

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

Thursday, July 30, 2020

- 5:30 pm **Executive Session**
- 6:00 pm **Call to Order the July 30, 2020 Meeting (via Zoom);**
Introduction of Members and Guests;
Public Comment on Agenda Items;
Approval of Consent Agenda
Old Business

Action
- 6:10 pm **Building Committee**
Update on Renovations, Building Design, Funding
- 6:30 pm **Administrator's Report – Faye Pleso**
CEO Report
Personnel Report
Hiring Approval for Kindergarten
Hiring Approval for 3/4 Grade: Math
Promotion Approvals: (3 Approvals)
Calendar Approval
Emergency Instructional Time

Action
Action
Action
Action
Action
- 7:00 pm **Chair's Report – Tom Hockensmith**
Housekeeping
- 7:50 pm **Finance Committee – Becky Uppercue**
Update on Finance Committee Meeting
2020/2021 Budget Review and Approval
- 7:45 pm **Governance Committee – Jill Clinton**
Update on Recruitment Efforts
Tom Hockensmith – Vote for Approval for next Term

Action
- 8:10 pm **New Business: For the good of the order**
- 8:20 pm **Public Comment**
- 8:30 pm **Adjourn**

Gettysburg Montessori Charter School
Board of Trustees Official Minutes
June 25, 2020

Board Members Present

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

Board Members Absent

Diana Williams, Member, at-large

Others Present

Dr. Faye Pleso, CEO
Christine Kirkpatrick, Assistant Principal
Jay Appleton, Greyhawk
Traci Elligson, Board of Trustees member-elect

Executive Session

The Board met for Executive session at 5:37pm via Webex conference call to discuss several employee-related matters, which if conducted in public would violate a lawful privilege or would lead to a disclosure of information confidentially protected by law. Dr. Pleso was invited to join the Board in Executive session to discuss these matters. Executive session closed at 5:52pm.

Call to Order

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

Public Comment on Agenda Items

No comment

Old Business

No old business

Approval of Consent Agenda

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

Building Committee

Jay Appleton from Greyhawk reports that he held the pre-bid conference and it was very well-attended, with four-to-five contractors representing the four prime trades (general, mechanical, electrical, and plumbing) there. Jay remarked that several contractors commented on the quality of our construction documents and expressed interest in bidding on our project, so he is optimistic about receiving a multitude of bids on the July 8th due date.

While the COVID-19 pandemic has delayed the start of our project, Jay Appleton feels confident we can still meet all deadlines using a hybrid bid process, which included the Keystone Purchasing Network. While Jay expected their proposal this week, the contractor declined to bid since his brother's company will be submitting a public bid. As a result, KPN had to get another contractor, delaying the process until July 10th by which time we'll be unable to take advantage of their potentially lower bid prices.

In another minor setback, Jay Appleton reports that Straban Township has declined to preview plans, as is often done as a courtesy. This would have helped to speed up our permitting process and now, because permitting will likely be delayed, renovations to the interior of our existing building will not start June 29th as expected.

In a 'best case' scenario, Jay Appleton said that if we get terrific public bids and don't even need one from KPN, then we can go ahead and award a bid sooner and if all goes well, we may be able to start on July 20th, but even then we would really be pushing it to finish by the start of school on August 19th.

In the more likely scenario that renovations do not even start until school is in session, Jay Appleton will work to prioritize from an operational and programming standpoint when bids come in because we will not be able to do all of the needed construction while school is in session. For example, contractors will have to erect fences to limit their contact with staff and students and they will not be allowed to work in areas with students present.

Jay Appleton continues to try and get Mobilase Modular Space in NJ to give us a revised quote for removing our modular units.

Administrator's Report

Dr. Pleso reports that enrollment is at 222 as of June 11th (down from 237 on May 19th) with 37 Kindergarteners; 40 1st graders 35 2nd graders; 34 3rd graders; 32 4th graders; 23 5th graders; and 21 6th graders. Dr. Pleso and the Board are concerned about the effects of the coronavirus pandemic on our enrollment numbers. There are families that are waiting to register their Kindergarteners, either weighing their options with their home districts, private schools, or home schooling depending on what the GMCS and other schools decide to do in 2020/21 with respect to traditional school, blended school, or distance learning approaches.

Dr. Pleso received two exit surveys; one family gave very positive feedback and was leaving to join middle school in their home district. Another family said that they did not like two grades in one classroom and lamented the lack of a library.

Dr. Pleso and our new assistant principal, Christine Kirkpatrick, assembled a team to do a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis in May of the GMCS response to the coronavirus shutdown this spring which illuminated successes and challenges when addressing the re-opening of school in August. The team met four or five times to discuss distance learning and how to overcome challenges and make it more successful this school year. At this point, this will be part of our re-opening strategy and they identified areas to address prior to that. Christine Kirkpatrick is taking the lead on creating the Pennsylvania Phased School Reopening Health and Safety Plan. Their pre-planning through the SWOT analysis helped to more quickly and easily fill in the Health and Safety Plan template and aided in completing the more involved one for the LIU.

Board members asked about specific plans for re-opening. Jill Clinton mentioned that she particularly liked the idea of temperature checks and the separate heated tent set up so that any ill students or staff could be kept out of the building and contact with others while waiting to be picked up if necessary. Jill said she wanted to hear more about plans for ventilation in the buildings – either via HVVAC or windows/doors open when possible, as well as disinfecting plans for the buildings as a whole.

Becky Uppercur asked if distancing students six feet apart is feasible in the modular classrooms and Christine Kirkpatrick said they were able to get 12 desks (24 students) in each room. Jill Clinton mentioned that each desk would require a partition between each pair of students sharing a desk. As enrollment stands now, if all students were to return for in-person instruction, there would be 18 or 19 students in each Kindergarten classroom and 22 students in each of the 3rd/4th grade rooms and in each of the 5th/6th rooms.

Currently, there would be 25 in each of the 1st/2nd grade classrooms, but Board members noted that there are likely to be several families opting for distance learning, which should alleviate the

crowding (as it pertains to social distancing) in those classrooms. Ashley Reid expressed concern about the density in the Kindergarten rooms, but Dr. Pleso said she will revisit this issue at the July Board meeting as she and Christine Kirkpatrick get a better idea of what models the school will be offering and what families are choosing to do.

The Board held a brief discussion of the rooms and the rearrangement, movement, and removal of furniture and supplies. Jill Clinton suggested renting a POD for the year to store items. She said she would research the costs and report back to the Board in July.

Christine Kirkpatrick said that as of now, and this is subject to change based on state directives, GMCS is planning to provide in-person instruction five days a week for any enrolled students who choose that model. They are also preparing for students to choose to do distance learning five days a week and they are looking at a synchronous teaching model. This would amount to teaching in smaller 'blocks' and one (or two) teachers would teach in person, while the second (or third) teacher in the grade band would facilitate for distance learners. Christine also said she would work with any family that would like to do a blended model. Families would need to state their choices and would have to stay with them through each semester before making a change to keep things organized and avoid confusion.

In addition to cleaning and sanitizing supplies, wash stations have been ordered and child face shields have arrived. These were 3-D printed at cost by an alumni-related business. They allow for the plastic shield to be changed out should it become damaged.

Dr. Pleso is waiting to hear from the aftercare program to see if they will be running that at GMCS this year. She is not confident that they will, which will help keep the amount of people in the building lower (and for a shorter time) and help with cleaning, but it will be hardship for many GMCS families that depend on aftercare if they do not run the program this year.

Plans for our second annual two-week summer academic camps are proceeding and registration to all remains open to all Gettysburg area families. This year, they will be divided by grade with K-2nd attending the week of July 13th and 3rd-6th attending the week of July 20th. With Adams County remaining in the 'Green' phase of re-opening, Dr. Pleso now believes the camp weeks will be run in-person at the school, while offering distance options for interested families. A letter to families about health and safety measures, rules, and guidelines will go out prior to the start of each week. There will be temperature checks, a health questionnaire, liability agreement, mask/shield requirements, individualized snacks, personal water bottles, and social distancing. Dr. Pleso believes the academic summer camp weeks will be a pilot program for staff to learn best practices for the upcoming school year.

There may be a need to purchase more Chromebooks and tablets to facilitate needed distance learning, as well as large amount of PPP and cleaning supplies in order to fulfill the goals of the Health and Safety Plan for re-opening. Dr. Pleso said there are two sources of funding: one is the PCCAP grant, which offers \$90,000 for each charter school, and the other is the CARES Act grant, with uses a formula similar to that of the Title One program to determine the amount. For GMCS, that sum is \$26,000.

Becky Uppercue made a motion to approve the Health and Safety Plan as presented. Ashley Reid seconded the motion. The motion passed unanimously by roll call vote.

Dr. Pleso gave an update on her recent contact with the University of Delaware's Montessori Teaching Residency program. She is very excited to work with them to provide a new direction for our blend of public school and Montessori and better incorporate not only the Montessori philosophy, but also employ greater use of Montessori works in our curriculum. The university has partnered with the National Center for Montessori in the Public Sector to instruct and certify Montessori teachers from participating schools and will help meet the unique needs of contemporary Montessori schools like ours, who must address trauma, special needs, diversity, English-language learners, family engagement, and other areas beyond what was within the purview of the traditional Montessori method.

This professional development program will take a year to re-train the staff and develop deeper levels of understanding and use of the Montessori works. While we are still in the beginning stages, Dr. Pleso is waiting for a proposal that she believes will lead to a three-year relationship.

Governance Committee

Ashley Reid made a motion to appoint Traci Elligson to fill the remainder of the term vacated by Shanin Caplener. Becky Uppercue seconded the motion. The motion was approved by unanimous roll call vote.

Tom Hockensmith swore in Traci Elligson, a GMCS parent, as a member of the Board of Trustees to fill the seat vacated by Shanin Caplener. That term expires in August of 2020. Our attorney, Kathy Nagel, reported to Tom that the Board would not have to swear Traci in again at the start of her first, full term on August 27th. She will, along with other recommended candidates for open seats, need to be voted on by the Board at that meeting, however.

Jill Clinton reports that the terms of Tom Hockensmith and Diana Williams will expire at the end of August and she was happy to announce that they are both seeking new terms. For Tom, it will be his first two-year term, as he is currently filling a vacated seat. And for Diana, this will be her final two-year term, though she, too, filled a vacant seat prior to serving her first official term.

Tom Hockensmith was re-interviewed and his current clearances submitted at the June 11th meeting of the Governance committee. The committee's discussion lead to a decision to recommend Tom for a first two-year term on the Board, as he finishes up the term vacated by Melissa Ring. The committee's recommendation will be made at the July Board meeting. The Board will then vote on whether or not to appoint Tom to the seat on the Board. If approved, he would be sworn in at the August meeting.

