

**Gettysburg Montessori Charter School
Board of Trustees Official Minutes
6/28/2018, 8/9/2018 & 8/16/2018**

Board Members Present

Kathy Johnson, Chair
Jill Clinton, Vice Chair
Tish Weikel, Secretary
Diana Williams, Treasurer
Becky Uppercue

Board Members Absent

Lieucetia Swain

Others Present

Faye Pleso, CEO
Melissa Ring

Executive Session

The board met for executive session at 6:00 pm to discuss a student concern and employment related issues, which if conducted in public would violate a lawful privilege or would lead to disclosure of information of confidentiality protected by law.

Call to Order

Kathy Johnson called the June 28th meeting to order at 7:12 pm.

Introduction of Members and Guests

Introductions were made.

Public Comment on Agenda Items

There was no public comment.

Approval of Consent Agenda Items

Jill Clinton made the motion to approve the consent agenda as submitted. Becky Uppercue seconded the motion, and was unanimously approved by roll call vote.

Old Business

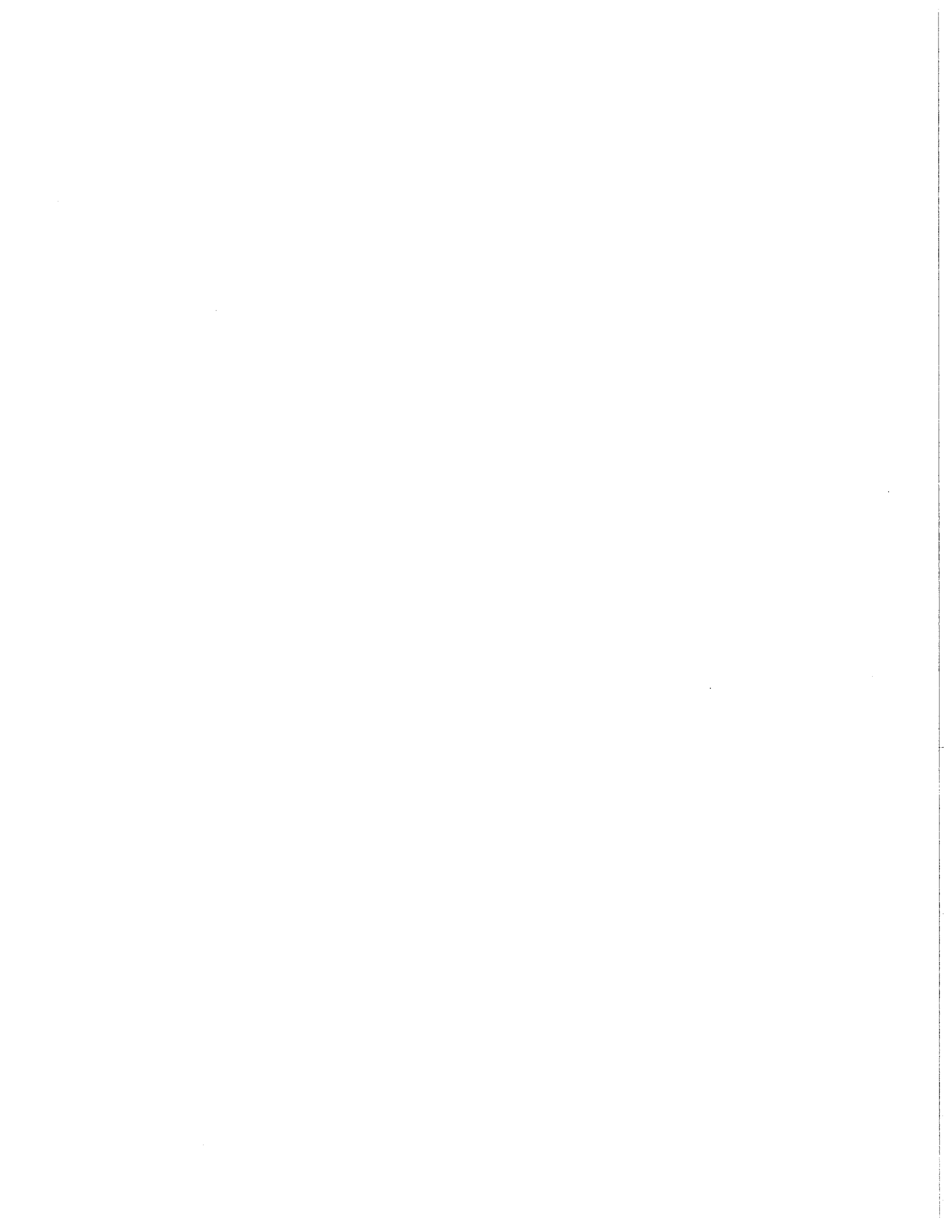
No old business.

Finance Committee

Budget

The FY2018-2019 budget was reviewed by Board.

- This version adds \$15,000 for the upcoming expense of a USDA audit.
- We currently have 7 students the a waitlist for first and second grade. Each 1st/2nd grade classroom has 30 students currently.
 - Faye stated that the goal for this year is 225 students.



- The proposed budget includes money for advance degree pay increases, a part-time Special Education teacher, two classrooms for each of the grade bands, one part-time instructional support representative, two PCA's, and one ESL teacher.
- Kathy Johnson questioned if there is a way to make it possible for part-time employees to attend staff meetings. Dr. Pleso responded that the part-time staff are working the maximum number of hours allowed, but she stated that individual staff are welcome to tweak their schedules in order to attend. Dr. Pleso also stated that notes are sent to all staff members after each staff meeting to keep everyone in the loop.
- Dr. Pleso's wish list not included in budget: instructional coach and two additional PCA's.
- Becky made a motion to approve the FY2018-2019 budget as submit and Diana seconded the motion. The budget was unanimously approved by a roll call vote.
- Dr. Pleso reported that GMCS passed the pre-application phase for the USDA facilities loan. She stated that they are requesting we have 20% equity in the project. Dr. Pleso will confirm the details of the 20% equity requirement with her contact at the USDA. Dr. Pleso is working to set up a time for the board to meet with the USDA representatives and potential architectural firms in August.

Proposed Policy for Advanced Degree Pay Increases

- The Finance Committee presented their proposed policy to offer current employees pay increases for receiving advanced degrees and Instructional II certificates. The Finance Committee proposed:
 - \$2,000 pay increase for those receiving a Master's Degree
 - \$2,000 stipend for those receiving an Instructional II certificate
 - \$7,000 pay increase for those receiving a PhD
- In total, the pay increases scheduled for this year if the policy passes as written including the employees this year who have or are receiving an advanced degree is approximately \$15,000.
- The committee will clarify that this policy is to apply to full-time employees and retain the language about decisions regarding other educational advancement being made at the discretion of the board.

CEO Contract

- Diana Williams made a motion to approve the 2018-2020 CEO contract as submitted, and Jill Clinton seconded the motion. The motion was unanimously approved by a roll call vote.

Administrator's Report

Enrollment

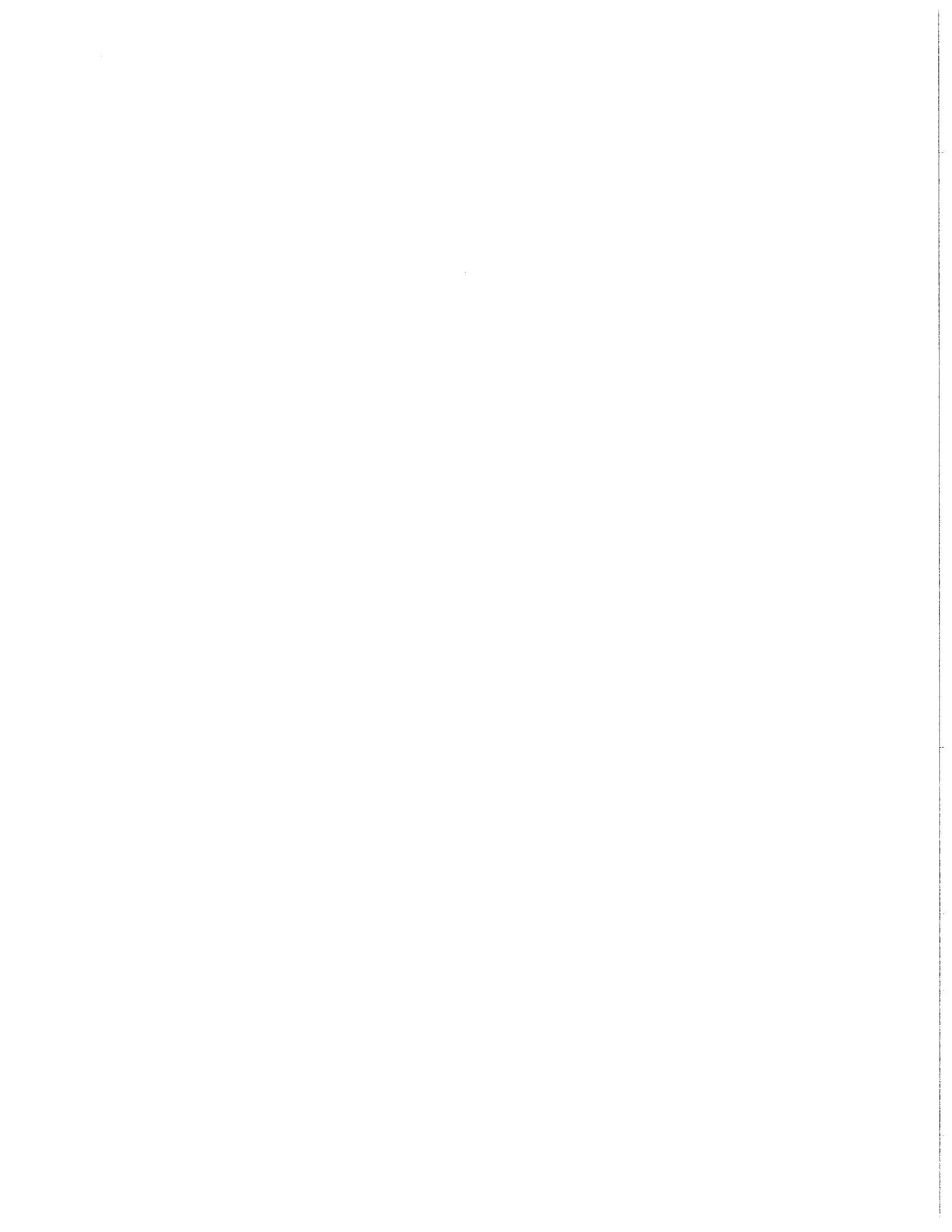
- Currently at 202 for the 2018-2019 school year.

DIBBLES

- Overall kindergarten progressed well. We started out the year with 53% in sufficient or higher and the year ended with 69% sufficient or higher.
- 1st through 6th grade – saw a common dominator with lacking in computation. Worry because we scored higher than all the other elementary schools on the SPP and recent DIBBLES scores in Math computation are not reflecting this.
 - Dr. Pleso reported that she plans to implement small groups in Math.
 - Overall, Eureka Math presents as successful in implementation at GMCS.
- Reading: Kindergarten and 1st grade showed improvement. Kindergarten went from 22% at the start of the school year to 19%. Overall, they demonstrated improvement in proficiency. There was a theme of students not correctly stating the word, although, this may be due to testing being timed.
 - Dr. Pleso reminded us that overall, DIBBLES is just a snapshot, there are many external factors that could influence the results.

Handbooks

- Dr. Pleso presented the proposed changes made to the Employee Handbook and also the Student/Parent Handbook. These included: date changes, updated homelessness policy, updated pink eye and stomach flu



information from the school nurse, a student rights and responsibilities mandate provided by the school's attorney, and section regarding closing in the case of emergency.

- Kathy Johnson suggests also adding an automatic reply to e-mails in case the school is forced to close again in the case of an emergency. This will ensure that parents receive an immediate reply from the school with necessary information even if a staff member isn't able to write back in a timely manner. Dr. Pleso thought that was a good idea and will add that to the emergency closure procedure followed by her staff.
- Becky Uppercue made a motion to approve Employee Handbook as submitted, it was seconded by Diana Williams and it was unanimously approved by a roll call vote.
- Jill Clinton made a motion to approve Student/Parent Handbook as submitted, and Tish Weikel seconded the motion. The handbook was unanimously approved by a roll call vote.
- Kathy Johnson reported that the board manual will be updated with all of the policies approved in the 2017-2018 academic year and will be distributed among the board and posted to the school's website over the summer. Lieucetia Swain has volunteered to help with updating the document.
- Kathy Johnson reported that the school's attorney has recommended the board adopt an anti-nepotism policy. Once the board receives the draft language, it will be presented at a future board meeting for consideration.

Exit Surveys

- Dr. Pleso reported the results of recent Exit Surveys administered by the school. Reasons for departure included: finishing 6th grade, moving out of state, joining a sibling at a new institution, and disciplinary concerns.

Personnel Report

- Dr. Pleso shared a list of all current employees and their position at the school.

Classroom Management Specialist Job Description

- Dr. Pleso presented the job description for Classroom Management Specialist.
- Jill Clinton made a motion to approve the Classroom Management Specialist job description as submitted, Becky Uppercue seconded and the job description was unanimously approved by roll call vote.

Hiring Motion for Classroom Management Specialist

- Dr. Pleso recommended Crystal Moore for the position of Classroom Management Specialist on an as needed basis at a rate of \$25 per hour.
 - Diana Williams made the motion to hire Crystal Moor as the Classroom Management Specialist at a rate of \$25 per hour on an as needed basis, Jill Clinton seconded the motion and it was unanimously approved by roll call vote.

Hiring Motion for Part-time Special Education Teacher

- Dr. Pleso recommended hiring Julie Ralicki as a part-time Special Education Teacher.
 - Becky Uppercue made the motion to hire Julie Ralicki as a part-time Special Education Teacher at a rate of \$30 per hour, 12 hours per week. Diana Williams seconded the motion and it was unanimously approved by roll call vote.

Chair's Report

Kathy Johnson reported that yesterday we learned that AJ Warner resigned from the board.

- Kathy reminded the finance committee that they will need to get a completed SOFI from AJ. She also reiterated that as each individual leaves the board, the finance committee will need to reach out to them to fill out a SOFI covering the time they spent on the board.

Kathy also reminded everyone that at the August meeting her term will expire.

- She asked everyone to start thinking about whether they would like to serve as an officer of the board. Those nominations and approvals will take place at the August meeting.
- Kathy will also work with continuing board members to train on Dropbox – the file storage tool the board uses to track its documents. She also suggested that the passwords for the board e-mail account and Dropbox should be updated.

Board Self-Assessment

- Kathy reported the results of the board self-assessment taken in the spring. Overall the results were positive, however the themes suggested that the board needs additional administrative help to assist with achieving its goals.
 - Jill Clinton suggested having an office committee to help with management or when questions arise. She further suggested we ask if Charter Choices can help with the administrative details of the board.
 - Kathy agreed it may be worth asking Charter Choices, but is uncertain if they could offer it because they are an accounting firm.
- The board discussed potentially hiring a secretary, i.e. other schools have an administrator attend board meetings and assist with the administrative duties of the board. It could be a current employee of the school or someone familiar with the workings of the board.
 - Kathy mentioned that she believes the VIDA board has a paid board secretary. She offered to reach out to the chair of the VIDA board and report back.
- Additional suggestions noted in the board self-assessment included: binders for executive board members, work for greater understanding of business charter laws, assistance with legal compliance, written log of expectations of member positions, being more informed on Montessori philosophy.

Governance Committee

- Jill provided an update:
 - The board needs to find a replacement for Kathy's position and with AJ's exit, another position needs to be filled.
- Diana Williams has agreed to run for a second term.
- Melissa Ring (in attendance tonight) met with Becky, Jill, and Amanda to be interviewed.
- The governance committee happily recommends Melissa Ring for a board position starting in August.
- Lucretia Swain has agreed to remain on board until her seat can be filled.
- Two additional candidates have expressed interest, but have not been able to meet yet with the committee.
- Kathy suggested sending out another call for board members with updated e-mail list.

Personnel Committee Meeting

- The Personnel Committee will work to have the parent survey summary prepared for the August meeting.

New Business; For the good of the order

There was no new business.

Public Comment

There was no public comment.

Executive Session

The board entered executive session again to discuss an employment related issue, which if conducted in public would violate a lawful privilege or would lead to disclosure of information of confidentiality protected by law.

Recess

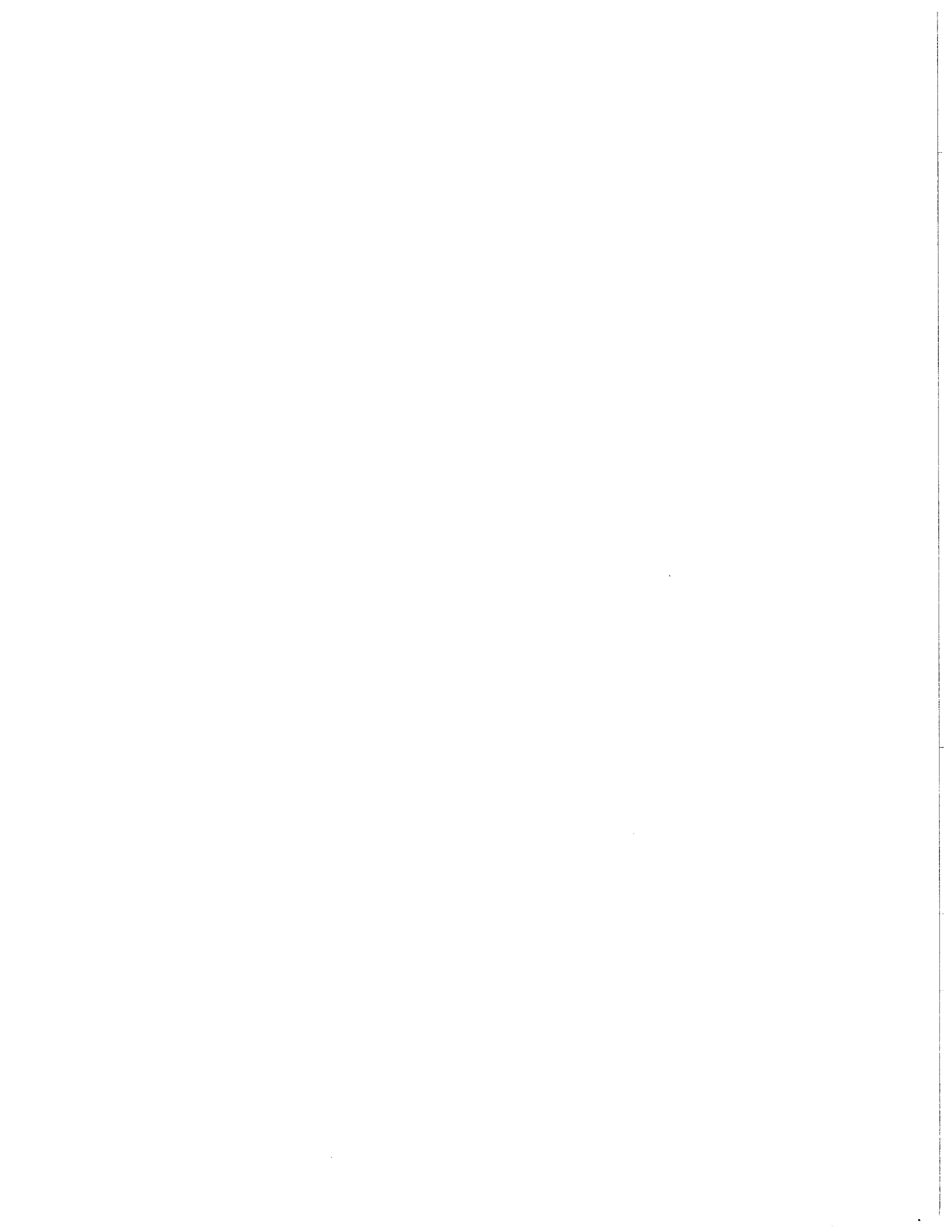
Kathy Johnson recessed the meeting at 9:06 pm. The meeting will remain open for any potential hiring motions Dr. Pleso would like the board to consider prior to the start of school.

Reconvene

The Gettysburg Board of Trustees reconvened the June 28, 2018 meeting on August 9, 2018

Board Members Present

Kathy Johnson, Chair
Jill Clinton, Vice Chair
Diana Williams, Treasurer



Becky Uppercue

Board Members Absent

Lieucetia Swain

Tish Weikel, Secretary

Others Present

Faye Pleso, CEO

Executive Session

The board met for executive session at 10:00 am to discuss an employment related issues, which if conducted in public would violate a lawful privilege or would lead to disclosure of information of confidentiality protected by law.

Call to Order

The June 28th meeting was reconvened via teleconference by Kathy Johnson at 10:14 am.

Introduction of Members and Guests

There were no guests in attendance.

Public Comment on Agenda Items

There was no public comment.

Old Business

No old business.

Finance Committee Update

Budget

- Dr. Pleso presented a revised FY 2018-2019 budget which is based on an increased enrollment of 215 students. This revised budget reflects an additional 2nd/3rd grade classroom including a primary teacher and an aide, funding for the part-time Classroom Management Specialist, and bus for students from the Carlisle area.
- Kathy Johnson asked if there were a minimum bus ridership needed to maintain this bus from the Carlisle area. Dr. Pleso stated that as long as there are four students using the bus it will continue to be funded.
- The board also expressed an interest in including funds to hire someone to act as a board secretary to help with the administrative duties of the board. Kathy reported that she heard back from the VIDA board chair and they do not have a board secretary to assist with administrative duties, however they are considering creating such a position. Kathy suggested that the Finance Committee contact Charter Choices to see if they are aware of any other school's that have developed such a position, how it is structured and how the individual is compensated. Dr. Pleso mentioned that she has realized she may need to hire an executive secretary to assist her with her administrative responsibilities. The board would like to see board secretarial duties folded into that position if Dr. Pleso does decide to move forward with it. In the meantime, the board would like to pursue identifying someone who can be of assistance in the 2018-2019 school year to maintain consistency in administrative reporting.
- There was no further discussion needed on the budget revision.
- Jill Clinton made a motion to approve the revised FY 2018-2019 budget as submitted, Becky Uppercue seconded the motion and it was approved unanimously by roll call vote.

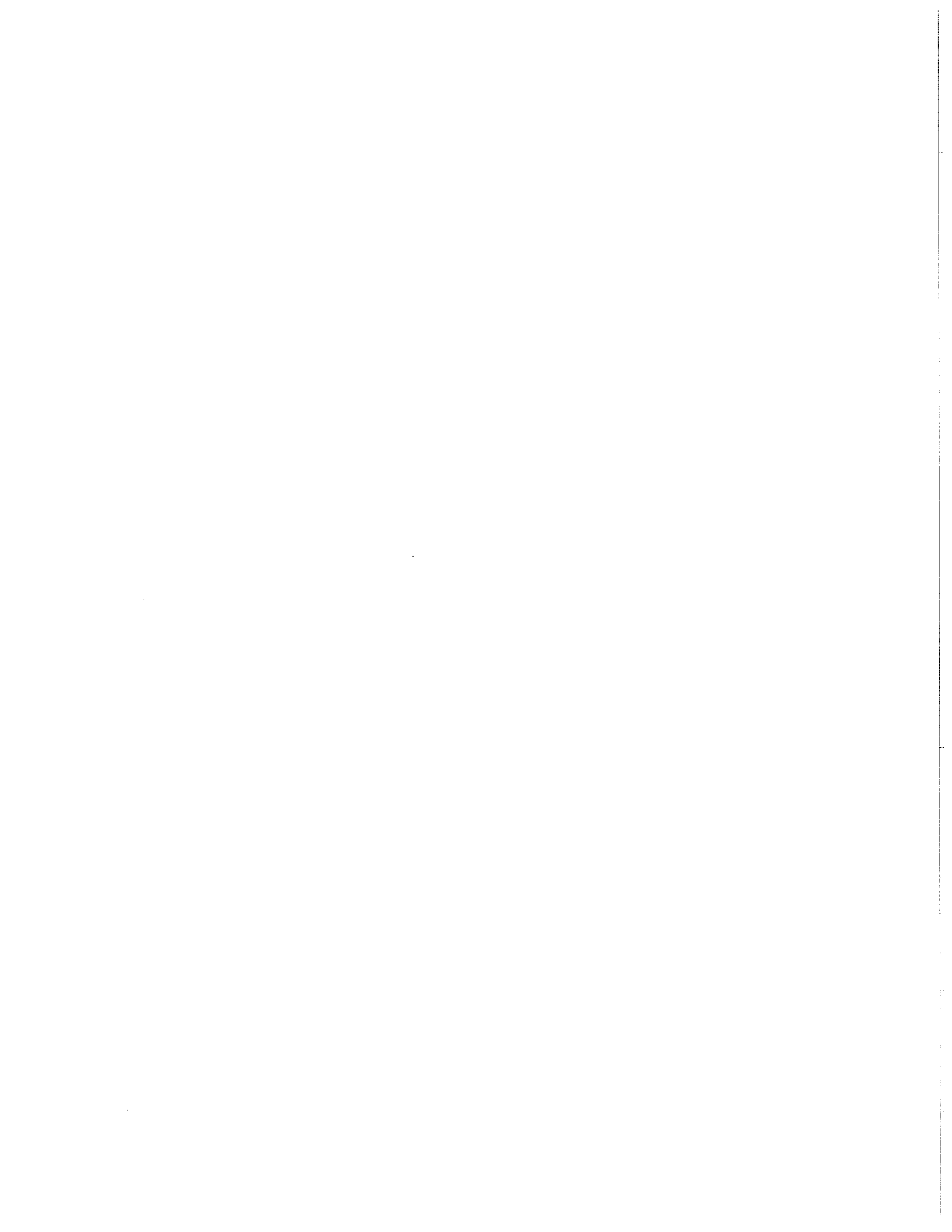
Administrator's Report

Teacher's Aide Job Description

- Diana Williams made a motion to approve the Teacher's Aide Job Description as submitted, Jill Clinton seconded it and it was approved unanimously by roll call vote.

Hiring Motion for Paraprofessional

- Dr. Pleso recommended hiring Connie Long for the Paraprofessional position.



- Jill Clinton made a motion to hire Connie Long as a Paraprofessional at a rate of \$11.50 per hour, 12-15 hours per week, no benefits. Becky Uppercue seconded the motion and it was unanimously approved by roll call vote.

Hiring Motion for 3/4, 2/3, & 1/2 Teacher's Aides

- Dr. Pleso recommended hiring Tiffany Beal, Andrea Hopkins, and Jodie Crone as Teacher's Aides.
- Diana Williams made a motion to hire Tiffany Beal, Andrea Hopkins, and Jodie Crone as Teacher's Aides at a rate of \$17/hour, under 30 hours per week, no benefits. Jill Clinton seconded the motion and it was unanimously approved by roll call vote.

Hiring Motion for 2/3 Teacher

- Dr. Pleso recommended hiring Jennifer Lawrence as a 2/3 Teacher.
- Becky Uppercue made a motion to hire Jennifer Lawrence as a 2/3 Teacher at a rate of \$41,000 plus benefits. Diana Williams seconded the motion and it was unanimously approved by roll call vote.

New Business; For the good of the order

There was no new business.

Public Comment

There was no public comment.

Recess

Kathy Johnson recessed the meeting at 10:43 am. The meeting will remain open for any potential hiring motions Dr. Pleso would like the board to consider prior to the start of school.

Reconvene

The Gettysburg Board of Trustees reconvened the August 9, 2018 meeting on August 16, 2018

Board Members Present

Kathy Johnson, Chair
Jill Clinton, Vice Chair
Becky Uppercue

Board Members Absent

Diana Williams, Treasurer
Lieucretia Swain
Tish Weikel, Secretary

Others Present

Faye Pleso, CEO
Jamie Unkefer, Digsau
Daniel Bierzonski, El Associates
Naoko Elder, El Associates
Peter Ortiz, El Associates
Joshua Bower, Crabtree, Rohrbaugh & Associates
Randy Davis, Crabtree, Rohrbaugh & Associates

Call to Order

The August 9th meeting was reconvened by Kathy Johnson at 3:02 pm.

Introduction of Members and Guests

Introductions were made.

Public Comment on Agenda Items

There was no public comment.

Old Business

No old business.

Building Committee – Architect Meetings

- The board met with representatives from Digsau, El Associates and Crabtree, Rohrbaugh & Associates to discuss the upcoming construction and renovation of the school's property at 888 Coleman Rd.
- Each firm gave a presentation and answered questions about their relevant experience, the pace of the proposed project and the rate structure.

New Business; For the good of the order

There was no new business.

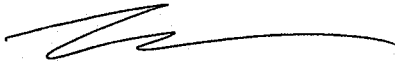
Public Comment

There was no public comment.

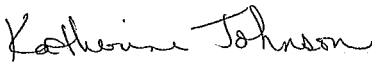
Adjourn

Kathy Johnson adjourned the meeting at 5:30 pm.

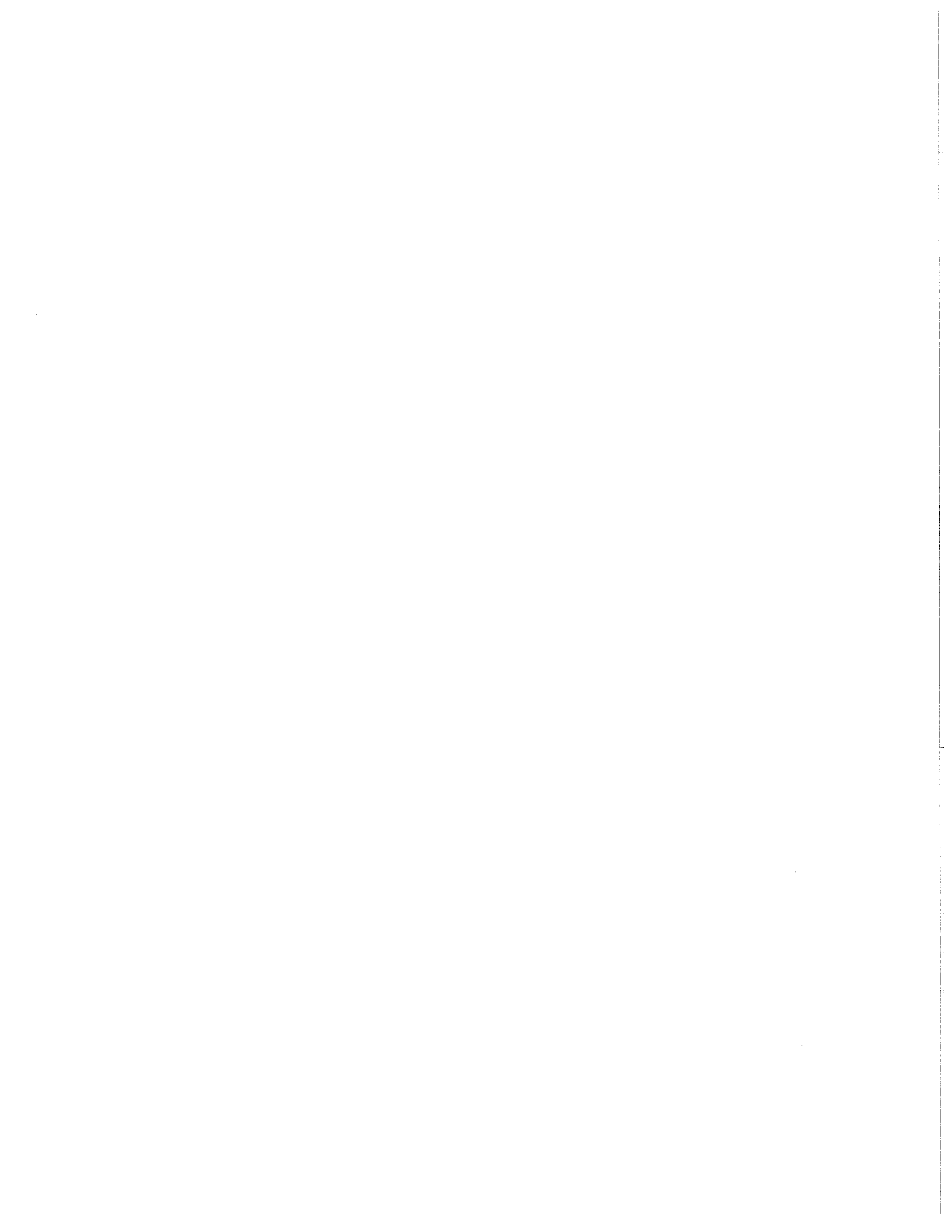
Approved:



Tish N. Weikel, Secretary



Kathy Johnson, Board Chair



AGENDA
Gettysburg Montessori Charter School
Board of Trustees
888 Coleman Road, Gettysburg

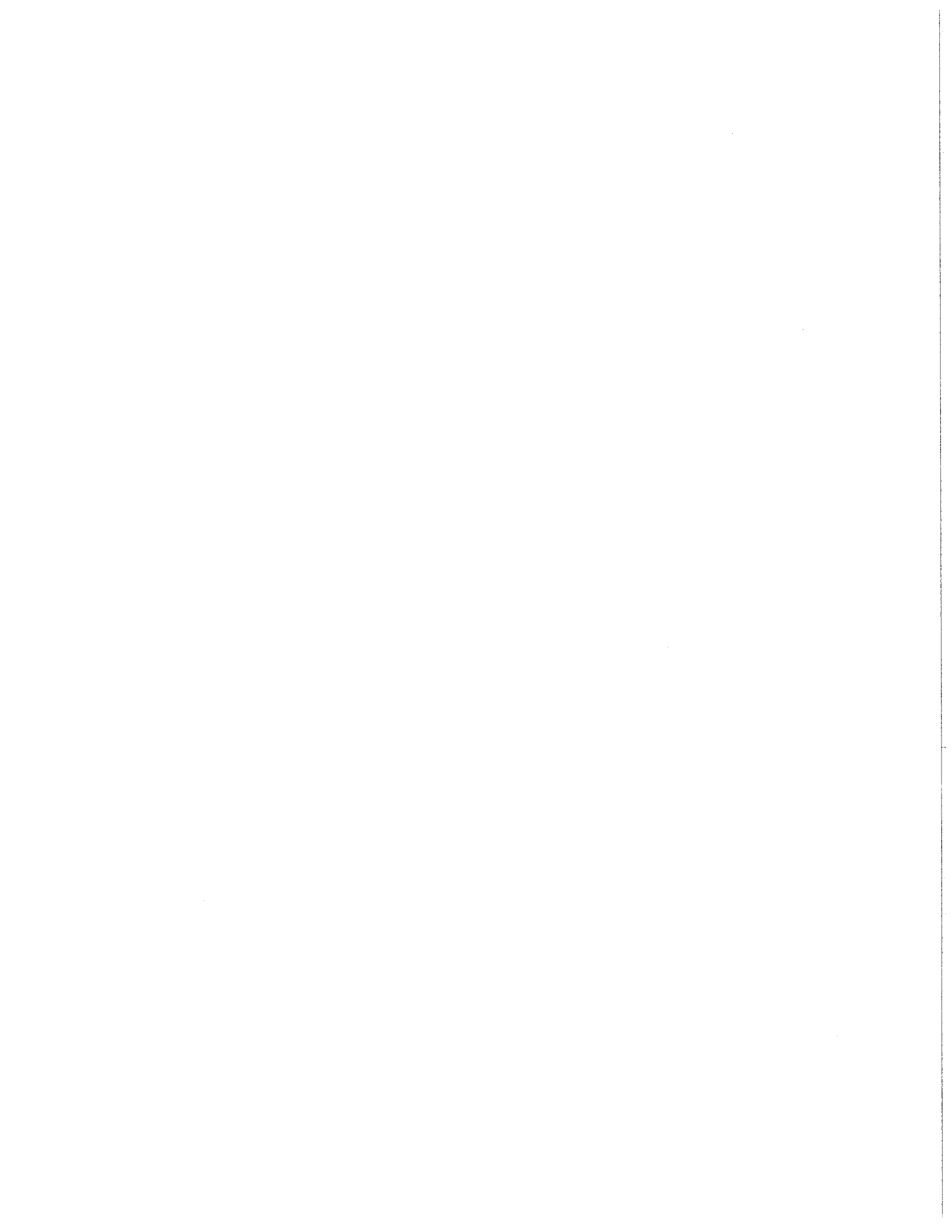
Thursday, August 30, 2018

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|---------|---|--|
| 6:50 pm | <u>Executive Session</u> | |
| 7:00 pm | <u>Call to Order the August 30th Meeting;</u>
<u>Introduction of Members and Guests;</u>
<u>Public Comment on Agenda Items;</u>
<u>Approval of Consent Agenda</u>
<u>Old Business</u> | Action |
| 7:05 pm | <u>Finance Committee – Diana Williams & Jesse Bean</u>
<i>2017/2018 End of Year Budget Report – Year end actuals & long-term budget priorities</i> | |
| 7:20 pm | <u>Administrator’s Report – Faye Pleso</u>
<i>CEO Report</i>
<i>Hiring Motion for Breakfast/Lunch Server</i>
<i>Hiring Motion for School Counselor</i>
<i>Review of Proposed Anti-Nepotism Policy</i>
<i>Executive Assistant & Board Secretary Job Descriptions</i> | Action
Action |
| 7:45 pm | <u>Governance Committee – Jill Clinton</u>
<i>Update on Recruitment Efforts</i>
<i>Recommendations to Fill Vacancies</i> | Action |
| 7:55 pm | <u>Chair’s Report – Kathy Johnson</u>
<i>Swearing in of New Board Member – Melissa Ring</i>
<i>Housekeeping</i>
<i>Annual Report of the Board</i>
<i>Board Orientation</i>
<i>Annual Meeting Schedule</i>
<i>Staff Meeting Attendance</i>
<i>Election of Officers</i>
<i>Committee Formation</i> | Action

Action

Action

Action
Action |
| 8:25 pm | <u>Building Committee</u>
<i>Selection of Architect</i> | |
| 8:40 pm | <u>New Business; For the good of the order</u> | |
| 8:45 pm | <u>Public Comment</u> | |
| 8:50 pm | <u>Recess</u> | |



**Gettysburg Montessori Charter School
Board of Trustees Official Minutes
Thursday, August 30, 2018**

Board Members Present

Kathy Johnson, Chair
Jill Clinton, Vice Chair
Tish Weikel, Secretary
Diana Williams, Treasurer
Melissa Ring

Board Members Absent

Lieucreta Swain

Others Present

Faye Pleso, CEO
Teresa Montgomery-Greene

Executive Session

The Board met for executive session at 6:50 pm to discuss an employment related issue, which if conducted in public would violate a lawful privilege or would lead to a disclosure of information confidentiality protected by law.

Call to Order the August 30th Meeting

Kathy Johnson called the August 30th meeting to order at 7:01pm.

Approval of Consent Agenda

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

Old Business

There was no old business.

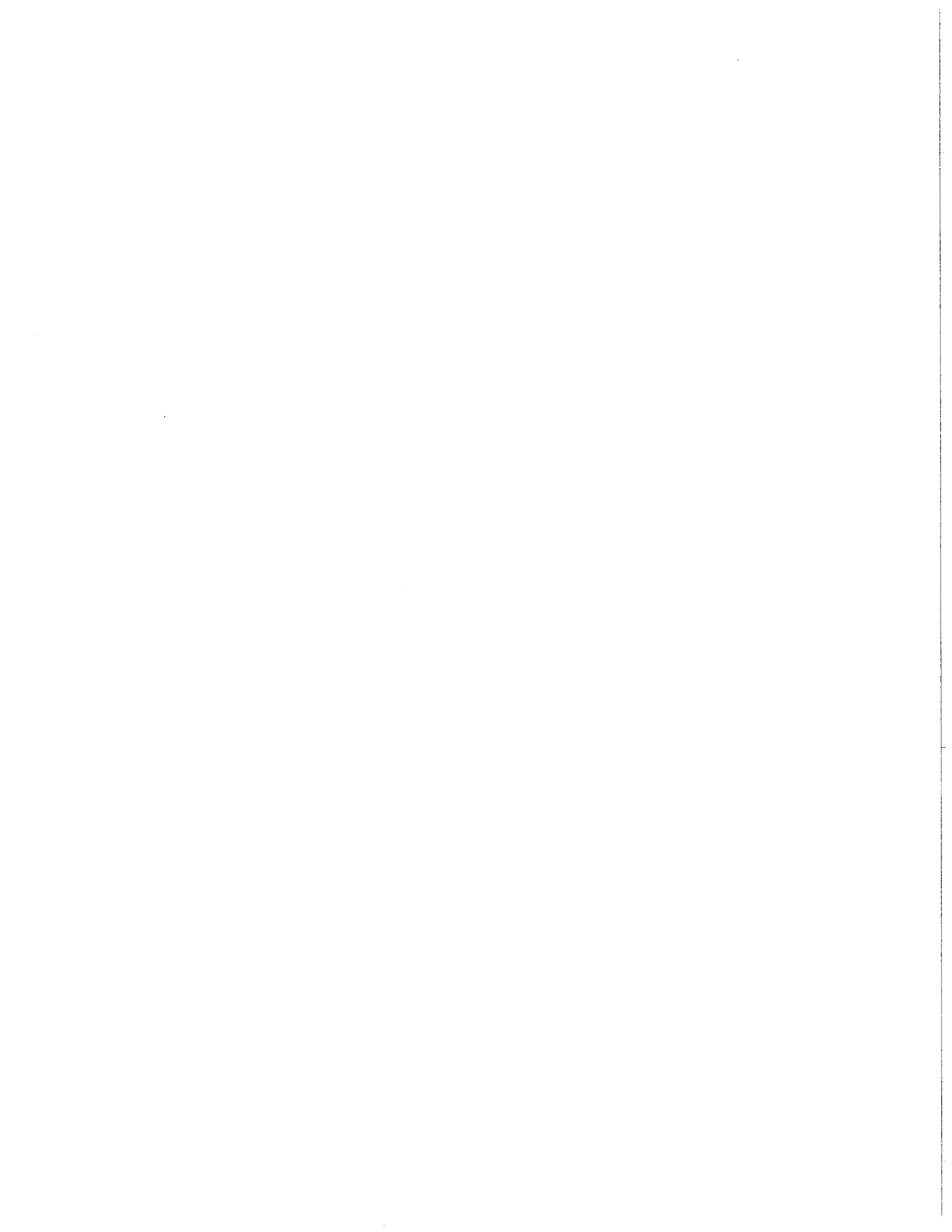
Finance Committee – Diana Williams & Jesse Bean

2017/2018 End of Year Budget Report – Year end actuals & long-term budget priorities:

Jesse Bean (Charter Choices) reported that the school's finances were in good shape. 2017/2018 was a strong year for GMCS and he feels this puts the school in a good position to prepare for upcoming construction costs. GMCS experienced a larger than expected surplus due to cost controls and conservative budgeting. Jesse reported that the school has a fund balance of approximately \$500,000.

