

**Gettysburg Montessori Charter School**  
**Board of Trustees Official Minutes**  
**August 27, 2020**

**Board Members Present**

Tom Hockensmith, Chair  
Rose Thornberry, Vice Chair  
Jill Clinton, Secretary  
Becky Uppercue, Treasurer  
Ashley Reid, Member, at-large  
Diana Williams, Member, at-large  
Traci Elligson, Member, at-large

**Board Members Absent**

none

**Others Present**

Dr. Faye Pleso, CEO  
Christine Kirkpatrick, Assistant Principal  
Jay Appleton, Greyhawk  
Jason Officer, Parent

**Executive Session**

The Board met for Executive session at 5:33pm via Webex conference call to discuss several employee-related matters, which if conducted in public would violate a lawful privilege or would lead to a disclosure of information confidentially protected by law. Dr. Pleso was invited to join the Board in Executive session to discuss these matters. Executive session closed at 5:53pm.

**Call to Order**

Tom Hockensmith called the meeting to order at 6:01pm via Zoom conference call, in accordance with PA state health guidelines during the COVID-19 crisis. All information regarding public access to the meeting was advertised in the Gettysburg Times. Introductions of all attendees were made.

**Public Comment on Agenda Items**

No comment

**Old Business**

No old business

### **Approval of Consent Agenda**

Ashely Reid made a motion to approve the consent agenda as submitted. Becky Uppercue seconded the motion. The consent agenda was approved by unanimous roll call vote.

### **Building Committee**

Jay Appleton from Greyhawk reported that tomorrow August 28 there was an owner's team meeting to review timelines while contracts are being signed. At the end of next week a pre-construction meeting will be held to discuss processes and logistics. All stakeholders are welcome to attend.

The processes discussion will discuss how change orders and other items are to be handled during construction. The second half of the meeting is to review logistics regarding the construction site. This will include staging site, security, safety, deliveries, etc

One construction begins Greyhawk will schedule progress meetings on a bi-weekly basis. Greyhawk will be responsible for publishing meeting notes and also physical review of the construction site. Greyhawk is also staging and scheduling sub-contractors to ensure an optimal construction schedule.

Chris Kirkpatrick asked Jay about technology layout for the construction. She also spoke to Kirbtech regarding technology. Jay stated he will speak to the Electrical contractor next week at the pre-construction meeting and then will follow up with another meeting with the General contractor, Electrical contractor and Kirbtech. Jay asked Chris to reach out to Kirbtech to start a conversation and so that Jay can pull together a contractor directory.

### **Adminstrator's Report**

Dr. Pleso reports that enrollment is at 205 as of August 26<sup>th</sup> with 18 enrolled at Lincoln Edge with 35 Kindergarteners; 38 first graders; 34 second graders; 33 third graders; 30 fourth graders; 21 fifth graders; and 19 sixth graders. Dr. Pleso is hoping for increased enrollment in the fall.

Dr. Pleso reviewed yearly PIMS report dat. There were 19 incidents that led to suspension last year for this yearly safety report compiled by Leigh. There were 10 students that constituted the 19 incidents. No police were involved and PA highway patrol signed off on the report to confirm. Additionally none of the incidents or suspensions resulted in alternative schooling.

Dr. Pleso recommended hiring Quaid Swiger to fill a full-time opening as Music Teacher, Jamie Farris as the 3<sup>rd</sup>/4<sup>th</sup> Assistant, Shanna Wolfley as the 5<sup>th</sup>/6<sup>th</sup> Long Term Sub Assistant, and Margaret Middough to K assistant.

Becky Uppercue made a motion to hire Quaid Swiger as the Music Teacher effective August 10<sup>th</sup> at \$25/hr for under 30 hours a week with no benefits. Ashley Reid seconded the motion and was approved by unanimous roll call vote.

Tom Hockensmith made a motion to hire Jamie Farris as the 3<sup>rd</sup>/4<sup>th</sup> Assistant effective August 17<sup>th</sup> at \$17/hr for under 30 hours a week with no benefits. Diana Williams seconded the motion and was approved by unanimous roll call vote.