Jill Clinton reported that the Governance committee will not meet on July 9th, but will meet during the scheduled August 13th meeting date. They will plan to re-interview Diana Williams and review her clearances.

Jill Clinton is working with Traci Elligson to get her the Board handbook; she will coordinate with Dr. Pleso to pick it up at the school in the coming weeks. Jill is still trying to get Shannin Caplener to return her copy of the Board handbook for Diana Williams.

Report of the Chair

Tom Hockensmith announced that meetings of the Board and its committees will likely continue to be virtual via Zoom for the foreseeable future. Jill Clinton will contact the Gettysburg Times to provide public notice of the Zoom id and passwords for the next Board meeting on July 30th. He and Dr. Pleso determined it is not necessary to provide that type of public notice for the Governance and Finance committee meetings, as per our attorney, Kathy Nagel. She advised that notice of the Zoom access information for those public committee meetings need only be posted with the agenda on the school's door and on the school's website.

Tom Hockensmith asked Dr. Pleso if there was a schedule available to parents who need to contact someone at the school over the summer. She explained that administrative staff is in the building Monday, Wednesdays, and Fridays and work from home on Tuesdays and Thursdays. She said that any time a message is left on the school voicemail, Leigh Gugliette and Rebecca Yurkanin both receive an email.

Tom Hockensmith reported that he will reach out to Jesse Bean at Charter Choices to determine what the Board needs be doing for the Annual Report and if we are meeting our deadlines/timelines.

Tom Hockensmith announced all of the surveys (Parent, Staff, and Board) have been closed and he is compiling the results for the July Board meeting.

Tom Hockensmith reminded the Board that Christine Felicetti's Trauma Informed Training course is available online and all members need to complete it by the end of June.

Tom Hockensmith reminded Board members that our next meeting is July 30th and that our PA state required Act 55 training needs to be completed by the end of June. Diana Williams, Becky Uppercue, Ashley Reid, and now Traci Elligson need to turn their answers in to Dr. Pleso. Jill Clinton completed the training and would like the Board to discuss the idea of succession documents and plans, as well as explore the idea of an academic committee that would work with Dr. Pleso to drill down on results from the PSSAs and PA's Future Ready Index data to interpret all of the information for the Board, identify areas of improvement and concern, and ensure we are achieving our academic goals and maintaining academically rigorous standards. Jill would like to see an ongoing Board discussion about these two Act 55 ideas.

Finance Committee

A Finance committee meeting was held on June 17th via conference call to review the May financial statements, which showed \$1.14 million in the school's checking and savings accounts, down about 480k since the end of April as the school begins to incur construction-related expenses and awaits district payments.

Becky Uppercue shared that district receivables are up to \$489k and that Jesse Bean from Charter Choices suspects this is because the districts are holding on to their money to see how the COVID-19 crisis plays out for them. He noted that several checks have come in over the past week, which will be reflected in the June financials (then there is typically a reconciliation process over the summer for unpaid funds).

Accounts payable balance is currently at \$71k and all invoices received have been settled.

Local school revenues now exceed YTD budget (\$119k positive variance over the past 11 months) due to conservative tuition rate estimates and the resolution of prior enrollment discrepancies (actual vs billed).

The school has utilized \$229k of released funds from its Committed Fund balance toward capital improvements (architect and owner's rep fees) so far this year.

GMCS currently shows a net income of \$501k due to conservative revenue assumptions, the achievement of ambitious enrollment targets, and the expense variances (net income last year was \$434k despite predictions that this year might be tighter due to the start of the construction process).

Becky Uppercue hoped to collect all of the SOFI forms by the end of March, but the COVID-19 crisis hampered her efforts. Tish Weikel's is now the only one still outstanding. Dr. Pleso advised Becky to document her due diligence in trying to contact her.

There were no updates to the proposed 2020/21 budget, but it has been publicly posted to the GMCS website, and the Finance committee is waiting for the Board's vote.

The new appraisal commissioned by Members 1st came in significantly higher than the first appraisal and is closer to the range the bank requires for our loan. There is now a \$266k variance. The total building project is priced at \$3.4 million and overall loan will be \$4.2 million when absorbing the current building mortgage.

As per Jesse Bean of Charter Choices, we have three options:

- 1) The Building committee will have to work with contractors on ways to reduce the costs match (ie, "value engineering").
- 2) We could get a short-term loan from Charter School Capital, which specializes in short-term bridge loans (ie, a 6 month re-payment plan from our own receivables)
- 3) We may have to spend the \$740k we currently have to start the process, with the likelihood that we will accrue additional funds by the time we owe the final \$266k – and it's likely that Members 1st will work with us (ie, open a construction draw account where we move money then pay for construction until we exhaust our 20% toward the project and the bank loan kicks in...)

A discussion of these options will be held during June and July Board meetings and at the July Finance committee meeting.

Becky Uppercue made a motion to approve the 2020-2021 budget as presented. Tom Hockensmith seconded the motion. The motion was approved by unanimous roll call vote.

Personnel Committee

Tom Hockensmith expects to have initial results of the Staff survey, Parent survey, and Board survey for the Board at the July 30th meeting, but may decide to hold a Personnel committee meeting to go over the data prior to the Board meeting.

Executive Committee

Nothing new to report.

New Business: for the good of the order

Public Comment

None

Adjourn

The meeting was adjourned by the Chair Tom Hockensmith at 7:42.

Approved:



Jill Clinton, Secretary

Gettysburg Montessori Charter School
Board of Trustees Official Minutes
July 30, 2020

Board Members Present

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

Board Members Absent

none

Others Present

Dr. Faye Pleso, CEO
Christine Kirkpatrick, Assistant Principal
Jay Appleton, Greyhawk
Brittany Lawrence, Teacher, Kindergarten
Samantha Keller, Parent
Gerard Elligson, Parent
Melinda Fishel, Parent
Jason Officer, Parent
Jessica Officer, Parent

Executive Session

The Board met for Executive session at 5:31pm via Webex conference call to discuss several employee-related matters, which if conducted in public would violate a lawful privilege or would lead to a disclosure of information confidentially protected by law. Dr. Pleso was invited to join the Board in Executive session to discuss these matters. Executive session closed at 5:48pm.

Call to Order

Tom Hockensmith called the meeting to order at 6:04pm via Zoom conference call, in accordance with PA state health guidelines during the COVID-19 crisis. All information regarding public access to the meeting was advertised in the [Gettysburg Times](#). Introductions of all attendees were made.

Public Comment on Agenda Items

No comment

Old Business

No old business

Approval of Consent Agenda

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

Building Committee

Jay Appleton from Greyhawk reported that tomorrow, July 31st, is the bid deadline. He will be at the school and will open and read the bids aloud at 3:00pm, as is customary in this process. He said that often contractors stay to hear the bid pricing. He mentioned that four addendums, due to design modifications, have been passed on to the contractors.

After bidding closes, Jay Appleton will get the bids to GMCS and write letters of recommendation for each of the four prime contractors. He expects to deliver these letters by noon on Monday, August 3rd. He will also forward to Kathy Nagel after a discussion with Dr. Pleso.

The next step will be bonds and certificates presented by the contractors to Greyhawk and GMCS. Afterwards, contractors will apply for their building permits. Jay Appleton will work with Rebecca at Members 1st to make sure they have what they need from the bidding process for our loan.

Jay Appleton reports that, unfortunately, we were missing our “Geotechnical Report” and this has significantly slowed our progress. This is something that Digsau had not done in advance, but that Jay felt was crucial for the bidding process so that there would not be any surprises when it came to foundations and construction. He noted that finding huge boulders, for example, can lead to large, expensive change orders. Ultimately, Jay received an excellent Geotechnical report and the news turned out to be very good. The bad news, however, is that we lost a month’s time.

This delay and other factors have now moved the renovations to the existing building to the end of the project in spring/summer 2021.

Adminstrator’s Report

Dr. Pleso reports that enrollment is at 226 as of July 16th (up from 222 in June) with 38 Kindergarteners; 42 first graders; 35 second graders; 33 third graders; 33 fourth graders; 23 fifth graders; and 22 sixth graders. Dr. Pleso has a deadline of tomorrow (July 31st) for families to

decide whether they want to send their children to GMCS five days a week or do distance learning. Right now, 38 students will be doing distance learning and that includes three Kindergarteners; 16 first and second graders; 11 third and fourth graders; and 8 fifth and sixth graders.

Dr. Pleso reported that our two weeks of academic summer camp went very well and it served as a good test run for the school year.

Teachers will be back on August 10th in anticipation of an August 19th school opening.

Dr. Pleso and our new assistant principal, Christine Kirkpatrick, discussed some of our safety measures and plans to handle distance learning. The plan is to do live streaming throughout the school day, with all lessons recorded. We will be using Google Classroom for synchronous learning; and this year, each student will be assigned a Chromebook. Dr. Pleso envisions an evolved role for the classroom assistants; they will monitor any technical issues or other things that may prevent a student at home from following or participating in the lessons.

Becky Uppercue brought up the issue of privacy and the issue of how much parental supervision will be going on at home – and how this may affect the rest of the class online or in-person. Dr. Pleso hopes that the teacher will have a lot of control with the Google platform. She said that Nicole Gulden, our 5th/6th grader teacher, will be the teacher/student/tech liaison and will be leading the efforts to ensure a smooth transition to synchronous learning. In addition, recorded tutorials on expectations and troubleshooting will be prepared for caregivers at home.

Dr. Pleso was told that there will be no aftercare program at GMCS this year. While this is a hardship for many families, it will cut down on the time and expense of extra cleaning.

Jill Clinton inquired as to how specials will be handled this year. Dr. Pleso said that art classes will continue to be held in the classrooms and that they will be recorded for distance learners. Gym classes will also continue as normal, with Ms. Boehner holding them outside as often as possible. She will provide links for distance learners. Dr. Pleso reports that she is still searching for a music teacher, so plans for that special are on hold for the moment.

Dr. Pleso presented the Personnel Report for 2020-2021 and the Board discussed the changes and recommendations.

Dr. Pleso is currently interviewing for a Breakfast/Lunch Server, a part-time RtI Learning Support Teacher, a Music Teacher, a new Classroom Assistant in 3rd/4th grade, and a long-term sub for a Classroom Assistant in 5th/6th grade.

She also recommended promoting part-time RtI Learning Support Teacher Melanie Kansagra to fill a full-time opening as RtI Learning Support Math Teacher; Kristine Gelazela from Breakfast/Lunch Server to Classroom Assistant in 1st/2nd grade; and Tiffany Shetter from PCA to Classroom Assistant in 3rd/4th grade.