Jesse also reported that the line of credit through Centric Bank was renewed. Additionally, GMCS received a clean audit.

As a new and prospective board member were in attendance, Jesse took a moment to discuss how tuition rates are calculated for charter schools in PA. He reminded the board that the 2018/2019 budget was set conservatively with a 1% reduction in regular and special education tuition rates and the school should have no problem realizing a surplus again this year.



Administrator's Report – Faye Pleso

CEO Report: current enrollment is 222 students. Faye also pointed out that she appeared on the cover of *Celebrate Gettysburg*.

Hiring Motions

- *Hiring Motion for Breakfast/Lunch Server:* Faye recommended Kara Allen for the position of Breakfast/Lunch Server. Tish Weikel made the motion to hire Kara Allen retroactively to the first day of school as a Breakfast/Lunch Server at a rate of \$10/hour, up to 20 hours per week, with no benefits. Diana Williams seconded the motion and it was unanimously approved by roll call vote.
- *Hiring Motion for School Counselor:* Faye recommended Christine Felicetti for the position of School Counselor. Diana Williams made the motion to hire Christine Felicetti as the School Counselor at a salary of \$41,000 per year with benefits. Jill Clinton seconded the motion and it was unanimously approved by roll call vote.

Review of Proposed Anti-Nepotism Policy

- The school's attorney suggested the board adopt an anti-nepotism policy and provided GMCS with this language.
- Kathy reminded everyone that the policy will be brought up for a vote at the meeting in the following month.

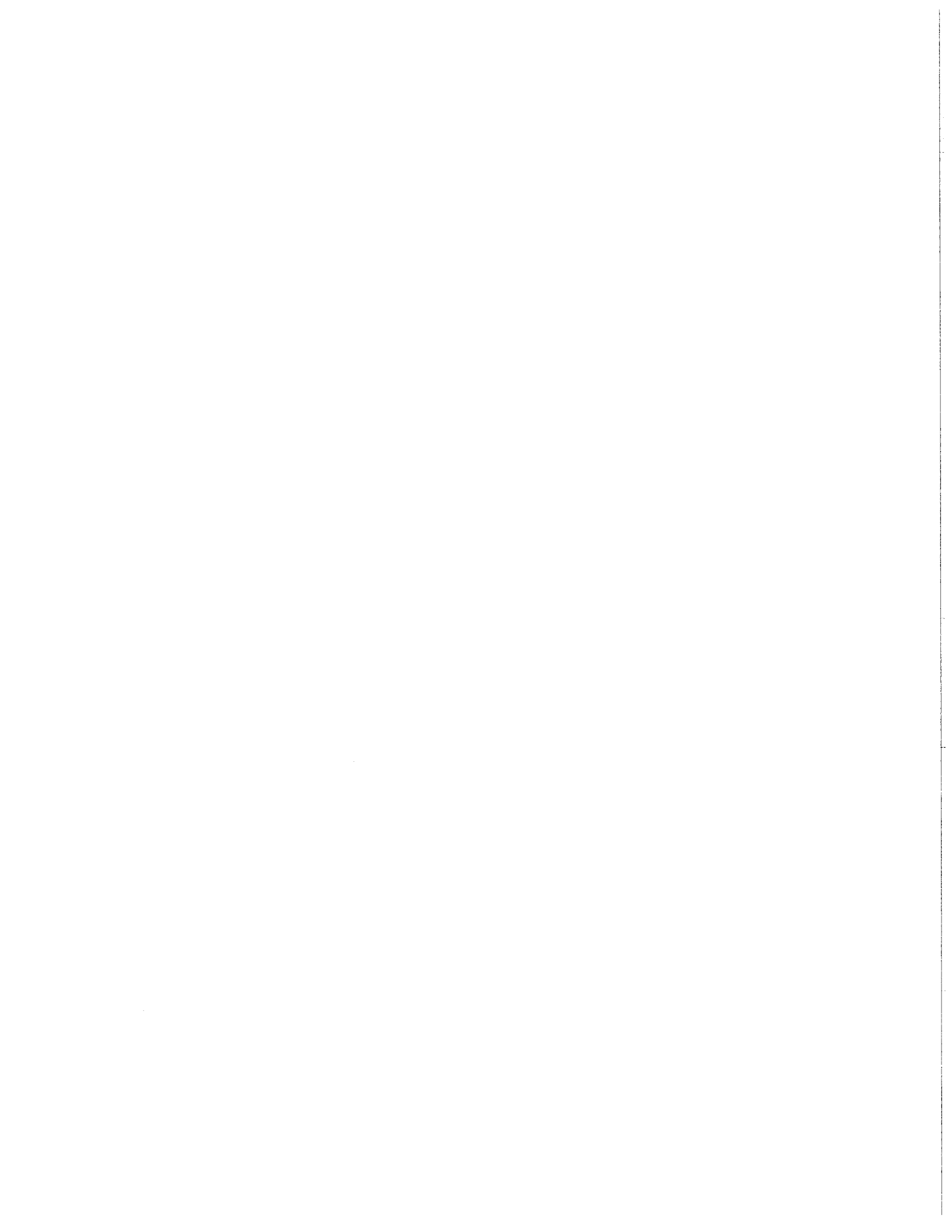
Executive Assistant Job Description

- The board reviewed the proposed job description. Faye explained this position is designed to help with things that she does not have time to do. There was discussion around the differences between Dani and Leigh's roles versus the expectations of the new executive assistant.
- Faye is considering a current parent who is employed at the school to fill this roll. Jill Clinton questioned whether having a parent employed in this role would be a concern. Faye felt that it should not be a concern if a few tweaks are made to the job description. She will make those changes and submit the job description for approval at a follow-up meeting.
- Kathy asked how many hours a week Faye envisioned for this position. Faye felt that 30 hours or less would be sufficient. Kathy also requested adding additional duties "as assigned" in order to assist with school board administrative tasks.

Board Secretary Job Description

- The board reviewed the draft board secretary job description.
- Jill Clinton will work to set a stipend and finalize the job description for this position so it can be formally approved at a follow-up meeting. Jill is anxious to have this support role in place as the board going forward has relatively little experience managing the administrative tasks.
- Jill and Jesse discussed ways in which Charter Choices can play a support role to provide certain administrative assistance.

Kathy asked Faye if she has identified an alternative Montessori teacher training option for the school to use going forward. Faye shared that the current training is the only option she can find, and she has not been able to identify a reasonable alternative. Faye reported that Mrs. Lawrence will need to begin her training this year. Teresa mentioned that she has a sister who taught at a Montessori



charter school and will reach out to her to find out what kind of training that school required.

Kathy asked if Faye is planning to continue Montessori training for all GMCS employees this year as she did last year. Faye confirmed that she is planning to continue these annual training opportunities for all GMCS employees.

Kathy followed up on questions of discipline at the school. The board would like to know how Faye plans to handle discipline this year.

- Faye reported that she will be in the loop on all discipline issues now that the school no longer has a Dean of Students position. If there is a minor infraction or behavioral concern, the teacher will fill out a classroom reflection, make contact with the parent, follow-up with natural consequences, and a reminder of the rules. A copy of this will be given to the student and to Faye. This process will keep everyone in the loop. If we see a pattern ie) happens three times, this can become a level II discipline report. When this report comes to Faye, she will make the decision as to what the next steps are. Options may include, lunch detention, suspension, or behavior contract. Lastly, Level III are more serious infractions. These situations may include all of the former steps plus possible steps for suspension, expulsion or police contact. Faye will also provide copies of these reports to the school counselor so everyone is kept in the loop.

Kathy reviewed the board calendar and reminded Faye that the board plans to hear a report on the PIMS data, preliminary DIBELS data, and School Safety Report at the September meeting.

Governance Committee – Jill Clinton

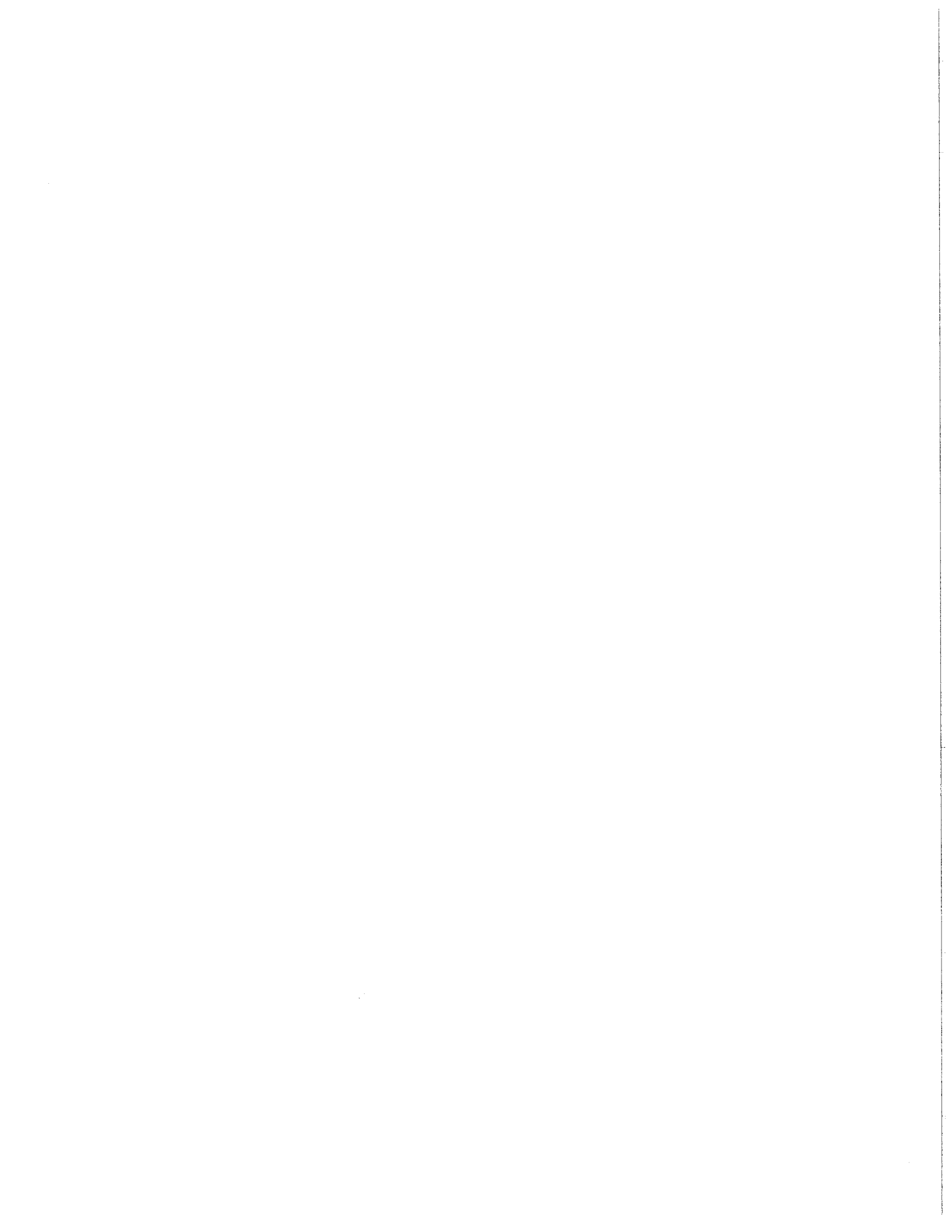
Update on Recruitment Efforts

- Jill reported that we will be voting on the Governance Committee's recommendation to join the board, Melissa Ring, this evening.
- A new call for members went out via e-mail, and so far four people have responded. Jill reminded everyone we have two vacancies that need to be filled.
- The Governance Committee will begin to vet the candidates and hopes to have additional names to recommend at the September or October meeting.

Kathy suggested that would be beneficial for the board to have a table at back to school night and other big school events. Kathy suggests the governance committee look at options.

Recommendations to Fill Vacancies:

- Diana Williams and Lucretia Swain's terms expire tonight and they are eligible for renewal. Kathy Johnson's term expires tonight and she is not eligible for renewal.
- Jill reports that governance committee makes a unanimous recommendation to have Diana Williams, Lucretia Swain, and Melissa Ring fill the vacancies on the board.
- Jill Clinton made a motion to elect Melissa Ring to the GMCS Board of Trustees. Diana Williams seconded the motion. The motion to approve Melissa Ring to join the board was approved by a unanimous roll call vote. Melissa Ring was approved to serve a full two-year term. Her term will expire in August 2020.
- Jill Clinton made a motion to re-elect Lieucetia Swain to the GMCS Board of Trustees with a term expiring in August 2020. Diana Williams seconded the motion. The motion was approved by a unanimous roll call vote.



Swearing in of New Board Member: Melissa Ring was sworn in by Kathy Johnson.

- Jill Clinton made a motion to re-elect Diana Williams to the GMCS Board of Trustees with a term expiring in August 2020. Tish Weikel seconded the motion. The motion was approved with Kathy, Jill, Tish, and Melissa voting yes. Diana Williams abstained from this vote as it presented a conflict of interest.

Chair's Report – Kathy Johnson

Housekeeping:

- Kathy distributed and reviewed the updated board calendar. She reminded everyone that the calendar captures all the reporting that is required for the board throughout the year. This document helps to keep the board on track.

Annual Report of the Board:

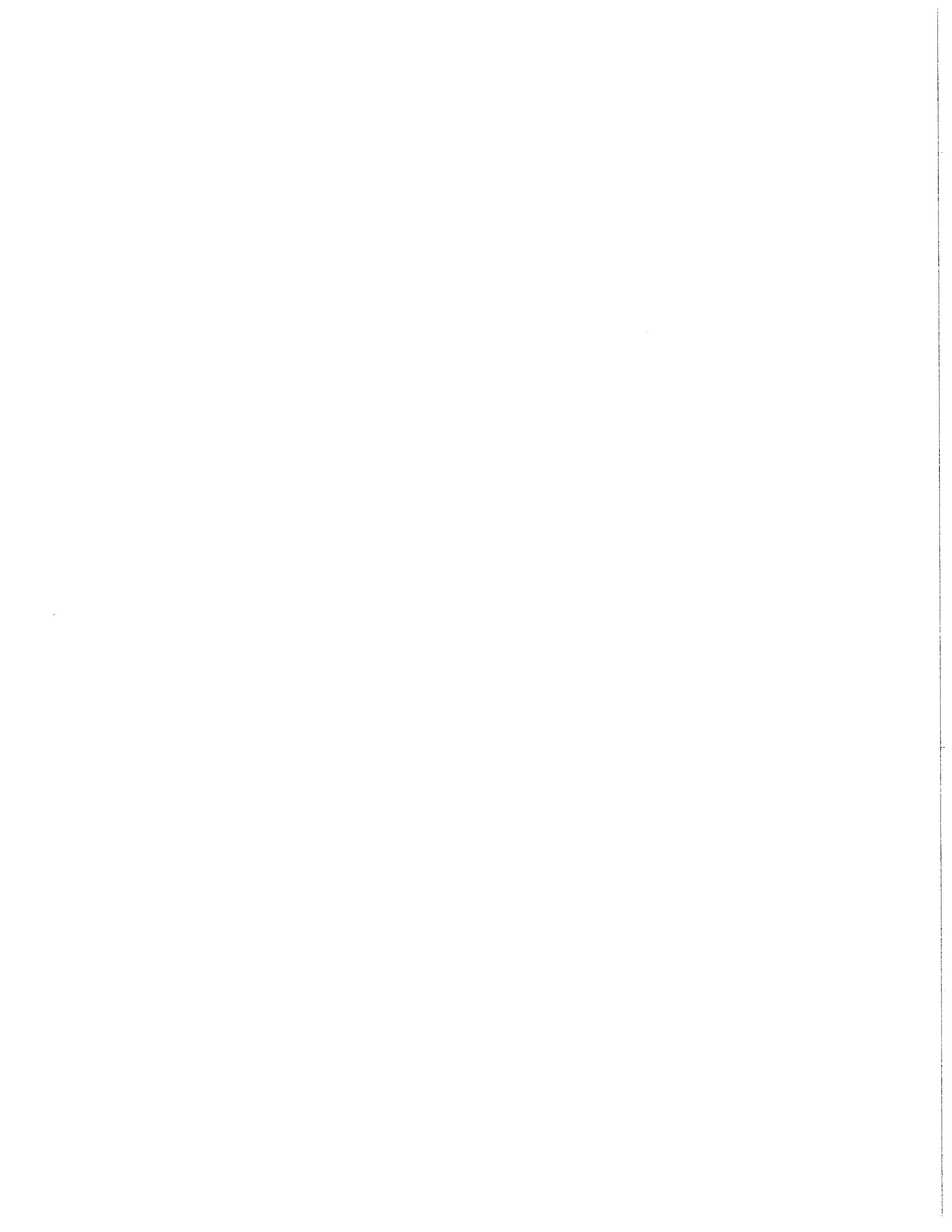
- Kathy reviewed the annual report of the board. It is a document prepared annually by the chair, the treasurer, the business manager and the CEO to help ensure that the board is meeting its fiduciary duties spelled out in the Bylaws. It reviews the challenges and successes of the school year, any audit reporting and the overall climate of the organization. Essentially, this is a snapshot of what happened this past year.
- Faye pointed out an addition to the report this year: yearly the nurse sends a report to department of health SHARRS – school health annual reimbursement request system. It gathers health statistics and generates reimbursements for what the nurse does. On her first year, the nurse missed some facets and did not complete health screenings on all students. The reviewer requested a remediation plan. The nurse has been proactive and talking to department of health. They did report that the authorizer will be notified that this occurred. Faye reports that the nurse is on track for this school year, and the department of health has been informed. Also, we missed hiring a school dentist this year. We now have one.
- Diana Williams made a motion to approve annual report as submitted. Jill Clinton seconded the motion. The motion was unanimously approved.

Board Orientation:

- Kathy shared a new requirement by the Pennsylvania Department of Education. Beginning in 2018-2019 anyone joining a board will need to do state mandated board training. Charter Choices will follow-up with the board to ensure all new board members receive this mandatory training, but Kathy strongly suggested that all current board members go through an annual orientation. In the past, the school's attorney has come down to run the orientation sessions. It is critical that all board members become familiar with their role on the board and the importance of avoiding any ethics or Sunshine Act violations.

Annual Meeting Schedule:

- The continuing board members decided to hold the monthly meetings on the last Thursday of the month at 6:00 pm, with exceptions being in December (meeting held on December 12), October (meeting on October 24). Tish Weikel made a motion to approve the following annual schedule for the 2018/2019 school year: September 27, October 24, November 29, December 12, January 31, February 28, March 28, April 25, May 30, June 27, July 25, and August 29. Diana Williams seconded the motion. The motion was unanimously approved.



Staff Meeting Attendance:

- Kathy recruited members to attend a staff meeting immediately preceding the monthly board meeting. This has been a good way for the staff to get to know the board members and what kind of work the board does. It is also a great way for the board members to get to know the staff and teachers, and to hear what goes on at the school. Jill volunteered for Tuesday, September 25, Diana volunteered to go Tuesday, October 23, and Melissa volunteered to go Tuesday, November 27. All staff meetings are held at 3:30 pm in the school lobby. Additional volunteers will be needed to fill in December through May, but the board will wait to assign those dates until all new members are sworn in.

Election of Officers:

- Chair: Kathy Johnson nominated Jill Clinton as chair of the board. Tish Weikel seconded the nomination. Jill accepted the nomination. The nomination was approved by a unanimous roll call vote.
- Vice Chair: Jill Clinton nominated Becky Uppercue as vice chair of the board. Kathy Johnson seconded the nomination. The nomination was approved by a unanimous roll call vote.
- Secretary: Kathy Johnson nominated Melissa Ring as secretary of the board. Tish Weikel seconded the nomination. Melissa accepted the nomination. The nomination was approved by a unanimous roll call vote.
- Treasurer: Kathy Johnson nominated Diana Williams as treasurer of the board. Jill Clinton seconded the nomination. Diana accepted the nomination. The nomination was approved by a unanimous roll call vote.

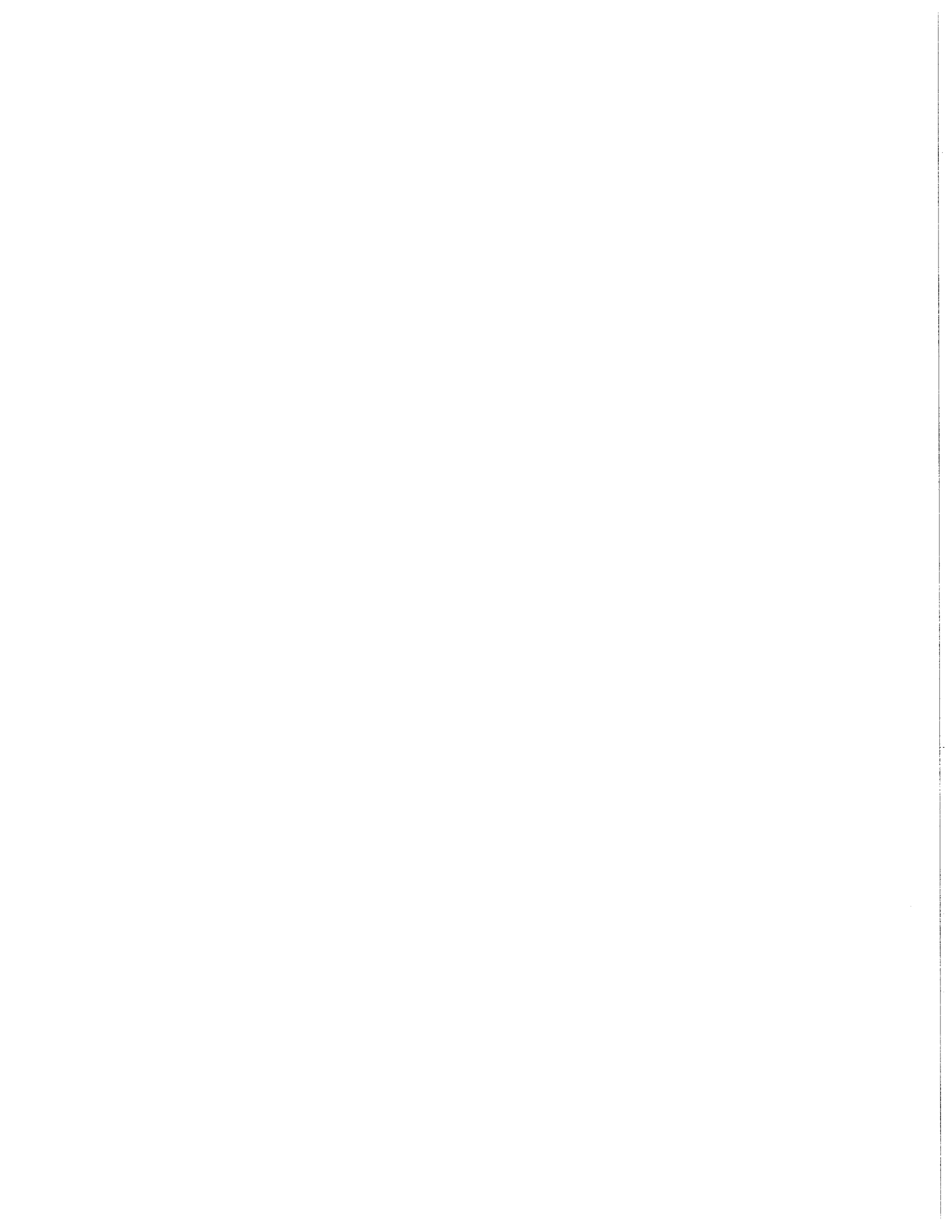
Committee Formation

- Executive Committee: Jill, Melissa, Diana, and Becky
- Finance Committee: Diana and Becky
- Audit Committee: Diana and Becky
- Personnel Committee: Tish, Melissa, and Diana
- Governance Committee: Jill, Tish, and Lieucetia
- Building Committee: Jill, Diana, and Melissa

Diana Williams made the motion to approve the above committees for the 2018/2019 school year. Jill Clinton seconded the motion and the motion was unanimously approved by a roll call vote.

Building Committee

- Kathy, Jill and Faye report that they met with three architect firms, Digsau, El Associates and Crabtree, Rohrbaugh & Associates, and asked all of the firms the same set of questions.
- Kathy asked if the board wants to have a formal presentation with all three firms. Jill added that if all three firms come to present again, she would like to see more specifics on the project, ie walking the building with us, discussing square footage, etc.
- Faye shared that she feels there is one firm in particular that has a unique approach with unique designs that seemed to better understand Montessori philosophy and discussed ways to involve the students. The other two offered more traditional schools. Faye reports leaning toward the former firm, and Jill concurs, though did express a concern that the company might not be affordable. Jesse Bean recommended having a direction conversation with this firm about potential costs. Kathy also recommended that the board receive a presentation from one or more of the firms. Faye and Jill will ask Digsau to present at the September



meeting.

- Melissa asked if there is a budget in place for this construction and Faye reported that the USDA has approved us for a \$4.5 million loan. GMCS has been asked to put up 20% of that in collateral. As soon as an architect is identified, Faye will set up a meeting to have the architect, USDA representative and Charter Choices to get together and start the process of determining how much the school can afford to spend. We need to know if they can create something for us within our budget. Kathy reiterates that this is not the board's design but it is truly what the teachers and Faye need.
- Faye requested to have a reconvene meeting to invite Disgau to come and meet the board.

New Business; For the good of the order

As the Advanced Degree Pay Increase Policy was approved this evening, Faye asked how her pay increase will be authorized. She will be able to authorize the increase in wages for those eligible teachers. She asked if Jill will need to authorize hers. Kathy suggested forwarding the policy to Charter Choices and ask for their direction.

Public Comment

There was no public comment.

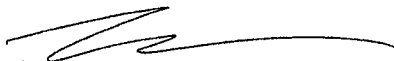
Recess

The meeting was recessed at 9:53 pm. The meeting will remain open for any potential job descriptions, hiring motions, and other business that Dr. Pleso would like to consider before the September meeting.

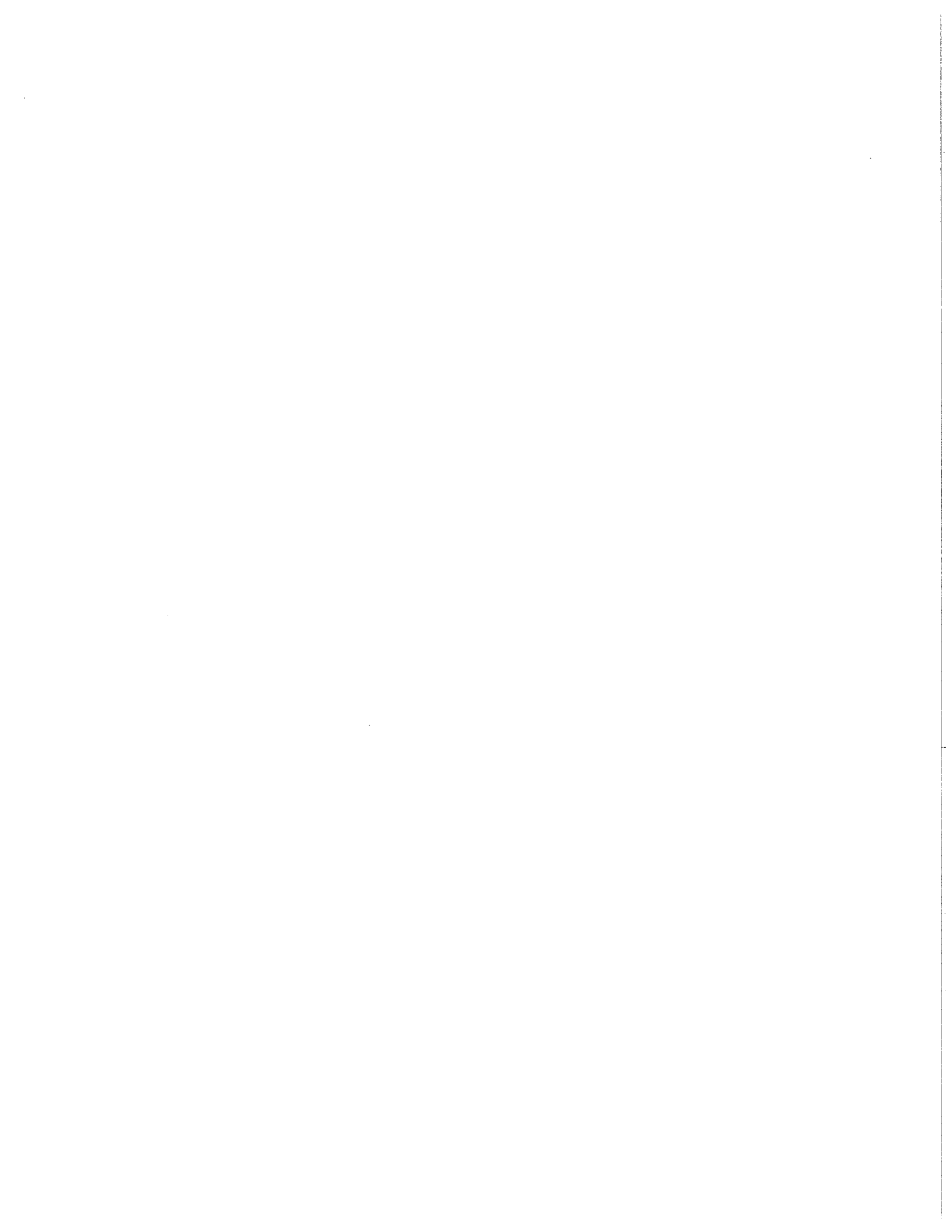
Executive session

An additional executive session was held at 9:54 pm to discuss an employment related issue, which if conducted in public would violate a lawful privilege or would lead to a disclosure of information confidentiality protected by law.

Approved:

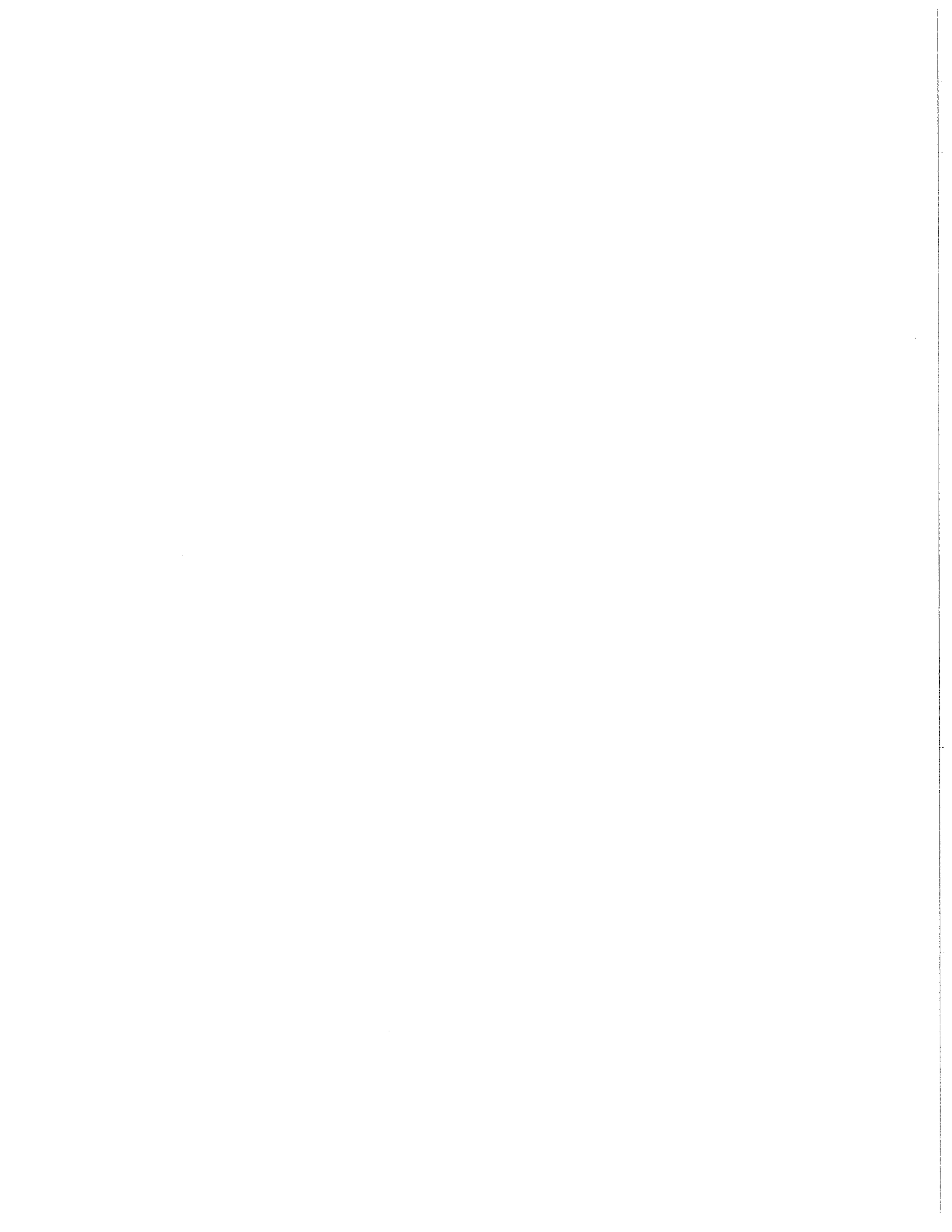


Tish N. Weikel, Secretary



AGENDA
Gettysburg Montessori Charter School
Board of Trustees
888 Coleman Road, Gettysburg
Thursday, September 27, 2018

5:50 pm	<u>Executive Session</u>	
6:00 pm	<u>Call to Order the September 27th Meeting;</u> <u>Introduction of Members and Guests;</u> <u>Public Comment on Agenda Items;</u> <u>Approval of Consent Agenda</u> <u>Old Business</u>	Action
6:05 pm	<u>Chair's Report – Jill Clinton</u> <i>Housekeeping</i>	
6:25 pm	<u>Administrator's Report – Faye Pleso</u> <i>CEO Report</i> <i>Marketing Update</i> <i>Preliminary PIMS Data</i> <i>Approval of Step Up to Writing Curriculum</i> <i>Executive Secretary Job Description</i> <i>Hiring Motion for Executive Secretary</i>	Action Action Action
6:45 pm	<u>Finance Committee – Diana Williams</u> <i>2018-2019 Budget Revision</i> <i>Advanced Degree Pay Increase Policy Implementation</i>	Action Action
7:05 pm	<u>Governance Committee – Jill Clinton</u> <i>Update on Recruitment Efforts</i>	
7:15 pm	<u>Building Committee</u> <i>Selection of Architect</i>	Action
7:35 pm	<u>New Business; For the good of the order</u>	
7:40 pm	<u>Public Comment</u>	
7:45 pm	<u>Adjourn</u>	



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.

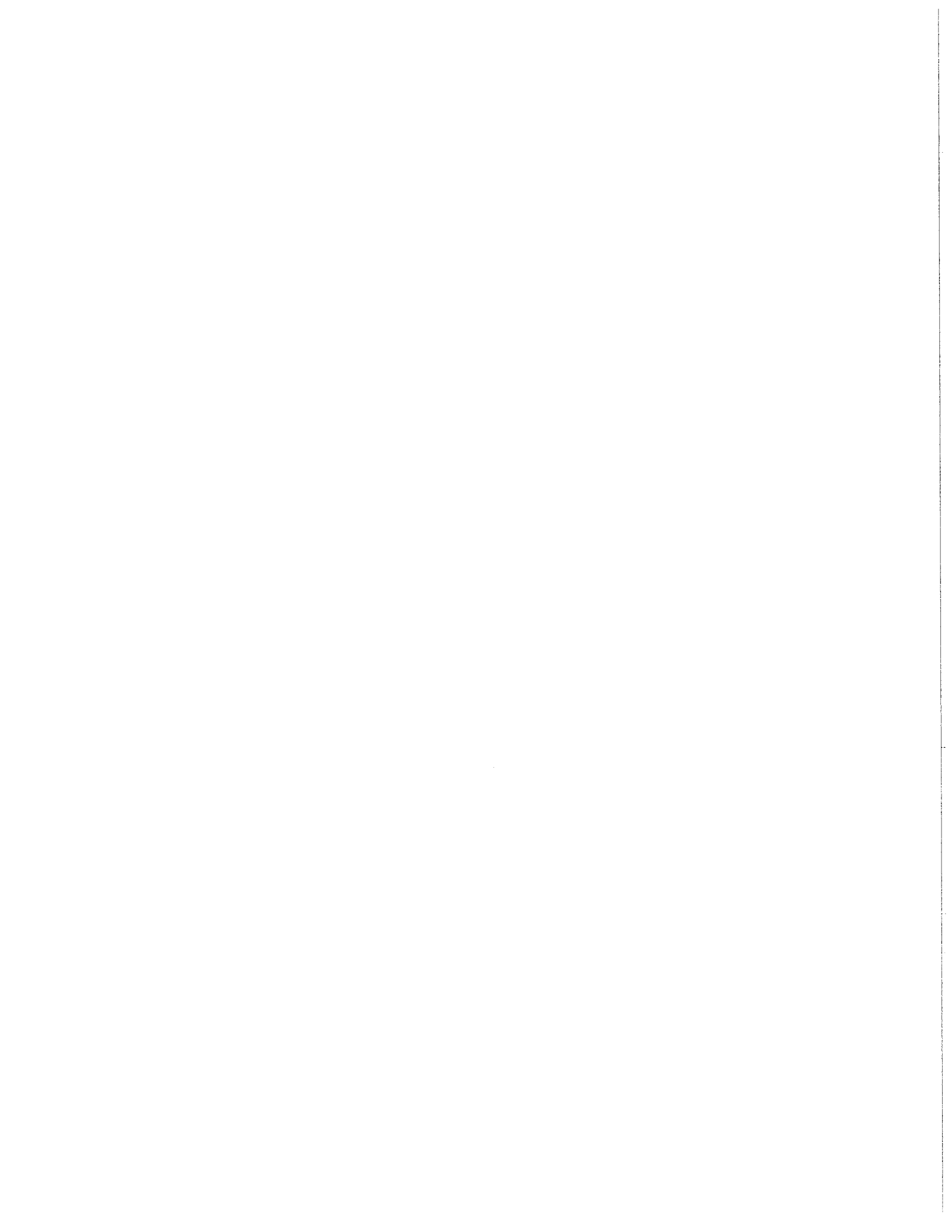
Public Comment on Agenda Items

There was no public comment.

Old Business

There was no old business.

