

**Gettysburg Montessori Charter School**  
**Board of Trustees Official Minutes**  
**September 27, 2018**

**Board Members Present**

Jill Clinton, Chair  
Becky Uppercue, Vice Chair  
Melissa Ring, Secretary  
Diana Williams, Treasurer

**Board Members Absent**

Lucretia Swain  
Tish Weikel

**Other Present**

Faye Pleso, CEO  
Ryan Schumm, Charter Choices  
Megan Parks  
Nicole Gulden, 5/6 teacher  
Rose Thornberry

**Call to Order**

Jill Clinton called the meeting to order at 6:06 pm.

**Approval of Consent Agenda**

Becky Uppercue made a motion to approve the Consent Agenda as submitted. Diana Williams seconded the motion. The Consent Agenda was unanimously approved by a roll call vote.

**Public Comment on Agenda Items**

There was no public comment.

**Old Business**

There was no old business.

2018-09-27 GMCS Board Minutes

## **Report of the Chair**

### *Housekeeping:*

- Jill asked for updated bios from Melissa and Tish for the board page of the school's website.
- Discussed the goals and actions needed with Ryan from Charter Choices to streamline and potentially update board policies and processes for efficiency. Recommended looking deeper into the specifics required to fulfill monthly board meetings and potentially utilizing committee meetings if possible on months where the agenda does not require a more in-depth meeting to cover the requirement.
- Jill reminded everyone that the write up for the board section of the school newsletter is due on October 26. The board would like to include any board announcements and identify newly added board members.
- October 3 Open House from 4:00 to 6:00pm. Melissa Ring will be available at a Board table to greet parents on behalf of the Board.
- Staff Meeting: Jill attended the recent Staff meeting and represented the Board.
  - Future meetings will be attended by Diana Williams on October 23, November 27 by Melissa Ring, and December 11 by Becky Uppercue.
- Secretary Requirements for Interim Secretary, Melissa Ring
  - Bonding of the Board Secretary will be postponed until a more permanent Secretary is voted in.
  - Signing Authority is being added and Melissa will submit her signature to be scanned the following morning.

## **Administrators Report- Faye Pleso**

- *CEO Report:* Faye announced the exciting news that the school roster of students met the goal of 225 students set out in the original plan for growth. This demonstrated the success of marketing efforts to the area through billboards, and a feature of Dr. Pleso in the Local Gettysburg Area Magazine. Future Marketing potential is being employed through attendance at local events such as the Harvest Day at New Oxford coming up on October 27<sup>th</sup>, and the Giving Spree Fundraiser. Jill reminded Faye that the Exit Survey results would be discussed at the October meeting.
- *Step Up to Writing Curriculum:*

- Dr. Pleso recommends approving the program Step Up to Writing which the staff has been testing. It builds on the previous writing curriculum and training being used. This program adds steps that enhance what has already been in place.
  - Diana Williams made a motion to approve the Step Up to Writing Curriculum as submitted. The motion was seconded by Becky Uppercue. Unanimously approved by a roll call vote.
- *PIMS Preliminary Data:* Faye shared the Preliminary PIMS Data and explained that we are in compliance and also the role Leigh plays in preparing the reports.
- *Executive Secretary Job Description:* A vote for the Executive Secretary Job Description was discussed and tabled until October pending a meeting between Jill and Faye.
- *Hiring Motion for Executive Secretary:* Faye recommended Megan Parks for the position of Executive Secretary. Becky Uppercue made a motion to approve hiring for Megan Parks as Executive Secretary at a rate of \$15.00 per hour, under 30 hours a week, with no benefits. Diana Williams seconded the motion and it was unanimously approved by a roll call vote.

***Rose Parks entered the meeting and Introductions were made.***

### **Finance Committee**

- *Advanced Degree Pay Increase Policy Implementation:* The Board agreed that the Advanced Degree Pay Increase Policy be implemented retroactively to the date of the degree's conferral. Confirmed through discussion as an administrative action, no further vote required. Faye gave Jill a sealed copy of her final transcript as required and she will forward to Charter Choices and they will process the pay increase. Faye will forward the degree information from the other employees receiving advanced degrees.
- *2018-2019 Budget Revision.* Diana made the motion accept the revised budget as submitted. Jill seconded the motion and was unanimously approved by roll call vote.
  - Enrollment Increase from 197 to 215
  - Addition of 1 School Bus
  - Addition of 1 Classroom (Teacher and Assistant)
  - Addition of 1 Classroom Management Specialist
  - Addition of 1 Executive Assistant to CEO
  - Pay Increases for Several Employees Due to Degrees Earned

- The monthly financial report was delivered by Ryan Schumm from Charter Choices. Ryan gave an overview of our positive financial position, especially in advance of our building project. July and August were light expenses due to school being out of session.
- Ryan reviewed the balance sheet and explained the components. Retained earnings showing a substantial surplus of \$290,000 and our total cash in the bank at \$630,000.
- Ryan explained changes to the charter laws and how that may or may not impact us now and in the future. He explained we are often waiting for each district to submit their contributions per student.
- First Quarter financial goals will be discussed at the October meeting and the next Finance Committee meeting is scheduled for October 17<sup>th</sup>.

### **Governance Committee**

*Update on Recruitment Efforts:* Jill discussed responses to the ads for volunteers to serve on the Board. Received a good response and three candidates will be interviewed at the October 1<sup>st</sup> Governance Committee meeting. Recommendations based on the interviews for prospective Board Members will be delivered at the October Board meeting.

### **Building Committee**

*Selection of Architect:* The architect selection has been narrowed down to two potential companies: Digsau and EI Associates. Proposals were handed out and reviewed. New drawings from the prospective companies were handed out, reviewed and discussed. Becky commented that she was impressed by the Montessori knowledge of the Digsau concepts and Faye mentioned that the principal at the firm that we would be working with is a Montessori graduate and a Montessori parent. Several Board members viewed the idea that we would not have to be vigilant that Montessori principles were being followed in the design because the architect is familiar with them as a major positive. Jill felt that this would bode well for a positive community reaction, both inside and outside of the school. Melissa noted that the EI concept didn't follow Faye's mandate as well as she'd hoped – she thought it was somewhat boxy and sterile, while the Digsau drawings were more organic and unique. Melissa expressed concern that travel expenses from Philadelphia for Digsau may mount, but Faye said the architect proposed a cap and using Skype and local contact as much as possible. EI's architect was very professional, but several Board members expressed concern about a smooth working relationship. There were positives and negatives expressed by members and discussed extensively.

CEO- Dr. Faye Pleso recommended Digsau as the architect of choice.

Becky Uppercue made a motion to approve the hiring of Digsau as the architectural firm to design and build the addition. Diana Williams seconded the motion and it was unanimously approved by a roll call vote.

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

There was no new business.

**Public Comment**

There was no public comment.

**Adjourn**

Adjourned at 8:09pm

**Executive Session**

The Board met for executive session afterwards at 8:11pm to discuss an employment related issue, which if conducted in public would violate a lawful privilege or would lead to a disclosure of information confidentially protected by law. Faye Pleso joined executive session.

Approved:

Melissa Ring, Secretary