Dr. Pleso also recommends hiring Chrissy Donahue to fill an opening as a Kindergarten Teacher and April Taylor to fill an opening as a 3rd/4th grade teacher. She also recommends moving Lauren Auchey to a Classroom Assistant in 1st/2nd grade from that same position in 3rd/4th grade.

Jill Clinton made a motion to hire Christine Donohue, who has her Level II certificate and several years of experience as a parochial schoolteacher and preschool director, as a full-time Kindergarten teacher (effective August 10th) at a salary of \$41,000 with full benefits. Becky Uppercue seconded the motion. The motion was approved by unanimous roll call vote.

Ashley Reid made a motion to hire April Taylor, who has three years of experience as a third grade teacher, as a full-time 3rd/4th grade teacher (effective August 3rd) at a salary of \$41,375 with full benefits. Becky Uppercue seconded the motion. The motion was approved by unanimous roll call vote.

Becky Uppercue made a motion to promote Tiffany Shetter and Kristine Gelazela to classroom aides in 3rd/4th grade and 1st/2nd grades, respectively, effective August 3rd, at \$17/per hour for under 30 hours per week with no benefits. Jill Clinton seconded the motion. The motion was approved by unanimous roll call vote.

Tom Hockensmith made a motion to hire Melanie Kansagra, who has her Level II certificate as well as a master's degree and seven years' experience, to full-time RtI Learning Support Math teacher (effective August 10th) at a salary of \$47,965 with full benefits. Diana Williams seconded the motion. The motion was approved by unanimous roll call vote.

Dr. Pleso presented the proposed 2020-21 school calendar to the Board. Tom Hockensmith made a motion that the Board approves the 2020-21 calendar as presented, with the understanding that changes may have to be made throughout the school year to maintain consistency with the GASD as required by our charter. Becky Uppercue seconded the motion. The motion was approved by unanimous roll call vote.

Dr. Pleso presented the Emergency Instructional Time Template to the Board, as required by the Pennsylvania Department of Education. It includes a mandate calendar, as approved by the Board, and a sample of our proposed daily schedule to show how GMCS will be conducting instruction. Becky Uppercue made a motion to approve the Emergency Instructional Time

Template as presented. Diana Williams seconded the motion. The motion was approved by unanimous roll call vote.

Report of the Chair

Traci Elligson has begun her Act 55 training. Diana Williams is the remaining Board member who needs to start and complete the training.

Jill Clinton, Ashley Reid, and Traci Elligson need to complete their Trauma-Informed training. Tom Hockensmith will send out the link to them again.

Dr. Pleso submitted our annual report to the state. She and Tom Hockensmith are currently working on the annual report for the GASD.

Tom Hockensmith will get survey results from our Parent, Board, and Staff surveys out to the Board members via email and we will prepare to discuss the results at the August Board meeting.

Tom Hockensmith announced that meetings of the Board and its committees will continue to be virtual via Zoom through August. Jill Clinton will contact the Gettysburg Times to provide public notice of the Zoom id and passwords for the next Board meeting on August 27th. He and Dr. Pleso determined it is not necessary to provide that type of public notice for the Governance and Finance committee meetings, as per our attorney, Kathy Nagel. She advised that notice of the Zoom access information for those public committee meetings need only be posted with the agenda on the school's door and on the school's website. In-person Board and committee meetings will likely resume in September, but that will be announced after discussion at the next Board meeting.

Finance Committee

A Finance committee meeting was held on July 22nd via conference call to review the June financial statements, which showed that GMCS wrapped up the school's fiscal year with just under \$3.7 million in gross revenue and \$555k net profit, reflecting a 15% overall profit. Jesse Bean of Charter Choices noted that this is the best fiscal year he has ever seen for any charter school he has ever worked with!

The Board credits excellent fiscal management from Dr. Pleso and Charter Choices, conservative estimates, and unexpected cost savings related to daily operations when school had to close to physical instruction in March. We also received about \$110k more than we budgeted for from sending districts. Additionally, over \$600k in budgeted expenditures were not used – for example, Jesse noted that we saved \$314k in personnel costs, including \$226k in total salary costs for unfilled positions. There were also lower health insurance and operating costs as a result of the school closure.

Becky Uppercue reports that we currently have over \$1.5 million in checking and savings accounts, with another \$800k yet to contribute to the \$4.2 million dollar loan. We have spent about \$245k so far in construction costs from the 2020-21 budget.

Becky Uppercue also noted that we have almost doubled what we need for the construction project/loan. Jesse Bean will look into bank rates and see what we may be able to invest into a short-term (3-to-6 month) certificate of deposit, so that we may earn money on these funds, rather than sitting in low-yield checking/savings accounts until needed.

Becky Uppercue reports that we have 147 days “cash on hand,” which gives us the ability to operate on this alone for about five months. Jesse Bean added that this is a great position to be in given the uncertainties with enrollment during the COVID-19 pandemic.

Jesse Bean led the committee’s review of our agreement with our auditors, SEK. Their total cost is approximately \$6,000 to complete the audits and accompanying paperwork and forms. Jesse noted that this is a very reasonable rate. Becky Uppercue reported to the Board that this will begin in September or October of this year.

There were no updates to the 2020/21 budget, which was approved by the Board at the June meeting. Dr. Pleso noted that there will likely be changes and updates in September, as is customary.

Governance Committee

With the recent swearing-in of member-at-large Traci Elligson, the Board is now full. Traci filled a vacated seat that expires next month. Our attorney, Kathy Nagel, reported to Tom Hockensmith that the Board would not have to swear Traci in again at the start of her first, full term on August 27th. She will, along with other approved candidates for open seats, need to be voted on by the Board at that meeting, however.

Tom Hockensmith was re-interviewed and his current clearances submitted at the June 11th meeting of the Governance committee. The committee decided to recommend Tom for a two-year term on the Board, after he finishes the term vacated by Melissa Ring. Becky Uppercue made a motion to approve Tom Hockensmith’s appointment to a first, two-year term on the Board of Trustees. Ashley Reid seconded the motion. The motion was approved by unanimous roll call vote. Tom will be sworn in at the August Board meeting.

Jill Clinton reported that the Governance committee will meet as scheduled on August 13th. They will re-interview Diana Williams and review her clearances. The committee with then discuss her qualifications and vote whether to recommend her to the Board at the August Board

meeting. If recommended, the Board will vote whether to appoint Diana to a final two-year term on the Board. If not, more candidates will be solicited.

Traci Elligson was able to pick up her Board handbook in the last week. Jill Clinton is still trying to get Shanin Caplener to return her copy of the Board handbook for Diana Williams. She asked Dr. Pleso to please ask Shanin to do this if she has contact with her.

Personnel Committee

Tom Hockensmith expects to have the results of the Staff survey, Parent survey, and Board survey for the Board at the August meeting, but may decide to hold a Personnel committee meeting to go over the data prior to the Board meeting.

Executive Committee

Nothing new to report.

New Business: for the good of the order

Public Comment

Jason Officer inquired about an in-person back-to-school event, particularly for incoming Kindergarten families. Dr. Pleso will consider it, but the biggest obstacle is that it would necessitate another deep cleaning prior to opening, as a result of having so many people in the building. Her plan was to have a virtual event (also recorded) with teachers in their classrooms.

Dr. Pleso also mentioned her idea of setting up a “buddy” system to partner new students with a 5th or 6th grader to help them acclimate. She noted that this year may not be the best year to launch that program, but Board members and guests responded positively to the idea.

There was also an inquiry about the transportation system for the upcoming year and concern about the distance learning people informing their home districts that they will now not need transportation to GMCS. Dr. Pleso said she would also touch base with Leigh Gugliette to make sure these districts are notified that our distance learners will not need busing.

Tom Hockensmith suggested a compilation of commonly asked questions from Dr. Pleso, noting that he’s seen the same questions asked on Facebook and at the meeting – and suspects the school has gotten a lot of calls and emails about those same subjects. Dr. Pleso said she is working on something like this that will address transportation, specials, Google Classroom/remote learning platforms, cleaning, playground, special education, and other topics that families want answers to before the start of the school year.

Adjourn

The meeting was adjourned by the Chair Tom Hockensmith at 7:40pm.

Approved:

A handwritten signature in black ink, appearing to read "Jill Clinton". The signature is written in a cursive style with a prominent initial "J".

Jill Clinton, Secretary

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

Thursday, August 27, 2020

- 5:30 pm **Executive Session**
- 6:00 pm **Call to Order the August 27, 2020 Meeting (via Zoom);**
Introduction of Members and Guests;
Public Comment on Agenda Items;
Approval of Consent Agenda
Old Business

Action
- 6:10 pm **Building Committee**
Update on Renovations, Building Design, Funding
- 6:30 pm **Administrator's Report – Faye Pleso**
Safe Schools Summary
Health and Safety Plan - Update
Hiring Approval – Music Teacher
Hiring Approval 3/4 : Teacher's Assistant
Hiring Approval 5/6 : Long Term Teacher's Assistant

Action
Action
Action
Action
- 7:00 pm **Chair's Report – Tom Hockensmith**
Housekeeping Report
- 7:30 pm **Finance Committee – Becky Uppercue**
Update on Finance Committee Meeting
Board Resolution to Release Funds from Committed Fund Balance

Action
- 7:45 pm **Governance Committee – Jill Clinton**
Update on Recruitment Efforts
Tom Hockensmith – Swearing In
Diana Williams – Voting & Swearing In
Traci Elligson - Voting

Action
Action
Action
- 8:10 pm **New Business; For the good of the order**
- 8:20 pm **Public Comment**
- 8:30 pm **Adjourn**

Gettysburg Montessori Charter School
Board of Trustees Official Minutes
SPECIAL MEETING

August 10, 2020

Board Members Present

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

Board Members Absent

Becky Uppercue, Treasurer (work commitment)

Others Present

Dr. Faye Pleso, CEO
Jay Appleton, Greyhawk
Jason Officer, Parent
Flor Scanlan, Parent

Call to Order

Tom Hockensmith called the special meeting to order at 5:34pm via Zoom conference call, in accordance with PA state health guidelines during the COVID-19 crisis. All information regarding public access to the special meeting was advertised in the [Gettysburg Times](#).

Introductions

Introductions of all attendees were made.