2018-09-27 GMCS Board Minutes



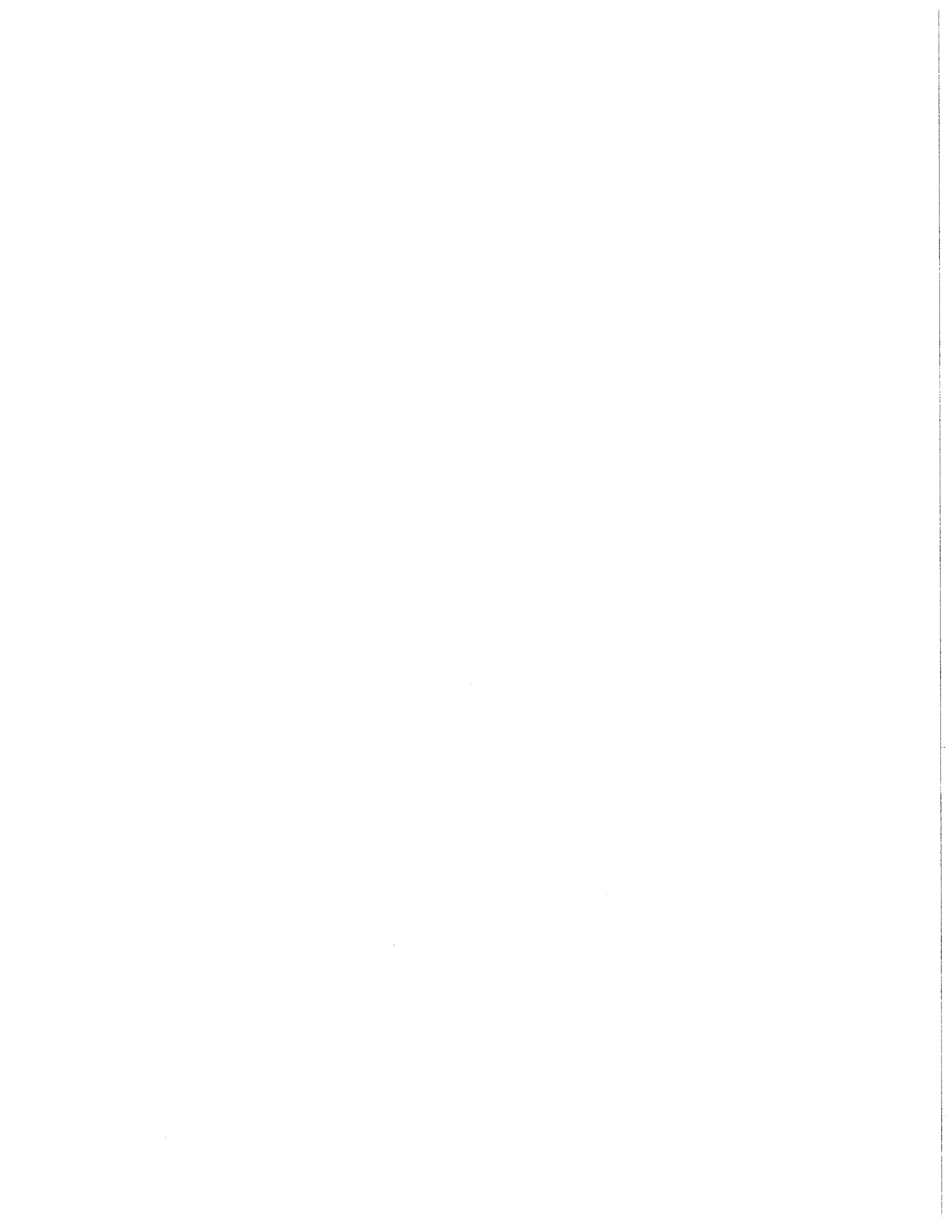
Report of the Chair

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 Upperque.
- 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 27th, 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:*

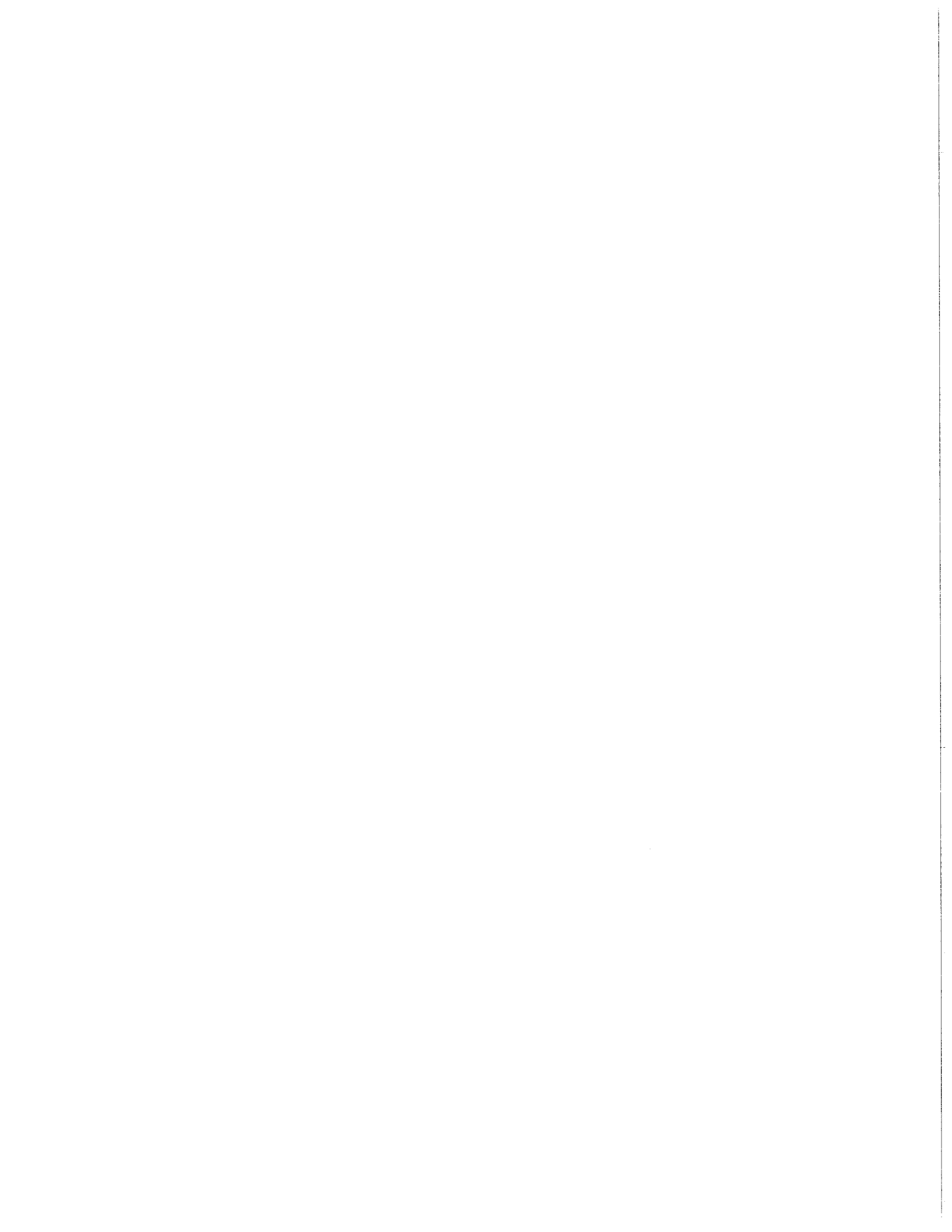


- Dr. Pleso recommends approving the program Step Up to Writing which the staff has been testing. It builds on the previous writing curriculum and training being used. This program adds steps that enhance what has already been in place.
 - Diana Williams made a motion to approve the Step Up to Writing 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 17th.

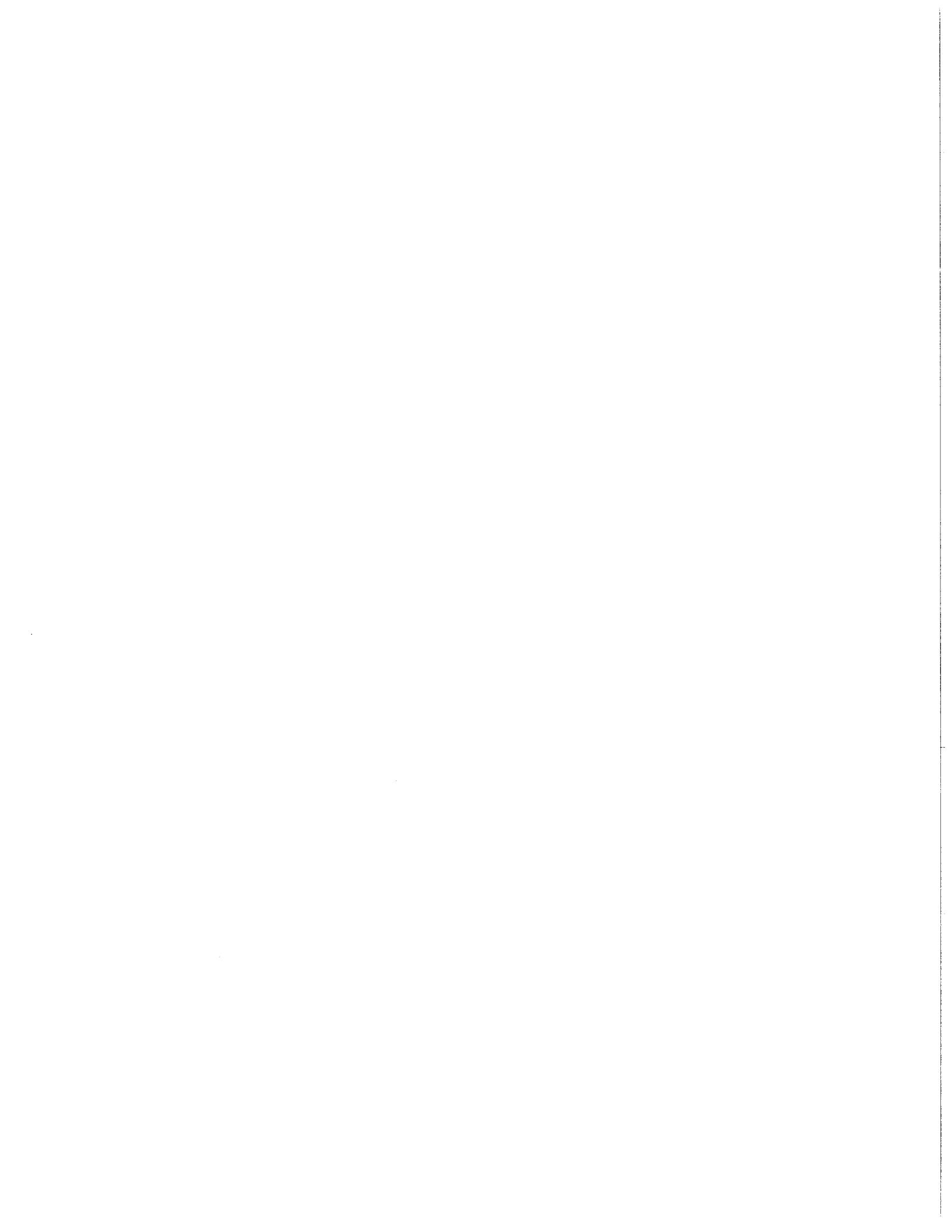
Governance Committee

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 1st 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

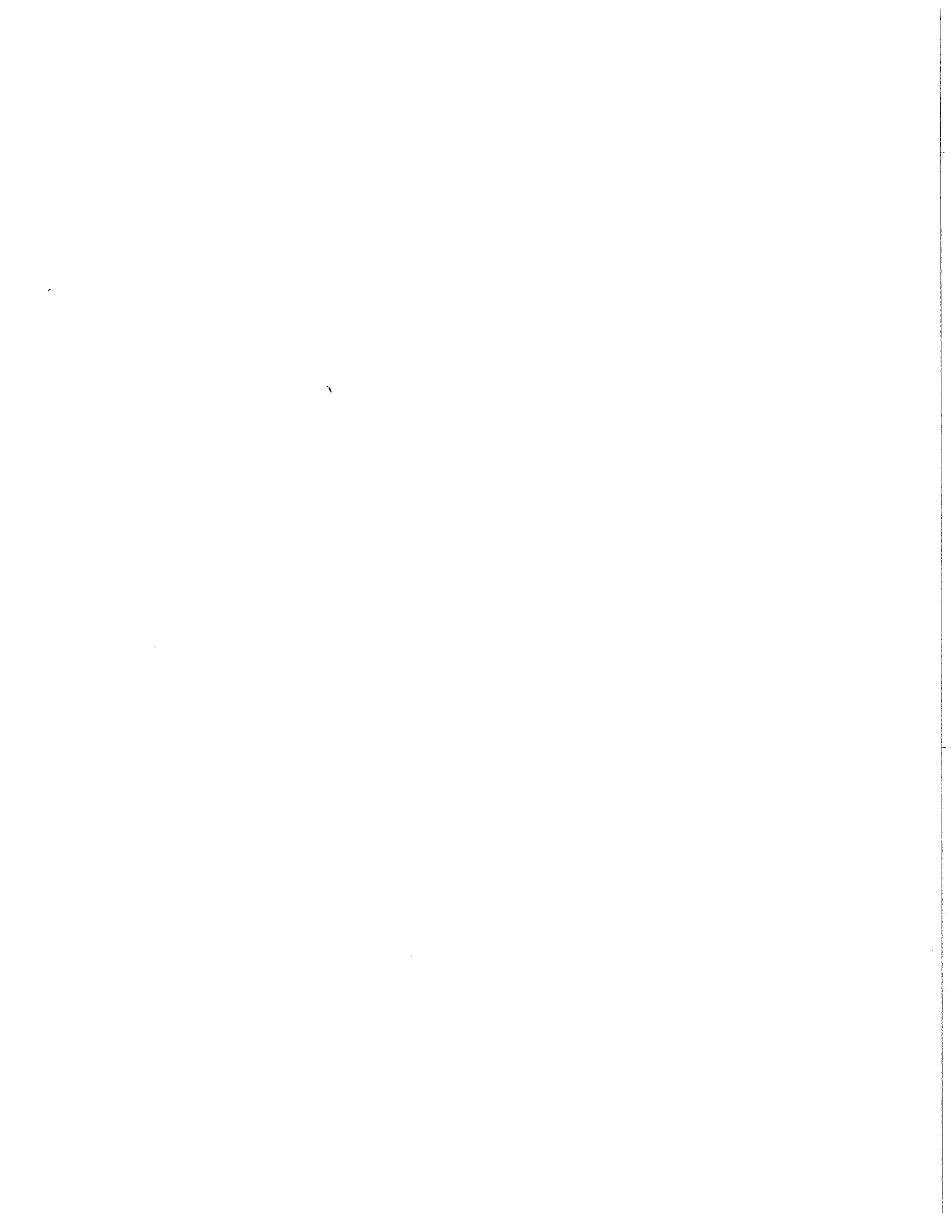
Adjourned at 8:09pm

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.

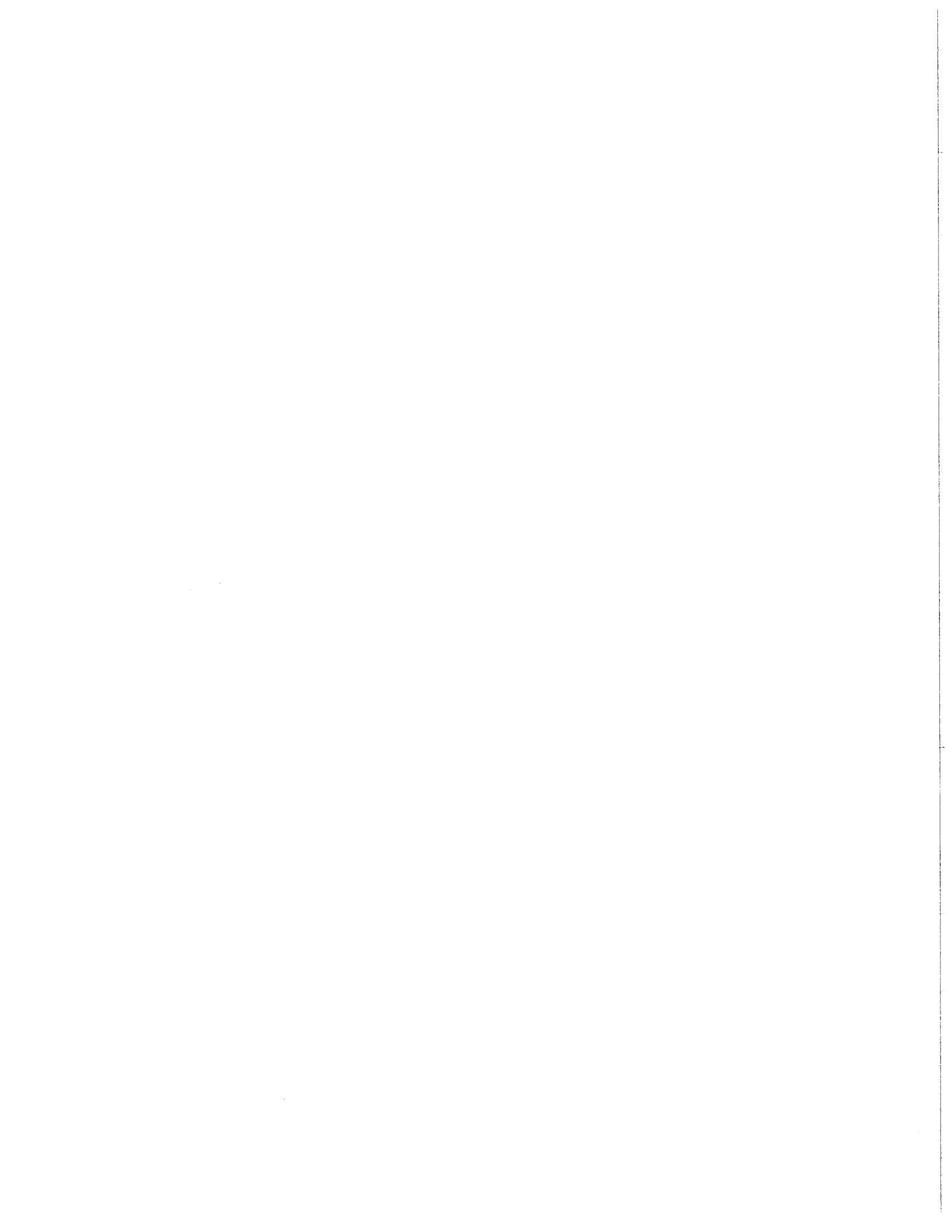
Approved:

Melissa Ring, Secretary



AGENDA
Gettysburg Montessori Charter School
Board of Trustees
888 Coleman Road, Gettysburg
Wednesday, October 24, 2018

5:50 pm	<u>Executive Session</u>	
6:00 pm	<u>Call to Order the October 24th Meeting;</u> <u>Introduction of Members and Guests;</u> <u>Public Comment on Agenda Items;</u> <u>Approval of Consent Agenda</u> <u>Old Business</u>	Action
6:05 pm	<u>Chair’s Report – Jill Clinton</u> <i>Housekeeping</i>	
6:15 pm	<u>Administrator’s Report – Faye Pleso</u> <i>CEO Report</i> <i>Marketing Update</i> <i>Exit Survey Data</i> <i>First Academic Progress Report – Dibels and PSSAs</i> <i>School Safety Report</i> <i>Executive Secretary Job Description</i> <i>Hiring Motion for Receptionist/Office Clerk</i> <i>Hiring Motion for PCA</i> <i>Hiring Motion for Long Term Substitute</i>	Action Action Action Action
6:45 pm	<u>Finance Committee – Diana Williams</u> <i>Q1 Budget Review & Quarterly Goals Discussion</i> <i>Health Care Benefits Review</i>	
7:05 pm	<u>Governance Committee – Jill Clinton</u> <i>Update on Recruitment Efforts</i> <i>Recommendation to Fill Vacancy</i>	Action
7:15 pm	<u>Building Committee</u> <i>Update</i>	
7:35 pm	<u>New Business; For the good of the order</u>	
7:40 pm	<u>Public Comment</u>	
7:45 pm	<u>Adjourn</u>	



**Gettysburg Montessori Charter School
Board of Trustees Official Minutes
October 24, 2018**

Board Members Present

Jill Clinton, Chair
Becky Uppercue, Vice Chair
Diana Williams, Treasurer
Lieucetia Swain

Board Members Absent

Melissa Ring
Tish Weikel

Others Present

Faye Pleso, CEO
Rose Thornberry

Executive Session

The Board met for executive session at 5:57 pm to discuss student and employment related issues, which if conducted in public would violate a lawful privilege or would lead to a disclosure of information confidentiality protected by law.

Call to Order

Jill Clinton called the meeting to order at 6:09 pm.

Approval of Consent Agenda

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

Public Comment on Agenda Items

There was no public comment.

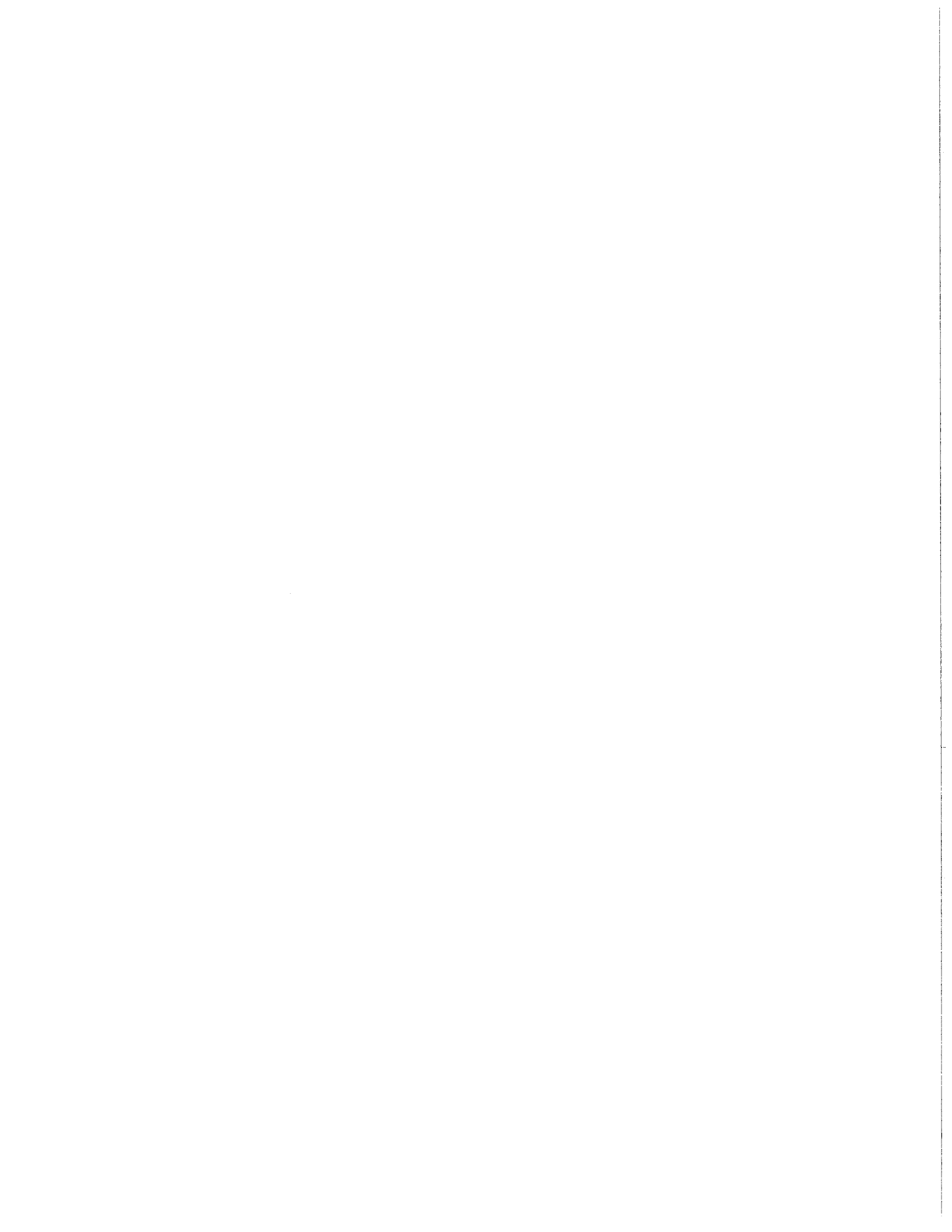
Old Business

There was no old business.

Report of the Chair

Housekeeping:

- Jill is working with Megan Parks to update *Gettysburg Times* ad for upcoming Finance Committee meeting dates.
- Jill still needs bios from Melissa Ring and Tish Weikel
- Kathy & Jill are meeting with Charter Choices to develop binders for board members. They are waiting on clarity for bi-monthly meeting proposal from Charter Choices. Jill will be checking into this and if it goes forward it will require an action of the board.
- Jill reminded everyone the write-up for the newsletter is due.
- Upcoming events were discussed to include: Morning Muffins on November 14th, movie nights, Bingo fundraiser and board representation is needed at these events.



- Staff Meeting: Becky Uppercue attended and represented the board.
 - Future meetings will be attended by Melissa Ring on November 27th, Diana Williams on December 11th, Jill Clinton on January 22nd, and Lieucetia Swain on February 26th.
- For the November meeting the Executive Committee needs to review the mission statement, vision and administration policies, propose any changes that may be needed and do a strategic goals report.
- The Finance Committee will perform a budget review, follow up on long term budget priorities and updated budget due to Jill one week prior to the November meeting.

Administrator's Report – Faye Pleso

Faye reported that enrollment stands at 222 students. Three additional students have enrolled and will begin on Friday, bringing enrollment to 225. Exit surveys were reviewed, with most withdrawals due to homeschooling and moving.

Dibels Reports:

- Reading: Above Benchmark = Kindergarten 31%, 1st 37%, 2nd 34%, 3rd 41%, 4th 45%, 5th 46%, 6th 45%,
Math: Above Benchmark = Kindergarten population was half at benchmark or above; 1st 40%, 2nd 43%, 3rd 53%, 4th 39%, 5th 25%, 6th 18%.
- Overall, Faye was pleased with the scores, but did note several low scores in computation, especially in the 4th grade where 52% of students were below benchmark. 5th and 6th grade scores were quite low in this area as well, something that Faye addressed with the teachers.

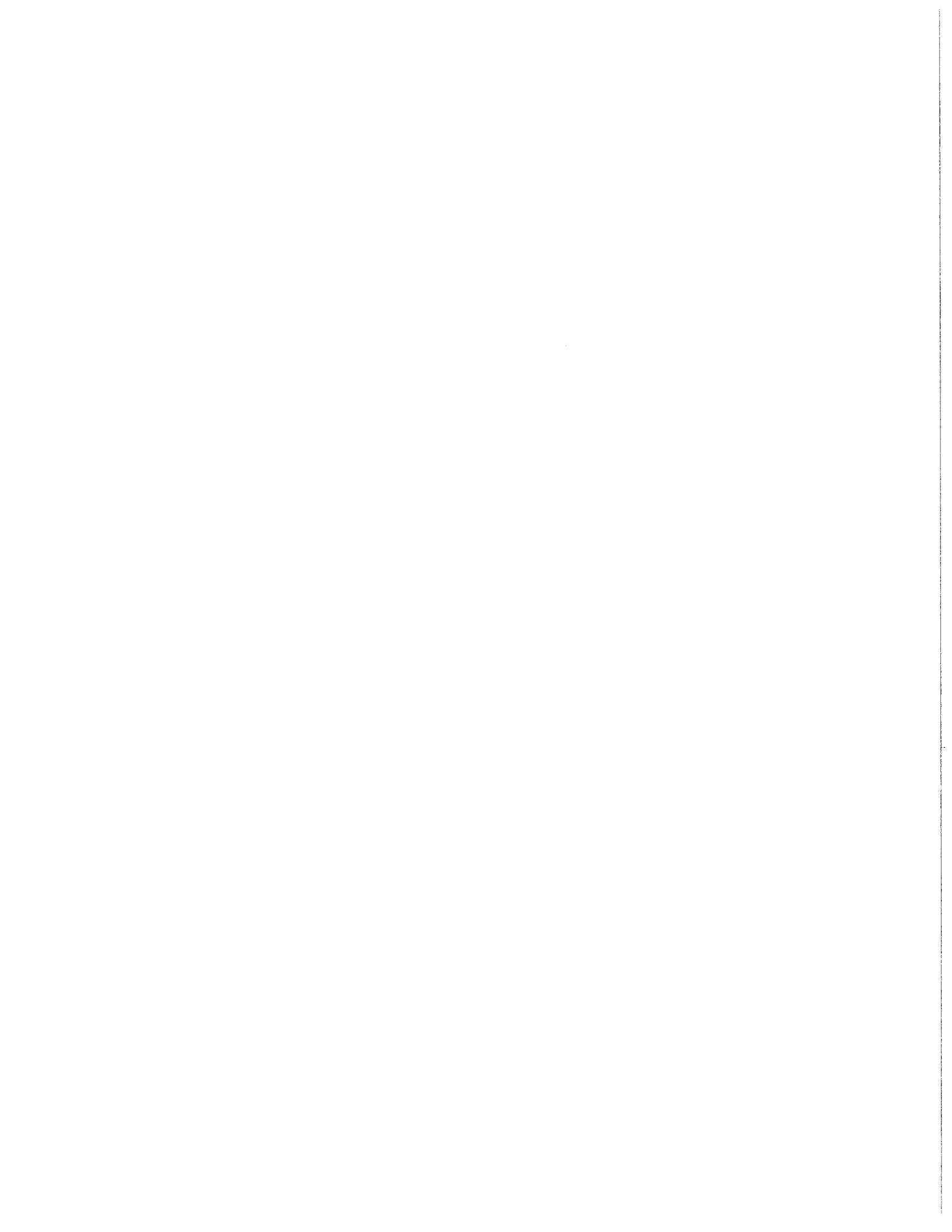
PSSA Scores: PSSA scores were not available due to a new state system called the Future PA Index. These will be re-visited during the November meeting.

School Safety Report: There only two serious incidents in the last school year. All proper protocols were followed and appropriate reports made. There has been nothing to report so far in the current school year.

Executive Assistant Job Description: The final Executive Assistant job description was completed by Jill and Faye and reviewed by the board. Becky Uppercue motioned to approve the Executive Assistant job description as submitted, Diana Williams seconded the motion and it was unanimously approved by roll call vote.

Hiring Recommendation: Faye recommended Amy Brown for the Receptionist/Office Clerk position retroactive to October 15th. Jill Clinton made a motion to approve the hiring of Amy Brown for Receptionist/Office Clerk at \$25,000/year with benefits retroactive to October 15th, Diana Williams seconded the motion and it was unanimously approved by roll call vote.

Hiring Motions: The hiring motion for the PCA was tabled. Faye recommended Hope Lansford for the long-term substitute Kindergarten teacher position. Diana Williams made a motion to approve the hiring of Hope Lansford for the long-term substitute Kindergarten teacher position at \$100/day without benefits. Jill Clinton seconded the motion and it was unanimously approved by roll call vote.



Marketing Report: Faye described several marketing campaigns in the works, including two fundraisers and an in-house event for families.

- November 3rd, Faye attending PA Montessori Alliance Conference
- November 4th, Bingo Fundraiser
- November 8th, Giving Spree at Gettysburg Middle School
- November 14th, Morning Muffins

Finance Committee

Diana Williams, Becky Uppercue, and Faye Pleso reported the following from their committee meeting on October 17th:

1st quarter budget review year-to-date:

- Net income for 1st quarter is \$255,003
- \$240,666 still owed by GASD and other school districts
- We budgeted \$122,709 and are currently \$132,294 ahead of budget – Charter Choices deems us ‘in good shape’ at this point in the fiscal year.
- Net Income outweighed expenses, putting us in a good position financially.
- Quarterly goals were met; we currently have 83% of expenses remaining.
- Healthcare Benefits Review – no significant updates

Building Finances:

- Jesse Bean from Charter Choices recommended we work with a local bank to secure a bridge loan for general contracting costs for 18-24 months up to \$2 million.
- The USDA loan will be at 6% for 35 years and they expect GMCS to contribute approximately 20%, 10%-15% of which we will borrow from another lender.
- The USDA will likely want a \$100,000-\$200,000 ‘good faith’ down payment.
- Jesse also suggested seeking out a credit union or larger bank for an additional 10%-15% to supplement the USDA loan.

Health Care Benefits Review:

- No significant updates – we will maintain Highmark BCBS as our provider.
- The amount budget for insurance costs for our employees was not met, so staff will be receiving checks for the differential.

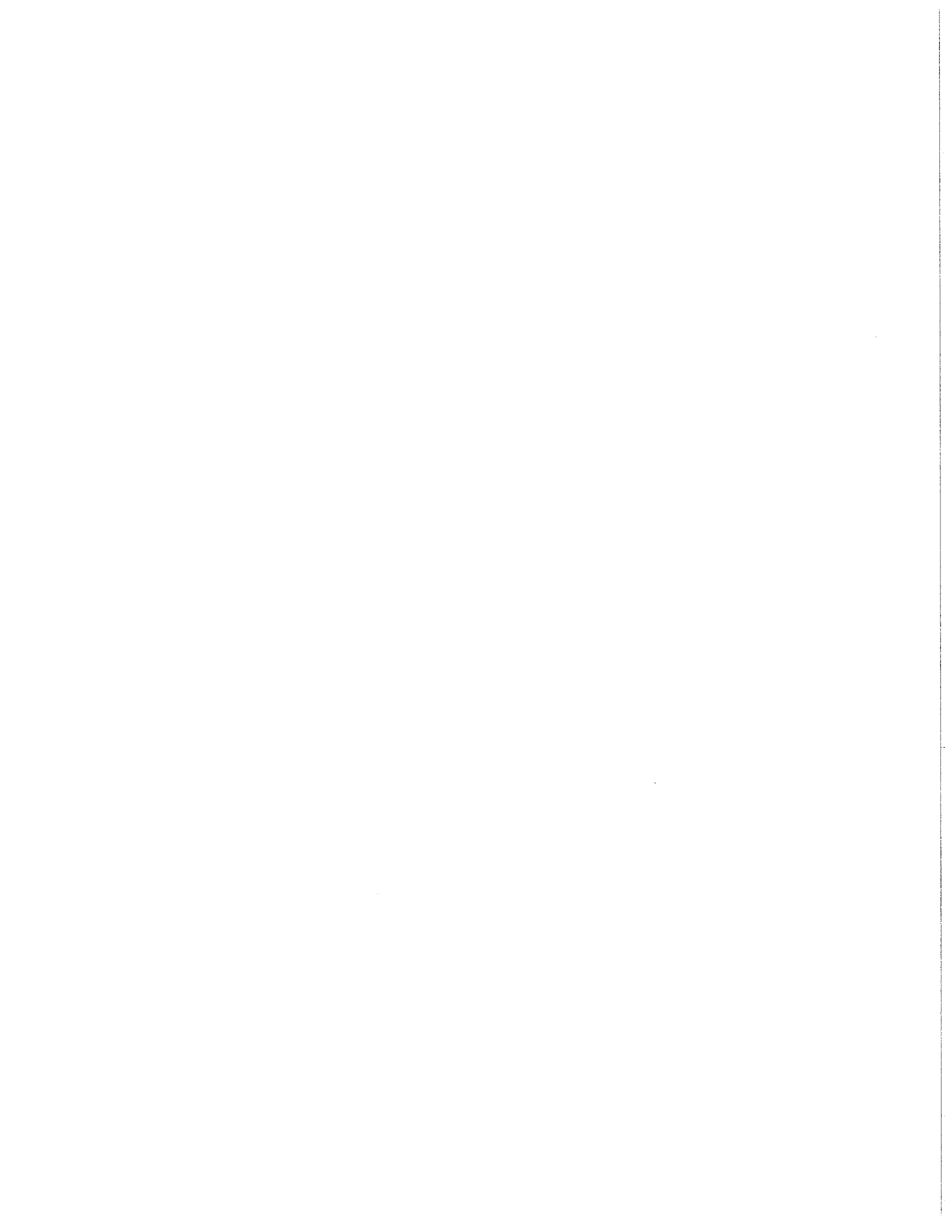
Governance Committee – Jill Clinton

Update on Recruitment Efforts

- The Governance committee had three great applicants. After a thorough vetting process, the committee would like to recommend Rose Thornberry to fill the one vacancy on the board.
- Lieucetia Swain made a motion to elect Rose Thornberry to fill the unexpired seat vacated by AJ Warner, expiring May 2019. Becky Uppercue seconded the motion. The motion to approve Rose Thornberry to join the board was approved by a unanimous roll call vote.

Building Committee

- Jamie from Digsau; Jesse from Charter Choices; Jeff from the USDA; Millie from the USDA (who will be replacing Jeff); Brian from the PA’s architecture office; and Ronald from the PA State Preservation office (representing environmental concerns) joined Diana Williams and Becky Uppercue, who were representing the Board, and Faye Pleso for a meeting to discuss



- where we are with the USDA loan application process and what steps are next.
- The USDA announced that our pre-application, one of the fastest they've ever seen completed, has been reviewed and 11 items need to be completed prior to obligation of funds:
 1. Completion of the proper level of environmental review (RHS to assist)
 2. Financial Feasibility Study with Examination Opinion.
 3. Proof of all Insurance(s). We need to make sure we keep all insurances updated.
 4. Revised SF424 with actual costs
 5. Mortgage statement for all accounts to be refinanced
 6. Commercial credit offer
 7. SAM registration must stay current until all funds are utilized (registration will expire on June 22, 2019). SAM is the federal government's vendor database (System for Award Management) and is free and relatively simple to apply for.
 8. Verification of 20% applicant contributions.
 9. Any and all prior approvals needed by the School District or PA Dept. of Education.
 10. Architectural Feasibility Report...Preliminary Plans & Specs.
 11. Legal Services Agreement and AD1048 executed
 - We were also told that the USDA's fiscal year starts October 1st and they get their funds to distribute in the spring. We have five years to use the loan money.
 - Jamie and Brian will work together; there needs to be an agreement signed between us and Digsau to forward to Brian. This will be done at the November meeting.
 - State architect gave outline & agreements to Digsau which we will give to USDA.
 - 'Design/Bid/ Build' is the name of the approach recommended to us by all parties; however, if we do go this route and want a Project Manager, they must be hired as a full-time employee. We would also need a government waiver and Digsau must have direct oversight of the PM.
 - Application needs to be completed before April; our goal is December.
 - A new environmental study has to be done, despite the one we did before the move. A preliminary plan needs to be submitted to the PA State Preservation Office. Contact state preservation office for preliminary plan. We were strongly cautioned that there be no ground disturbance on our property until construction is completed. Faye will ask if a school garden is considered a 'ground disturbance' as this would last three years.
 - All parties agreed that there will be an estimated \$20,000 in attorney fees.

New Business; For the good of the order

There was no new business.

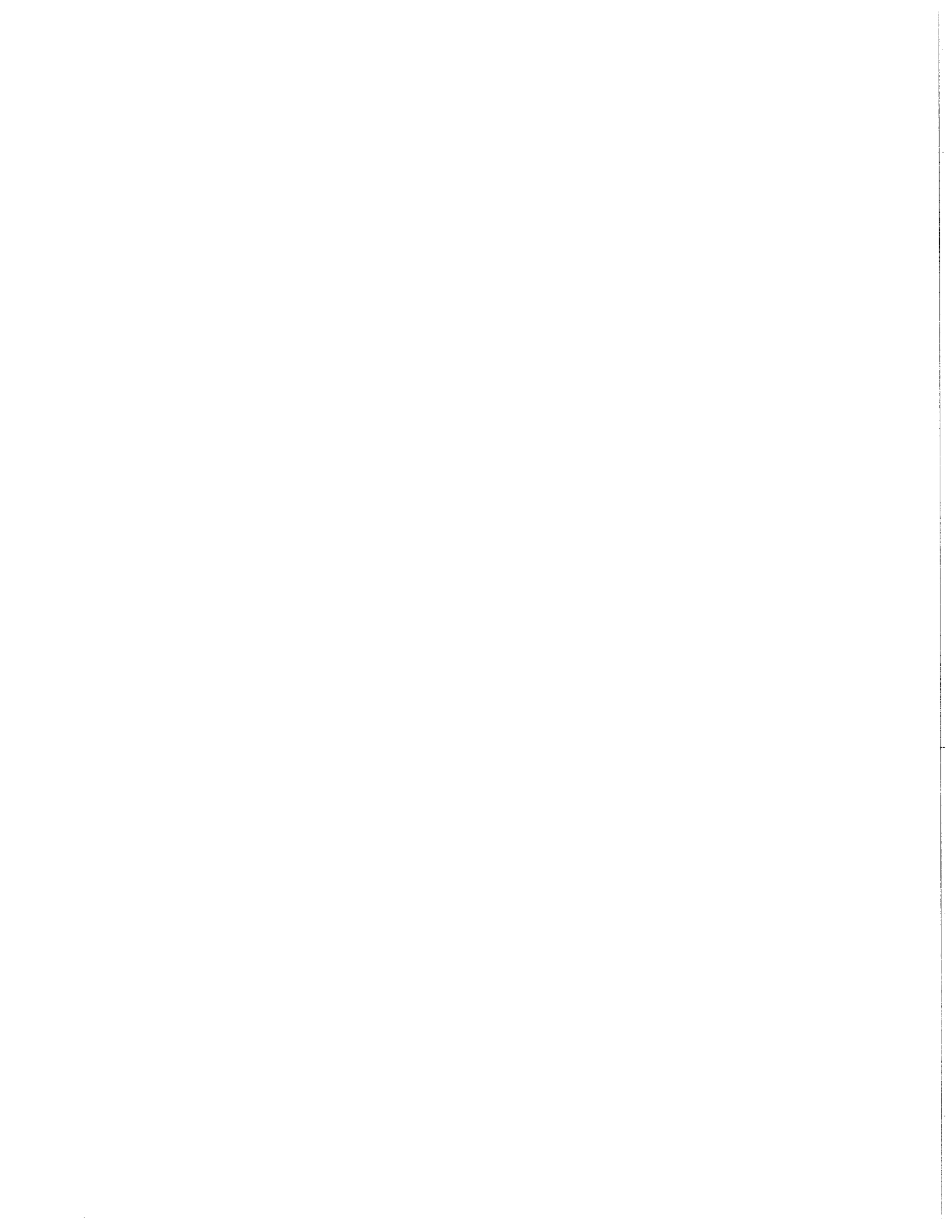
Public Comment

There was no public comment.

