised budget in January.

Administrator’s Report

- Enrollment: There are 200 students enrolled as of today.
- Both the RtI teacher for K-2 and the Lunch Server have resigned; Faye is looking to replace them as soon as possible.
- Faye would like the Board to review and adopt a policy for student meal accounts. She presented the written policy for consideration at the December meeting. One minor change needs to be made: Faye would like to eliminate the a la carte menu items clause which doesn’t apply to our school
- Faye said she and the faculty would like to change the report card format. She would like to cancel our current report card software contract and instead go with a free software program to track attendance. The report cards would go back to the ‘old fashioned’ way using teacher’s books, notes, and templates.
- Faye attended two local fundraisers and through networking there was invited to speak to the Gettysburg Professional Women’s Club in November.
- Exit Survey: Faye will present the most current version of the exit survey for review and approval at the December meeting.
- Hiring Motion for School Counselor: Diana made a motion to un-table the motion before the Board and to move forward with the motion to hiring a new school counselor, McKenna Hohman, at a salary of \$39,000 with benefits. AJ made the motion to hire McKenna Hohman. Diana seconded the motion and it passed unanimously.

Governance Committee Update

- The Governance Committee met with Board candidate Becky Uppercue and enthusiastically recommended her to replace Kate Lamberton, whose term expires in August 2019. AJ made a motion to have Becky join the Board. Diana seconded and it passed unanimously. Welcome, Becky!

Chair's Report

- Kathy mentioned that our Board bios need to be updated for the website. Tom's, Kate's, and Abbie's need to be removed from the page; Kathy needs to update her bio; and AJ, Diana, Jill, and Becky need to write and submit them.
- Kathy mentioned the huge response to the Giving Spree, a local charitable giving event in Gettysburg for non-profits. She suggested that GMCS participate next year.
- AJ attended the staff meeting and congratulated them on the PSSA scores and told them about the pending Board vote on a new school counselor. Evan Stare asked about paternity leave. Faye will check the Employee Handbook and Kathy will check the Board Policy Manual to see if there is any language addressing paternity leave in either document.
- Kathy will be attending the December 12th staff meeting and Jill will attend the January 30th one. Becky will cover the February 27th meeting and AJ will go to the March 27th meeting.
- The newsletter blurb is due on January 11th. Jill will work on that and include the revised Board meeting schedule.
- The December Board meeting will include the semi-annual CEO review.
- AJ is working on re-formatting the Board manual.
- Kathy asked Faye about fundraising efforts and addressed ways we could make GMCS families more aware of fundraising outcomes. Faye noted that the majority of money raised through fundraisers goes to fund field trips. We agreed that disclosing how the money was raised was/will be spent will generate good will in our school community and encourage families to continue to participate and contribute to various fundraisers.
- We discussed moving the December Board meeting to the 14th; Jill will make prospective board member Lieouretia Swain aware of the change. The Board also will be moving its meetings to the last Thursday of the month starting in January 2018. Jill made a motion to change the Board meeting dates; Diana seconded and the motion passed unanimously. The Executive Committee will also move its meetings to these new dates. The new meeting dates for 2018 are as follows: January 25th; February 22nd; March 29th; April 26th; May 31st; June 28th; July 26th; and August 30th. Jill noted that she will not be available for the April 26th, July 26th, or August 30th meetings due to prior family commitments falling on those dates. Other Board members will check their calendars for unavailable dates to ensure we'll have quorum at each meeting.
- The Board will re-address AJ's role as Treasurer at the December meeting. We may re-distribute committee memberships when the Board has a full compliment of members.
- The Board accepted the recommendation of the Governance Committee and Kathy performed Becky Uppercue's swearing in ceremony.

New Business; For the good of the order

There was no new business to discuss.

Public Comment

There was no public comment.

Adjourn

Kathy Johnson adjourned the meeting at 8:41pm.

Approved:

Jill Clinton, Board Vice Chair