Public Comment on Agenda Items

Parent Jason Officer inquired as to how Kindergarteners and 1st/2nd graders were going to focus during a full day of synchronous distance learning. He mentioned that surrounding school districts (Gettysburg, Littlestown) were providing in-person instruction four-to-five days per week. He expressed wanting the most 'normal' school experience for his incoming Kindergarten. Tom Hockensmith reminded Mr. Officer that these opinions were offered and discussed at the previous Board meeting within a larger conversation of the A/B schedule that was subsequently approved by the Board at the July meeting.

Building Committee

Jay Appleton from Greyhawk reported that bid results on August 31st were “spectacular” compared to the way the bidding process has been going in general over the past 18 months. We received multiple bids for each of the prime contractors: general construction, mechanical, electrical, and plumbing/fire protection.

The best news is that the total base bids came to \$3,219,264 which was approximately \$100k less than we budgeted and nearly \$1 million dollars less than our impending Members 1st loan.

Grayhawk prepared a memo outlining the bid results and their recommendations for awarding the construction contracts and forwarded it to Digsau, GMCS attorney Kathy Nagel, and Dr. Pleso, who sent it to the Board.

Grayhawk recommends awarding the general construction contract to eci Construction, LLC in the amount of \$2.14 million dollars (base bid); the mechanical contract to Rodney B. Smith Plumbing, Heating & Cooling in the amount of \$459k (base bid); the electrical contract to Hull’s Electric in the amount of \$272,164 (base bid); and the plumbing/fire protection contract to Mann Plumbing & Heating in the amount of \$348,100 (base bid).

The exciting news about the budget lead to an extensive discussion of “add alternates,” which are additional “wish list” projects related to the new construction and renovation. Each contractor also submitted bids for these projects that were related to their trade. These include:

1. Renovations to the multi-purpose room and the addition of a ‘bump out’ music room
2. Renovations to existing offices and teacher’s lounge/conference room
3. Interior roller shades on the glass/window wall of the new library addition
4. Exterior 21-color gradient paint scheme on the cement board siding of the new addition

If all of these “add alternates” are awarded, the new maximum bid amount would total \$3,357,594, not including any “deducts.” This would be approximately \$158k over budget, but \$842k below our loan amount (though Jay Appleton points out that associated “soft costs” like permitting and testing may put us closer to the \$4.2 million loan amount) and given our excellent financial position as outlined by Charter Choice’s Jesse Bean in the last Financial committee report and included in July’s Board minutes, Dr. Pleso and the Board felt confident that we should move ahead with the bids as submitted, including all “add alternates.” The maximum total bids with these “add alternates” result in an amount significantly lower than our loan figure. Jill Clinton noted that we would probably see savings in doing these needed renovations and additions with the main construction project, instead of trying to revisit them a year or more down the road.

Jay Appleton reports that Members 1st has set an August 18th closing date for our financing loan. They would like to see our signed contracts with the contractors prior to the closing, so Jay will finish drafting the contracts and send them to Kathy Nagel. After that, they will be reviewed by the contractors and their attorneys. Representatives of the Board and GMCS will then sign them.

Dr. Pleso said that Members 1st actually would like everything ready to go by August 12th. Jay Appleton can help expedite this process by sending the unsigned contracts to Rebecca at Members 1st for review.

Rose Thornberry made a motion to approve the four prime contractor bids as outline in Jay Appleton of Greyhawk's letter dated August 3, 2020. These total \$3,357,594 and include all general construction, mechanical, electrical, and plumbing/fire protection work as detailed in the letter. This total includes all "add-alternates" and no "deducts," which are construction "soft costs" such as testing and permits, which will add to the total number. Ashley Reid seconded the motion. The motion was approved by unanimous roll call vote.

Administrator's Report

Dr. Pleso explained that the Pennsylvania Department of Education is now requiring masks at all times by students attending school in person. They have also released a dashboard related to how districts should reopen, which is tied to their school district's (or geographical area's) positivity rate. In Adams County, right now it is recommended that schools teach in a hybrid, A/B schedule as we are, or go all virtual.

Dr. Pleso reported that there has been much discussion amongst parents and the administration over what distance learning will look like at GMCS. She explained that we are going to do synchronous learning because we are not a cyber school – we have to have high quality education taught by highly qualified teachers and presented in a way that allows all students to be tuned in and engaged in lessons on new material. She also said the school is aiming to have 9 to a classroom and answered questions from Board members and parents about the presentation of specials for in-person and distance learners. Traci Elligson inquired about how these will work for those at home and Dr. Pleso explained that they will take place live, in the classroom, with the exception of gym. She also said the school will supply art supplies for distance learning families.

Dr. Pleso and Chris Kirkpatrick are working on updating our Health and Safety Plan, which would change the start date of school to August 31st, change our schedule to the blended, A/B schedule, include the daily, universal mask-wearing, and include our method for daily health checks (administration is looking for ways to do this and stay paperless).

Dr. Pleso reported that, for now, free/reduced lunches will only be served on in-person days. She is working with Rita Engloff to potentially make it available to families who want to purchase on their virtual days.

Traci Elligson asked about the status of student Chromebooks. Dr. Pleso authorized our IT contractor, Kirbtech, to purchase 225 hard-to-find Chromebooks of any make and model from any sources. As of today, half are on their way to Kirbtech, where they will be prepared for student use. Dr. Pleso has also identified five families that may need to be set up with personal hotspots because they do not have access to the internet at their homes.

Approval of Consent Agenda

Rose Thornberry made a motion to approve the consent agenda as submitted. Jill Clinton seconded the motion. The consent agenda was approved by unanimous roll call vote.

Adjourn

The meeting was adjourned by the Chair Tom Hockensmith at 6:27pm.

Approved:



Jill Clinton, Secretary

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

Thursday, September 24, 2020

- 5:30 pm **Executive Session**
- 6:00 pm **Call to Order the September 24, 2020 Meeting**
Introduction of Members and Guests:
Public Comment on Agenda Items:
Approval of Consent Agenda
Old Business Action
- 6:10 pm **Building Committee**
Update on Renovations, Building Design, Funding
- 6:30 pm **Administrator's Report – Faye Pleso** Action
Enrollment Update
IEP Program Update
Hiring Approval – P/T Lunch Server
Hiring Approval – 3 / 4 Teacher Assistant
Hiring Approval – Long Term Sub Office Receptionist
Peyton Walker grant for Automated External Defibrillator (AED)
- 7:00 pm **Chair's Report – Tom Hockensmith** Action
Housekeeping Report
Annual Report
- 7:30 pm **Finance Committee – Becky Uppercue** Action
Update on Finance Committee Meeting
- 7:45 pm **Governance Committee – Jill Clinton** Action
Update on Recruitment Efforts
- 8:10 pm **New Business: For the good of the order**
- 8:20 pm **Public Comment**
- 8:30 pm **Adjourn**

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

Board Members Present

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

Board Members Absent

none

Others Present

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

Executive Session

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

Call to Order

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

Public Comment on Agenda Items

No comment

Old Business

No old business

Approval of Consent Agenda

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

Building Committee

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

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

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

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

Administrator's Report

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

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

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

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

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

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

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

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

Report of the Chair

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

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

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

Finance Committee

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

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

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

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

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

Governance Committee

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

Tom Hockensmith was sworn in by Rose Thornberry.

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

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

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

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

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

Personnel Committee

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

Executive Committee

Nothing new to report.

New Business; for the good of the order

Public Comment

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

Adjourn

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

Approved:



Jill Clinton, Secretary

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

Thursday, September 24, 2020

- 5:30 pm **Executive Session**
- 6:00 pm **Call to Order the September 24, 2020 Meeting**
Introduction of Members and Guests:
Public Comment on Agenda Items:
Approval of Consent Agenda
Old Business Action
- 6:10 pm **Building Committee**
Update on Renovations, Building Design, Funding
- 6:30 pm **Administrator's Report – Faye Pleso** Action
Enrollment Update Action
IEP Program Update Action
Hiring Approval – P/T Lunch Server Action
Hiring Approval – 3 / 4 Teacher Assistant Action
Hiring Approval – Long Term Sub Office Receptionist Action
Peyton Walker grant for Automated External Defibrillator (AED) Action
- 7:00 pm **Chair's Report – Tom Hockensmith**
Housekeeping Report
Annual Report
- 7:30 pm **Finance Committee – Becky Uppercue**
Update on Finance Committee Meeting
- 7:45 pm **Governance Committee – Jill Clinton**
Update on Recruitment Efforts
- 8:10 pm **New Business; For the good of the order**
- 8:20 pm **Public Comment**
- 8:30 pm **Adjourn**

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

Board Members Present

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

Board Members Absent

none

Others Present

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

Executive Session

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

Call to Order

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

Public Comment on Agenda Items

No comment

Old Business

No old business

Approval of Consent Agenda

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

Building Committee

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

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

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

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

Report of the Chair

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

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

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

Finance Committee

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

Governance Committee

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

Tom Hockensmith was sworn in by Rose Thornberry.

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

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

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

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

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

Personnel Committee

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

Executive Committee

Nothing new to report.

New Business; for the good of the order

Public Comment

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

Adjourn

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

Approved:



Jill Clinton, Secretary

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

Thursday, October 29, 2020

5:30 pm	<u>Executive Session</u>	
6:00 pm	<u>Call to Order the October 29, 2020 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
6:10 pm	<u>Building Committee</u> <i>Update on Renovations, Building Design, Funding</i>	
6:30 pm	<u>Administrator's Report – Faye Pleso</u> <i>Enrollment Update</i> <i>Exit Surveys</i> <i>PIMS Calendar</i> <i>Acadience Report</i> <i>Hiring Approval – 3 / 4 Teacher</i> <i>Approve Comprehensive Plan</i> <i>Health and Safety Plan Update Review and Approval</i>	Action Action Action
7:00 pm	<u>Chair's Report – Tom Hockensmith</u> <i>Housekeeping Report</i> <i>Annual Report Review and Approve</i>	
7:30 pm	<u>Finance Committee – Becky Uppercue</u> <i>Update on Finance Committee Meeting</i>	Action
7:45 pm	<u>Governance Committee – Ashley Reid</u> <i>Update on Recruitment Efforts</i>	
8:10 pm	<u>New Business; For the good of the order</u>	
8:20 pm	<u>Public Comment</u>	
8:30 pm	<u>Adjourn</u>	

**Gettysburg Montessori Charter School
Board of Trustees Official Minutes
September 24, 2020**

Board Members Present

Tom Hockensmith, Chair
Becky Uppercue, Treasurer
Traci Elligson, Secretary
Ashley Reid, Member, at-large

Board Members Absent

Rose Thornberry, Vice Chair
Jill Clinton, Member, at-large
Diana Williams, Member, at-large

Others Present

Dr. Faye Pleso, CEO
Jay Appleton, Greyhawk
Jason Officer, Parent

Executive Session

The Board met for Executive session at 5:36pm to discuss several employee-related matters, which if conducted in public would violate a lawful privilege or would lead to a disclosure of information confidentially protected by law. Dr. Pleso was invited to join the Board in Executive session to discuss these matters. Executive session closed at 5:52pm.