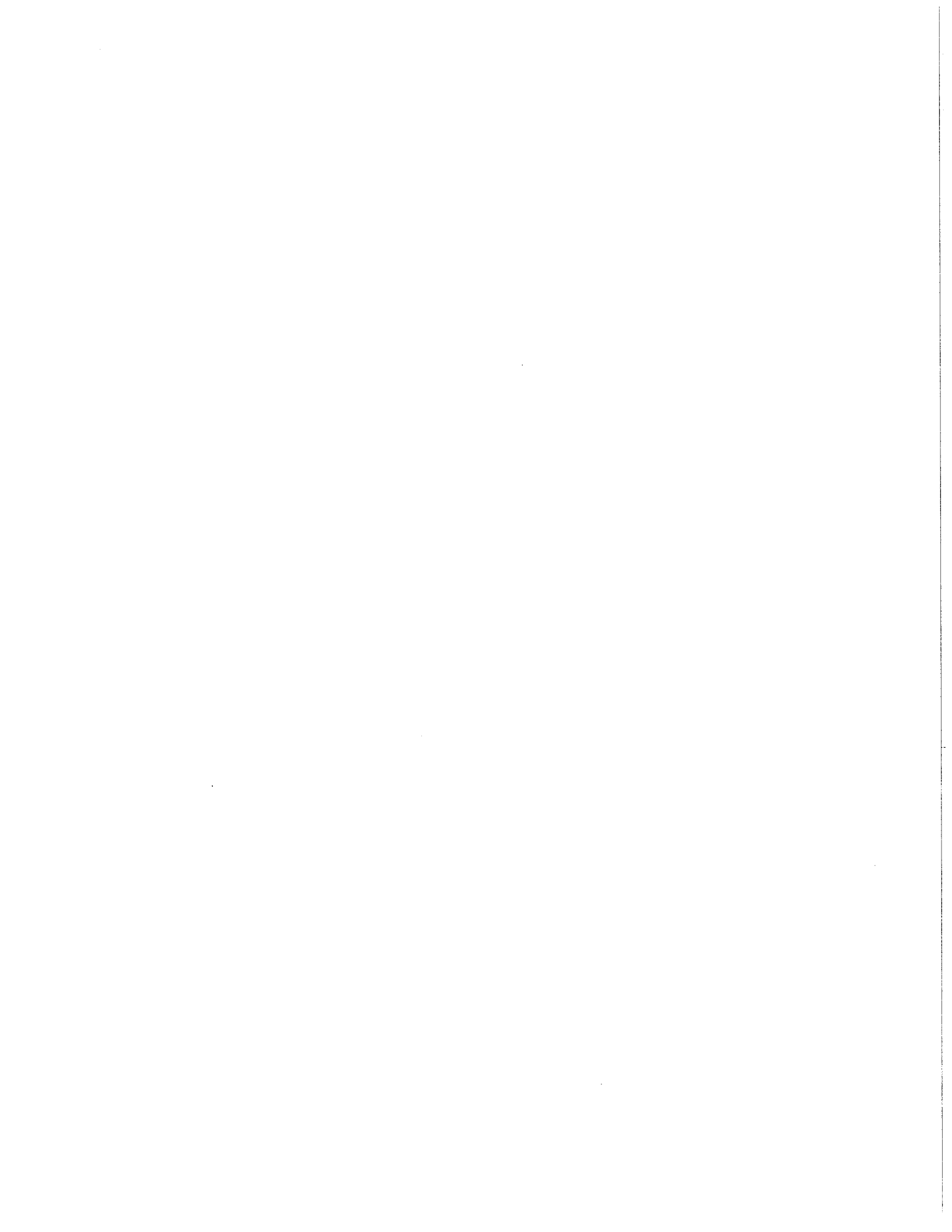
Adjourn

Jill Clinton adjourned the meeting at 7:47pm

Approved:



Lieucetia Swain, Secretary



**Gettysburg Montessori Charter School
Board of Trustees Official Minutes
November 29, 2018**

Board Members Present

Jill Clinton, Chair
Becky Uppercue, Vice Chair
Diana Williams, Treasurer
Melissa Ring, Secretary
Tish Weikel, Member At-Large

Board Members Absent

Lieucetia Swain, Member At-Large

Others Present

Dr. Faye Pleso, CEO
Rose Thornberry

Executive Session

The Board met for executive session at 6:01pm 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 6:04pm.

Call to Order

Jill Clinton called the meeting to order at 6:04pm

Introductions

None

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 roll call vote.

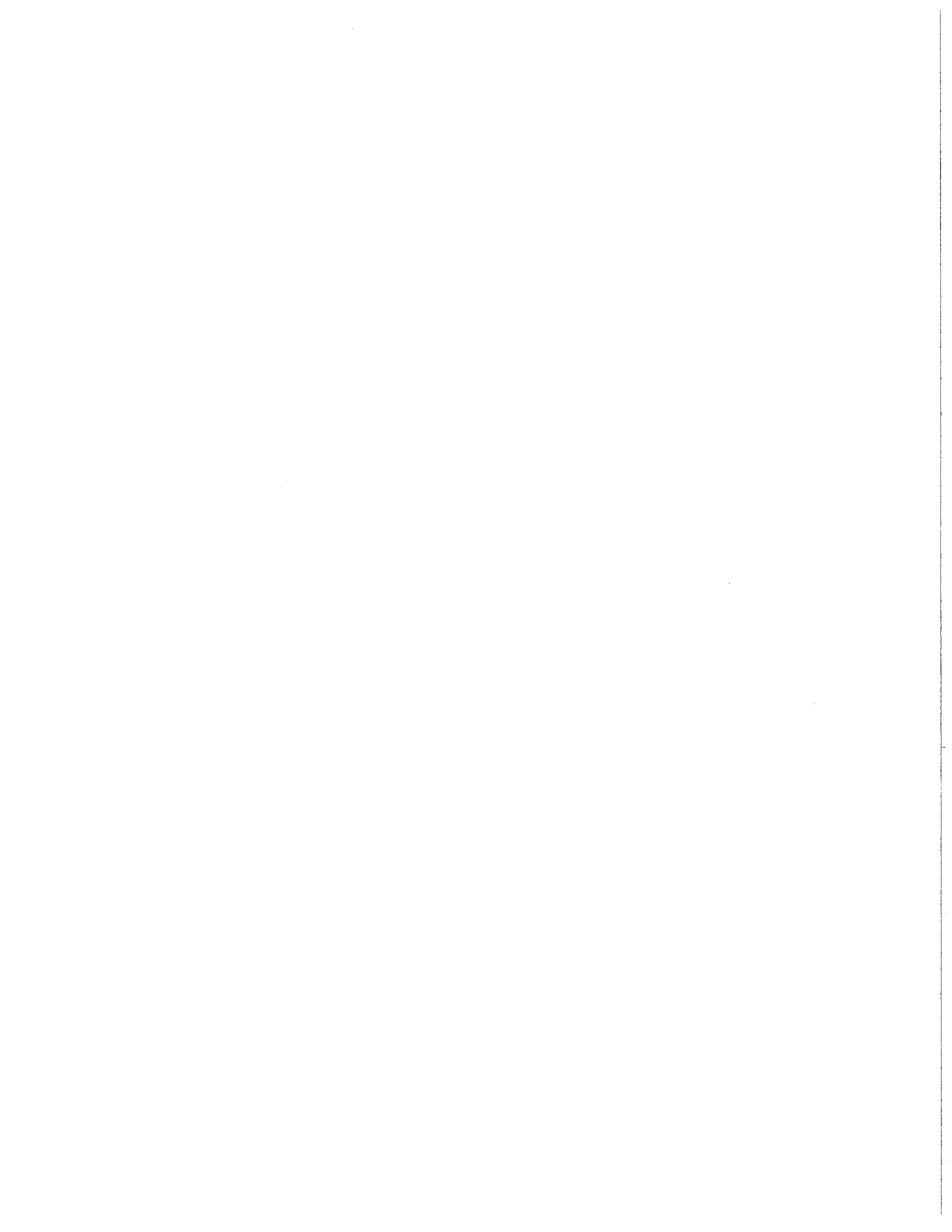
Public Comment on Agenda Items

No comment

Old Business

No old business

Report of the Chair



The Chair reported that Charter Choices continues to work with the Board to develop reference binders for all Board members including expectations, standard roles and practices to be performed by the Board Members. These will be presented to the Board by Jesse Bean of Charter Choices at the December meeting.

The chair reminded the Board of the policy which requires all handouts for the meeting to be forwarded to GASD along with all Board materials.

The Chair confirmed the next Newsletter is not due out until February

Melissa Ring, Board Secretary, gave a recap of her attendance at the staff meeting on November 27, 2018. She reported the staff worked together to improve fire drills, schedules, and how to connect families in need with additional outside resources for the Holiday season. She also invited teachers and staff to attend the Board Meeting scheduled for November 29, 2018.

Per Dr. Faye Pleso, the next staff meeting in December may be shortened or canceled due to schoolwide events, so the next meeting that a Board member will attend will be in January. Jill Clinton will represent the Board at that meeting, followed by Diana Williams in February. Subsequent assignments will be determined at the January meeting.

The Chair asked Dr. Pleso and the Building Committee for clarification regarding whether renovations will be included in the building project or not. Dr. Pleso will look into the matter and discuss with the architect, Digsau Associates.

Becky Uppercue will present the Parent Survey Results at the December Board meeting.

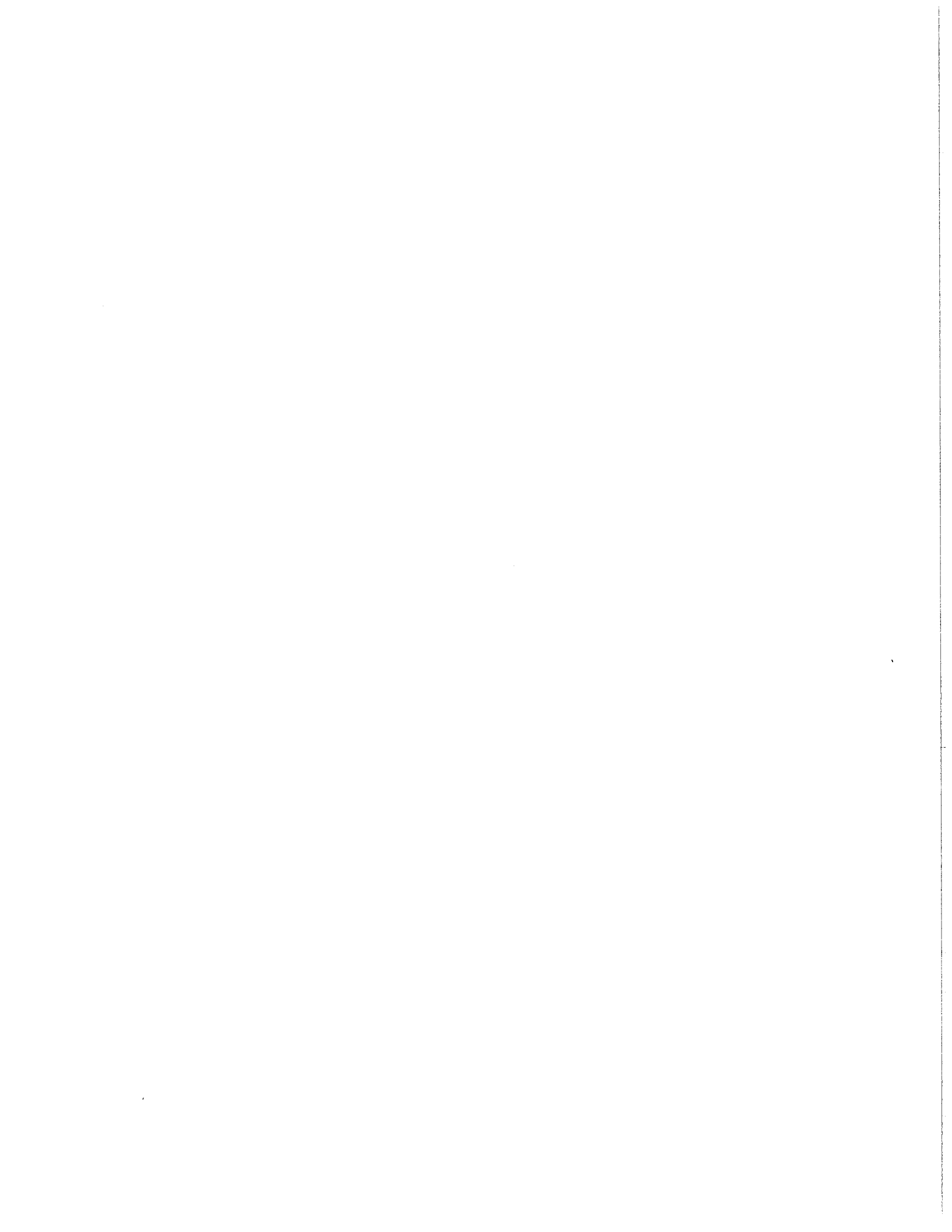
Rose Thornberry was sworn in as a new member of the Board of Trustees. She replaced A.J. Warner, who resigned from his seat before his term expired. Rose Thornberry's position is up for re-election in May 2019.

Melissa Ring has resigned her position of Secretary of the Board as of December 31, 2018. Diana made the motion to appoint Rose Thornberry will be the new Secretary of the Board as of January 1, 2019. Becky seconded the motion and it passed unanimously by roll call vote. Dr. Pleso will work to get Rose a Board email account as well as bonded. Her electronic signature is on file and Megan Parks will update her biography on the Board's page on the GMCS website.

The Chair called for a review of members' roles on committees and advised updates.

A motion was made by Tish Weikel to replace Jill Clinton on the Governance Committee with Melissa Ring. Diana Williams seconded the motion. The motion passed by unanimous roll call vote.

The committees are as follows:



Executive-

Jill Clinton, Chair
Becky Uppercue, Vice Chair
Diana Williams, Treasurer
Rose Thornberry, Secretary (as of January 1, 2019)

Finance-

Becky Uppercue
Diana Williams

Personnel-

Melissa Ring
Diana Williams
Tish Weikel

Governance-

Tish Weikel
Lieucretia Swain
Melissa Ring

Building Committee (rotating attendance of 2 members)-

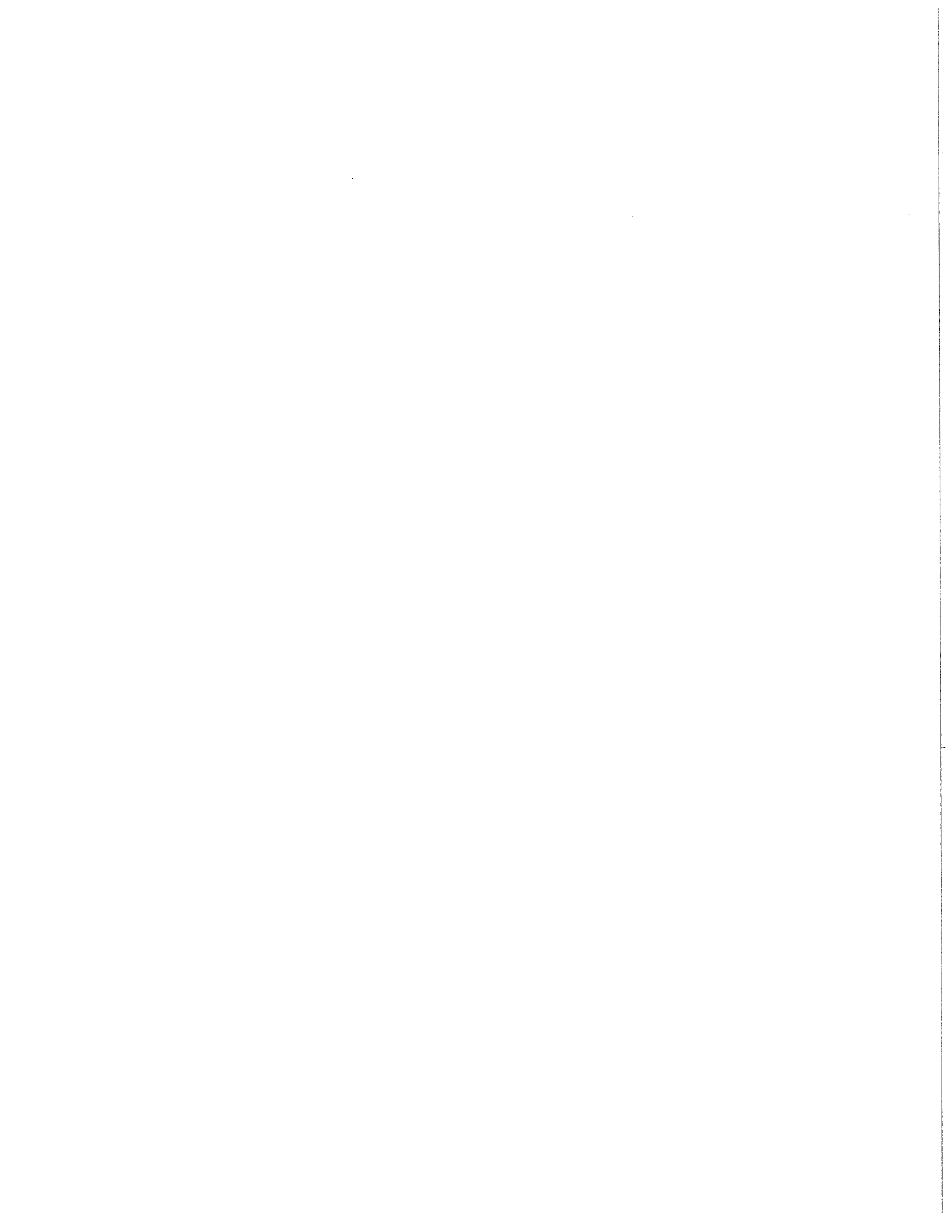
Jill Clinton
Diana Williams
Melissa Ring

Administrator's Report

Faye Pleso informed the Board that enrollment is currently at 223 students.

Faye shared that she is working with a grant writer, Natasha Goldman, to apply for the Hoffman Foundation Grant. The writer is tasked with creating a comprehensive document for GMCS that Faye will be able to use to assist in additional grant applications going forward.

Faye gave a full review of our PSSA scores. The state has changed their rubric and there are no more benchmarks for schools. There are now three areas with a state standard set at 80% proficiency. This resulted in a very different picture from last year when we dramatically improved to a score of 72. Faye feels our school's test scores are very low in Math, with 29% reaching the 'proficient' or 'advanced' level. In ELA, our school had 60% 'proficient' or 'advanced', and in Science, it was 65% reaching 'proficient' or 'advanced' levels. Based on these scores, Faye researched methods other underperforming schools and found that strong leadership and a cohesive team is the key to turning around low scores. She feels confident that GMCS has these ingredients and in addition, she thinks the new Eureka math curriculum, RtI program, expanded professional development, more robust special education instruction, added support staff,



and a new handwriting curriculum (as the PSSAs score a 'zero' if an answer is illegible) will all work in concert to improve our scores in the spring.

Faye also expressed concern about how much the 'summer slide' (academic loss over the summer months) affects the staff's abilities to bring the students back to where they should be. She feels an inordinate amount of time at the beginning of the school year is devoted bringing students back to where they left off in May/June. She is currently investigating the costs and logistics associated with having an academic summer camp. This would not only help returning students, but also incoming Kindergarteners who may have limited pre-school experience. She feels that this would also be very positive benefit for returning families, but also a way for prospective families to see what GMCS is all about.

Faye presented an overview of a new program called Safe To Say Something, a statewide effort to improve security and encourage people to report suspicious behavior or threats to the school. A team of school staff will be created to monitor and report any tips to the appropriate authorities and take any necessary action that is called for under the initiative.

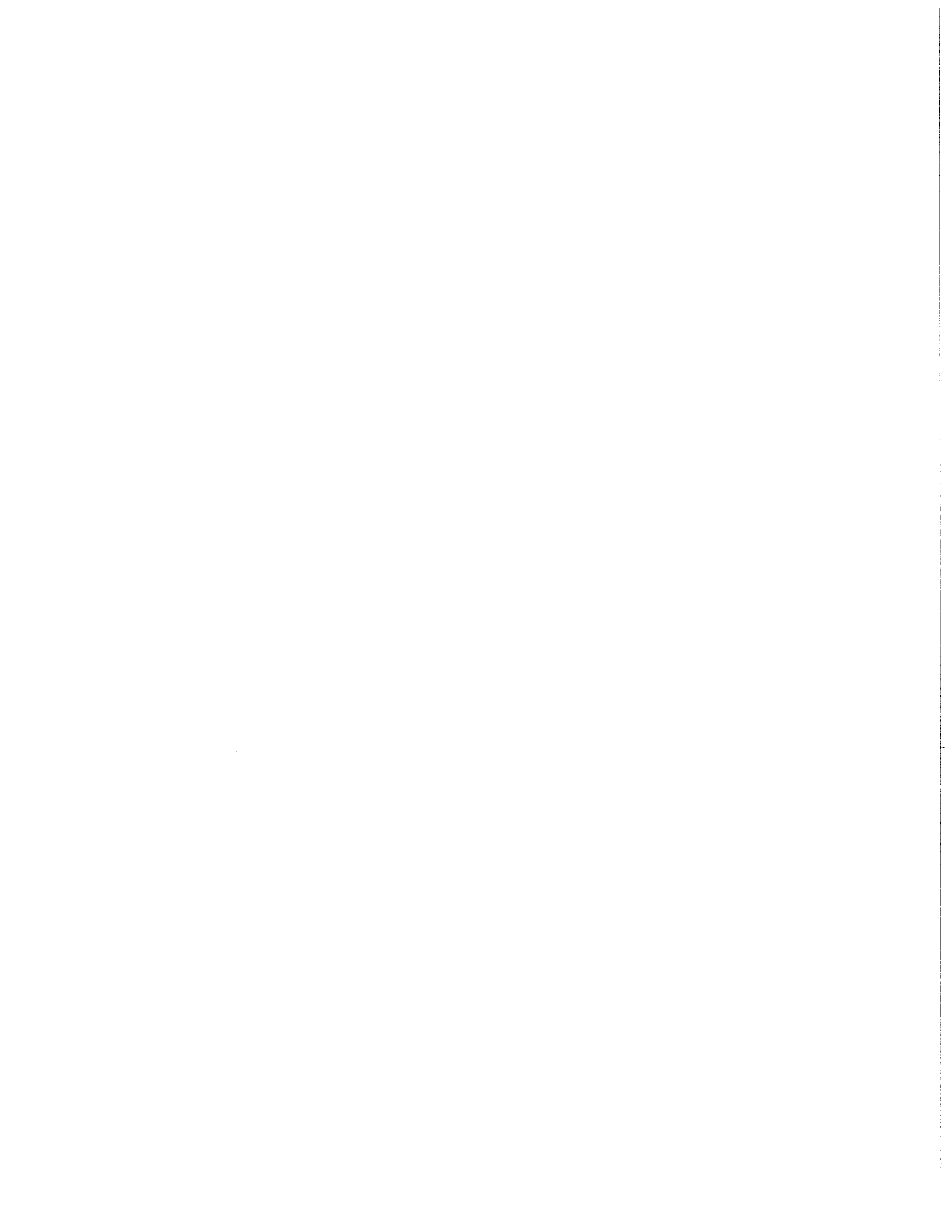
Faye shared her experience at a recent Montessori Training retreat in Altoona. It was fairly disappointing to her that many of the relevant panels were canceled. She was able to share Montessori education knowledge and experiences with other attendees. The Board was pleased that Dr. Pleso took the initiative to attend this conference.

Faye reported that the school collected approximately \$150 at our first outing at the Gettysburg Giving Spree. This was a worthwhile event and she learned a lot about ways to improve our showing next year. She remarked that Mrs. Wojnarski has received an overwhelming response to a request for students to sing at an upcoming Ruritan Club event, where Dr. Pleso is now a member. There will be almost 60 students entertaining club members and families at their annual holiday event!

Faye recommended hiring Sarah Pumfrey as a PCA at \$14.50/hour for less than 30 hours a week with no benefits, retroactive to November 27th. Tish Weikel made a motion to approve. Becky Uppercue seconded the motion. The motion was approved by unanimous roll call vote.

Finance Committee

Highlights of the November 28th Finance Committee meeting include the \$402k still owed to GMCS from GASD and other school districts. Ryan Schumm from Charter Choices reported that this is more than the typical \$250k, but is due to a short billing cycle – many districts haven't paid by this time of the month. He also noted that 99% of Wolfpack fundraising money has not been spent and we have approximately \$29k in that fund.



Ryan also reported that quarterly goals have been met and that we have 74% of expenses remaining. We have not experienced any major financial changes since October, and we are in a good position.

When discussing long-term priorities, Ryan mentioned that he has had experience with removing modular at VIDA. Faye reported an alarmingly high quote from the modular company we lease the units from – over \$200k – but Faye is getting clarification on this number and will be seeking alternatives if it is far above the \$25k that Ryan believes is reasonable. We will hope to include this as a ‘renovation expense’ within the building loan, but will otherwise have to budget for this. Faye needs to give the company four months’ notice before the end of the lease (July 2021).

The committee also discussed the feasibility of an academic ‘summer camp’ as described in the CEO’s Report. Ryan believes this could be part of a great marketing effort, in addition to a good retention tool for existing families.

Another long-term priority for Faye would be to add a social worker position when we reach approximately 250 students, as she anticipates in academic year 2020-21.

We are looking at a potential \$700k-\$800k surplus this year and may be able to pay the 20% required down payment ourselves.

In addition to the down payment, the USDA needs the school to obtain a line of credit to support the school’s commitment. They encourage working with a local bank to show community support. Faye, with Jesse Bean’s assistance, has started working with Centric Bank from Harrisburg (they have already approved us for \$80k); PNC (we have submitted required paperwork); Charter School Capital (they want to see our student funding invoices); and the Reinvestment Fund (Faye has started paperwork).

Although we have still not received a green light from the USDA, Ryan feels that because our budgets have been favorable for the last three years, we are in a good position to receive approval.

We still have six requirements to meet for the USDA, which Faye is planning to complete by the middle to the end of February:

- Environmental review.
- Feasibility study
- Architect feasibility reports.
- Proof of insurance.
- Preliminary plans and specs from the architect
- Legal services agreements

Governance Committee

No update at this time.

Building Committee

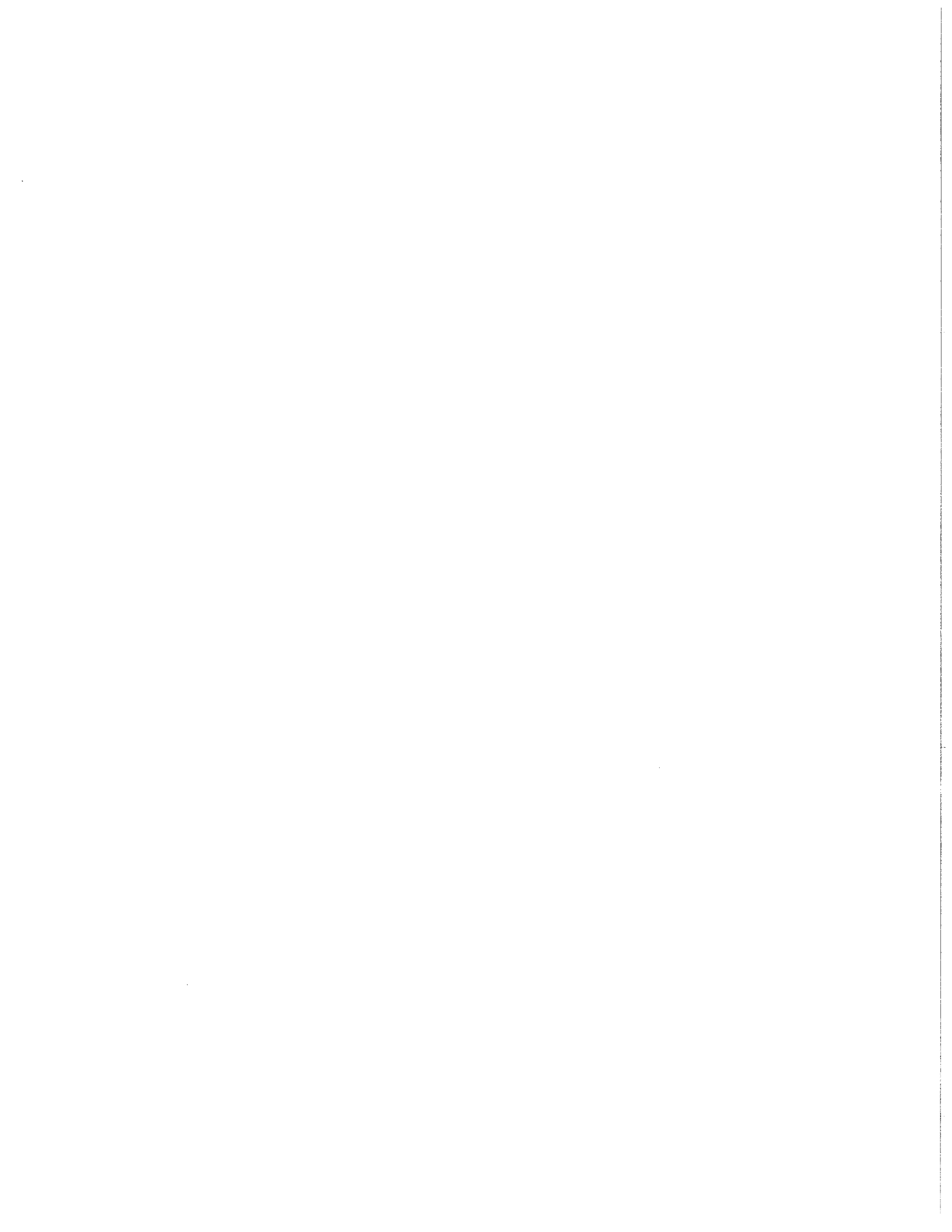
Faye will forward a copy of the Digsau agreement to the Board for review. A vote will take place at the December meeting. Our attorney has reviewed and approved the contract. It includes the architect's responsibilities, scope of services, copyright licenses, and claims and disputes language.

A correction was made to the number of classrooms needed in the new build from 10 to 11.

Dr. Pleso will check with the USDA and Digsau to see how much renovation work to the existing building will be included in the scope of work.

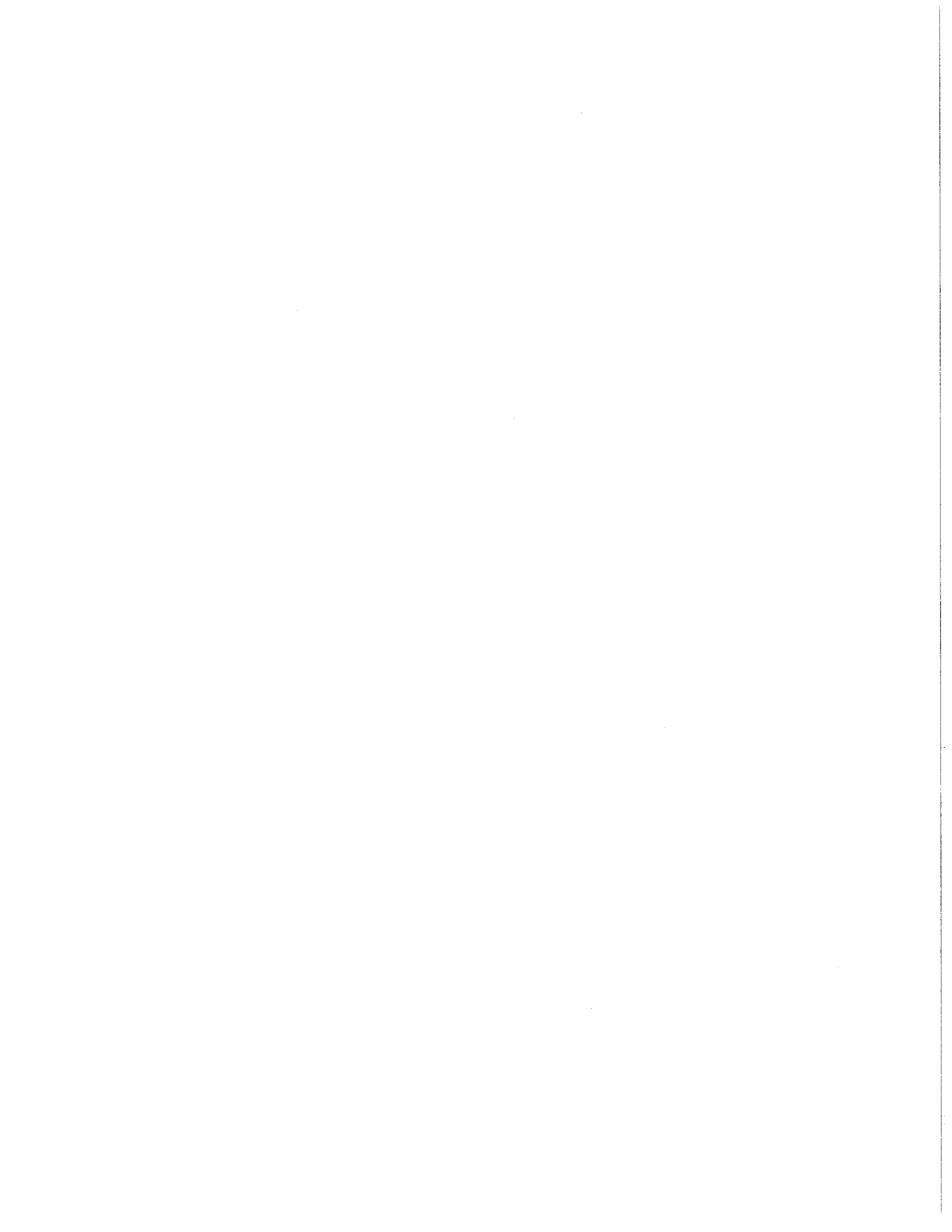
Adjourn

The meeting was adjourned by the Chair Jill Clinton at 7:35pm



AGENDA
Gettysburg Montessori Charter School
Board of Trustees
888 Coleman Road, Gettysburg
Wednesday, December 12, 2018

- | | | |
|---------|---|--------|
| 5:50 pm | <u>Executive Session</u> | |
| 6:00 pm | <u>Call to Order the December 12th Meeting;</u>
<u>Introduction of Members and Guests;</u>
<u>Public Comment on Agenda Items;</u>
<u>Approval of Consent Agenda</u>
<u>Old Business</u> | Action |
| 6:05 pm | <u>Chair's Report – Jill Clinton</u>
<i>Housekeeping</i>
<i>Presentation of Charter Choices Board Binders</i> | |
| 6:25 pm | <u>Administrator's Report – Faye Pleso</u>
<i>CEO Report</i>
<i>Enrollment</i>
<i>PIMS Reports</i>
<i>Exit Surveys</i>
<i>Anticipated Handbook Changes</i> | |
| 6:45pm | <u>Finance Committee – Diana Williams</u>
<i>Updated Budget Review</i>
<i>Long Term Budget Priorities Discussion</i> | |
| 6:55pm | <u>Building Committee</u>
<i>Digsau Agreement</i> | Action |
| 7:05pm | <u>New Business; For the good of the order</u> | |
| 7:10pm | <u>Public Comment</u> | |
| 7:15pm | <u>Adjourn</u> | |



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

Board Members Present

Kathy Johnson, Chair
Jill Clinton
Diana Williams
Becky Uppercue
Lieucretia 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.

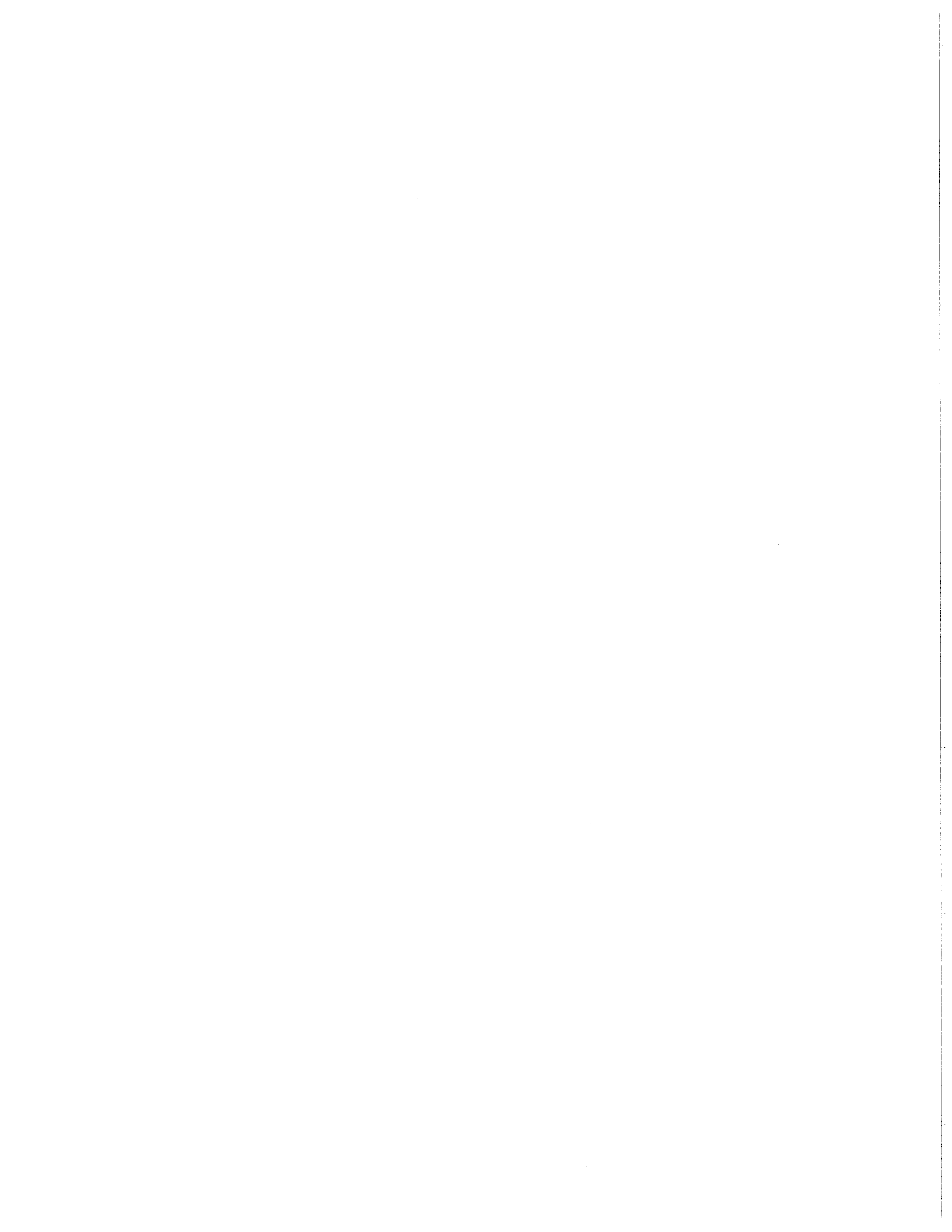
Old Business

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

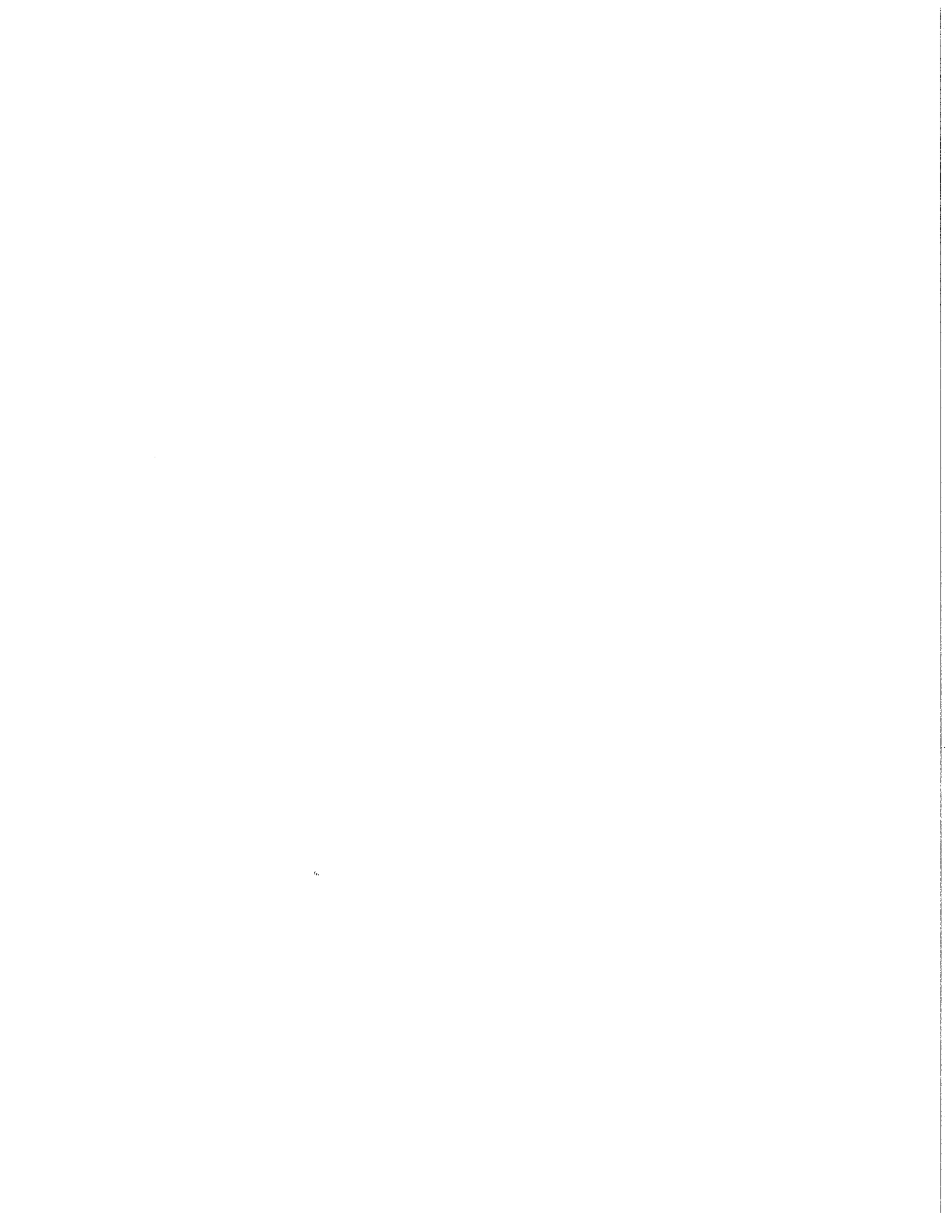
- Executive Committee: Kathy, Diane, Tish, Jill
- Finance Committee: Diana, Becky
- Audit Committee: Kathy, AJ, Tish, Jill, Diane, Becky, Lieucetia
- Governance: Becky, AJ, Tish, Jill
- Personnel Committee: Lieucetia, Kathy, Diana

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

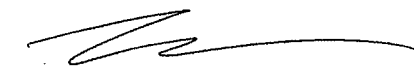
Public Comment

There was no public comment.