Jill Clinton made a motion to hire Shanna Wolfley as the 5<sup>th</sup>/6<sup>th</sup> Longterm Sub Assistant effective August 17<sup>th</sup> at \$17/hr for under 30 hours a week with no benefits. Ashley Reid seconded the motion and was approved by unanimous roll call vote.

Traci Elligson made a motion to hire Margaret Middough as the Kindergarten Assistant effective August 25<sup>th</sup> at \$17/hr for under 30 hours a week with no benefits. Rose Thornberry seconded the motion and was approved by unanimous roll call vote.

Dr. Pleso presented the updated Health and Safety plan required by state guidelines. These includes increased wearing of masks and daily health checks added. Tom Hockensmith made a motion to approve the changes to the plan submitted to the state. Diana Williams seconded and motion was approved by unanimous roll call vote.

### **Report of the Chair**

Jill Clinton and Ashley Reid completed their Trauma-Informed training.

Tom Hockensmith announced that meetings of the Board will return to holding session at GMCS starting with the September meeting.

The board reviewed and scheduled their Board Meeting and Committee dates so that they can be published and made available to the Public.

### **Finance Committee**

A Finance committee meeting was held on August 19<sup>th</sup> via conference call to review the July financial statements, which showed that GMCS Cash (in Checking/Savings Accounts) has decreased slightly to \$1,380,384 (from \$1,500,429 at June 30). While District Receivables have increased to \$361,407 as the school awaits initial district payments for '20-21. (July is generally a slow month for receivables since it end of fiscal year and most districts have paid in full; we will bill those that haven't been paid after school session resumes).

Becky Uppercue reports that Total Personnel Costs are slightly lower (by \$13,410) than budgeted due to savings on administrative salaries and on the school's health insurance

premiums. Personnel variances will begin to normalize in September after 19-20 payroll accruals are paid out and all new 10-month employees are added to payroll. Total Expenses are similarly lower (by \$124,648) than budgeted, due in part to seasonality of building project costs (currently a \$72,242 negative variance).

Now that settlement on the construction loan with Members 1st is completed, the GMCS Board must approve the release of \$561,746 from its Committed Fund Balance for use toward capital improvements in 2020-21. These funds, along with the remaining \$254,253.94 from the \$500,000 released in June 2019, represent the \$816,000 needed to satisfy the school's 20% equity obligation as part of its loan. \$245,746 has already been expensed toward the (estimated) \$1,061,746 needed for the school's contribution.

A motion was made by Becky Uppercue to approve Resolution to release funds from fund balance. Diana Williams Seconded and it was unanimously approved by roll call vote.

### **Governance Committee**

Traci Elligson was to be re-voted per guidance of our attorney, Kathy Nagle. Rose Thornberry made a motion to approve Traci for a full term. Diana Williams seconded and unanimously approved by roll call vote.

Tom Hockensmith was sworn in by Rose Thornberry.

Tom Hockensmith made a motion to approve Diana Williams for full term. Jill Clinton seconded motion and unanimously approved by roll call vote. Tom Hockensmith performing swearing in of Diana Williams.

With the new school year the Board went through reconstitution. Jill Clinton nominated Tom Hockensmith to chair the board. Becky Uppercue seconded and unanimously approved. Tom Hockensmith accepted.

Tom nominated Rose Thornberry as the Vice Chair. Ashley Reid seconded and unanimously approved. Rose Thornberry accepted.

Jill Clinton nominated Becky Uppercue to be the treasurer. Tom Hockensmith seconded and unanimously approved. Becky Uppercue accepted.

Ashley Reid nominated Traci Eligson to be Secretary. Jill Clinton seconded and unanimously approved. Traci Eligson accepted.

**Personnel Committee**

Tom Hockensmith providing survey results to board for review. Personnel committee meeting will be called for Administrator Review and Evaluation

**Executive Committee**

Nothing new to report.

**New Business; for the good of the order**

**Public Comment**

Jason Officer stated his interest for becoming part of the board. He also expressed a concern regarding transportation and will follow up with Dr Pleso and the school to have resolved.

**Adjourn**

The meeting was adjourned by the Chair Tom Hockensmith at 7:41pm.

Approved:



Jill Clinton, Secretary