Call to Order

Tom Hockensmith called the meeting to order at 6:06pm. Social distancing and protective measures were observed in accordance with PA state health guidelines during the COVID-19 crisis. All information regarding public access to the meeting was advertised in the Gettysburg Times. Introductions of all attendees were made.

Public Comment on Agenda Items

A public comment was made to post board meeting agendas on the main GMCS website versus or in addition to the GMCS board page of the GMCS website.

Old Business

No old business

Approval of Consent Agenda

Ashely Reid made a motion to approve the consent agenda as submitted. Becky Upperque seconded the motion. The consent agenda was approved by unanimous roll call vote of all board members in attendance.

Building Committee

Jay Appleton from Greyhawk reported that a pre-construction meeting occurred one and one-half weeks prior with contractors. Currently the building plans are with the township for review and approval so permit can be obtained. The permit is expected to be issued within the upcoming weeks once approval is granted. If permit is granted promptly then groundbreaking could occur as early as the first week of October.

Jay reviewed with Dr. Pleso and the board regarding wood prices and the increase since bids have been submitted and contracts awarded. The current price increase has resulted in a \$50,000 difference between the original bid and the current cost. The contractor is working with Digsau to review any value engineering opportunities to decrease the cost difference.

There are no significant design changes or scheduling issues expected with the material increase or permit approval.

Administrator's Report

Dr. Pleso reports that enrollment is down to 183 as of September 15th with 27 Kindergarteners; 30 first graders; 31 second graders; 29 third graders; 26 fourth graders; 21 fifth graders; and 19 sixth graders.

Dr. Pleso reviewed scheduling and space concerns related to COVID19 and social distancing. Current enrollment is allowing Dr. Pleso to work with students that have IEPs to come 4 days a week. Dr. Pleso is also evaluating the possibility of bringing Kindergarten students on-site 4 days a week.

Dr. Pleso worked with USDA on grant for meal access. This grant was awarded to GMCS and grants families the availability for free breakfast and lunch access until the end of the calendar year. This applies to days when students are on-site and virtual.

Dr. Pleso advised that GMCS has an extension for the Comprehensive plan submission due to Covid19. This plan will be finalized and approved at the October board meeting.

Dr. Pleso advised the board that GMCS has been awarded the Peyton Walker grant for an AED (automated external defibrillator). It was advised that once completed and installed there would be training for staff.

Dr. Pleso recommended hiring Heather McGlaughlin to fill an opening in Food Service, Terry Sanders as a teacher's assistant for 3rd / 4th grade and Nicole Norris as a long-term substitute.

Ashley Reid made a motion to hire Heather McGlaughlin for Food Services effective August 31st at \$10/hr for under 30 hours a week with no benefits. Tom Hockensmith seconded the motion and was approved by unanimous roll call vote.

Becky Upperque made a motion to hire Terry Sanders as the 3rd/4th Assistant effective September 22nd at \$17/hr for under 30 hours a week with no benefits. Ashley Reid seconded the motion and was approved by unanimous roll call vote.

Tom Hockensmith made a motion to hire Nicole Norris as the long-term substitute effective September 28th at \$20/hr in a full-time capacity. Becky Upperque seconded the motion and was approved by unanimous roll call vote.

Report of the Chair

Tom Hockensmith discussed 10th Anniversary Montessori event that was not held due to COVID with attendees. It was discussed to have an event that encompasses both a Montessori Anniversary in addition to grand opening of the new building.

Tom Hockensmith advised new members of training responsibilities.

It was discussed about feasibility of attending staff meetings with staff that are on-site. This will be looked into to ensure appropriate social distancing and precautions are observed.

Finance Committee

A Finance committee meeting was held on September 16th via conference call to review the August financial statements, which showed that GMCS Cash (in Checking/Savings Accounts) has decreased slightly to \$1,301,516 (from \$1,380,384 at July 31). While District Receivables have increased to \$550,731 as the school awaits initial district payments for '20-21.

Becky Upperque advises that per Jesse Bean / Charter Choices that our 1st quarter has been steady but with decreased enrollment the effects on the budget will be forthcoming. Part of this includes that the budget is based on enrollment of 237 and enrollment is currently 183.

Dr. Pleso has made staffing changes and considerations to further reduce budget expenses in an effort to reduce costs. Some of these cuts include 2 part-time RTI staff, 1 part-time special ed staff and 1 part-time administrative position. Further cuts or adjustments are being considered to further reduce budget costs and deficit.

Currently the construction loan is not causing budget hardships as GMCS is in "interest-only" payment status until construction payments have been made against the loan.

Governance Committee

Nothing new to report

Personnel Committee

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

Executive Committee

Nothing new to report.

New Business; for the good of the order

Public Comment

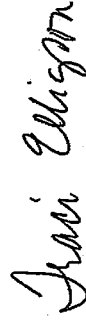
Jason Officer expressed interest in the school having a PTO (Parent Teacher Organization). Pros and Cons of this were discussed and it would need to be researched and evaluated further.

Additionally Jason Officer advised the board that with GMCS being a non-profit they can earn funds by families purchasing from Amazon Smile and choosing GMCS as their non-profit/organization of choice.

Adjourn

The meeting was adjourned by the Chair Tom Hockensmith at 7:23pm.

Approved:



Traci Eligson, Secretary

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

Thursday, November 19, 2020

- 5:30 pm **Executive Session**
- 6:00 pm **Call to Order the November 19, 2020 Meeting**
Introduction of Members and Guests;
Public Comment on Agenda Items;
Approval of Consent Agenda
Old Business Action
- 6:10 pm **Building Committee**
Update on Renovations, Building Design, Funding
- 6:30 pm **Administrator's Report – Faye Plaso** Action
Enrollment Update
Hiring Approval – PE/Health Teacher
IDEA-B Annual Determinations
PA Future Ready Index
Montessori Updates
- 7:00 pm **Chair's Report – Tom Hockensmith**
Housekeeping Report
- 7:20 pm **Finance Committee – Becky Uppercue**
Update on Finance Committee Meeting
Revised Budget Approval Action
- 7:45 pm **Governance Committee – Ashley Reid**
Update on Recruitment Efforts
- 8:10 pm **New Business: For the good of the order**
- 8:20 pm **Public Comment**
- 8:30 pm **Adjourn**

**Gettysburg Montessori Charter School
Board of Trustees Official Minutes
October 29, 2020**

Board Members Present

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

Board Members Absent

Ashley Reid, Member, at-large

Others Present

Dr. Faye Pleso, CEO
Jay Appleton, Greyhawk (teleconference)
Jason Officer, Parent
Brittany Lawrence, Teacher

Executive Session-

The Board met for Executive session at 5:46pm to discuss several employee-related matters, which if conducted in public would violate a lawful privilege or would lead to a disclosure of information confidentially protected by law. Dr. Pleso was invited to join the Board in Executive session to discuss these matters. Executive session closed at 5:56pm.

Call to Order

Tom Hockensmith called the meeting to order at 6:03pm. Social distancing and protective measures were observed in accordance with PA state health guidelines during the COVID-19 crisis. All information regarding public access to the meeting was advertised in the Gettysburg Times. Introductions of all attendees were made.

Building Committee

Jay Appleton, Greyhawk discussed construction wall and perimeter fence being placed and ground movement has started. Contractor will see the progress. Starting November 12, 2020 onsite meetings with contractors will begin to review progress with meeting minutes sent to the

GMCS and community regarding cash flow matrix and itemized financial breakdown. Faye Pleso stated that she had no questions or concerns.

Administrator's Report

Dr. Pleso recommended hiring of $\frac{3}{4}$ grade teacher Heather Dohler.

Becky Uppercue made a motion to hire Heather Dohler starting October, 22, 2020 full-time at a salary of \$47, 965 with benefits.

Diana Williams seconded the motion and was approved by unanimous roll call vote.

PIMS

Faye Pleso reviewed the PIMS calendar with the Board.

Acadience Report

Faye Pleso discussed mapping curriculum with LIU. Acadience report is what W.I.N. (What I Need) course of studies is based on. Math uses Zearn which coincides with Eureka, has better match to individual child needs. Reading-mapping out ELA curriculum began with Haggerty ACRI (Advanced Care Reading Instructions), ACRI (Advanced Core Reading Instructions) supports Kindergarten this year and next year will support grades K-2 for learning support and special education, LETERS training for language essentials for reading and spelling.

Approval of Comprehensive Plan

Completed every 3 years with the focus to increase reading and math achievement and more Montessori based. Will be uploaded to State.

Jill Clinton made a motion to approve plan.

Becky Uppercue seconded the motion and was approved by unanimous roll call vote.

Enrollment Update

Faye Pleso updates Board. Budget based on 237 students, formulated in March, approved in June. Chose blended model. Lost 57 students = \$800,000 deficit. 5-6 children moved away and 1 child's family chose to homeschool. The remainder chose in-person districts for their kids. How to rectify the deficit? Faye worked with Becky Uppercue and Jesse Bean determined that Faye may need to furlough staff in January if nothing changes. Faye met with teachers, then assistants. Most are for in-person 5 days a week. Two teachers and one assistant do not want to return due to health reasons. Faye contacted 50 students who left and 3 families are excited to return. Faye has seen a surge in students- 13 students in the Bermudian Springs district have expressed interest. 3 new students who were going to start, but then didn't. Jesse Bean says if

we had 20 regular ed / 2 special ed or 15 regular / 5 special ed we would break even. Faye suggested cutting teachers assistants hours from 30 to 20. We would be in the black but Faye has some personal concerns as do teachers/staff/families. Faye will be flexible.

Faye is to meet with cleaning company to get additional disinfecting on Wednesdays, Plexiglas for each desk and air purifiers. Enrollment currently is at 180. Faye is going to make sure the kids are coming through questionnaire sent out to families and she will need a few days to make a final decision, wondering about 4 or 5 days, hopefully by November 9th, 2020. Revised budget to be approved at November board meeting.

Health and Safety Plan Update

The board reviewed changes that would need to be made to the Health and Safety Plan to accommodate students 5 days per week in person. This is to allow school administration the ability to implement these changes before the November board meeting. The updated Health and Safety document will incorporate these changes and be submitted to the state.

Tom Hockensmith made a motion to approve the Health and Safety Plan Update and will be sent to the school district.

Becky Upperreue seconded the motion and was approved by unanimous roll call vote.