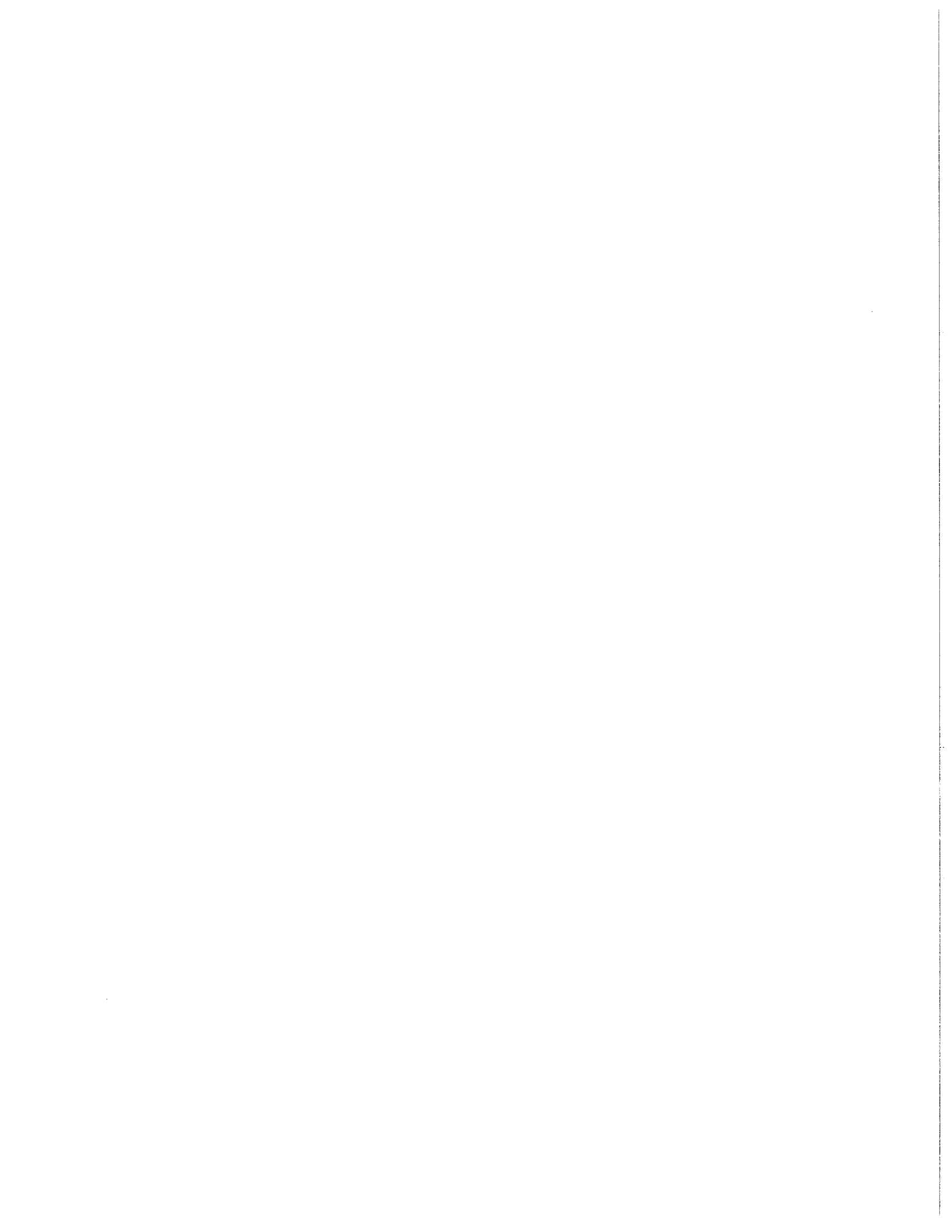
Recess

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



AGENDA
Gettysburg Montessori Charter School
Board of Trustees
888 Coleman Road, Gettysburg

Thursday, January 31, 2019

- 5:45 pm **Executive Session**
- 6:00 pm **Call to Order the January 31st Meeting;**
Introduction of Members and Guests;
Public Comment on Agenda Items;
Approval of Consent Agenda Action
Old Business
- 6:05 pm **Chair's Report – Jill Clinton**
Housekeeping
Montessori Staff Training - Update
- 6:25 pm **Administrator's Report – Faye Pleso**
Enrollment
Comprehensive Planning Committee
PA Future Index
Hiring Recommendations Action
Heggerty Phonics Program
PA State Police – Staff Training
- 6:45pm **Finance Committee – Diana Williams**
Updated Budget Review
Long Term Budget Priorities Discussion
Statements of Financial Interest
- 7:00pm **Personnel Committee – Tish Weikel**
Parent Survey Summary
- 7:15pm **Governance Committee – Jill Clinton**
Update
- 7:25pm **Building Committee**
Update
- 7:35pm **New Business; For the good of the order**
- 7:40pm **Public Comment**
- Adjourn**



**Gettysburg Montessori Charter School
Board of Trustees Official Minutes
January 31, 2019**

Board Members Present

Jill Clinton, Chair
Becky Uppercue, Vice Chair
Rose Thornberry, Secretary
Lieucetia Swain

Board Members Absent

Tish Weikel (Illness)
Diana Williams, Treasurer (Personal Matter)

Others Present

Dr. Faye Pleso, CEO

Executive Session

The Board and Dr. Pleso met in executive session at 5:52pm 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 6:02pm.

Call to Order

Jill Clinton called the meeting to order at 6:03pm.

Introductions

None

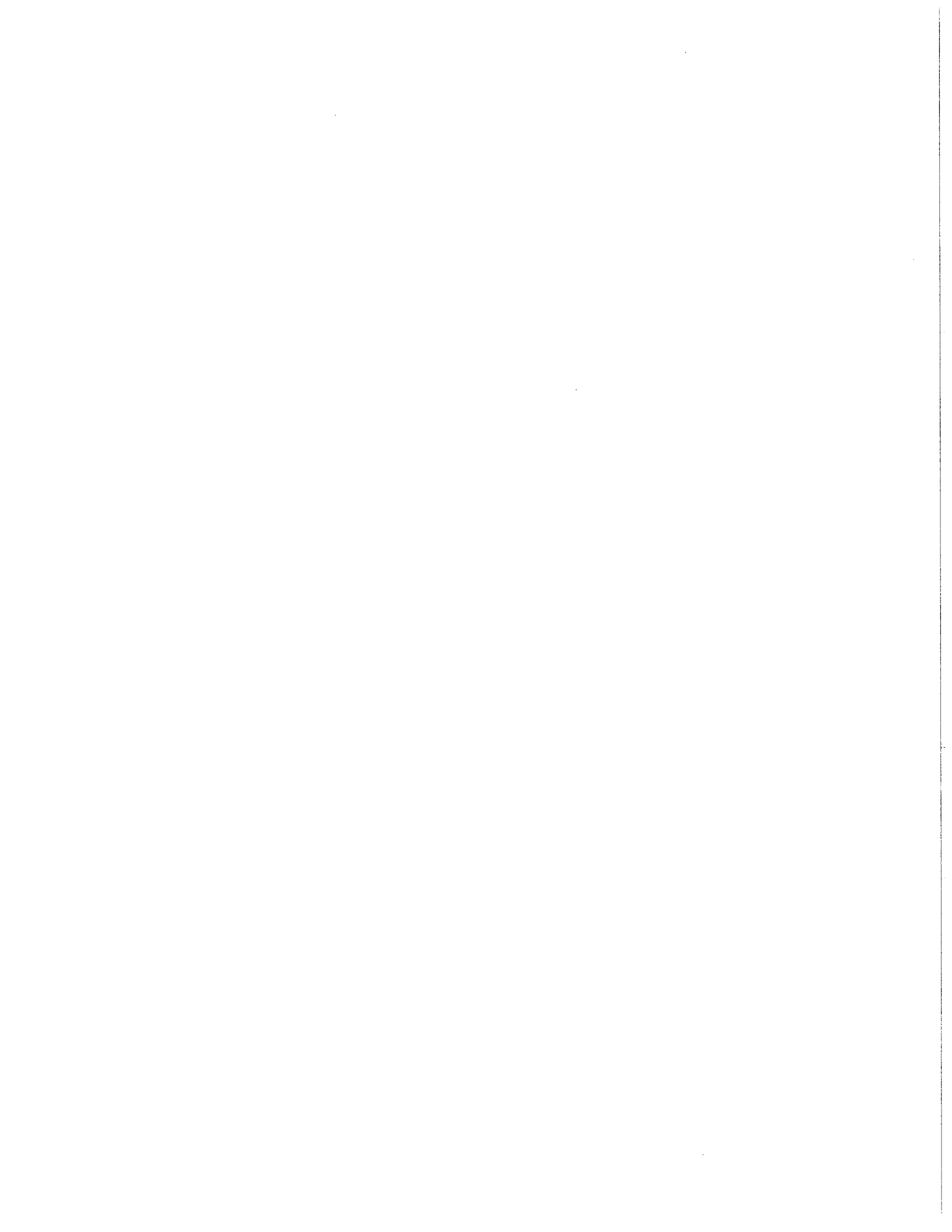
Approval of Consent Agenda

Becky Uppercue made a motion to approve the Consent Agenda as submitted. Jill Clinton 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

Report of the Chair

Melissa Ring resigned from the board effective January 23, 2019.

Topics for the next newsletter, due March 27, 2019, were discussed. These included an update on the budget process, the building project, and upcoming vacancies on the Board.

The January staff meeting was cancelled due to early inclement weather dismissal. Becky Uppercue will attend the February 26th staff meeting; Jill Clinton will attend the March 26th staff meeting; Lieucetia Swain will attend the April 23rd staff meeting; and Rose Thornberry will attend May 26th staff meeting, which is expected to be the last of the 2018/19 school year.

The Board binder/handbook project was cancelled, due to legal involvement and ballooning costs. Charter Choices graciously waived all fees. Lieucetia Swain and Jill Clinton will work together to come up with a basic guidebook for Board members on a smaller scale, based on relevant proprietary information, such as action calendars, drawn up and documented by previous GMCS Board members.

Dr. Pleso reported the school counselor, Ms. Christine Felicetti, will attend next board meeting to provide an overview of her role and discuss projects she is working on.

Dr. Pleso reported that all teachers and teacher's assistants completed a 90-minute online Montessori training course from the American Montessori Society titled, "Professional Development that Mirrors Montessori Principles and Practices." Dr. Pleso has found an additional online course that she feels might be appropriate for staff and will update the Board at the February meeting.

The dropbox meeting with Jill Clinton, Rose Thornberry, Megan Parks, and Kathy Johnson was successful and many documents for charter renewal can be found there. New documents will be uploaded and organized by Megan Parks going forward.

Dr. Pleso reported that the Hoffman Foundation is requesting additional information to move forward with our grant application. Dr. Pleso is also working on a matching state grant (Redevelopment Assistance Capital Program) for \$500,000 toward the new building project. We have missed the deadline for an Adams County grant, but will apply next year.

Jesse Bean from Charter Choices will attend next board meeting to present 2017-2018 audit and discussed options for Act 55 compliance.



The Executive Committee will meet February 12, 2019. At that meeting they will review the Special Education and Students with Disabilities Policy. Agenda for the meeting is due February 5, 2019.

The Finance Committee will meet February 20, 2019 to discuss the audit and the current budget. The committee will work with Dr. Pleso to adjust the remaining budget now that we are halfway through the fiscal year. They will continue to refine their 'wish list' for the next fiscal budget. Agenda for the meeting is due by February 13, 2019.

The Governance Committee will meet March 4, 2019 to review candidates for the open seat vacated by Melissa Ring. Jill Clinton will temporarily rejoin the Governance Committee due to the opening left by Melissa Ring's resignation. Agenda for the meeting is due February 26, 2019.

The Personnel Committee will begin to discuss the upcoming parent and staff surveys. Rose Thornberry will replace Diana Williams on the Personnel committee in an effort to more evenly distribute committee memberships amongst the Board. There remains one open seat on this committee.

Melissa Ring, after resigning from the Board, volunteered to spearhead any Teacher Appreciation Week (May 6-10) efforts on behalf of parents. Lieucetia Swain offered to assist her. Jill Clinton said she would reach out to Melissa to determine if she is still interested, copying Lieucetia so they can move forward from there.

Jill Clinton recommended a future Open House at school with Digsau, so that staff and families can meet Jamie Unkefer and other principals at the firm, view their portfolio and initial drawings for GMCS, and share ideas for the building project.

Jill Clinton proposed revising our website's Q & A section based on the more robust FAQ developed by Rose Thornberry. Dr. Pleso will review it and pass along notes to Jill Clinton and Lieucetia Swain, who will meet to edit the document and return to Rose Thornberry for a second draft.

Administrator's Report

Current enrollment remains at 221.

Dr. Pleso is preparing for the upcoming Comprehensive Planning Committee. The committee develops a plan for the future of the school every three years and the next one is due November 2019. The committee must include 6 teacher representatives, 2 educational specialists, and 2 administrators appointed by Dr. Pleso. The committee must also include 2 parent representatives,

2 local community representatives, and 2 local business representatives appointed by the Board of Trustees. Dr. Pleso would like the Board's recommendations by the end of February and have a first meeting in March. Jill Clinton will follow up with Board members to get ideas of people that we can approach to volunteer to serve on this committee.

Dr. Pleso presented the current Future Ready PA Index which shows the schools progress in meeting state goals by 2030. Unfortunately, an interim target is not specified. In the English Language Arts/Literature assessment, 57.5% of students scored proficient or advanced. In the Mathematics/Algebra assessment, 29.6% of students scored proficient or advanced. In the Science/Biology assessment, 65.0% of students scored proficient or advanced. The Index also showed 75% of students are meeting annual academic Growth Expectations in English Language Arts/Literature and 50.0% of students are meeting annual academic Growth Expectations in Mathematics/Algebra. She has already begun to meet with teachers about strategies to address particular scores and has identified K-2 is not where they need to be and are lacking phonic skills. She is continually working with RTI teachers and WIN groups.

Dr. Pleso explained this is the second year of the new Eureka math program with teachers reporting that students are doing much better with the program this year. It has been a persistent challenge to introduce a whole new math 'vocabulary' but with consistent, high-level instruction, she feels we are on the right track. She also explained she researched and learned about the initial dip in scores when first implementing a new program and then the second year rebound of scores.

Dr. Pleso has implemented a number of actions to improve scores, including professional development in TDAs (text dependent analysis) because students are not writing complex enough answers. Teachers will get additional instruction in this area. WIN ("What I Need") groups and RtI groups are identified via Dibbels to identify students who can benefit from additional support.

Dr. Pleso, along with a recommendation from Ms. Loren Householder, is requesting to add the Heggerty Phonics Program to our curriculum. This program supplements and supports our existing Wonders program. The program is \$129 per teacher. After researching the program, she learned of the improvement of phonics scores after using this program in the Central Dauphin school district. She will roll out the program in Kindergarten during the remainder of this school year and then expand it through 2nd grade (as well as RtI) for the 2018/19 school year. Lieucetia Swain made a motion to approve the implementation of the Heggerty Phonics Program. Becky Uppercue seconded the motion. The motion passed by unanimous roll call vote.

The Future Ready PA Index also showed that the school has an 86.7% for regular attendance which is greater than the statewide average and Dr. Pleso would like to improve that number

even more and is beginning to stress the importance and benefits of regular attendance to families. The state has implemented new attendance laws that mandate that three unexcused absences trigger a certified letter to parents/guardians and GASD notification. Dr. Pleso is working with staff to implement an attendance improvement plan.

Dr. Pleso has scheduled the first Building Design Committee meeting for February 13, 2019. The committee includes Dr. Pleso, nurse Adrian Kavanaugh, teacher Nicole Gulden, administrative staff members Crystal Moore and Megan Parks, parent Heather Preece, and Board chair Jill Clinton. Eventually, Dr. Pleso would like to add our insurance agent Andy Stouffer, PA State Trooper Myers, Curb Technologies, Law Security, and Jarvis Landscaping. The meeting will be led by architect Jamie Unkefer, principal at Digsau.

Dr. Pleso reported that Trooper Myers and the PA State Police conducted an active shooter training for teachers. They were trained on the Run, Hide, Fight protocol which not only trained them about an active shooter in the school setting but also in their everyday lives expressing the need to always be aware of their surroundings. The protocol teaches to run as your first defense, to hide and barricade yourself as your second defense if you cannot run, and fight the active shooter as your last resort.

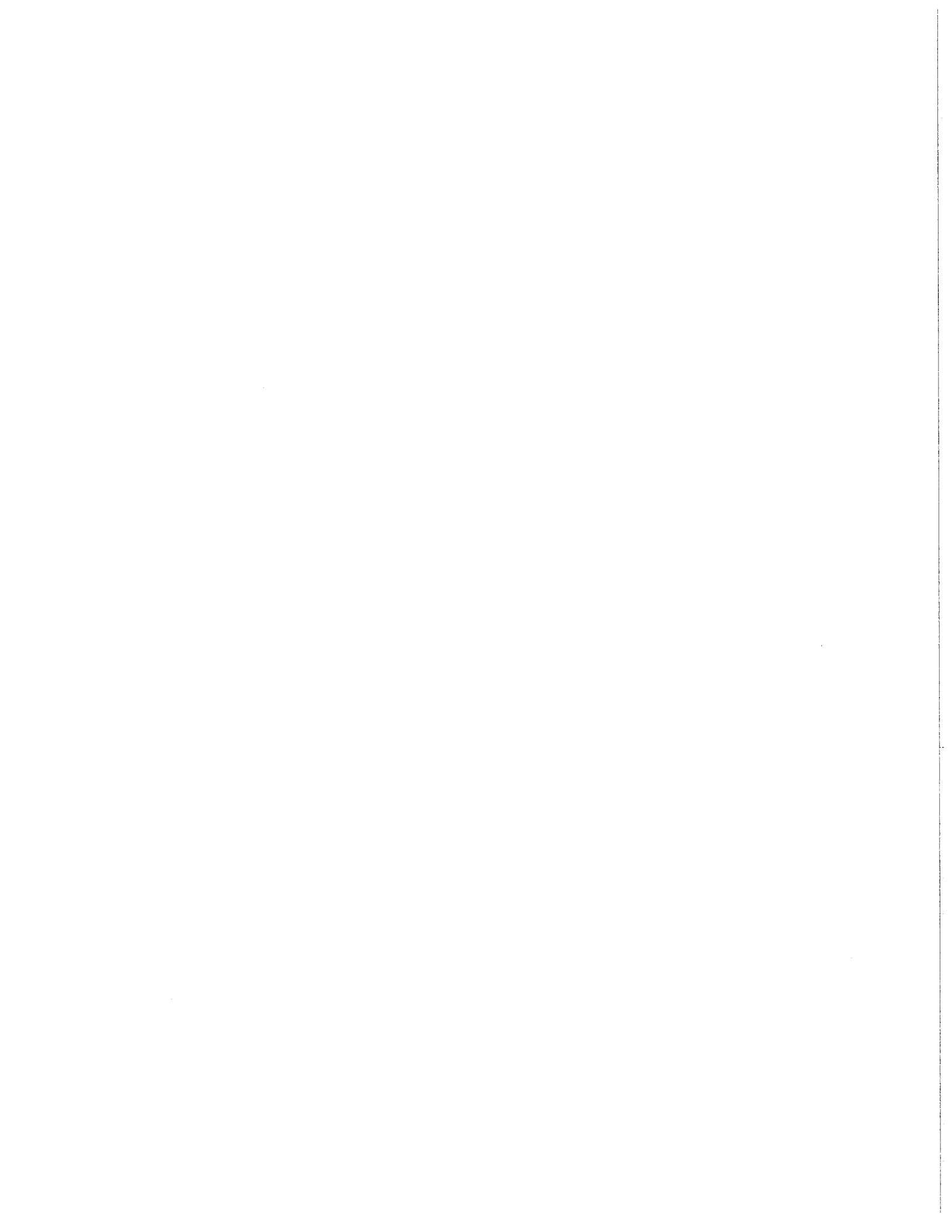
Dr. Pleso recommended hiring Ashley Russo as 1/2 grade band teacher. Rose Thornberry made a motion to approve the hiring of Ashley Russo at \$39,000/year salary, prorated, full-time, full benefits offered, retroactive to January 29, 2019. Jill Clinton seconded the motion. The motion passed by unanimous roll call vote.

Dr. Pleso recommended hiring Hope Lansford as 1/2 grade band teacher aide with Mr. Stare. Becky Uppercue made a motion to approve the the hiring of Hope Lansford at \$17/hr, less than 30 hours a week, retroactive to January 29, 2019. Lieucetia Swain seconded the motion. The motion passed by unanimous roll call vote.

Keri Bechtel was promoted to 2/3 grade band teacher on December 24, 2018 at \$39,000/year salary, prorated, full-time, and full benefits.

Finance Committee Report

Becky Uppercue presented the summary of the December financial report and added that Charter Choices thinks we are in a good position for this point in the fiscal year. The audit and new fiscal year 'wish list' will be discussed at the next Finance Committee meeting on February 20, 2019. They will also look at where we are with this fiscal year's remaining budget and discuss with Dr. Pleso ways in which line items may need to be adjusted.



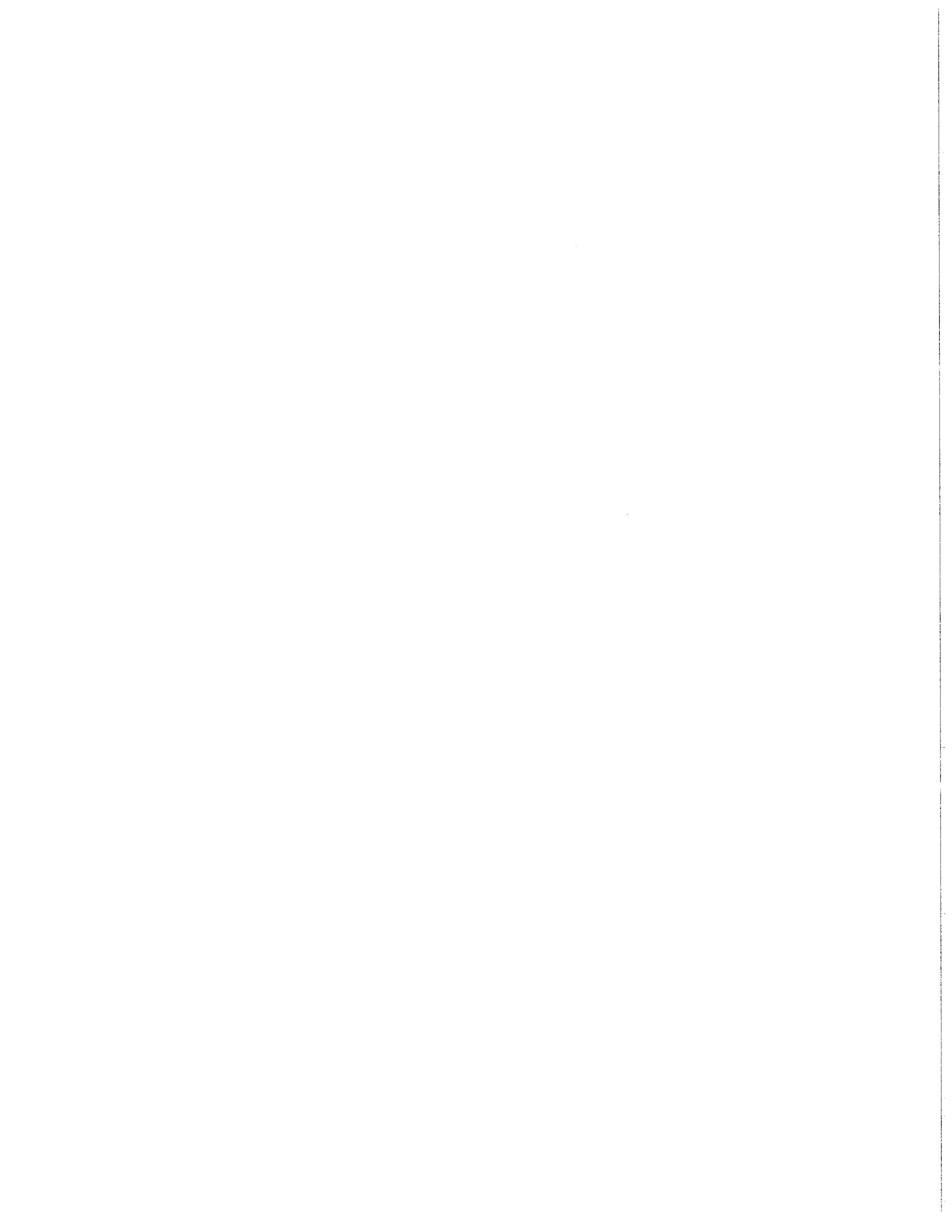
Dr. Pleso received an email from Jesse from Charter Choices that contained a webinar explaining our options for collecting our state subsidies. It explained the 3 options to determine charter school tuition rates as offered by the Pennsylvania Department of Education. The first is to use a 363-rate form that has been accepted by PDE. This is the best option as it is the highest and also the most accurate since it has been previously endorsed by PDE. The second option is to use a 363-rate form that has not been submitted to PDE. This is considered second-best, only because it has not yet been accepted by PDE. The third option is to use a 363-rate form calculated by Charter Choices. This is considered a 'last resort' and the least desirable option.

Of our 16 sending districts, nine are using the first option; three are using the second option (including GASD); and four are using at 363-rate form from prior years and do not have one that has been accepted by PDE.

Dr. Pleso has requested to fund a two-week, 2.5 hr/day "summer school" to next year's budget. While still in the very early planning stages, this would likely take place at the end of July. In the coming years, as the school's student population grows, Dr. Pleso would like the Board to consider potentially adding a social worker, Assistant Principal, and two RTI part-time teachers to a future budget. She would also like to purchase computers. However, in the immediate future, the Board will need to budget for an owner's representative for the new building project, charter renewal legal fees, and the tear down and removal of the mods which will be split into two fiscal years.

Personnel Committee Report

Becky Uppercue presented the May 2018 Parent Survey (run via Survey Monkey) in which 55 parents/guardians responded, which is an excellent response rate. Over 80% of parents feel GMCS lives up to its identified mission, would recommend GMCS, plan to re-enroll, does a good job of blending Montessori curriculum, and were satisfied with their student's academic progress. Most parents believe the principal is accessible and is keeping the school focused on academic achievement. Parents like the teacher and staff commitment, care and concern for the children, teaching social skills and independence, class size, educational philosophy, and approachability of staff. Parents would like to see stronger 5/6 curriculum to prepare for transition to 7th grade, more electives, more than one parent/teacher conference a year, more feedback from teachers throughout the year, a more Montessori focus, and more socialization opportunities for parents and families outside of school hours. Recurrent comments included the feeling of "loss of Montessori philosophy," poor communication from teachers and school, and too many behavioral issues. Parents would like to see middle school grades added, a larger playground, more educational field trips, after school clubs, and the use of technology increased in the school in the future. Parents also added their recommendations for more creative fundraisers and ways to keep kids connected outside of school.



Lieucetia Swain is going to look into upgrading the survey package with Survey Monkey in the future in order to be easier to read.

Building Committee

Dr. Pleso updated the Board on financing options for our bridge loan for the building project. She met with Centric Bank and they are currently reviewing our documents. Our financials have been sent to Citizens Bank. Charter School Capital has offered a \$450,000 loan. PNC is no longer interested. Dr. Pleso will meet with Members 1st again in April. The Reinvestment Fund is waiting for questions to be answered by the USDA, which has been hampered by the partial government shutdown.

The USDA is also waiting for our environmental review in order to secure our loan, but that cannot be done until the design/architecture process has been started.

Charter Choices has delayed our feasibility study. The accountant they chose now cannot complete it, because they were not comfortable with forecasting a charter school's enrollment and that is a required part of the report. Dr. Pleso has been working to secure a new accounting firm and will contact the USDA for a list of firms they work with. The feasibility study will now cost \$25,000 instead of the \$15,000 we had budgeted. Jamie Unkefer from Digsau has scheduled our first meeting and is working on starting their portion of the feasibility study in February.

Housekeeping

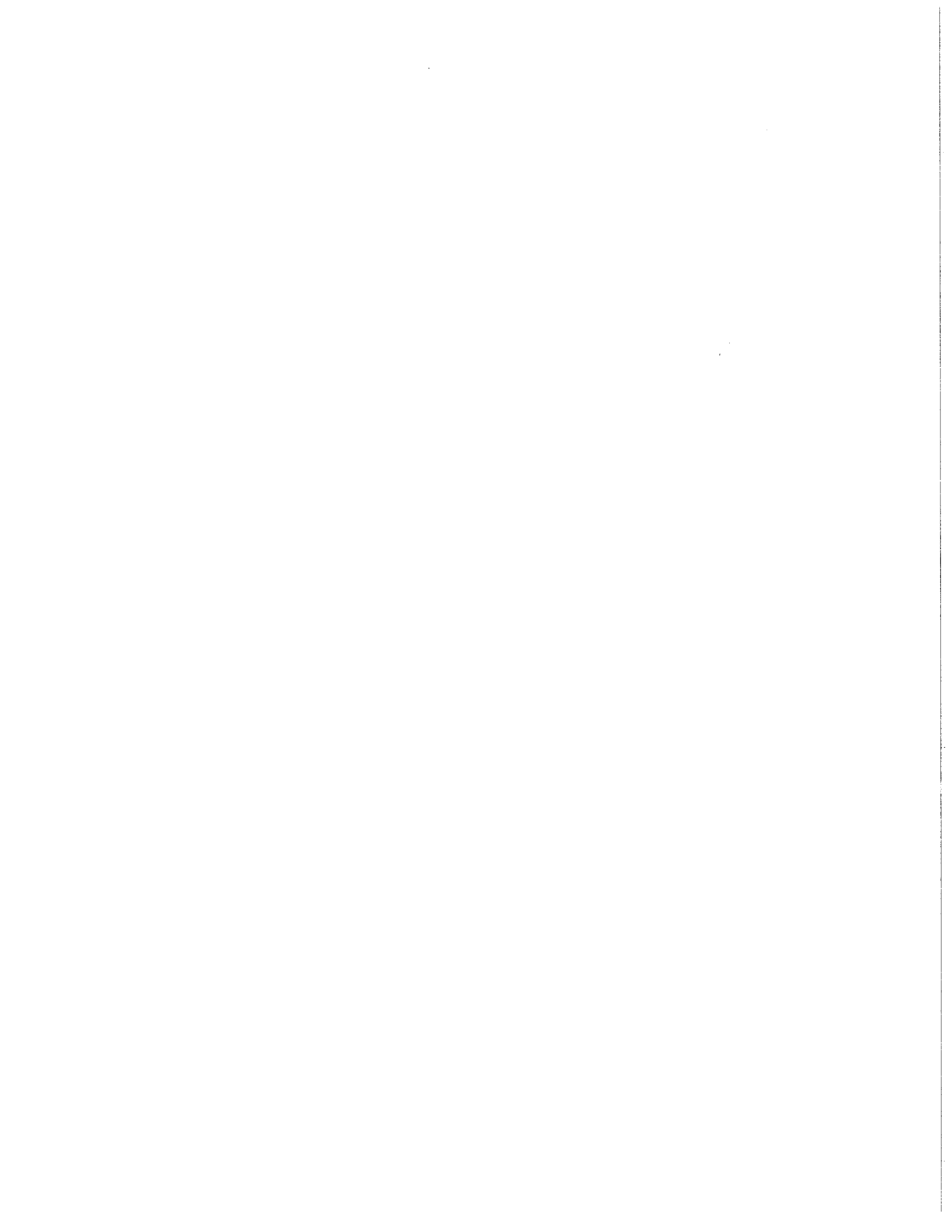
None

Adjourn

The meeting was adjourned by the Chair Jill Clinton at 8:27pm.

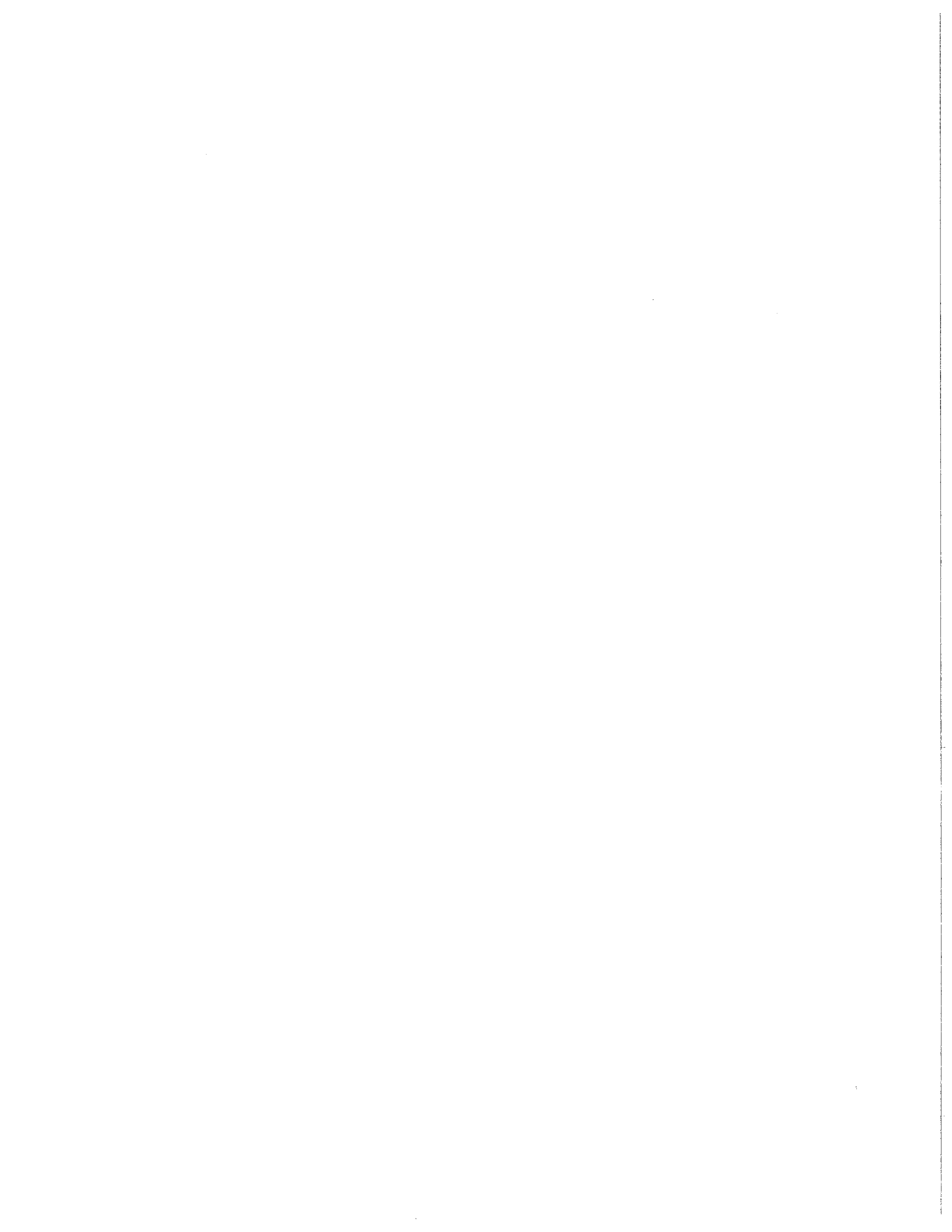
Approved By:

Rose Thornberry, Secretary



AGENDA
Gettysburg Montessori Charter School
Board of Trustees
888 Coleman Road, Gettysburg
Thursday, February 28, 2019

- | | | |
|---------|---|------------------|
| 5:55 pm | <u>Executive Session</u> | |
| 6:00 pm | <u>Call to Order the February 28th Meeting;</u>
<u>Introduction of Members and Guests;</u>
<u>Public Comment on Agenda Items;</u>
<u>Approval of Consent Agenda</u>
<u>Old Business</u> | Action |
| 6:05 pm | <u>Chair's Report – Jill Clinton</u>
<i>Housekeeping</i>
<i>Committee Reassignments</i> | Action |
| 6:25 pm | <u>Administrator's Report – Faye Pleso</u>
<i>Ms. Christine Felicetti, School Counselor, Student Data Presentation</i>
<i>Enrollment Update</i>
<i>Need for PCA Discussion</i>
<i>Preliminary Personnel Recommendations for 2019/20</i>
<i>Hiring Motion for SEK CPAs & Advisors for Feasibility Study Audit</i>
<i>Heggerty Phonics Program</i> | Action
Action |
| 6:55 pm | <u>Finance Committee – Diana Williams & Ryan Schumm from Charter Choices</u>
<i>FY 2017-2018 Independent Auditor's Report</i>
<i>Year End Budget Review – Year end actuals & long-term budget priorities</i>
<i>SOFI Forms</i> | |
| 7:20 pm | <u>Personnel Committee – Tish Weikel</u>
<i>2019/20 Staff/Parent Survey Update</i> | |
| 7:25 pm | <u>Governance Committee – Jill Clinton</u>
<i>Update</i> | |
| 7:30 pm | <u>Building Committee</u>
<i>Update</i> | |
| 7:50 pm | <u>New Business; For the good of the order</u> | |
| 7:55 pm | <u>Public Comment</u> | |
| 8:00 pm | <u>Adjourn</u> | |



**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
Lieucretia 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.

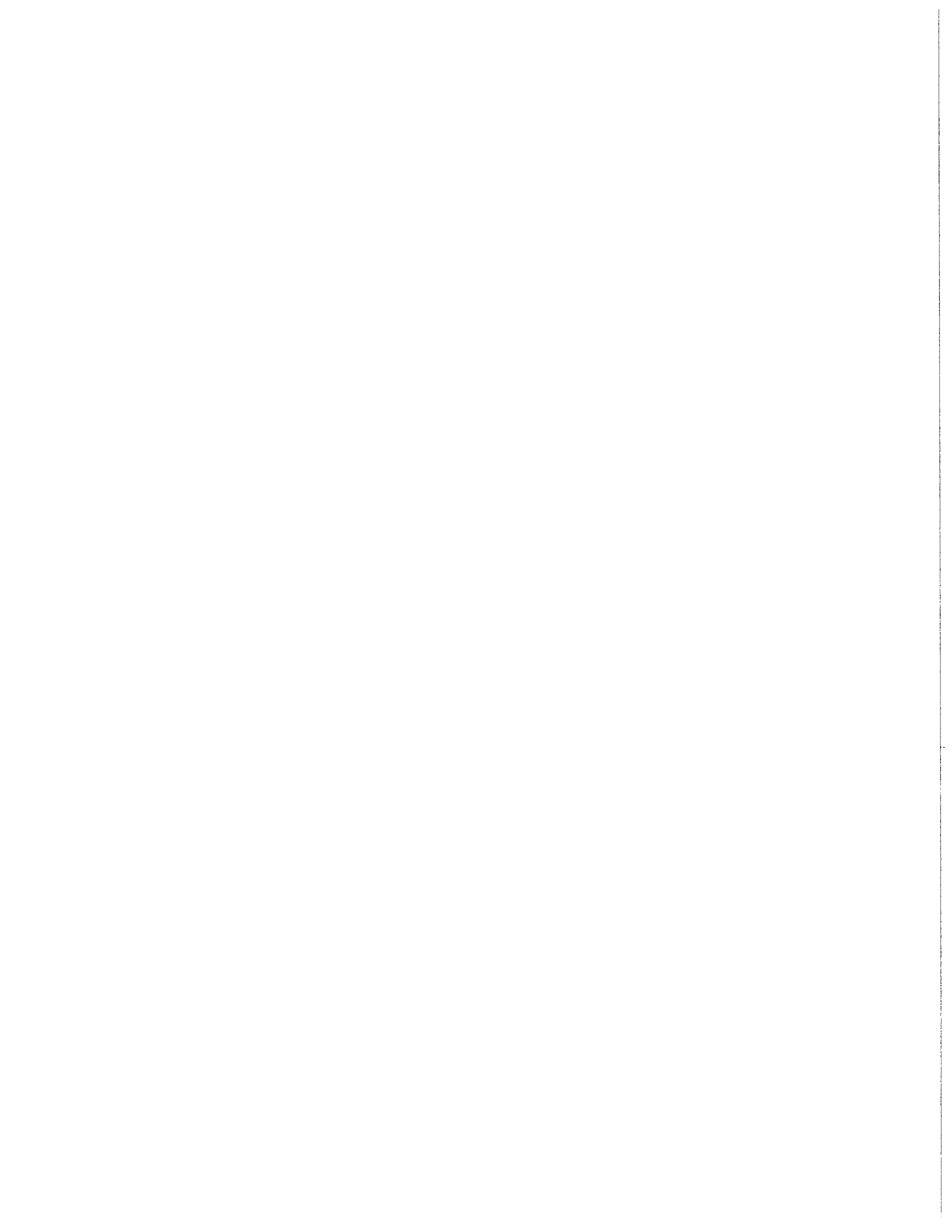
The January financial report showed \$257,000 in payments from sending districts. The school is performing well according to the budget. The school has \$3.3 million in total assets with \$650,000 of that in cash with a projected fund balance of \$800,000 by end of year. We have a net income of \$340,000 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 1st/2nd 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.