Chair's Report

The chair has no housekeeping to report.

The Annual Report was reviewed and discussed as the prior board meeting and submitted for approval.

Jill Clinton made a motion to approve the Housekeeping report and Annual Report review.

Diana Williams seconded the motion and was approved by unanimous roll call vote.

Finance Committee

SEK started our '19-'20 fiscal year about about 3 weeks ago. Michael Snyder from Charter Choices has been providing necessary documentation to them and is hopeful that it will be completed early, prior to 12/21/2020 deadline given our experience with them last year.

Governance Committee

Currently the board has all positions filled. There are a few board positions that will need to be filled at the end of the current term and recruitment will start in the New Year.

Jason Officer has been appointed as the community member of the governance committee.

New Business: for the good of the order
Public Comment

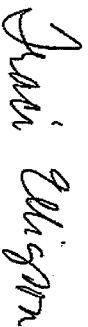
Jason Officer interested in starting parent volunteer group to help fund-raise for the school.
Discuss the need to create a Code of Conduct, Clearances for all participants, and a list of goals.

The question was asked if snow days would be virtual. This is to be determined.

Adjourn

The meeting was adjourned by the Chair Tom Hockensmith at 7:46pm.

Approved:



Traci Elligson, Secretary

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

Thursday, December 17, 2020

- 5:30 pm **Executive Session**
- 6:00 pm **Call to Order the December 17, 2020 Meeting via Zoom**
Introduction of Members and Guests;
Public Comment on Agenda Items;
Approval of Consent Agenda Action
Old Business
- 6:10 pm **Building Committee**
Update on Renovations, Building Design, Funding
- 6:30 pm **Administrator's Report – Faye Plaso**
Enrollment Update
Exit Survey
Tours
Health and Wellness
- 7:00 pm **Chair's Report – Tom Hockensmith**
Housekeeping Report
- 7:20 pm **Finance Committee – Becky Uppercue**
Update on Finance Committee Meeting
- 7:45 pm **Governance Committee – Ashley Reid**
Update on Recruitment Efforts
- 8:10 pm **New Business: For the good of the order**
- 8:20 pm **Public Comment**
- 8:30 pm **Adjourn**

Gettysburg Montessori Charter School
Board of Trustees Official Minutes
November 19, 2020

Board Members Present

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

Others Present

Dr. Faye Pleso, CEO
Jay Appleton, Greyhawk (teleconference)
Jason Officer, Parent

Executive Session

The Board met for an Executive session at 5:37 pm to discuss several employee-related matters, which if conducted in public would violate a lawful privilege or would lead to a disclosure of information confidentially protected by law. Dr. Pleso was invited to join the Board in the Executive session to discuss these matters. Executive session closed at 5:45pm.

Call to Order

Tom Hockensmith called the meeting to order at 6:03pm via Zoom call in accordance with PA state health guidelines during the COVID-19 crisis. All information regarding public access to the meeting was advertised in the Gettysburg Times. Introductions of all attendees were made.

Consent Agenda

Ashley Reid made motion to accept, Jill Clinton seconded the motion.

Building Committee

Jay Appleton, Greyhawk discussed construction moving forward amid weather issues. General contractor is currently working on the top soil, rough grading and trenching for foundations, 35% of the foundations as of Monday 11/15/2020. Concrete foundations and mason foundations walls have been placed with the electrician and plumber to do the under slab. Mid December floor slab will be poured then wall framing and roof will start. A few glitches have come up and will

continue to be addressed at the building meeting tomorrow, 11/20/2020- Power Cables feeding the modulars are too shallow, Foundation outside of Nurse's office.

Administrators's Report

- Enrollment: Faye Pleso updated the Board that as of 9 days ago, November 10, 2020 enrollment was at 182 students. She had 2 family tours and 3 new enrollments and now the current enrollment is at 185 students. In the hopes to add 20 more students the office will be sending out mailings, by way of postcards, to Fayetteville, Bermudian Springs, and Fairfield to families with children ages 5-11 and a billboard will be placed on Rte 94 north of Rte 30 towards Bermudian Springs.
- Hiring Approval: Faye Pleso recommended hiring of Physical Education teacher Alex Ruzbacki to start on November 9, 2020 at \$25 per hour for part time (under 30 hours per week) without benefits. Becky Uppercue made a motion to hire Mr. Ruzbacki and Traci Elligson seconded the motion and was approved by unanimous roll call vote.
- IDEA-B: Annual was previously known as “Meets Requirements” and is now “Needs Assistance”. Data in 2018 wasn't provided to the state in error where it was only sent to LIU. This error has since been corrected and the data is sent to the state and LIU as required.
- PA Future Ready: stayed the same due to no PSSA testing in Spring of 2020 due to Covid-19 pandemic.
- Montessori Updates:
 - GMCS will no longer be working with the University of Delaware as of 11/9/2020. Their method would have completely overhauled the whole school, Faye did not want to change the “culture” of the school
 - GMCS reached out to NAMC (North American Montessori Center) and brought Charlie and Corrine from IU and we discussed sponsoring them for Montessori training so they can help us with curriculum training. Jill Clinton inquired if there was an interest if 1 teacher could attend, Faye explained they could if the budget allows. Ashley Reid mentioned focus on Montessori methodology (interactions).
- Superintendents
 - Bi-weekly meetings are scheduled where GMCS CEO is not invited nor in attendance. IU is now attending with 2 people to reach out to Montessori Charter Schools.
- PDE
 - Decided last week that there will not be any mandates placed on the schools but will be left to the districts to determine the need for closures.

Chair Report

Faye Pleso's review has been completed, Tom Hockensmith to sign and send to Faye Pleso.

Discussed need to periodically check Board emails and will send log-in information to all board members.

Informed that future board meetings to be virtual due to increasing pandemic numbers and need for custodial assistance after meetings if held in person, until future re-evaluation.

Finance Committee

Per Jesse Bean “we had another good month financially because we received some larger payments from districts that were outstanding, but this upcoming month we are likely to notice the decreased tuition coming in due to decreased enrollment related to COVID.”

Savings/Checking accounts up by \$100, 000, expenses are lower. Ability to keep assistants if at 15 hours per week.

Revised budget-Tom Hockensmith made motion to accept, Diana Williams seconded the motion and was approved by unanimous roll call vote.

Building construction update-\$100,391 has been expensed with a remaining \$894,600 needed for the school's equity contribution. Principal payments on loan to begin next August.

Change in Administration with President-Elect Biden, he has pledged to triple Title spending and increase federal contributions for Special Education. Possible continuation of pro-charter policies with the new Secretary of Education to be announced.

Governance Committee

Next meeting is in January with a notification to be placed in the Newsletter. Currently the board has all positions filled. There are a few board positions that will need to be filled ie; Ashley Reid, Jill Clinton, Becky Uppercue, Rose Thornberry, at the end of the current term and recruitment will start in the New Year. Becky Uppercue and Rose Thornberry are eligible for another term.

New Business: For the good of the order

None

Public Comment

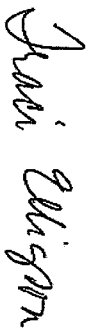
Jason Officer started a parent volunteer group to help fundraise for the school with GMCS Helping Hands Committee. The committee includes 6 parents in total covering grades K-4. Advertisements for committee will be added to school Newsletter around February

Picture Day-packets to come.

Adjourn

The meeting was adjourned by the Chair Tom Hockensmith at 7:29 pm.

Approved:

A handwritten signature in cursive script that reads "Traci Elligson".

Traci Elligson, Secretary

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

Thursday, January 28, 2021

- 5:30 pm **Executive Session**
- 6:00 pm **Call to Order the January 28, 2021 Meeting via Zoom**
Introduction of Members and Guests;
Public Comment on Agenda Items;
Approval of Consent Agenda
Old Business Action
- 6:10 pm **Building Committee**
Update on Renovations, Building Design, Funding
- 6:30 pm **Administrator's Report – Faye Plaso**
Enrollment Update
Donation
Front Office Clerk / Executive Asst – Hiring Recommendation
Marketing update
Acadience Mid-Year Data Review Action
- 7:00 pm **Chair's Report – Tom Hockensmith**
Housekeeping Report
- 7:20 pm **Finance Committee – Becky Uppercue**
Update on Finance Committee Meeting
- 7:45 pm **Governance Committee – Ashley Reid**
Update on Recruitment Efforts
- 8:00 pm **Helping Hands Committee Update**
- 8:10 pm **New Business: For the good of the order**
- 8:20 pm **Public Comment**
- 8:30 pm **Adjourn**

Gettysburg Montessori Charter School
Board of Trustees Official Minutes

December 17, 2020

Board Members Present

Tom Hockensmith, Chair

Rose Thornberry, Vice Chair

Becky Uppercue, Board Treasurer

Traci Elligson, Secretary

Diana Williams

Diana Williams

Ashley Reid

Others Present

Dr. Faye Pleso, CEO

Christine Fitzpatrick

Jay Appleton, Greyhawk (teleconference)

Jason Officer, Parent

Executive Session

The Board met for an Executive session at 5:35 pm to discuss several employee--related matters, which if conducted in public would violate a lawful privilege or would lead to a disclosure of information confidentially protected by law. Dr. Pleso was invited to join the Board in the Executive session to discuss these matters. Executive session closed at 5:50 pm

Call to Order

Tom Hockensmith called the meeting to order at 6:01 pm via Zoom call in accordance with PA state health guidelines during the COVID-19 crisis. All information regarding public access to the meeting was advertised in the [Gettysburg Times](#).

Public Comment on Agenda

None

Consent Agenda

Jill Clinton made motion to accept, Ashley Reid seconded the motion.

Building Agenda

Jay Appleton, Greyhawk discussed construction is moving along well. Foundation work has been completed and the under-slab utilities such as plumbing and drainage. They are ready to pour the floor slab, which has been delayed due to weather, working with ECI contractor to be done on Tuesday 12/22/2020. The delayed partition walls will be assembled in the trailer area and will await move in. Jay is pleased with ECI's work ethic and method and they are on schedule to move out of the modular before the summer.

Administrator's Report

- Enrollment: Faye Pleso reported that enrollment is up to 191 having 5 new students and 1 withdrawal. There have been 3 additional tours scheduled. Marketing has been helpful having used the billboard and 2nd mailings of post cards, and Google and Facebook advertising.
- Health and Wellness: there have been no positive cases of COVID with attributes to all of the precautions taken.
- Nicole Norris: organized picture day with Pictures-R-Us with money earned for the school so far resulting in \$1,464.95. Retakes are scheduled for January 13, 2021. School store? I have something written about dropping the updated website based on GMCS online store homepage advantage? Helping Hands Committee meetings to be held on the 2nd Tuesday at 6pm, filer will be sent out.

Chair Report

Newsletters are sent out quarterly and was last sent in 11/2020 and will be sent again at the end of January 2021. The Board will work on getting a blurb in the newsletter listing board member names, topics to be discussed and meeting dates. Jill and Ashley will work on January newsletter to be sent to Faye.

Finance

- The budget is doing well due a conservative tuition rate. Local Revenues are above budget by \$59,000 while personnel costs stay consistent. There have been decreased costs with benefit changes with teachers contracted services. With 191 students:
 - Teacher Assistant @ 30 hrs w/ Executive Assistant has deficit of \$5, 641.
 - Teacher Assistant @ 20 hrs w/ Executive Assistant has surplus of \$34, 124.
 - Can make up the difference with 1 or 2 students.
- Jesse Bean noted:
 - Charter schools are outperforming regular schools.
 - PSER rates to increase in '21-'22.
 - Cyberattacks is an increasing concern for Schools and nonprofits-we are encouraged to work with out IT team to help avoid these potential attacks.
 - CARES funding is still unused due to lack of agreement on how to use the money and may be delayed or denied to K-12 schools.

Governance committee

Meet on January 14th via Zoom at 5p and to follow throughout the year. Search for a teacher representative to replace Megan Stough, Faye and Christine will ask teachers for interest.

New business: For the good of the order

None

Public Comment

Jason-1st Helping Hands meeting and meeting with Faye for fundraising ideas

- Shoe fundraiser to start in January \$2500 goal +\$1k donation.
- Work with Ms. Swiger to create a '21-'22 school calendar created using the children's art from end of year '20-'21.
- Potential 21/22 fundraiser is monthly movie night for families and possible one could be a date night for parents and can offer babysitters during movie night, will work with Nicole Norris

Add to next Board meeting agenda to follow the progress of Helping Hands and add section under New Business

Questions:

Jason-

- What determines the difference between the special education and regular student? Faye responded that special education students have IEP's.
- Will they have snow days this school year? Faye answered no

Traci-

- Are there any summer school plans for this summer? - Christine answered they will need to find some teacher incentives to encourage teacher participation, Christine will send last year's summer school program to Traci
- How are the students meeting the academic standards for this school year? Christine explained that the teachers were given the academic standards for the year in September and have been focusing on the essentials. Based on scores thus far all grades are meeting the requirements.
- Will the school have PSSA's this year? Christine explained that it is unknown at this point and hope to have that information in January.

Adjourned at 7:07pm

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

Thursday, February 25, 2021

- 6:00 pm **Call to Order the February 25, 2021 Meeting via Zoom**
- Introduction of Members and Guests;**
Public Comment on Agenda Items;
Approval of Consent Agenda
Old Business Action
- 6:10 pm **Building Committee**
Update on Renovations, Building Design, Funding
- 6:25 pm **Administrator's Report – Faye Pleso**
Enrollment Update
Preliminary Personnel Recommendations
Significant Disproportionality
Marketing, Fundraising, Activities Update (N. Norris)
Read Across America (C. Kirkpatrick)
- 6:45 pm **Chair's Report – Tom Hockensmith**
Housekeeping Report
- 7:00 pm **Finance Committee – Becky Uppercue**
Update on Finance Committee Meeting
- 7:15 pm **Governance Committee – Ashley Reid**
Update on Recruitment Efforts
- 7:30 pm **New Business: For the good of the order**
- 7:45 pm **Public Comment**
- 8:00 pm **Adjourn**

Gettysburg Montessori Charter School
Board of Trustees Official Minutes

January 28, 2021

Board Members Present

Tom Hockensmith, Chair

Rose Thornberry, Vice Chair

Becky Uppercue, Board Treasurer

Traci Elligson, Secretary

Ashley Reid

Jill Clinton

Missing

Diana Williams

Others Present

Dr. Faye Pleso, CEO

Christine Fitzpatrick

Public

Jay Appleton, Greyhawk (teleconference)

Jason Officer, Parent

Executive Session

The Board met for an Executive session at 5:30 pm to discuss several employee-related matters, which if conducted in public would violate a lawful privilege or would lead to a disclosure of information confidentially protected by law. Dr. Pleso was invited to join the Board in the Executive session to discuss these matters. Executive session closed at 5:55 pm

Call to Order

Tom Hockensmith called the meeting to order at 6:06 pm via Zoom call in accordance with PA state health guidelines during the COVID-19 crisis. All information regarding public access to the meeting was advertised in the [Gettysburg Times](#).

Public Comment on Agenda

None

Consent Agenda

Traci Elligson made motion to accept, Ashley Reid seconded the motion.

Building Agenda

Jay Appleton, Greyhawk discussed framing is completed, with next step being trusses and sheathing of the roof. This will be followed by the electrical wiring to panels, HVAC and A/C units and duct work. There have been minor slow downs due to COVID-19 concerns in manufacturing companies and weather, but we are still on a good timeline. To make up for lost time it was hoped to temporarily block the bus loop but due to safety issues this was not done.

Administrator's Report

- Enrollment: Faye Pleso reported that enrollment is up to 205 students as of January 19, 2021 and will possibly increase to 220 due to recent inquiries. Marketing has been helpful by reaching out to Bermudian Springs area in December 2020-January 2021 and now focused on Fairfield and New Oxford area due to their decision to stay virtual.
- Hiring: Front Office Desk/Executive Assistant Nicole Norris at \$38k plus benefits prorated to February 1, 2021. Becky Uppercue made a motion to accept, Ashley Reid seconded the motion.
- A donation was made to the school by the family of one of our students of \$500 to be used for student activities.

Marketing

- Nicole Norris discussed in December 2500 postcards were sent out and arrived in mid-January, Google advertising had 108, 000 ads with 670 clicks and Facebook ads had 808.
- 2021-2022 enrollment form has been sent out.
- Kindergarten Open House has 50 families interested.
- Helping Hands announced Teacher's Week will be the first week in May.
- Online store- orders can be made from 2/8/2021-2/22/2021 with deliveries in March.

Acadience

- Christine Fitzpatrick reported the Acadience report is done 3 times a year in Math and Reading looking for growth. Tests completed In January 2021 we believe less growth was due to new

enrollments taking the tests. Math was lower in accuracy, remaining the same or better but speed was not as fast especially for 6th grade. Teachers are focused on improvements but as of now the students are still on track.

- RTI will be the focus for new students with Brittany Perry in small groups.
- K-1 is strong thanks to Kindergarten Writing Program that has been in action over the last 2 years whereas 2nd graders did not have that program available to them while in Kindergarten which explains lower growth in Reading.
- Acadience system to be updated to replace Megan Stough with Heather Dohler

Chair Report

- Trauma informed training

Finance

- SEK's FY 2019-20 Audit had one significant finding related to student billing with missing revenue of \$130K, correction can still be made as we can bill for all but \$18K.
- Charter Choices provided GMCS with a template to help improve tracking and will be reviewed by Jesse Bean of Charter Choices and Dr. Pleso.
- Budget figures are still doing well, we expect to receive approximately \$95, 580 to come from Covid-19 relief which can be used for staffing/students to maintain services.
- Increase in enrollment with add a nice surplus.
- '21-'22 budget will be in development next month.

Governance committee

- There have been 3 inquiries for upcoming School Board positions, emails have been sent back. Once documents have been provided interviews will be scheduled.

Helping Hands Committee

- Thanks to Nicole Norris for help with Spirit Week.
- Teacher Appreciation week is the first week of May.
- Calendar fundraiser for 2021-2022 enlisting help from the Art teacher and to use artwork for this year's students.
- Meetings have included many Kindergarten parents.
- Advertised in family groups for Kindergarten Open House.

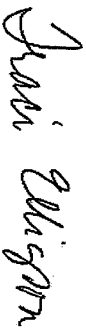
New business: For the good of the order

None

Public Comment

Jason Officer commented on exceptional service from the staff.

Adjourned at 7:00 pm

A handwritten signature in cursive script, reading "Traci Elligson".

Traci Elligson, Secretary

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

Thursday, March 25, 2021

5:15 pm **Executive Session**

6:00 pm **Call to Order the February 25, 2021 Meeting via Zoom**

Introduction of Members and Guests;

Public Comment on Agenda Items;

Approval of Consent Agenda

Old Business

Action

6:10 pm **Building Committee**

Update on Renovations, Building Design, Funding

6:25 pm **Administrator's Report – Faye Pleso**

Enrollment Update

Hiring Approval – School Counselor

PCPCS Panel

Cyber Security

Change of Law Firm

PSSAS

Helping Hands Update – Nicole Norris

Action

6:45 pm **Chair's Report – Tom Hockensmith**

Housekeeping Report

Charter Choices Resolution

Action

7:00 pm

Finance Committee – Becky Uppercue

Update on Finance Committee Meeting

7:15 pm **Governance Committee – Ashley Reid**

Update on Recruitment Efforts

7:30 pm **New Business; For the good of the order**

7:45 pm **Public Comment**

8:00 pm **Adjourn**

Gettysburg Montessori Charter School

Board of Trustees Official Minutes

February 25, 2021

Board Members Present

Tom Hockensmith, Chair

Rose Thornberry, Vice Chair

Becky Uppercue, Board Treasurer

Traci Elligson, Secretary

Diana Williams

Ashley Reid

Jill Clinton

Others Present

Dr. Faye Pleso, CEO

Christine Fitzpatrick

Nicole Norris

Public

Jay Appleton, Greyhawk

Jason Officer, Parent

Call to Order

Tom Hockensmith called the meeting to order at 6:06 pm via Zoom call in accordance with PA state health guidelines during the COVID-19 crisis. All information regarding public access to the meeting was advertised in the [Gettysburg Times](#).

Public Comment on Agenda

None

Consent Agenda

Jill Clinton made motion to accept, Becky Uppercue seconded the motion.

Building Agenda

Jay Appleton, Greyhawk, discussed a water issue for the building requiring school to go all virtual on Thursday, February 25 and Friday, February 26, 2021. The possible cause of the water issue was the new power line run for construction. Work will begin Friday 2/26 at 7AM to excavate the power line, trace, splice, and repair. If this does not resolve the issue, then a new pump will be put in place.

Overall, the construction project is behind schedule due to the snow, but ECI is adjusting to get on schedule. The building is almost sealed up and once sealed then interior rough-in will begin with drywall a few weeks later.

Delivery schedule remains the same with plan to be out of modular by end of June and then remove modular in early July.