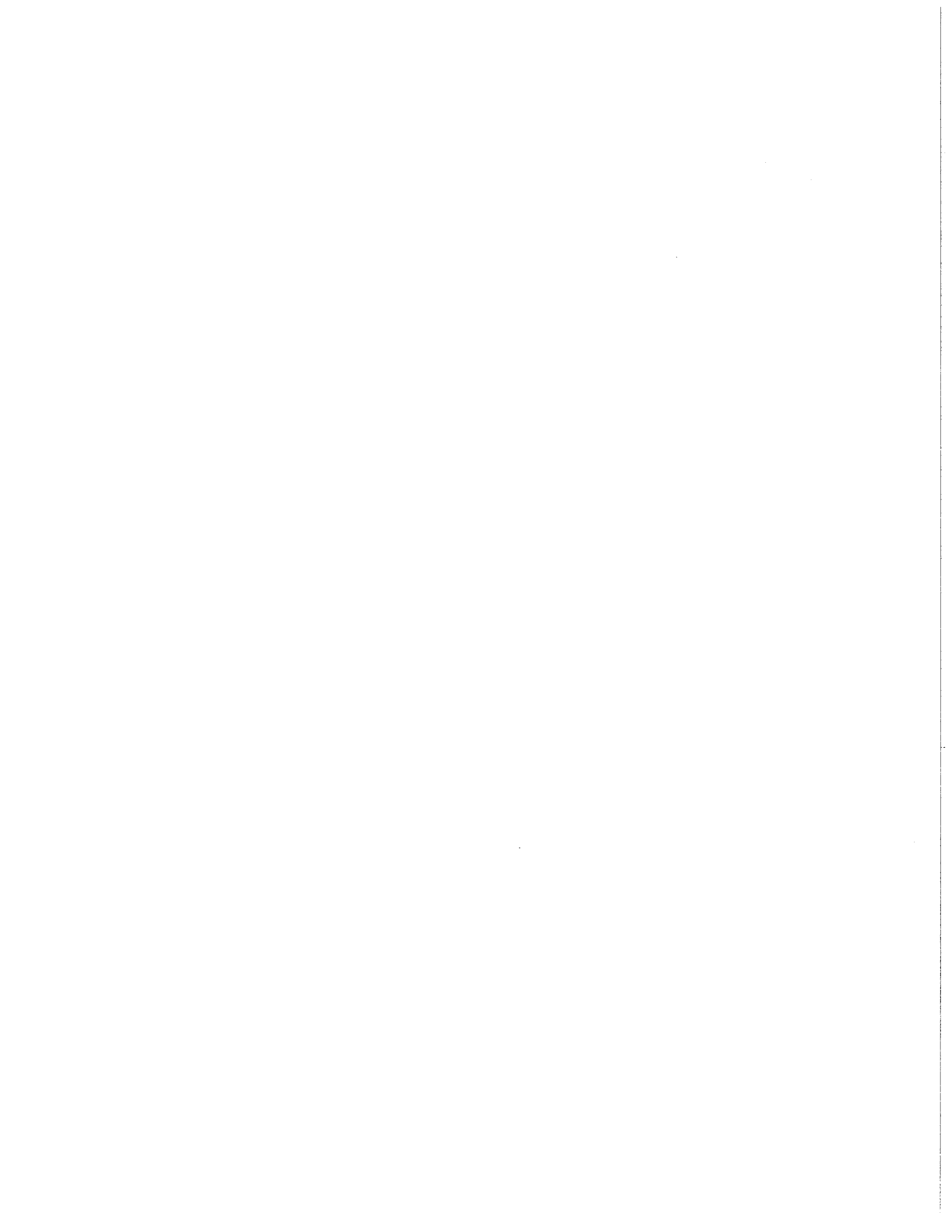
The Board appreciated her thorough review of her work at the school to date. She also discussed goals for the remainder of the year and moving forward.

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 27th. 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 26th staff meeting. Lieucetia Swain will attend April 23rd and Rose Thornberry will attend May 26th.

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.

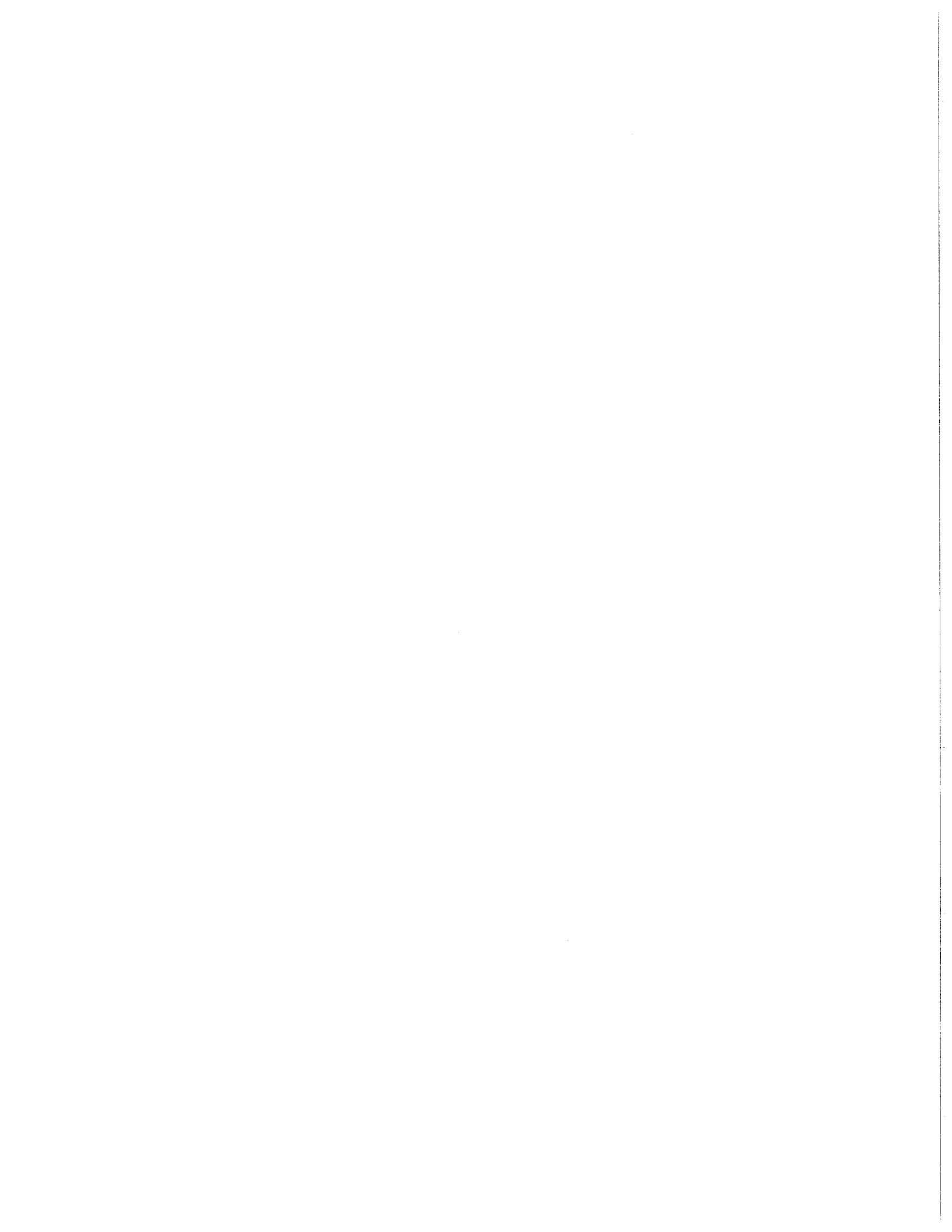
The February 12th Executive Committee meeting was canceled due to inclement weather and has been rescheduled to March 12th. The committee will review the Special Education and Students with Disabilities Policy as well as the Health, Safety and Substance Abuse policies will be reviewed.

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

The next Finance Committee meeting is March 20th 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

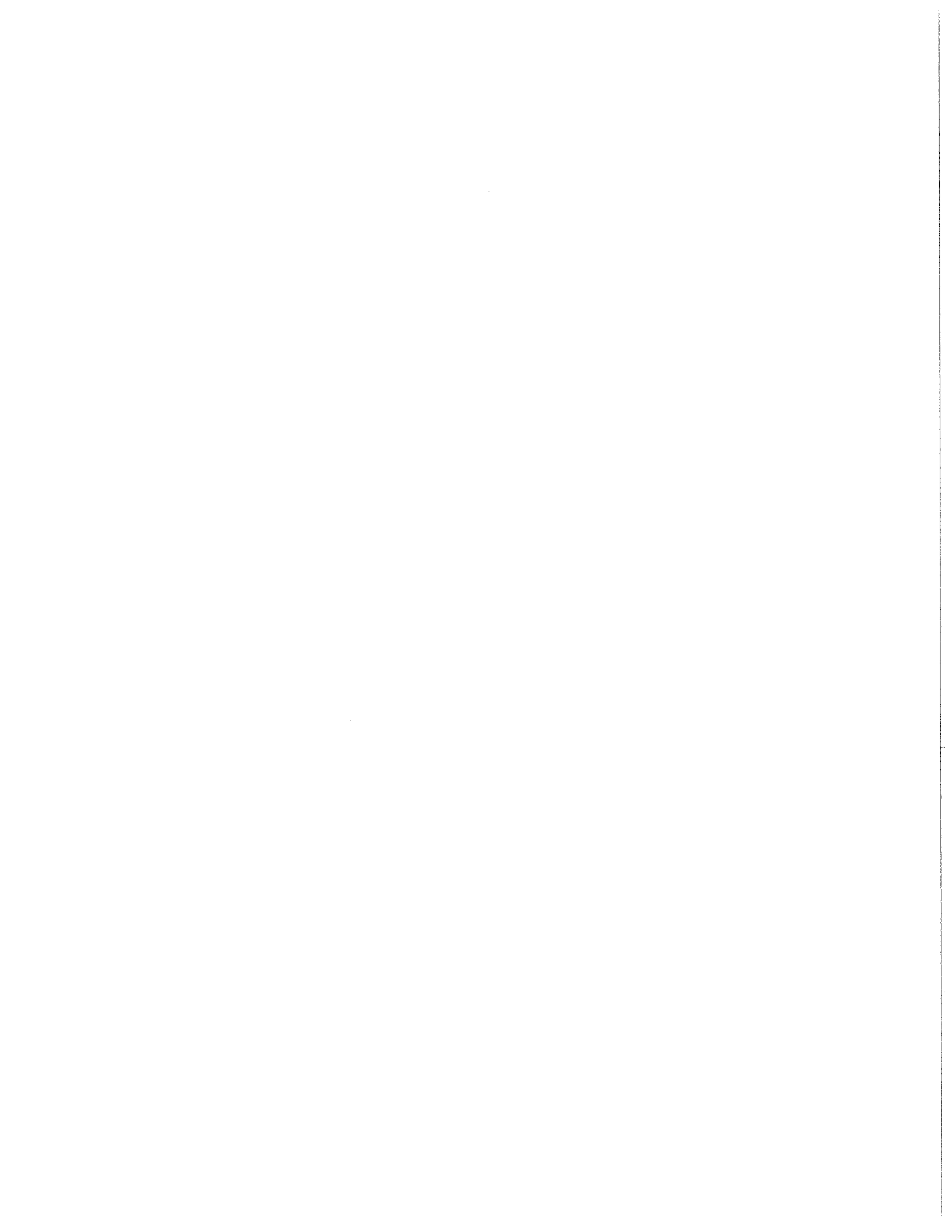
None

Adjourn

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

Approved By:

Rose Thornberry, Secretary



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

Board Members Present

Jill Clinton, Chair
Becky Uppercue, Vice Chair
Diana Williams, Treasurer
Rose Thornberry, Secretary

Board Members Absent

Lieucetia Swain (Family Commitment)
Tish Weikel (Work Commitment)

Others Present

Dr. Faye Pleso, CEO
Evan Stare, 1st/2nd Grade Teacher
Crystal Moore, Classroom Management Specialist

Executive Session

The Board met for executive session at 6:00pm to discuss student 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 6:02pm.

Call to Order

Jill Clinton called the meeting to order at 6:03pm. Introductions were made.

Approval of Consent Agenda

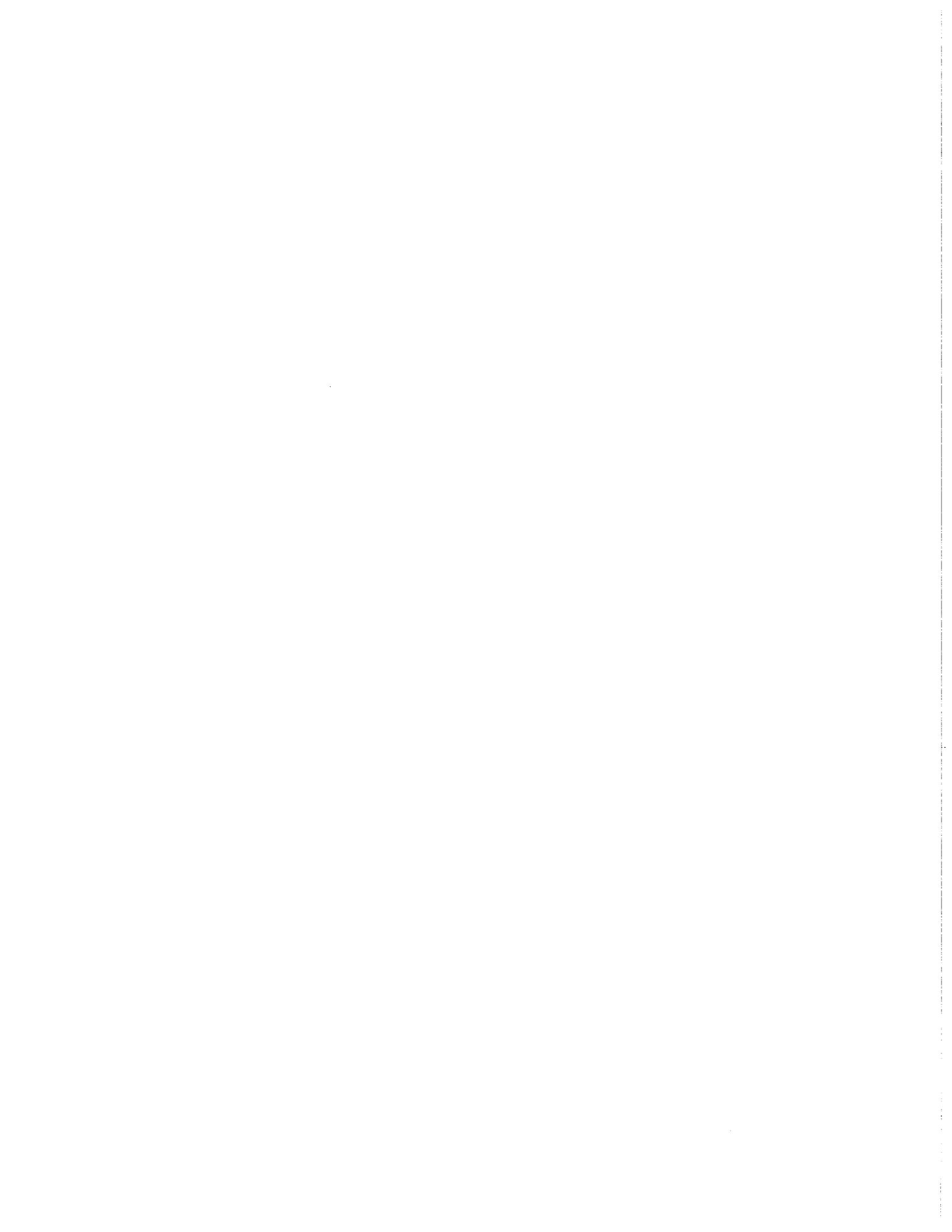
Becky Uppercue made a motion to approve the consent agenda as submitted. Diana Williams seconded the motion. The consent agenda was unanimously approved by roll call vote.

Public Comment on Agenda Items

No comment

Old Business

No old business



Administrators Report

Crystal Moore provided a PowerPoint presentation covering the role and need for a social worker in a school setting. Social workers can do assessments and testing that include the student's families. They can also support families seeking help within the community that affects students – from homelessness to addiction to mental health concerns. Social workers add services school counselors cannot provide, such as staff training programs, assistance with classroom management, and assessments for students in crisis and/or with mental health concerns. In most cases, a social worker would replace a contracted psychologist while providing crisis intervention, develop intervention strategies to increase academic success, help conflict resolution and anger management, provide support services for grief and divorce counseling, and help children develop social-emotional skills.

There was a brief discussion following the presentation. Jill Clinton pointed out that this may be an enormous task for one person due to our school having so many sending districts. A social worker would potentially be working with agencies and service providers from several towns and counties. Becky Uppercue asked how this person would work with our already-contracted providers through the LIU. The Board would want to avoid doubling up on fees and services and it may be difficult or impossible to remove these types of services from the overall package of services and therapies we pay the LIU to provide. It was agreed that more discussion is needed on this subject.

Dr. Pleso reported a current enrollment figure of 219 students, down one from last month. There are 225 students enrolled for the 2019-2020 school year so far, with only 4 spaces left in Kindergarten. Dr. Pleso anticipates meeting the total enrollment goal of 250 students for the next school year.

Dr. Pleso recommended hiring Kayla Bucher as PCA. Becky Uppercue made a motion to approve the hiring of Kayla Bucher at \$14.50/hr, no benefits, under 30 hrs/week as of April 1, 2019. Diana Williams seconded the motion. The motion passed by unanimous roll call vote.

Dr. Pleso is currently interviewing candidates for Mrs. Stough's classroom assistant for the remainder of the school year and should have someone in place by the April meeting.

School Attorney Kathy Nagle made adjustments to the Teacher's Assistant (Title I and non-Title I) and part-time support staff job descriptions. The primary change made was that Title I assistants must now have an Associates Degree. There was some discussion about the role of the part-time support staff. Kathy Nagle wanted to include clarification that this was a non-academic position. Jill Clinton questioned why there is a paid non-academic support position for students when there are several PCAs at the school in addition to teacher's aides. Dr. Pleso explained that there is currently one that has been working with students in this capacity for

several years. Jill suggested re-visiting this position next year. Diana Williams made a motion to accept the revised job descriptions of Teacher's Assistant (Title I), Teacher's Assistant (non-Title I) and part-time support staff. Becky Uppercue seconded the motion. The motion passed by unanimous roll call vote.

Dr. Pleso reported that the Kegerreis one-year contract for billboards is due and she will be renewing it for \$5,825. Becky Uppercue inquired about how much of an increase it is over last year's contract. Dr. Pleso will let the Board know at the April meeting.

The school's IT company, Kirbtech, is currently being paid by the visit and they have suggested to Dr. Pleso that we could save money by entering into a contract that would begin on July 1, 2019. Because the amount would exceed \$10,000, Dr. Pleso will obtain two additional quotes and will present each one to the Board in April.

The school received a large donation of new children's clothing from the Gettysburg Freemasons Good Samaritan Lodge 336. Nurse Adrian will inventory and administer the donation.

Report of the Chair

Submissions for the next newsletter were due yesterday. It will be printed and distributed next week.

Jill will attend the next staff meeting on April 23rd and Rose will attend the one on May 26th.

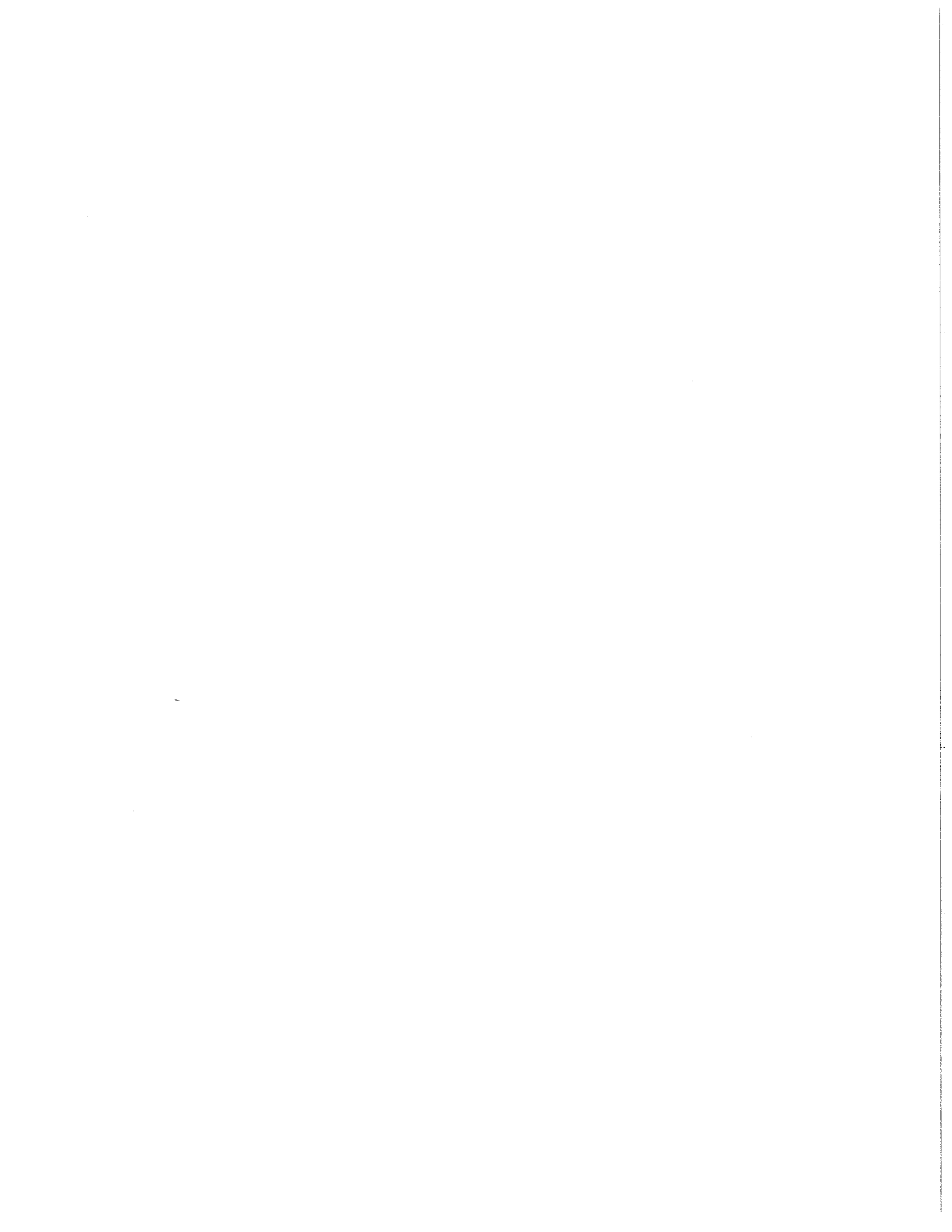
The May 30th board meeting is changed to May 29th at 6pm.

The next Executive Committee meeting is April 9th, with the agenda due April 2nd. The committee will be reviewing the Students' Rights and Responsibilities Policy.

Jesse Bean was able to find a free, online course through the PA Department of Education to satisfy the Board's Act 55 duties. Jill will send each Board member a link and once reflections are written, Dr. Pleso will certify that they have completed the course and produce certificates to keep on file. Rose Thornberry and a new Board member serving out Melissa Ring's term will need to complete the course by June 30th. Jill Clinton, Tish Wiekkel, and Becky Uppercue must complete the course by June 30, 2020. Lieucetia Swain and Diana Williams have until June 30, 2021 to take the course.

Executive Committee

The committee met on March 12th to review the Health, Safety, and Substance Abuse policy as well as the Special Education and Students with Disabilities policy. Rose, Diana, and Jill



discussed their findings from individual review and were unable to find any appropriate deletions or additions – or even any spelling or grammatical errors. They did have several suggestions:

- The Health/PE teacher was named on page three of the Health, Safety, and Substance Abuse policy. The committee suggested that be referred to by title only, rather than the name of the current teacher.
- Rose pointed to a passage on page five that states, “student artwork is to be displayed in the service and/or dining areas.” Dr. Pleso will look into this and we will discuss at the April board meeting.
- There was also a discussion about fundraising referenced on page seven. The committee felt that it should be kept to healthy options and that our annual Gertrude Hawk fundraiser may not fall within those guidelines.
- When referring to the school’s Nurse/Nurses’ Aides, it outlined care they could do at the school, including “starting IVs,” which the committee questioned.

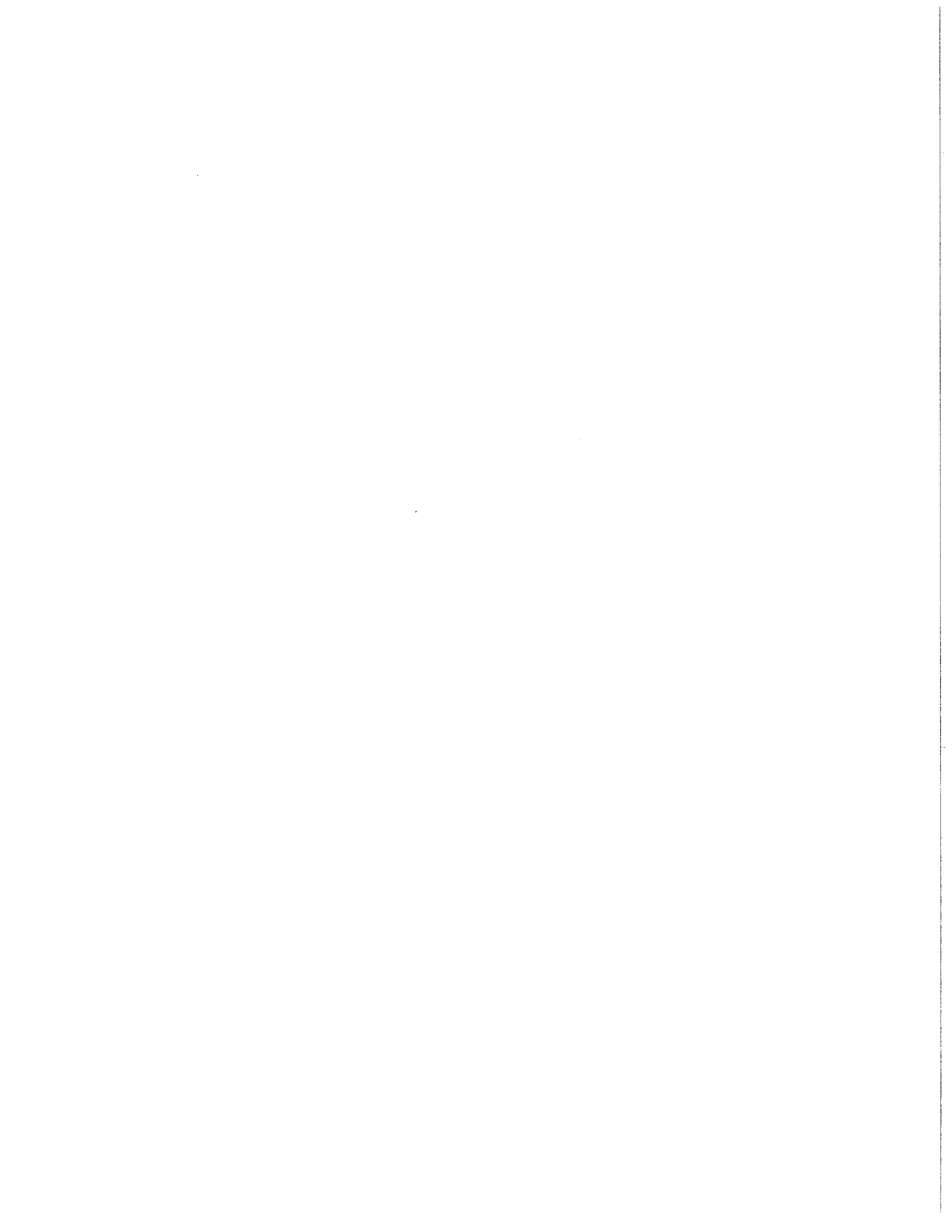
Finance Committee

Review of Budget

- As of February 28th, we have approximately \$550k in checking and total assets are approximately \$937k, which includes funds still due from sending school districts.
- Overall, we continue to have a very strong year financially, with increasing net income with four months left in the fiscal year. We are in good shape as we end the year to secure loans and have a strong down payment for our building project. We have tracked fairly close to the budget throughout the year.

2019-2020 Draft Budget Review

- The committee met to draft an initial budget for 2019/20 and it will be based on 230 students, though Dr. Pleso is expecting 240-255 to enroll for the next school year. Our total enrollment capacity is 285.
- The draft budget is anticipating net income of \$145,000
- The draft budget includes two part-time RtI teachers, a vice principal/instructional coach, a new 1st/2nd grade teacher and classroom as well as an aide. These additions will be discussed at length when the draft is presented to the Board at the April meeting. Jill Clinton reminded Dr. Pleso and the Board that technology upgrades were also mentioned as part of the next budget. Dr. Pleso wants to be sure we don’t invest in something permanent or difficult to move in light of the coming renovations to the building and removal of the mods in 2021. The Board discussed the need for more computers in the classrooms, given the investment in programs like Rosetta Stone. Without the hardware, the students can’t access these on a regular basis. We also need to be mindful about mobile classroom technology that could be used as instructional tools for teachers and as research



tools for students. Dr. Pleso reminded the Board that the Montessori philosophy does not include an emphasis on technology and that many of our families are mindful of that, so we need to try and maintain an appropriate balance.

- There was also a discussion of the surplus when crafting the new budget. Dr. Pleso said the Board in the past was comfortable with \$150,000 in surplus. Jill Clinton agreed that this was a minimum we need to have, untouched, in the bank, and accessible. She said she would be more comfortable with \$175,000 but that we could look at this more closely when the draft budget is available.
- The draft will be presented to the Board at the April meeting.

Building project funding updates

- Jesse Bean from Charter Choices and Dr. Pleso reports that the independent feasibility study process, which was the last major item needed for the USDA, is almost complete.
- The environmental study will be started once the design for the new building has been chosen with Digsau.
- The Reinvestment Fund is currently in the best position to provide our bridge loan, but Citizens Bank and Member's First have also submitted proposals to Dr. Pleso. She will provide an update at the April meeting.

Statement of Financial Interest forms are needed from Tish Weikel, AJ Warner, and Lieucetia Swain. This is a top priority for the Finance Committee, as they were due on March 31st. The next Finance Committee meeting will be April 17th when they will continue to refine the budget in preparation for the Board meeting.

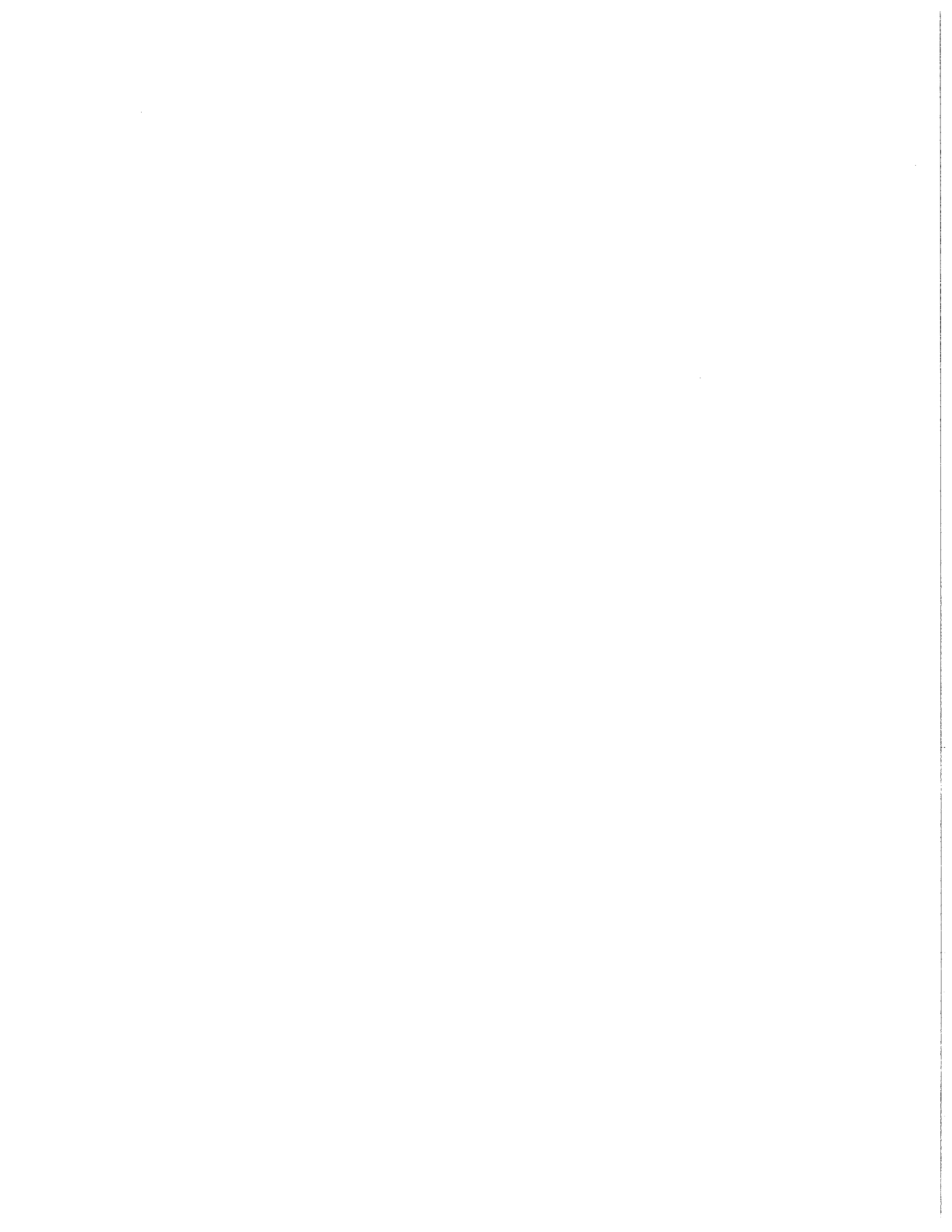
Personnel Committee

Lieucetia Swain reported that she requested a PDF of last year's survey to forward to Dr. Pleso for revisions. The survey will be revised, Survey Monkey subscription started, and email out to parents on April 29th. Lieucetia looked into an upgraded plan on Survey Monkey, but said that the additional features did not bring a lot of value for the additional cost.

Governance Committee

The committee met on March 4th to re-interview a candidate that was previously vetted last year and not chosen for the available Board seat. Unfortunately, the candidate did not show up to the meeting and did not respond to calls or emails. Multiple attempts were made to contact the candidate with no success. The open position has been posted on the school's Facebook page and in the forthcoming newsletter. A few people have responded and Jill Clinton is making contact with them and following up.

Building Committee



The committee has narrowed the design to three options. At the next meeting, revisions to the three designs will be presented and the committee will choose the final design. The architecture firm, Digsau, anticipates the new footprint will be 15,000 sq. ft – 16,000 sq. ft. They are working with our civil engineer, Bob Sharrah, who worked on the original expansion plans and helped get our approvals and permits from the township. He feels that as long as the new footprint does not exceed 1,000 sq. ft – 2,000 sq. ft over what was originally approved, we should not have an issue with the township. The architects would like to plan for as close to the original square footage as possible, not only for permitting reasons, but also for cost considerations. Once the final design is chosen, the committee will not meet again for 4-6 weeks while refinements and adjustments are made, information is forwarded to the USDA and studies are started.

As mentioned elsewhere in these minutes, the feasibility study should be done this week or next. The CPA firm has completed their work. Dr. Pleso has received proposals from several financial institutions offering bridge loans. The Reinvestment Fund has offered \$4.2 million; Members 1st has offered \$3.4 million (pending the outcome of the feasibility study); and Centric Bank has offered \$4.4 million for the bridge loan. Citizens Bank is expected to make an offer for a loan this week.

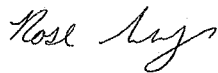
Housekeeping

None

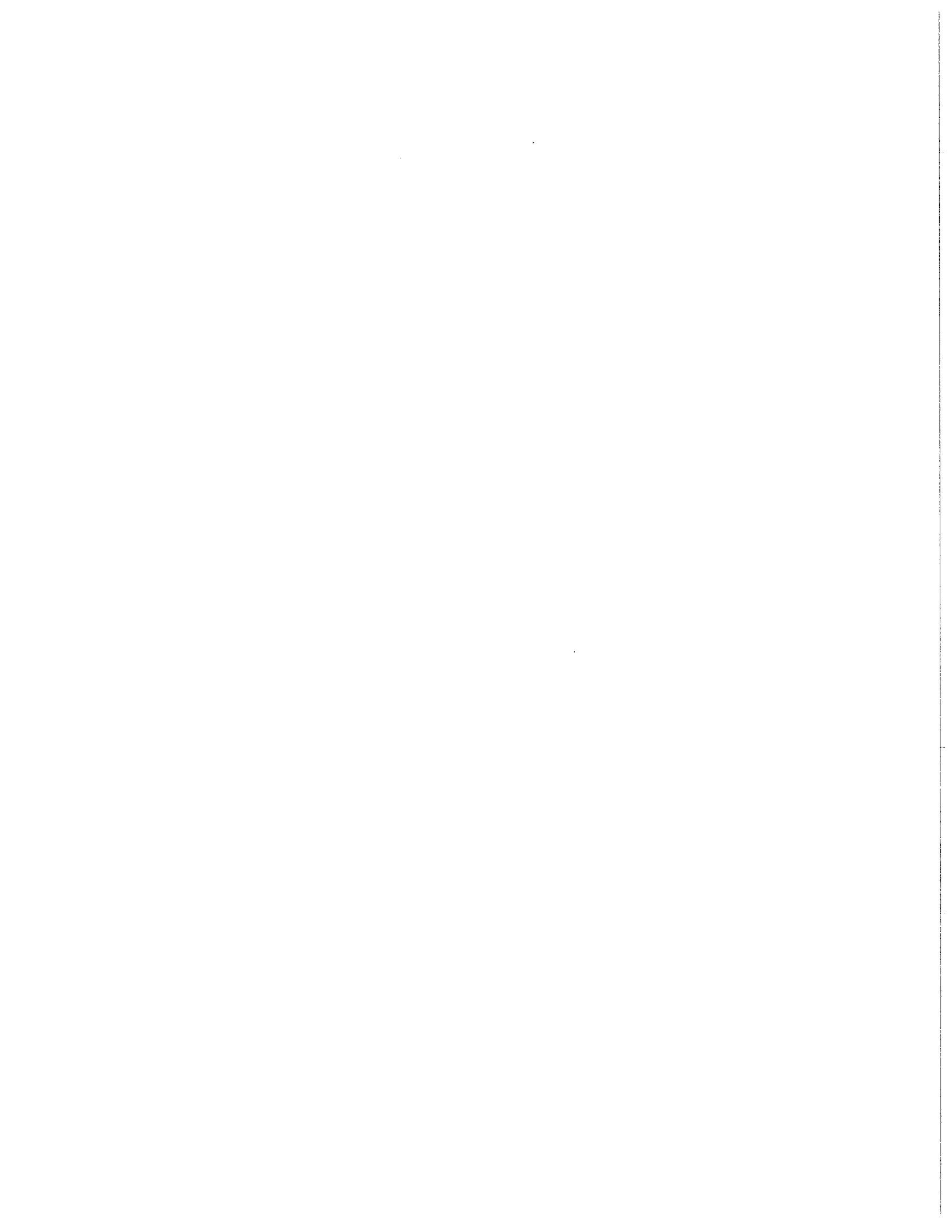
Adjourn

The meeting was adjourned by the Chair Jill Clinton at 8:02pm.

Approved:



Rose Thornberry, Secretary



**Gettysburg Montessori Charter School
Board of Trustees Official Minutes
April 25, 2019**

Board Members Present

Jill Clinton, Chair
Becky Uppercue, Vice Chair
Rose Thornberry, Secretary
Tish Weikel, Member-at-Large

Board Members Absent

Lieucetia Swain (Family Commitment)
Diana Williams (Family Commitment)

Others Present

Dr. Faye Pleso, CEO
Tom Hockensmith, GMCS parent
Shanin Caplener, GMCS parent
Jesse Bean, Charter Choices (via telephone)

Executive Session

The Board met for executive session at 6:03pm to discuss student-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 6:10pm.

Call to Order

Jill Clinton called the meeting to order at 6:11pm. Introductions were made.

Public Comment on Agenda Items

No comment

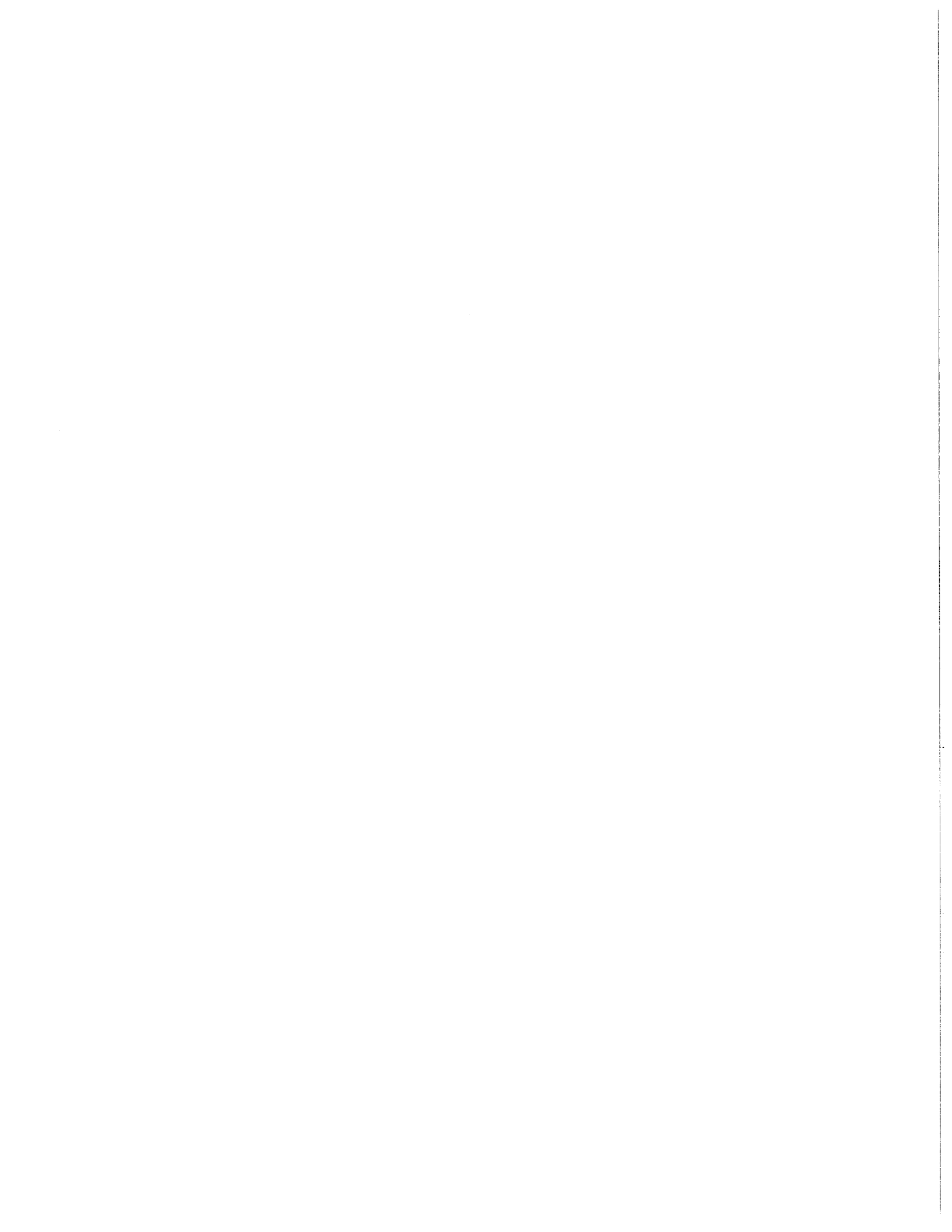
Old Business

No old business

Finance Committee

Review of Budget

- Jesse Bean gave a detailed overview of the March balance sheet, which included an \$800,000 surplus with an expected \$500,000 down payment as our part of the



USDA building construction loan.

- Michael Snyder of Charter Choices will begin compiling the documents needed for the June audit.

2019-2020 Draft Budget Review

- Jesse Bean explained that we currently have a surplus of about \$800,000 of which approximately \$500,000 will serve to satisfy our part of the loan for our construction project. \$300,000 (and possibly more, all far above original projections) will remain as liquid surplus, an important sum when banks are considering bridge loans. They need to know that we have a satisfactory amount that is liquid in our reserves in order to be a solvent candidate for their loan.
- We are \$120,000 positive in our budget (income/revenue) due to conservative estimates and good financial stewardship. The Cleaning and IT line items are the only ones where we saw negative variances.
- Jesse Bean presented the preliminary draft of the proposed 2019-2020, which revised, and included information based on the discussion of the first draft which was extensively reviewed at the April meeting of the Board. The initial draft was based on 230 students and this second version is based on a revised enrollment of 237 students. Dr. Pleso is still expecting 240-255 to enroll for the next school year. Our total enrollment capacity is 285.
- Jill Clinton expressed concern about a 17% (\$300,000) expenditure increase due to new personnel costs associated with hiring five new positions: Assistant Principal/Instructional Coach; two RtI part-time teachers; one classroom teacher; and one classroom aide. The figure also includes a generous 6%-7% cost of living increase and commensurate health insurance premium increases.
- The role of the proposed assistant principal was discussed at length. Jill proposed that candidates considered for that position either have their principal certification or be enrolled in a program with a definitive timeline to earn that specialized administrative certification. Faye is unsure of what the candidate pool will look like at this point and said she is unsure she could guarantee that given our salary and benefits package, but is something to consider. The Board discussed the long-term potential of this position and would like to find someone that could be on-track to be considered for a leadership role in the future. There was also an in-depth conversation about this being a dual-role position and that this person will take on duties of instructional coach – including professional development of the faculty, systems development, classroom management, curriculum development, etc. Faye acknowledged that this dual-role may eliminate the need for other staff and Jill stressed that this is a key element in considering this costly staff addition. Our goal is not to duplicate administrative duties among staff.
- Jill expressed hope that the line item for ‘Support Staff’ in excess of \$10,000 will

eventually be phased out. She also questioned whether \$2,000 was enough in the 'Advanced Degree Bonus' line item, especially since a vice principal/instructional coach will likely have a Master's.

- Another major expense in the preliminary budget is the removal of the modular units in July 2021. Dr. Pleso has divided the enormous payments of approximately \$180,000 to Mobile Lease into two, one of which will be included in this 2019/20 budget.
- Charter Choices worked with Dr. Pleso to break out our LIU serves into line items identifying each therapy service. These new codes fall under Special Education and include ESL, Deaf/Hard of Hearing, OT/PT services, IU services, psychological services, and Speech therapy.
- There is also a significant increase for technology in the preliminary budget, from approximately \$2,000 in last year's budget to \$8,500 in this proposal. Dr. Pleso wants to be sure we don't invest in something permanent or difficult to move in light of the coming renovations to the building and removal of the mods in 2021, but several Board members discussed the need for more computers in the classrooms, given the investment in programs like Rosetta Stone. Without the hardware, the students can't access these on a regular basis. We also need to be mindful about mobile classroom technology that could be used as instructional tools for teachers and as research tools for students. Dr. Pleso reminded the Board that the Montessori philosophy does not include an emphasis on technology and that many of our families are mindful of that, so we need to try and maintain an appropriate balance.
- Rose Thornberry questioned where the Owner's Representative fee was in the proposed budget. Dr. Pleso was told by Digsau that we may not need to hire one this summer after all and may be able to wait until construction is imminent, pushing the expense into the 2020/21 budget. There is a line item in the proposed budget under the 'Architect' in the amount of \$176,000 that Dr. Pleso believes includes the Owner's Rep expenditure. Jesse Bean and Dr. Pleso will update the Board at the May meeting.
- The proposed budgeted surplus is \$157,000, which Jesse Bean believes will likely end up significantly higher. This figure is balanced with 3% increases across the board, 5% staff salary increases, and \$500,000 committed to the building project. Jesse Bean, Charter Choices, Dr. Pleso, Diana Williams, and Becky Uppercue stand behind the proposed preliminary budget and feel that it is consistent with past fiscally conservative and appropriate budgets.
- The final draft of the 2019/20 budget will be presented to the Board for a vote at the May Board meeting.

Building Project Funding Update

- Jesse Bean from Charter Choices and Dr. Pleso led the discussion on the four lenders vying to provide our bridge loan. The contenders are: The Reinvestment Fund, Citizens Bank, Members 1st FCU, and Centric Bank. There was a long discussion, during which the Board narrowed the choice to Centric Bank and Members 1st. Jesse reminded us about our previous relationship with Centric Bank, who was crucial in helping to purchase our new campus. They are also offering the highest CD and saving rates, which may factor into our overall banking services decision. However, Members 1st is offering the best interest rate and the lowest fees. But, Members 1st wants to require us to hire a Construction Manager. The Board and Dr. Pleso believe that an Owner's Representative serves the same purpose. In addition, the USDA already requires the State Architect to conduct oversight for our project, providing an additional layer of management. Dr. Pleso has asked Members 1st if these two positions would satisfy their requirement – and she will provide them with the State Architect's contact information – and is waiting to hear back.
- The May Board meeting will include three resolutions for the loan provider selection; the banking services selection; and the \$500,000 construction fund appropriation.

Statement of Financial Interest forms have been received by all except AJ Warner, who is no longer a parent at the school. Becky Uppercue will continue to try and reach him. The next Finance Committee meeting will be May 15th when they will finalize the budget in preparation for the Board meeting.

Report of the Chair

Jill Clinton gave an Act 55 explanation to guests, including the information that any new Board members, along with Rose Thornberry, will need to complete their online training by June 30th. Jill sent the link to all Board members.

Dr. Pleso had some grammatical corrections to the website FAQ/Q&A. Rose Thornberry will correct these and return to Dr. Pleso.

Jill will attend the next staff meeting on April 23rd and Rose will attend the one on May 26th.

The May 30th board meeting is changed to May 29th at 6pm.

The next Executive Committee meeting is May 14th, with the agenda due May 7th. The committee will be reviewing the Students' Rights and Responsibilities Policy. The committee will collect and submit all proposed policy changes to Dr. Pleso all together during the summer.

The Board's self-assessment needs to be completed; there will be an update at the May meeting.

Administrators Report

Current enrollment stands at 220. There are 237 students currently enrolled for the 2019-2020 school year.

GMCS was just awarded a Hoffman Foundation grant in the amount of \$15,000 for materials for the school's new library. Jill Clinton will sign paperwork to accept the grant. The foundation has been notified that the expenditures related to the grant will be deferred to 2021.

Dr. Pleso has also applied for a Small Rural School Achievement Grant from the US Department of Education.

Dr. Pleso and Jesse Bean have a meeting on May 6th with the USDA. The application is almost complete – we now have the financial feasibility study; proof of insurances; mortgage statements; SAM registration renewal; verification of our 20% down payment; and legal services agreement. We are just waiting for the architect's feasibility study to be completed and that should be finished soon.

Dr. Pleso recommended hiring Kim Barber as a long-term substitute in Megan Stough's 3/4 classroom. Becky Uppercue made a motion to approve the hiring of Kim Barber, retroactive to April 25th at \$17/hour, with no benefits, for the remainder of the school year. Tish Weikel seconded the motion. The motion passed by unanimous roll call vote.

Dr. Pleso renewed our one-year contract for billboards with Kegerreis for \$5,825. Some marketing language was changed, but there was no increase over last year.

Personnel Committee

The committee completed the revisions to the Parent survey and it will be ready before deadline. It will be sent out by the end of April.

Governance Committee

The committee held a special meeting on April 17th to interview two parent candidates, Tom Hockensmith and Shanin Caplener. After deliberation, the committee recommended that Tom fill Melissa Ring's vacant seat, which will be up for re-election in May 2020. Tom has submitted all clearances and necessary documents to the committee. The committee also recommended that Shanin fill the upcoming open seat, which is being vacated by Lieucetia Swain at the end of June. Her term will also expire in May 2020. Shanin has submitted all clearances and necessary documents to the committee.

The committee continues to recruit potential Board members. One parent has moved forward in the process and is ready to be vetted by the committee. Ashley Reid has begun to submit her clearances and other documents. She will be interviewed at the committee's next meeting on May 6th.

The following Board members' terms expire May 31st: Jill Clinton, Tish Weikel, Becky Uppercue, and Rose Thornberry. Jill is running again, with the caveat that she will be unable to continue in the Chair position. Becky and Rose will also run again. Tish will not seek re-election.

Becky Uppercue made a motion to approve Tom Hockensmith for the term on the Board vacated by Melissa Ring. Tish Weikel seconded the motion. The motion passed by unanimous roll call vote.

Tom Hockensmith will be sworn in at the May 29th Board meeting, at which time the committee plans to recommend Shanin Caplener for Lucretia Swain's upcoming open seat.

Board members running for re-election need their clearances checked by the Governance committee and may re-interview them, as well, although it is not required to do so according to our Bylaws.

While the committee is vetting Ashley Reid for the next open Board seat, it will continue to encourage interest amongst community members and parents, and will hopefully have additional candidates by the time Tish Weikel's seat becomes open at the end of August.

Building Committee

The committee shared the design scheme that was chosen with the Board. The committee will not meet again for 4-6 weeks while refinements and adjustments are made, the feasibility study is completed, and information is forwarded to the USDA.

As mentioned in the Financial Committee's report, \$500,000 for construction funding will be appropriated by the Board at the May meeting and a bridge loan provider will be selected.

Approval of Consent Agenda

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

New Business; for the good of the order

None

Public Comment

None

Adjourn

The meeting was adjourned by the Chair Jill Clinton at 8:32pm.

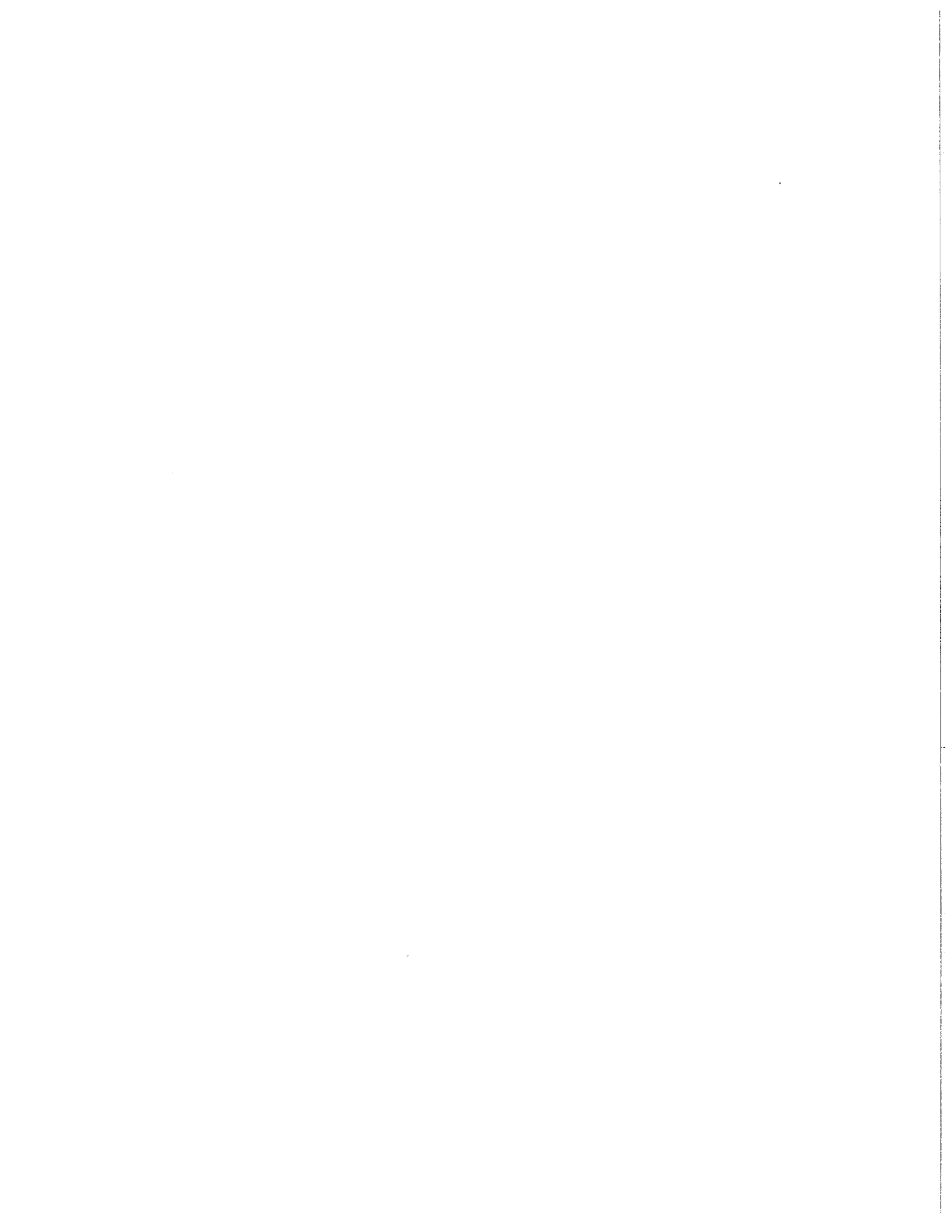
Approved:

A handwritten signature in cursive script, appearing to read "Rose Thornberry".

Rose Thornberry, Secretary

AGENDA
Gettysburg Montessori Charter School
Board of Trustees
888 Coleman Road, Gettysburg
Wednesday, May 29, 2019

5:50 pm	<u>Executive Session</u>	
6:00 pm	<u>Call to Order the May 29th Meeting;</u> <u>Introduction of Members and Guests;</u> <u>Public Comment on Agenda Items;</u> <u>Approval of Consent Agenda</u> <u>Old Business</u>	Action
6:05 pm	<u>Chair's Report – Jill Clinton</u> <i>Housekeeping</i> <i>Swear in New Board Member, Tom Hockensmith</i>	Action
6:25 pm	<u>Administrator's Report – Faye Pleso</u> <i>Enrollment Update</i> <i>Report on Student Wellness Policy</i> <i>Newsletter Name</i> <i>Personnel Report 2019-2020 Draft</i> <i>Contract Updates: Water Operations, Charter Choices, Kirbtech Monitoring, SEK CPA</i>	
6:55 pm	<u>Finance Committee – Diana Williams & Jesse Bean, Charter Choices</u> <i>Budget Review</i> <i>Quarterly Goals Discussion</i> <i>Records Audit Update</i> <i>Final 2019-2020 Budget Presentation</i> <i>Vote on 2019-2020 Budget</i> <i>Construction Funds Appropriation</i> <i>Loan Provider Selection</i> <i>Banking Services Selection</i>	Action Action Action Action
7:20 pm	<u>Personnel Committee – Lieucetia Swain</u> <i>2018/19 Staff/Parent Survey Analysis</i> <i>Staff Survey Update</i>	Action
7:25 pm	<u>Governance Committee – Jill Clinton</u> <i>Update on Recruitment Efforts</i> <i>Governance Committee Composition</i> <i>Recommendation for New Board Candidate to Fill Upcoming Vacancy</i> <i>Vote on Recommended Board Candidate</i>	Action
7:45 pm	<u>Building Committee</u> <i>Update on Design & Funding</i>	
8:00 pm	<u>New Business; For the good of the order</u>	
05/22/2019		



8:05 pm **Public Comment**

8:10 pm **Adjourn**

**Gettysburg Montessori Charter School
Board of Trustees Official Minutes
May 29, 2019**

Board Members Present

Jill Clinton, Chair
Becky Uppercue, Vice Chair
Rose Thornberry, Secretary
Lieucetia Swain, Member-at-Large
Tom Hockensmith, Member-at-Large (sworn in)

Board Members Absent

Tish Weikel (Family Commitment)
Diana Williams (Family Commitment)

Others Present

Dr. Faye Pleso, CEO

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. Dr. Pleso was invited to attend for the entire session. Executive session closed at 6:11pm.

Call to Order

Jill Clinton called the meeting to order at 6:12pm. Introductions were made.

Public Comment on Agenda Items

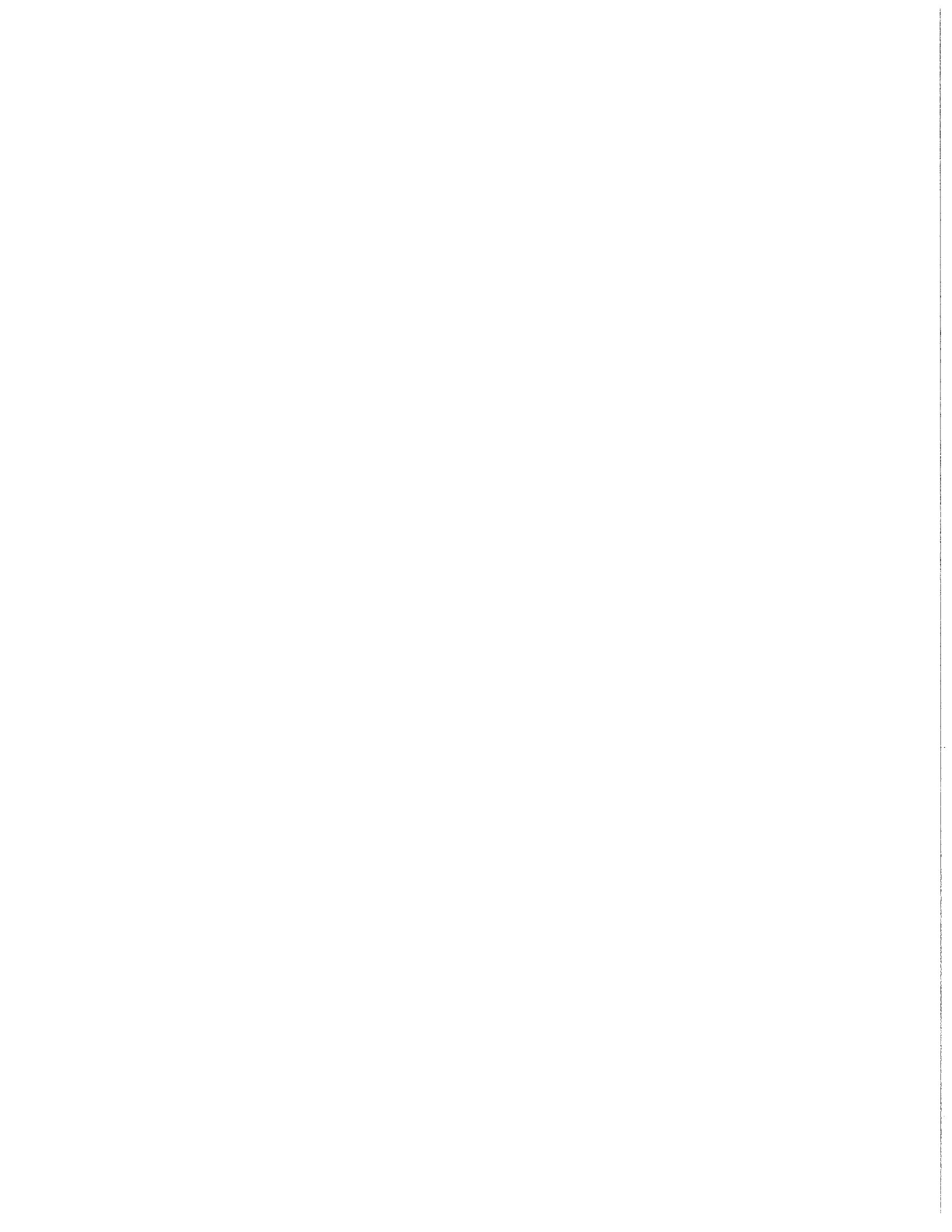
No comment

Old Business

No old business

Approval of Consent Agenda

Lieucetia Swain 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.



Report of the Chair

There was a brief discussion about Board content for the next newsletter, which is due May 30th. We will use our space to wrap up the year, introduce our new Board member, Tom Hockensmith, and mention the budget, building concerns, and invite all to the June meeting.

Jill Clinton attended the most recent staff meeting, where they introduced a new streamlined dismissal system. There was a discussion of the content and timing of the student welcome packets that are going out at the end of the school year, rather than the summer, saving significant postage. Dr. Pleso requested a list of accomplishments from staff as well as a celebrity that could potential come to our booth at next year's Giving Spree. Through a student poll, the new name for the newsletter was chosen: "Montessori Moments."

Lieucetia Swain is stepping down at the end of June and reported work continuing on the Board handbooks.

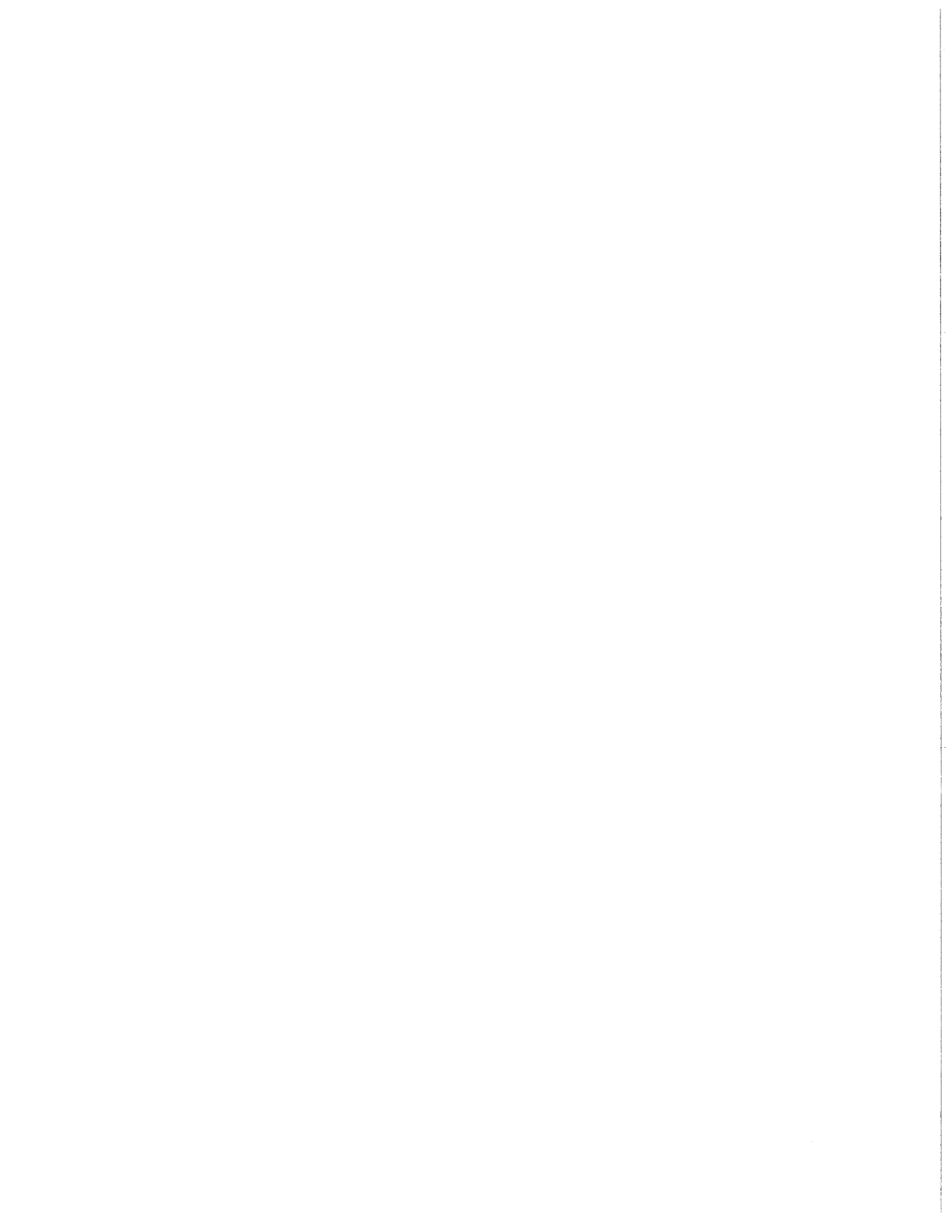
Jill previewed summer tasks for the Board, which include the Executive Committee compiling all proposed policy updates and changes to present at a Board meeting; a report on the results from the Board self-assessment (survey); updating the Board calendar; updating the student/parent handbook; approving the PDE report; and reviewing records retention procedures. We also need to prepare a report on the Parent Survey and review the results of the Staff Survey. In addition, the evaluation for Dr. Pleso needs to be prepared and completed.

The next Governance Committee meeting is June 3rd. The agenda has been submitted. The next Executive Committee meeting is June 11th. If the meeting takes place, Jill will post the agenda by June 4th. The next Finance Committee meeting is due to take place June 12th, and an agenda is due June 5th. The next Board meeting date has been changed from June 27th to June 26th. This was advertised in the Gettysburg Times on May 22nd.

Rose Thornberry has submitted the final FAQ/Q&A for the school website to Dr. Pleso. This will be added to the school website this week. Dr. Pleso informed the Board that she has plans to revamp the website this year.

Rose completed her online Act 55 training and submitted her reflections to Dr. Pleso in return for her certificate, which will be placed on file with the school.

Tom Hockensmith, a GMCS parent, was sworn in as a new member of the Board of Trustees. He replaced Melissa Ring, who resigned before her term expired. Tom's seat is up for re-election in May 2020.



The Board's self-assessment is almost completed, with five surveys returned; there will be an update at the June meeting.

After a discussion about the appropriate processes, it was decided that Jill would reach out to our school's attorney, Kathy Nagel at Conrad O'Brien, for clarification on two issues. One involves the handling of school contract renewals and the other is about vetting and election procedures for Board members seeking a second term. Jill will present the answers from Kathy at the June Board meeting.

Administrators Report

Current enrollment stands at 220. There are 237 students currently enrolled for the 2019-2020 school year.

Dr. Pleso was pleased to announce that the Summer Academic Camp currently has 70 students enrolled. The amount of interested students exceeded her expectations and she will need to increase the \$2,000 originally budgeted to \$5,000 to operate.

Dr. Pleso presented the GMCS Wellness Committee end-of-the-year policy review. The committee would like to stress the importance of health and wellness to staff as a primary focus of the next school year by encouraging walking, group activities, and friendly competition.

There were several goals of the committee accomplished this 2018-19 year:

- Daily announcements regarding health and wellness were made during morning announcements
- The first school garden at our Coleman Road campus was planted and is continuing for a second year
- Field trips to nearby animal and dairy farms, as well as orchards, were held for Kindergarten and 3/4 classes
- Hydration was promoted with signs near water fountains – the committee would like to encourage reusable water bottles next year
- Celebratory and reward snacks, as well as lunches and daily snacks, were strongly encouraged to be healthy choices and the school sent home two reminders of this during the school year
- Students received 40 minutes of physical education per week, which is not meeting the recommended amount of 60-89 per week. However, the faculty works to include extra recesses when possible and hosts the Soccer Shots program, as well as participating in the American Heart Association's jump rope campaign and organizes an annual 5k walk/run.

Dr. Pleso presented the 2019-20 Personnel Report, which includes four current postings: two 1/2 instructional aides and 2 p/t MTSS learning support teachers. After that, she will advertise for the breakfast/lunch server and Assistant Principal positions. She has completed interviews with

seven candidates, out of 10 applicants, for the new 1/2 classroom teacher and will have a hiring recommendation at the June meeting.

Finance Committee

Review of Budget

- Becky Uppercue gave a detailed overview of the April balance sheet, which includes a net income of almost \$333k for the year, up from \$236k total income the prior year. And over \$2.5 million in total income, which is more than \$143k than we budgeted for. We are going to have to run an even tighter budget, however, in the coming years in order to get through constructions costs, as net income will be lower next year.

2019-2020 Final Budget Proposal

- The final budget is based on 237 students next year and was calculated using a 0% rate increase for traditional students and anticipating a 2% increase for special education students. Typically, charter schools see a 2% increase on traditional students – usually 84% of the population - and a 5% increase for special ed students.
- We are anticipating a \$158,000 budget surplus, but this could increase due to our fiscal management and additional student enrollment. If we see a decrease, Dr. Pleso will hold off hiring for the Assistant Principal/Instructional Coach position.
- Other highlights of the proposed budget include \$500k for construction costs, 3% staff raises, and a continued \$8k for grant writing.

Building Project Funding Update

- Citizen's Bank recently had a management turnover that resulted in a delay in our financial proposal, which now may not come for another several weeks.
- Centric Bank was offering \$4.4 million and several banking relationship perks.
- Member's 1st was determined to be the best financial partner for GMCS going forward. They are offering \$3.4 million (80% of projected costs) at a significantly lower interest rate (\$213k over the life of the loan, versus \$329k from the Reinvestment Fund and \$331k from Centric), but they initially insisted on hiring a project manager. Both Charter Choices and the USDA believed there was a work-around, and told Members 1st that because we are planning and budgeting for an owner's representative (who works much like a project manager, but in a contractor, rather than employee, capacity), and the USDA also has several levels of oversight on the project, including from the Pennsylvania State Architect, that it would preclude the school from having to hire a separate project manager. Members 1st was willing to waive that requirement in light of these facts. In addition to the benefits of working with Members 1st for the school, Dr.

Pleso was told that the USDA looks favorably on loan applicants who work with local financial institutions.

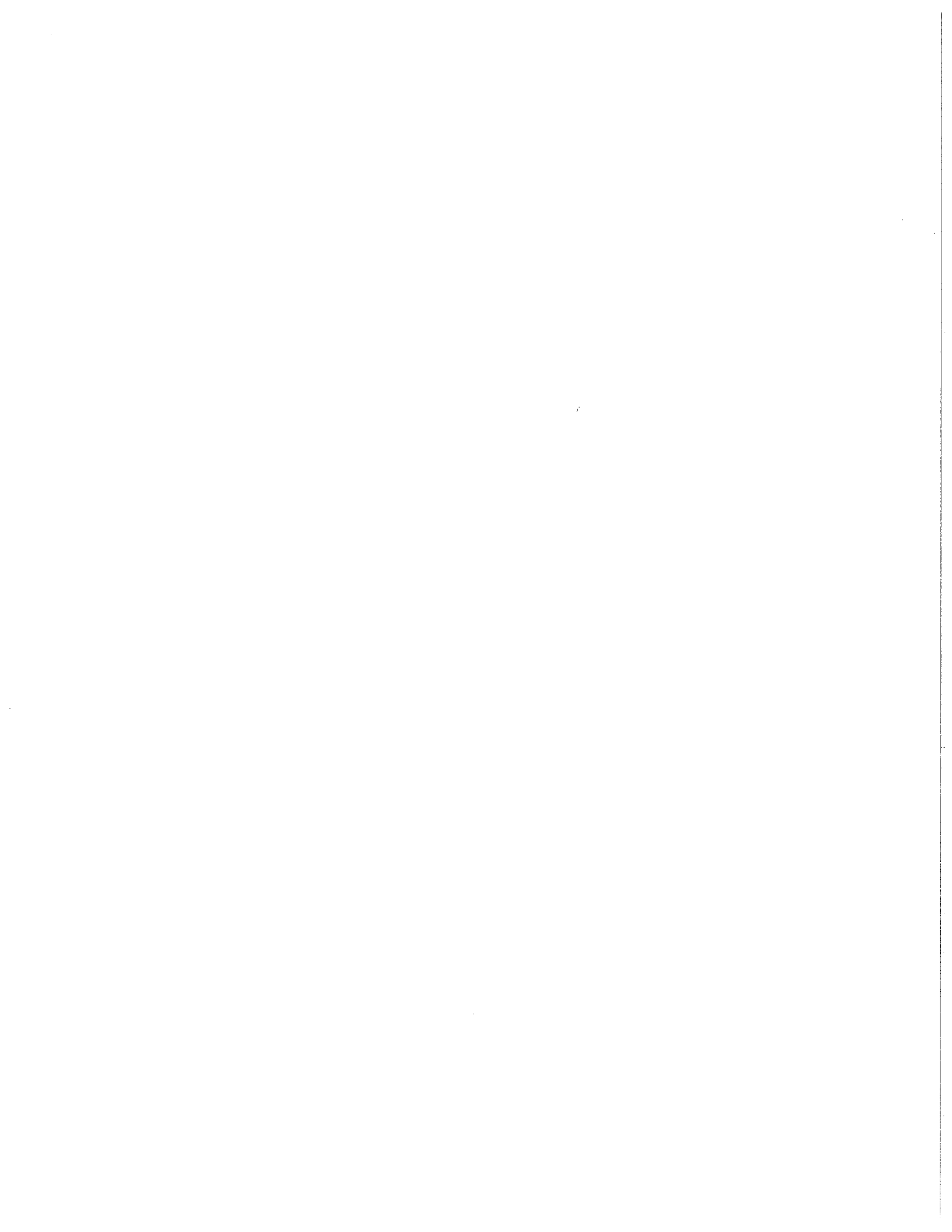
Becky Uppercue made the motion to pass the 2019-20 GMCS Budget as submitted. Lieucetia Swain seconded the motion. The motion passed by unanimous roll call vote.

Becky Uppercue made a motion, based on the recommendation of the Finance Committee, Dr. Pleso, and Charter Choices, to approve the release of \$500,000 from its committed fund balance during the school year 2019-20 to pay for expenses related to the school's upcoming construction project. These funds also represent a portion of the 20% equity contribution required as part of the school's anticipated direct loan from the US Department of Agriculture. These funds will be captured on the school's FY20 Budget as offsetting Income and Expenses. Lieucetia Swain seconded the motion. The motion passed by unanimous roll call vote.

Tom Hockensmith made a motion, based on the recommendation of the Finance Committee, Dr. Pleso, and Charter Choices, to approve the borrowing of \$3.4 million dollars from Members 1st Federal Credit Union during the 2019-20 school year to assist with expenses related to the school's upcoming construction project. This "bridge loan" will consolidate the school's current, outstanding debt through Centric Bank, provide short-term (18-24 months) construction financing and will be paid on an interest-only basis until a direct loan from the USDA takes out the principle amount of the "bridge loan" in Summer 2021, at which point construction is scheduled for completion. Jill Clinton seconded the motion. The motion passed by unanimous roll call vote.

Rose Thornberry made a motion, based on the recommendation of the Finance Committee, Dr. Pleso, and Charter Choices, to approve the selection of Members 1st Federal Credit Union as its new banking services provider. The Board hereby directs the transfer of all of its cash accounts – operating, savings, parent organization, and others – currently held at Centric Bank, to Members 1st Federal Credit Union, commencing in Summer/Fall 2019 by Charter Choices. The also directs them to work with its new bank to secure long-term investments for its Committed Fund Balance once all construction expenses and debt service covenants and obligations have been satisfied, and to secure both a Line of Credit and a Credit Card from its new bank at the earliest opportunity. Becky Uppercue seconded the motion. The motion passed by unanimous roll call vote.

Statement of Financial Interest forms have been received by all except AJ Warner, who is no longer a parent at the school. Becky Uppercue has been unsuccessful in her attempts to reach him about this matter. A certified letter, including the SOFI, was prepared for AJ Warner and will be sent before the end of May.



Personnel Committee

The 2018/19 Parent and Staff surveys have been sent out, as well as the Board's self-assessment. Rose Thornberry sent out reminder emails and extended the deadline, due to the relatively low response rates. Reminder posts on the school's Facebook page and website will be done this week. Once the surveys are closed in June, they will be analyzed and presented to the Board.

Governance Committee

Because committee member Jill Clinton is running for re-election to the Board, she has had to step down from the committee. Tom Hockensmith will take her place.

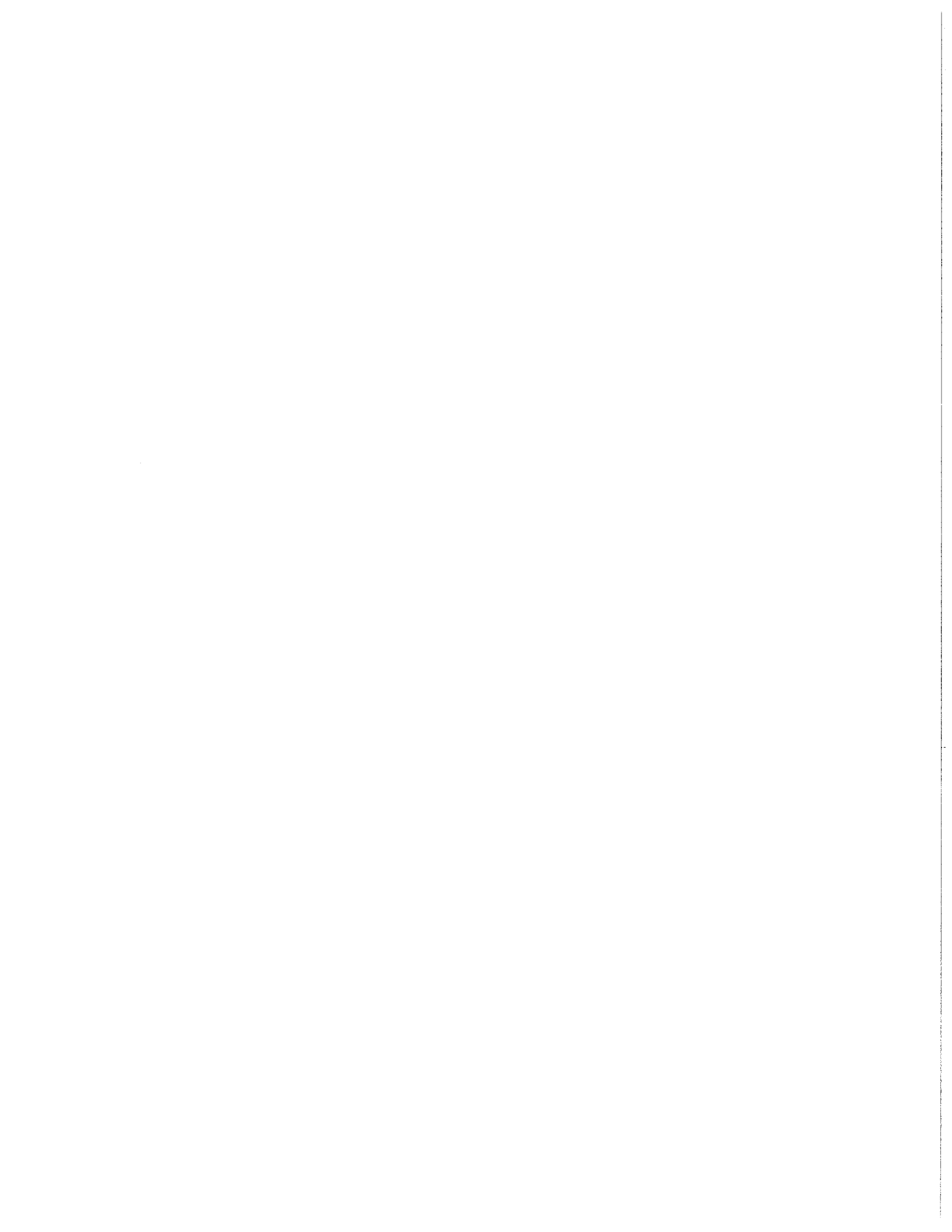
The committee met on May 6th to interview candidate Ashley Reid. She is the parent to an incoming Kindergartener and comes to us with a lot of volunteer, PTA, and non-profit experience. She has also had previous involvement as a parent with Westminster Montessori in Maryland. All clearances and required paperwork have been submitted. After the interview, the committee members deliberated and decided that she would be an excellent addition to the Board. However, the committee would like to take the time to recruit additional candidates, so there is not a recommendation to the Board at this time.

The committee did decide to recommend candidate Shanin Caplener to the Board, to fill the seat being vacated by Lieucetia Swain at the end of June. This term will expire in May 2020. Shanin has submitted all clearances and necessary documents to the committee.

Becky Uppercue made a motion to appoint Shanin Caplener to fill the remainder of the term being vacated by Lieucetia Swain. Jill Clinton seconded the motion. The motion passed by unanimous roll call vote.

The following Board members' terms expire August 31st: Jill Clinton, Tish Weikel, Becky Uppercue, and Rose Thornberry. Jill is running again, with the caveat that she will be unable to continue in the Chair position. Becky and Rose will also run again. Tish will not seek re-election.

Board members running for re-election need their clearances checked by the Governance committee and will be re-interviewed, as well, although it is not required to do so according to our Bylaws. Jill Clinton and Becky Uppercue will be re-vetted and re-interviewed at the next regular Governance committee meeting on June 3rd. They have been invited to revise or update their resumes and/or statements of interest. Rose Thornberry will be re-vetted and re-interviewed either at a specially scheduled meeting in June or at the July Governance committee meeting.



Building Committee

The USDA did not accept the feasibility report submitted by Dr. Pleso at this time. They have informed her that they will not close on our loan until after we go through the charter renewal process. The earliest we can now expect to close is July 2020, but it may likely be later. In addition, the USDA has added two additional requirements: letters of support from local residents and a record of when the Board approved the building project. Dr. Pleso is working on the former, and the Board will provide minutes to reflect the latter, which are also stored on Dropbox.

Jesse Bean from Charter Choices will approach our new banking partner, Members 1st Federal Credit Union, so see if they may be interested in providing the entire construction loan if the USDA loan does not come to fruition.

Dr. Pleso has informed Digsau of the delay and they will pivot to focus on our renovations to the existing building for the coming year. By completing these by in 2020, the delayed loan will not affect the timeline for opening the doors to our new addition in July 2021.

New Business; for the good of the order

None

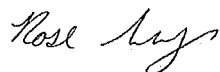
Public Comment

None

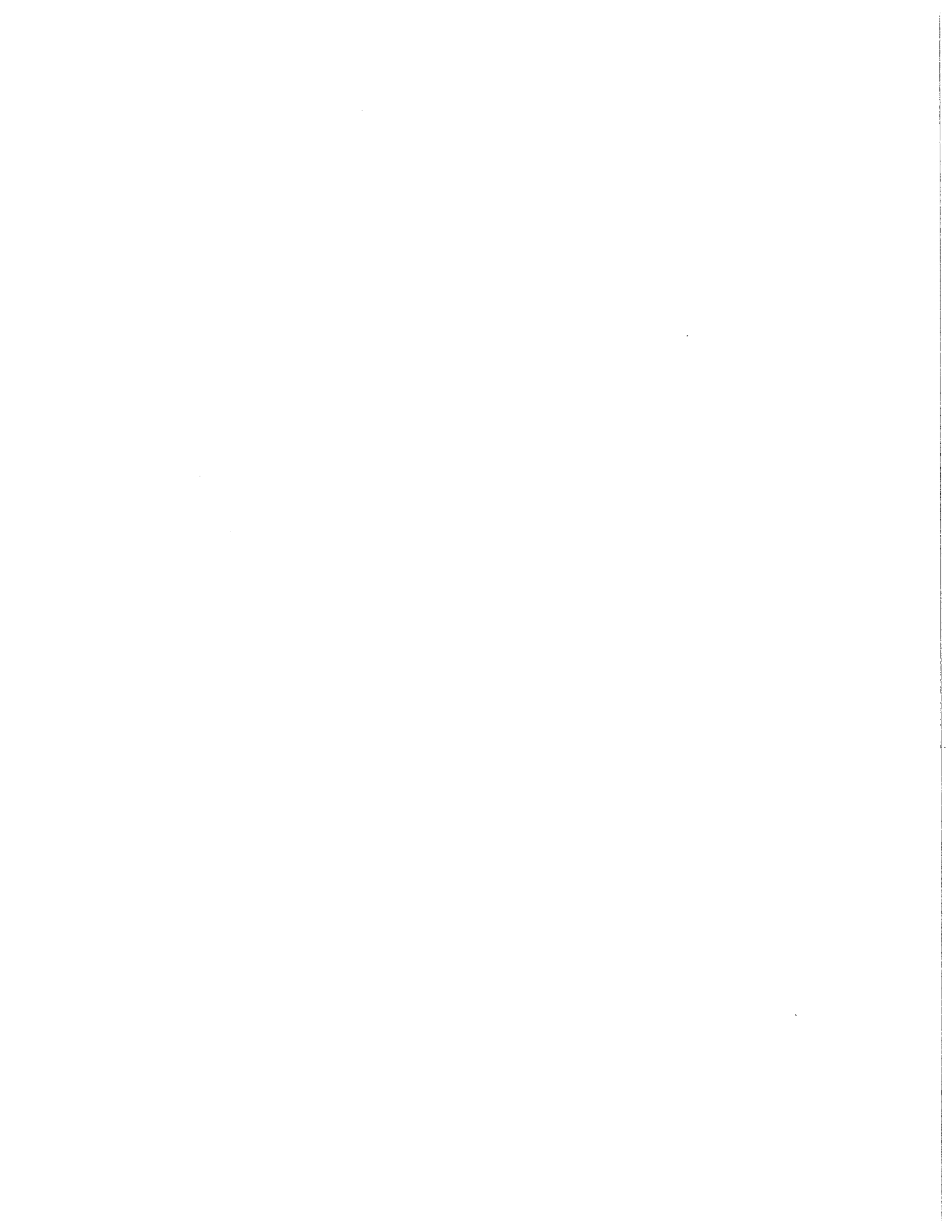
Adjourn

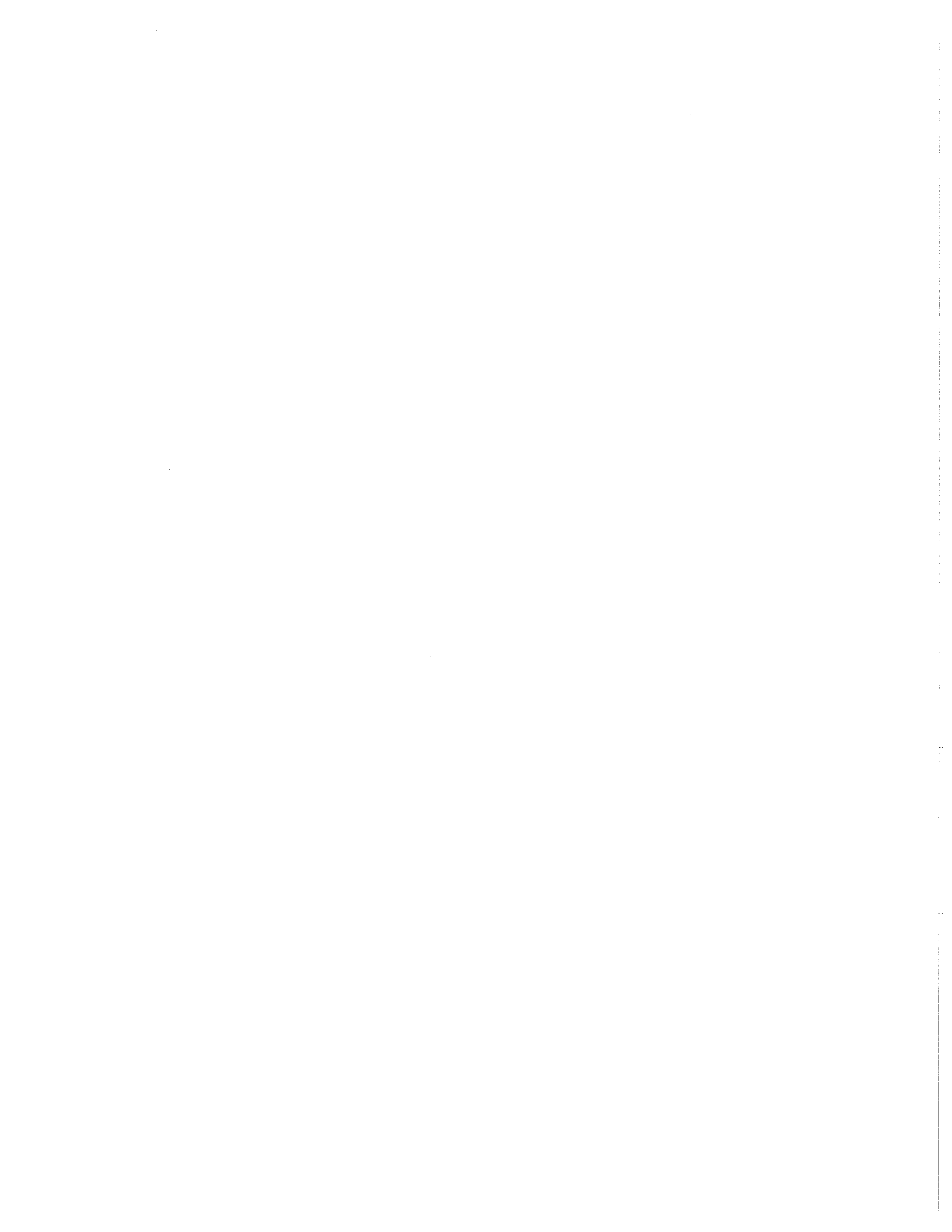
The meeting was adjourned by the Chair Jill Clinton at 8:32pm.

Approved:



Rose Thornberry, Secretary





8:25 pm **New Business; For the good of the order**

8:30 pm **Public Comment**

8:35 pm **Adjourn**

**Gettysburg Montessori Charter School
Board of Trustees Official Minutes
May 29, 2019**

Board Members Present

Jill Clinton, Chair
Becky Uppercue, Vice Chair
Rose Thornberry, Secretary
Lieucretia Swain, Member-at-Large
Tom Hockensmith, Member-at-Large (sworn in)

Board Members Absent

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Others Present

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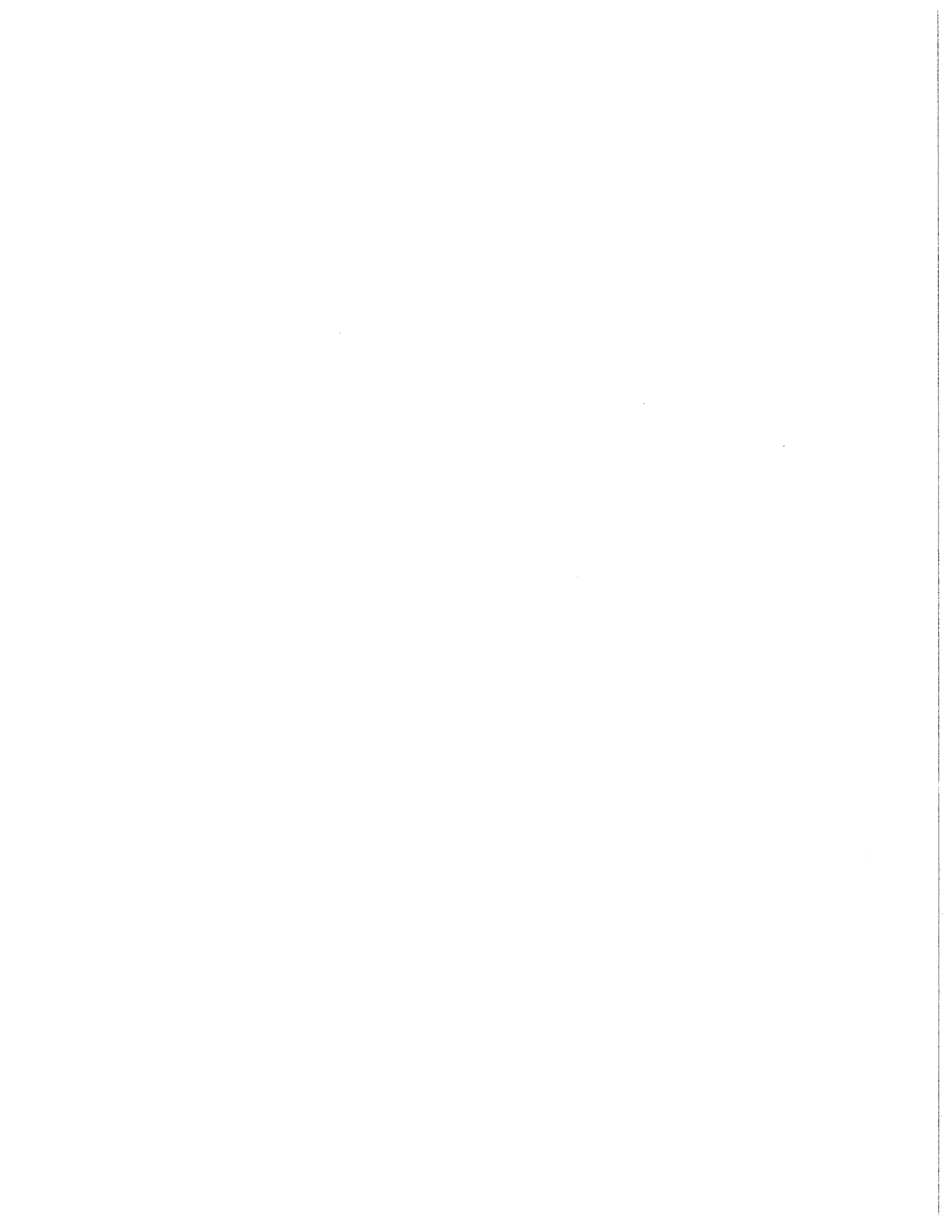
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Old Business

No old business

Approval of Consent Agenda

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Report of the Chair

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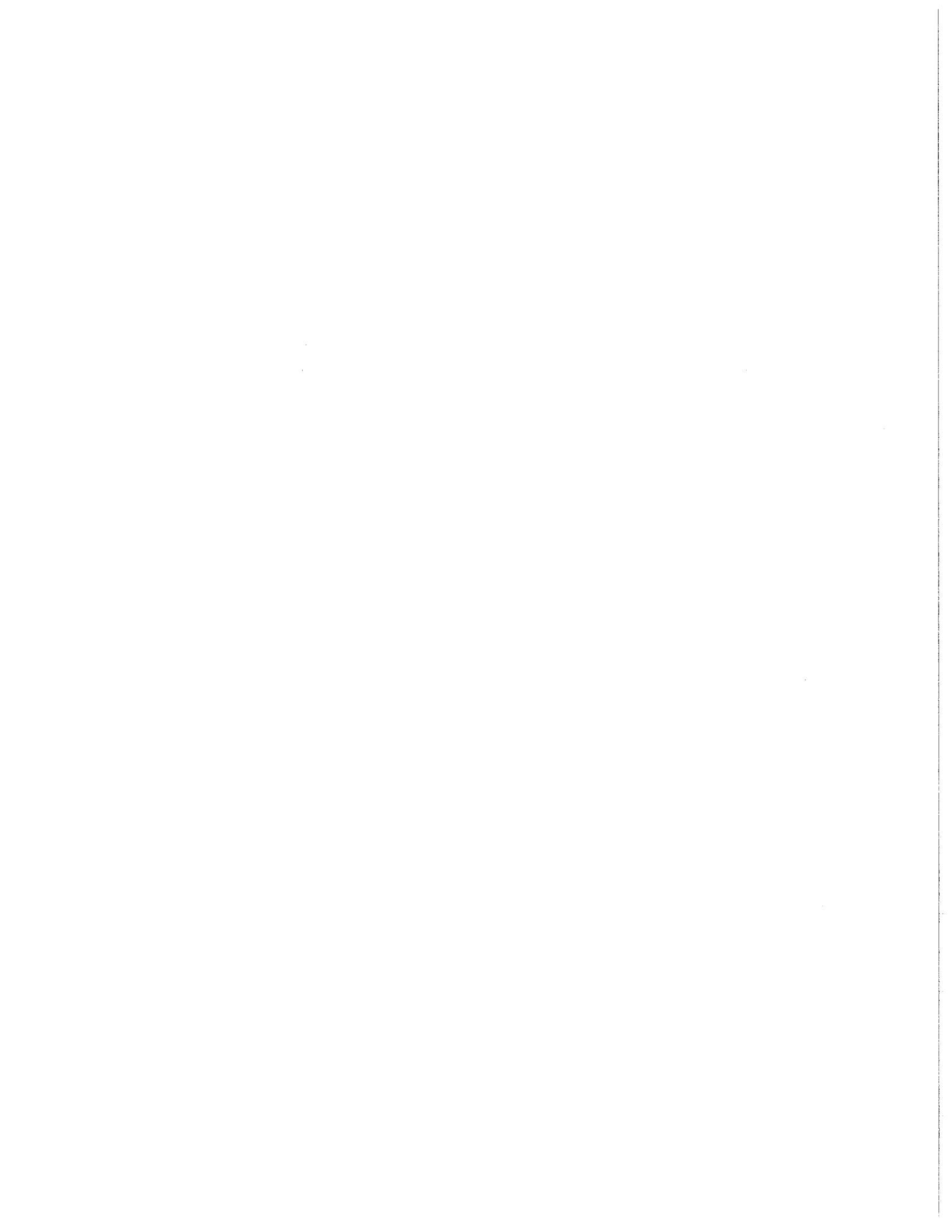
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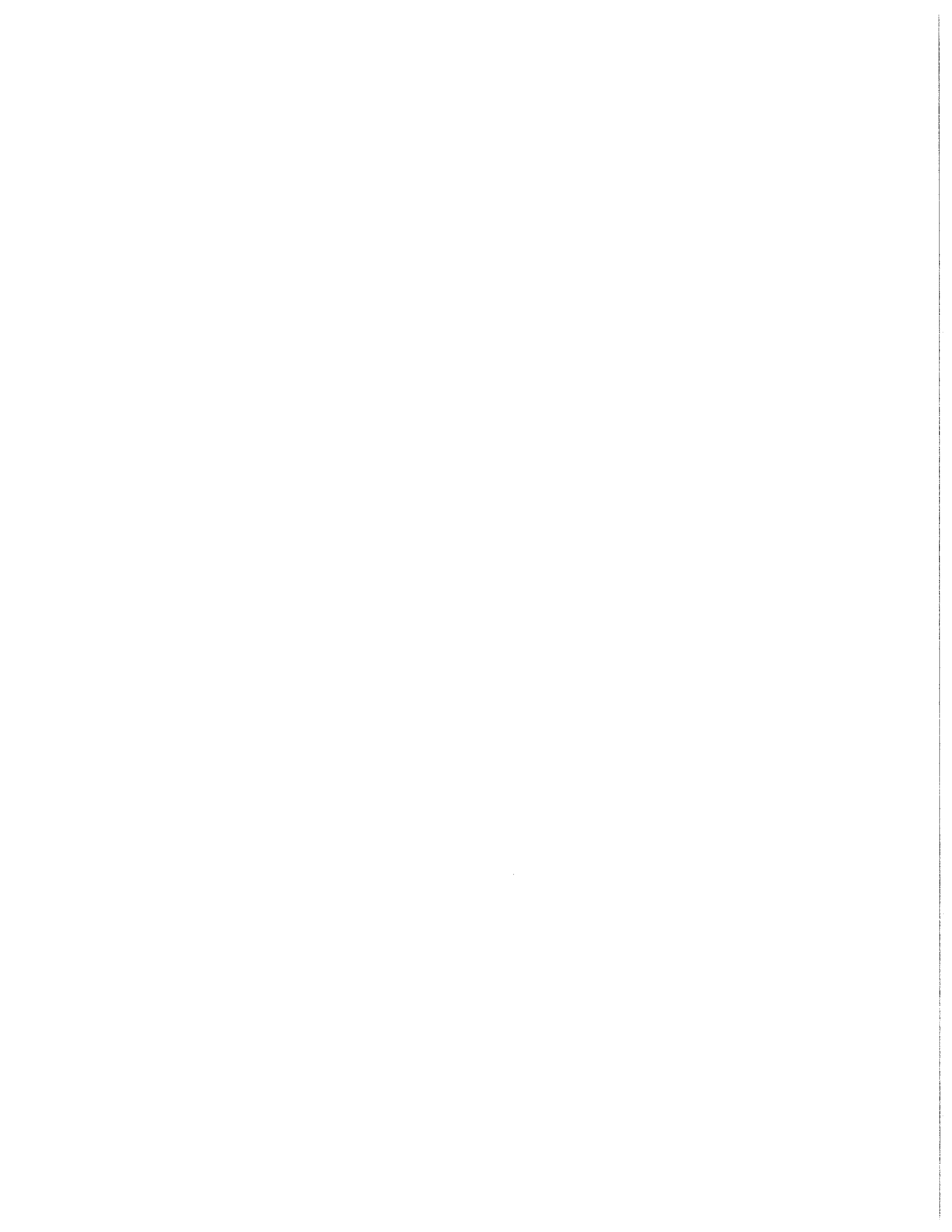
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- The first school garden at our Coleman Road campus was planted and is continuing for a second year
- Field trips to nearby animal and dairy farms, as well as orchards, were held for Kindergarten and 3/4 classes
- Hydration was promoted with signs near water fountains – the committee would like to encourage reusable water bottles next year
- Celebratory and reward snacks, as well as lunches and daily snacks, were strongly encouraged to be healthy choices and the school sent home two reminders of this during the school year
- Students received 40 minutes of physical education per week, which is not meeting the recommended amount of 60-89 per week. However, the faculty works to include extra recesses when possible and hosts the Soccer Shots program, as well as participating in the American Heart Association's jump rope campaign and organizes an annual 5k walk/run.

Dr. Pleso presented the 2019-20 Personnel Report, which includes four current postings: two 1/2 instructional aides and 2 p/t MTSS learning support teachers. After that, she will advertise for the breakfast/lunch server and Assistant Principal positions. She has completed interviews with



seven candidates, out of 10 applicants, for the new 1/2 classroom teacher and will have a hiring recommendation at the June meeting.

Finance Committee

Review of Budget

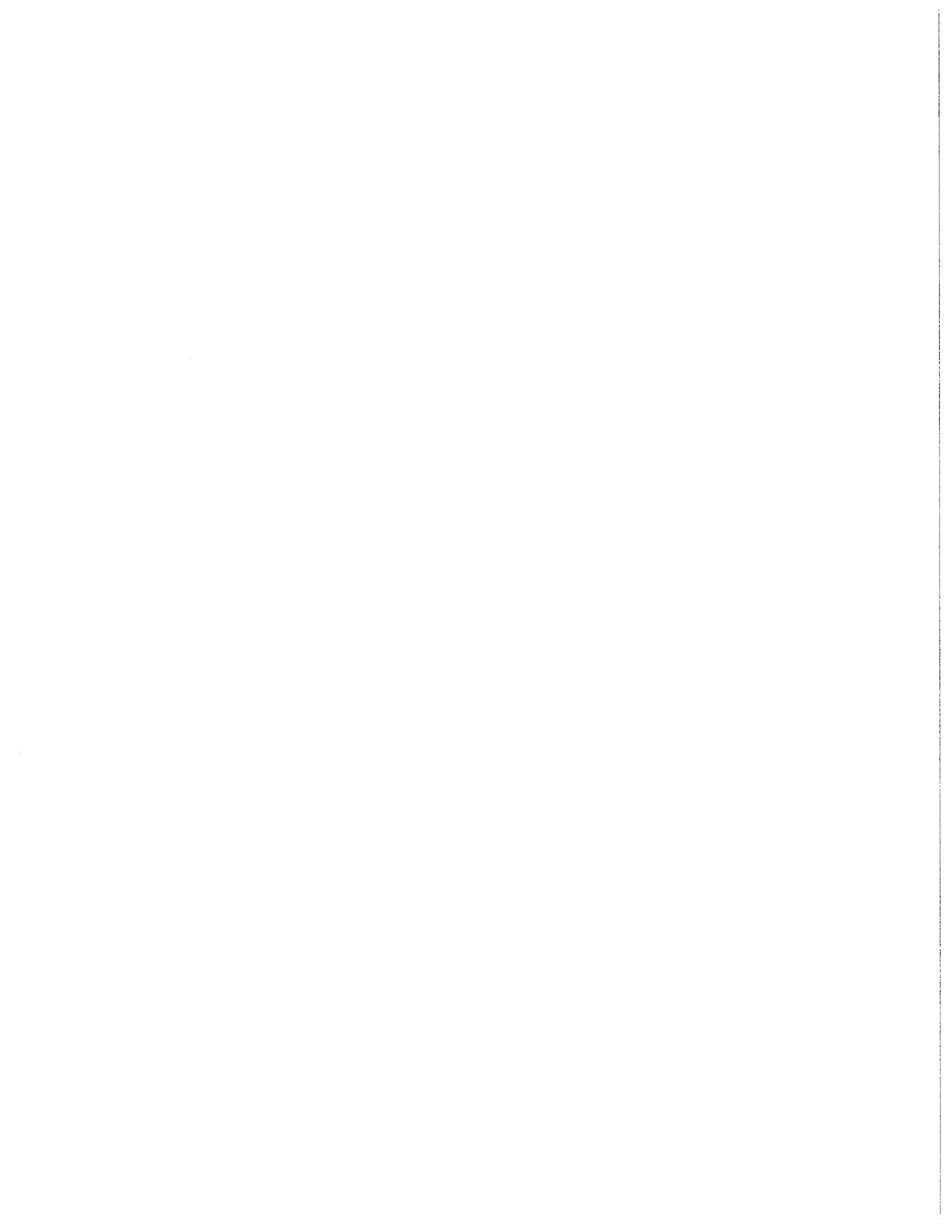
- Becky Uppercue gave a detailed overview of the April balance sheet, which includes a net income of almost \$333k for the year, up from \$236k total income the prior year. And over \$2.5 million in total income, which is more than \$143k than we budgeted for. We are going to have to run an even tighter budget, however, in the coming years in order to get through constructions costs, as net income will be lower next year.

2019-2020 Final Budget Proposal

- The final budget is based on 237 students next year and was calculated using a 0% rate increase for traditional students and anticipating a 2% increase for special education students. Typically, charter schools see a 2% increase on traditional students – usually 84% of the population - and a 5% increase for special ed students.
- We are anticipating a \$158,000 budget surplus, but this could increase due to our fiscal management and additional student enrollment. If we see a decrease, Dr. Pleso will hold off hiring for the Assistant Principal/Instructional Coach position.
- Other highlights of the proposed budget include \$500k for construction costs, 3% staff raises, and a continued \$8k for grant writing.

Building Project Funding Update

- Citizen's Bank recently had a management turnover that resulted in a delay in our financial proposal, which now may not come for another several weeks.
- Centric Bank was offering \$4.4 million and several banking relationship perks.
- Member's 1st was determined to be the best financial partner for GMCS going forward. They are offering \$3.4 million (80% of projected costs) at a significantly lower interest rate (\$213k over the life of the loan, versus \$329k from the Reinvestment Fund and \$331k from Centric), but they initially insisted on hiring a project manager. Both Charter Choices and the USDA believed there was a work-around, and told Members 1st that because we are planning and budgeting for an owner's representative (who works much like a project manager, but in a contractor, rather than employee, capacity), and the USDA also has several levels of oversight on the project, including from the Pennsylvania State Architect, that it would preclude the school from having to hire a separate project manager. Members 1st was willing to waive that requirement in light of these facts. In addition to the benefits of working with Members 1st for the school, Dr.



Pleso was told that the USDA looks favorably on loan applicants who work with local financial institutions.

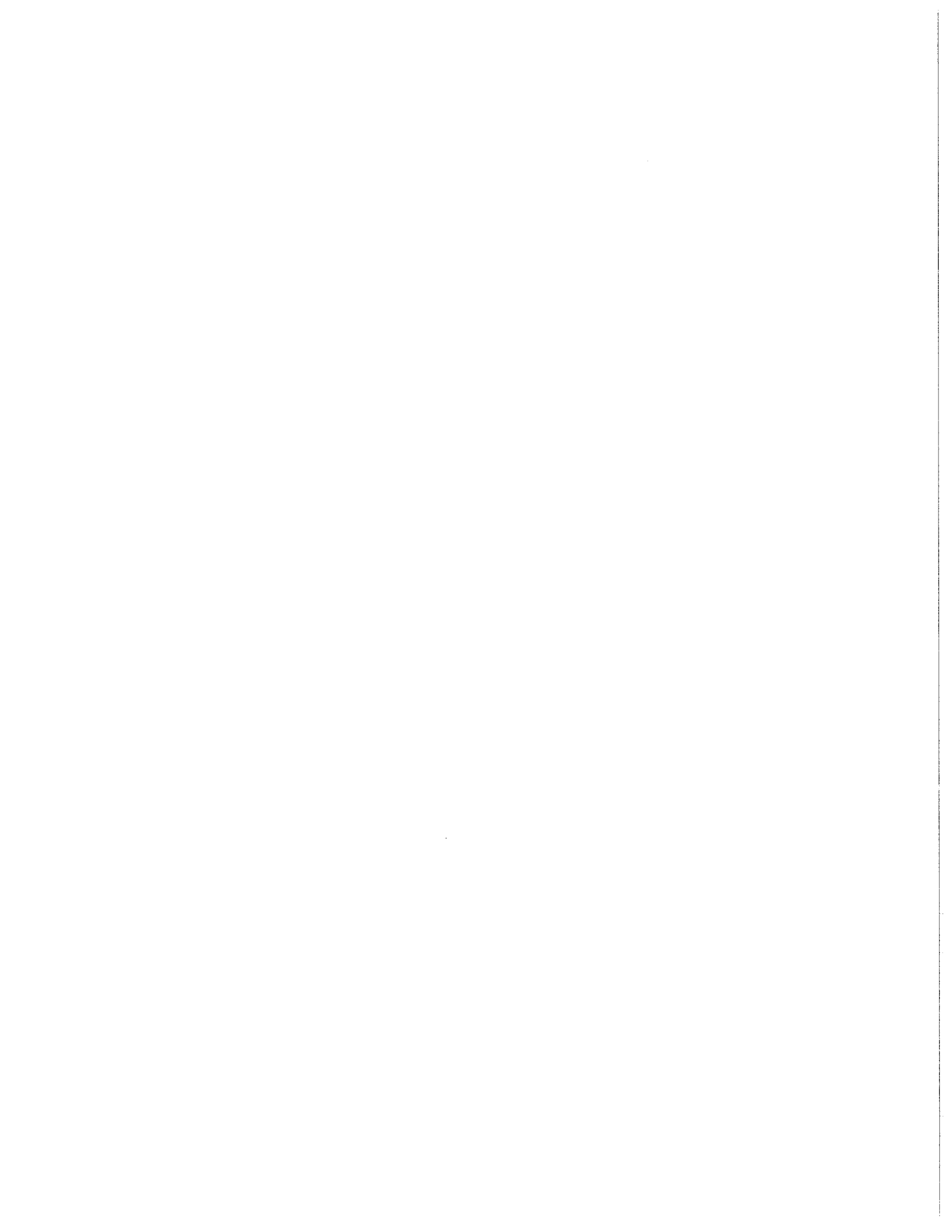
Becky Uppercue made the motion to pass the 2019-20 GMCS Budget as submitted. Lieucetia Swain seconded the motion. The motion passed by unanimous roll call vote.

Becky Uppercue made a motion, based on the recommendation of the Finance Committee, Dr. Pleso, and Charter Choices, to approve the release of \$500,000 from its committed fund balance during the school year 2019-20 to pay for expenses related to the school's upcoming construction project. These funds also represent a portion of the 20% equity contribution required as part of the school's anticipated direct loan from the US Department of Agriculture. These funds will be captured on the school's FY20 Budget as offsetting Income and Expenses. Lieucetia Swain seconded the motion. The motion passed by unanimous roll call vote.

Tom Hockensmith made a motion, based on the recommendation of the Finance Committee, Dr. Pleso, and Charter Choices, to approve the borrowing of \$3.4 million dollars from Members 1st Federal Credit Union during the 2019-20 school year to assist with expenses related to the school's upcoming construction project. This "bridge loan" will consolidate the school's current, outstanding debt through Centric Bank, provide short-term (18-24 months) construction financing and will be paid on an interest-only basis until a direct loan from the USDA takes out the principle amount of the "bridge loan" in Summer 2021, at which point construction is scheduled for completion. Jill Clinton seconded the motion. The motion passed by unanimous roll call vote.

Rose Thornberry made a motion, based on the recommendation of the Finance Committee, Dr. Pleso, and Charter Choices, to approve the selection of Members 1st Federal Credit Union as its new banking services provider. The Board hereby directs the transfer of all of its cash accounts – operating, savings, parent organization, and others – currently held at Centric Bank, to Members 1st Federal Credit Union, commencing in Summer/Fall 2019 by Charter Choices. The also directs them to work with its new bank to secure long-term investments for its Committed Fund Balance once all construction expenses and debt service covenants and obligations have been satisfied, and to secure both a Line of Credit and a Credit Card from its new bank at the earliest opportunity. Becky Uppercue seconded the motion. The motion passed by unanimous roll call vote.

Statement of Financial Interest forms have been received by all except AJ Warner, who is no longer a parent at the school. Becky Uppercue has been unsuccessful in her attempts to reach him about this matter. A certified letter, including the SOFI, was prepared for AJ Warner and will be sent before the end of May.



Personnel Committee

The 2018/19 Parent and Staff surveys have been sent out, as well as the Board's self-assessment. Rose Thornberry sent out reminder emails and extended the deadline, due to the relatively low response rates. Reminder posts on the school's Facebook page and website will be done this week. Once the surveys are closed in June, they will be analyzed and presented to the Board.

Governance Committee

Because committee member Jill Clinton is running for re-election to the Board, she has had to step down from the committee. Tom Hockensmith will take her place.

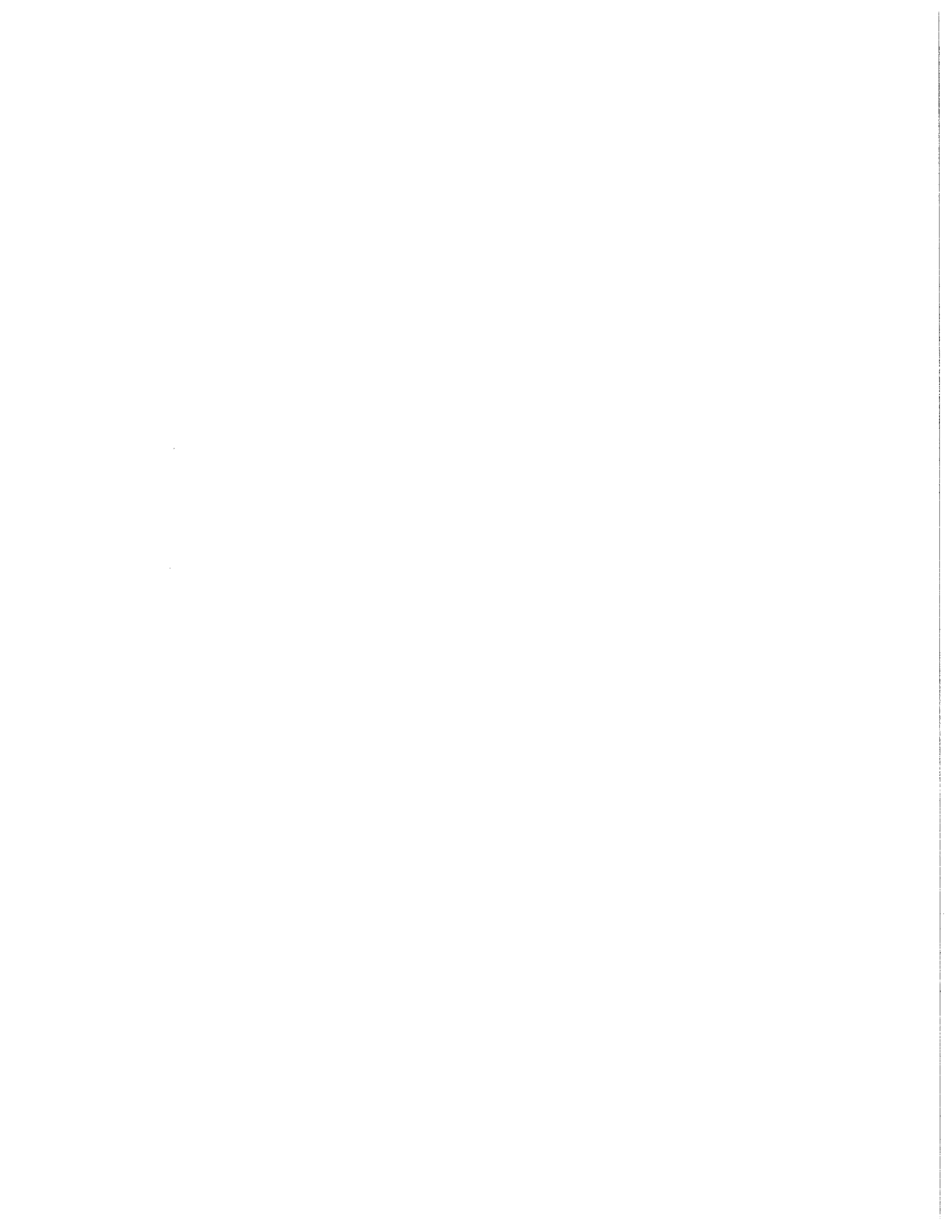
The committee met on May 6th to interview candidate Ashley Reid. She is the parent to an incoming Kindergartener and comes to us with a lot of volunteer, PTA, and non-profit experience. She has also had previous involvement as a parent with Westminster Montessori in Maryland. All clearances and required paperwork have been submitted. After the interview, the committee members deliberated and decided that she would be an excellent addition to the Board. However, the committee would like to take the time to recruit additional candidates, so there is not a recommendation to the Board at this time.

The committee did decide to recommend candidate Shanin Caplener to the Board, to fill the seat being vacated by Lieucetia Swain at the end of June. This term will expire in May 2020. Shanin has submitted all clearances and necessary documents to the committee.

Becky Uppercue made a motion to appoint Shanin Caplener to fill the remainder of the term being vacated by Lieucetia Swain. Jill Clinton seconded the motion. The motion passed by unanimous roll call vote.

The following Board members' terms expire August 31st: Jill Clinton, Tish Weikel, Becky Uppercue, and Rose Thornberry. Jill is running again, with the caveat that she will be unable to continue in the Chair position. Becky and Rose will also run again. Tish will not seek re-election.

Board members running for re-election need their clearances checked by the Governance committee and will be re-interviewed, as well, although it is not required to do so according to our Bylaws. Jill Clinton and Becky Uppercue will be re-vetted and re-interviewed at the next regular Governance committee meeting on June 3rd. They have been invited to revise or update their resumes and/or statements of interest. Rose Thornberry will be re-vetted and re-interviewed either at a specially scheduled meeting in June or at the July Governance committee meeting.



Building Committee

The USDA did not accept the feasibility report submitted by Dr. Pleso at this time. They have informed her that they will not close on our loan until after we go through the charter renewal process. The earliest we can now expect to close is July 2020, but it may likely be later. In addition, the USDA has added two additional requirements: letters of support from local residents and a record of when the Board approved the building project. Dr. Pleso is working on the former, and the Board will provide minutes to reflect the latter, which are also stored on Dropbox.

Jesse Bean from Charter Choices will approach our new banking partner, Members 1st Federal Credit Union, so see if they may be interested in providing the entire construction loan if the USDA loan does not come to fruition.

Dr. Pleso has informed Digsau of the delay and they will pivot to focus on our renovations to the existing building for the coming year. By completing these by in 2020, the delayed loan will not affect the timeline for opening the doors to our new addition in July 2021.

New Business; for the good of the order

None

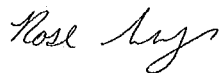
Public Comment

None

Adjourn

The meeting was adjourned by the Chair Jill Clinton at 8:32pm.

Approved:



Rose Thornberry, Secretary