Administrator's Report

- Enrollment: Faye Pleso reported that current enrollment is 224 and will increase to 226 as of March 1, 2021. Jason Officer inquired as to whether any classes were at full capacity and unable to accept more students, Faye Pleso's response was that no classes are completely full at this time.
- Preliminary personnel recommendations would impact the budget by about \$150/160K and would include:
 - an additional 5/6 grade teacher full-time with benefits, based on continued increases in enrollment
 - Librarian full-time with benefits, will be included in '21-'22 budget even if enrollment remains at current status
 - 1 Part-time learning support, part-time without benefits
 - 3 PCA's, part-time without benefits
- Special Education evaluation is concerned that we have a high percentage of students with IEP's
 - Many new students came to GMCS with existing IEP's
 - Several parents opted to change to GMCS due to their child's IEP needs not being met at previous schools
 - Resolution would involve \$6,990 for ECRI training for Special Education teachers with \$6,400 allotted and required to spend. '21-'22 will require additional \$7,281 and implement education in classrooms and re-evaluate for improvements

Marketing, Fundraising, Activities

- Nicole Norris discussed Google ads cost \$190K with 1,100 clicks of interest whereas the Facebook ads cost \$1,290 with results being unimpressive. Google ads will continue and Facebook ads have currently stopped and can be reactivated in the future.

- Spirit School Store is now closed to parents but will remain open to staff until Friday, February 27, 2021. Orders totaling \$1,050 with \$150 raised for the school. Orders to be sent out in mid-March. There are plans for another store in the Fall.
- Gertrude Hawk online sales totaling \$ 1,300 and paper orders will be in shortly and tallied by next board meeting.
- Yearbook is in plans with the company that took the school pictures this year
- Joined the school campaign with Weis for Schools and will look into similar school campaign with Giant
- Helping Hands-Nicole reminds that Teacher's Week will be the first week in May, there are several ideas in discussion for staff appreciation
- Kindergarten Open House was postponed and communication was sent to attendees
- Christine Fitzpatrick discussed plans for Read Across America
 - March 2 is a Dr. Seuss Day of dress like your favorite character
 - Month of March will be challenges of Read 10 books/chapters with a prize and certificate to place on the school bulletin board

Chair Report

- Trauma informed training
 - SAFE Schools has an online training with certificate, Faye Pleso to register and email information to all board members
 - Act 55 has 1 board member in progress of completion

Finance

- Becky Uppercue reviewed that accounts have decreased slightly by \$86K while District Receivables have increased to \$189,722.
- We have a 4 month operating surplus if needed
- Budget for '21-'22 will be based on current enrollment and will be revised in Sept/Oct to adjust for any new students
 - Charter Choices has a new accountant to replace Michael Snyder
 - Construction budget we have crossed the 20% mark and will be meeting with Members First to discuss loan since we are out of the interest-only stage
 - SOFI forms will be sent to board members for electronic submission
 - Governor Wolf is writing a proposal to cut Charter School funding for Special Needs allowing home districts to retain a portion of the funds that were previously paid in full

Governance committee

- RoseThornberry informed the Board that the 3 people interested in the opening Board positions will be interviewing soon

New business: For the good of the order

- None

Public Comment

- Jason Officer asked
 - 1. If we were allowed to record Zoom Board meetings for parents who are unable to attend
 - Minutes are taken for the purpose of information to anyone who is unable to attend
 - 2. Can we restart in person meetings
 - The Board is staying remote in order to ease stress on cleaning staff having to clean after Board meetings adjourn and prior to the next school day and help to keep non-school staff out of the school building during pandemic

Adjourned at 7:14 pm

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

Thursday, April 29, 2021

- 5:30 pm **Executive Session**
- 6:00 pm **Call to Order the April 29, 2021 Meeting via Zoom**
- Introduction of Members and Guests;**
Public Comment on Agenda Items;
Approval of Consent Agenda
Old Business
- Action
- 6:10 pm **Building Committee**
Update on Renovations, Building Design, Funding
- 6:25 pm **Administrator's Report – Faye Pleso**
Enrollment Update
Hiring Approval – School Counselor
ERRR Funds
Updated Wellness Policy
Helping Hands Update – Nicole Norris
- Action
- 6:45 pm **Chair's Report – Tom Hockensmith**
Housekeeping Report
Staff Settlement - Approve
- Action
- 7:00 pm **Finance Committee – Becky Uppercue**
Update on Finance Committee Meeting
- 7:15 pm **Governance Committee – Ashley Reid**
Update on Recruitment Efforts
Voting on new board member – Derek Beckenbaugh
Swearing in of new board member – Derek Beckenbaugh
- Action
Action
- 7:30 pm **New Business: For the good of the order**
- 7:45 pm **Public Comment**
- 8:00 pm **Adjourn**

Gettysburg Montessori Charter School
Board of Trustees Official Minutes

April 29, 2021

Board Members Present

Tom Hockensmith, Chair

Rose Thornberry, Vice Chair

Traci Elligson, Secretary

Jill Clinton

Ashley Reid

Missing

Diana Williams

Becky Uppercue, Board Treasurer

Others Present

Dr. Faye Pleso, CEO

Christine Fitzpatrick

Nicole Norris

Public

Jay Appleton, Greyhawk

Jason Officer, Parent

Derek Beckenbaugh

Call to Order

Tom Hockensmith called the meeting to order at 6:03 pm via Zoom call in accordance with PA state health guidelines during the COVID-19 crisis. All information regarding public access to the meeting was advertised in the [Gettysburg Times](#).

Public Comment on Agenda

None

Consent Agenda

Jill Clinton made motion to accept, Rose Thornberry seconded the motion.

Building Agenda

Jay Appleton, Greyhawk states construction is progressing well. Schedule was affected by weather but still on schedule. The budget for "hard construction costs" were impacted by the upgrades to the security system but we are still under the 10% contingency. General contractor will move forward with putting the ceilings in and painting the exterior. The HVAC including plumbing and water line, fire protection and sprinklers will take about 2 weeks to install. Any wish list items to come up may be accommodated by the contingency fund and will be addressed after contractors are done so as not to impact the deadlines.

Administrator's Report

- Enrollment: Faye Pleso reported that current enrollment is 236. As of now the enrollment for 2021-2022 is 233 but we are still waiting for 31 more re-enrollment forms, full capacity is 285. Kindergarten will have a wait list, 1st has 4 open spaces, 2nd grade has 8 open spaces, 5th grade has 4 open spaces, and 6th grade has 8 open spaces.
- Hiring approval for School Counselor Tony Spack to start 4/19/2021 prorated salary of \$41K. Rose Thornberry made motion to accept, Jill Clinton seconded the motion.
- ESSR funds to help mitigate for Covid-19 include 3 rounds of federal funding. The 1st round is focused on equipment needed for students during virtual learning. The 2nd round focus on budget to help fill gaps during low enrollment. The 3rd round is to be focused on improvements through 2024 with 20% towards loss of learning or accelerate learning i.e., smartboards, more chrome books, extra cleaning for the school, Tier 2/3 mental health for students to assist with increased anxiety and depression, and outdoor learning spaces.
- Summer Options
 - Jason Officer asked if the children could keep the computers over the summer? Chris Fitzpatrick explained that the computers will need to be returned to the school for updates and virus protection upgrades and then will be returned to the students for the remainder of the summer.
 - Chris reviewed learning options to help review the year
 - Zearn math program has a 12 week summer course. The school is attempting to condense it to 8 weeks to be done for 30 minutes 4-5 days a week. Through Zearn the school is able to monitor the children's learning.
 - Online reading program requiring 30 minutes per day 4-5 days a week
- Update to the Wellness policy. The wellness policy must be reviewed every 3 years. GMCS has already met all federal government requirements and were finalized in April 2021 and will be posted on the school website
 - Goals for the next 3 years '21-'24

- Wellness teacher (previously PE Health teacher) to have additional training, and a nutritional toolbox
 - Partner with community organizations and programs promoting physical activity
 - Increase physical education classes and health classes together
 - Provide nutritional content to the school community for the school meals offered
 - Re-establish a school garden
 - Include health and nutrition into school announcements
- School Updates
 - Melissa Ring & family donated \$500 to the school library
 - Faye Pleso
 - Joined the Chamber of Commerce
 - Completed Superintendent training with certificate
 - Completed 45 hours of Continuing Ed for Admin II certificate

Helping Hands

- Nicole Norris informed the Board that the school raised \$375 from great support of parents sponsoring school Yetis (35 ordered)
- Next week is Staff Appreciation week with several events planned every day
- Yearbooks have been approved and will begin printing soon. The school made \$3 per yearbook with 75 ordered

Chair Report

- Trauma training due by May 1st
- Sofi forms are due by May 1st
- Act 55 due by June 1st
- Derek Beckenbaugh sworn in today to complete Ashley Reid's term
- Surveys to go out
 - to parents with questions from Faye Pleso
 - to staff

Finance

- Tom Hockensmith updated based on Finance meeting minutes
 - Charter Choices-request the Jesse attend Board meetings monthly or every other month, last attended was in January
 - Construction is staying close to budget and all invoices are covered
 - Draft of fiscal budget will be coming
 - Plans to replace PCA's due to increase in enrollment
 - Clinical Therapist
 - David Mitchell from Gettysburg, is also an Art Therapist. GMCS requested he make a proposal. Considering a 3 month trial contract

- ESS (Effective School Solutions)
- Thoughts to have Clinical Therapist work in conjunction with School Counselor for different Tiers and needs

Governance committee

- Vetting candidates with recommendations in May
- Vote on Derek Beckenbaugh, Ashley Reid made motion to accept, Rose Thornberry seconded the motion

New business: For the good of the order

- None

Public Comment

- None

Adjourned at 7:18pm

CONSENT AGENDA
Gettysburg Montessori Charter School
Board of Trustees

Thursday, April 29, 2021

1. Approval of Financials
 - Motion to approve the March 2021 financial statement, as submitted.
2. Approval of Minutes
 - Motion to approve the March 25, 2021 meeting minutes, as submitted.
 - Motion to approve the April 2021 Financial Committee meeting minutes.
3. Approval of Contracts
 - COVID Cleaning
4. Approval of School Materials
 - Updated Sub List
 - Updated Wellness Policy
5. CF Severance Agreement for \$3596.76

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

Thursday, May 27, 2021

- 5:30 pm **Executive Session**
- 6:00 pm **Call to Order the May 27, 2021 Meeting via Zoom**
- Introduction of Members and Guests;**
Public Comment on Agenda Items;
Old Business
- 6:10 pm **Building Committee**
Update on Renovations, Building Design, Funding
- 6:25 pm **Administrator's Report – Faye Pleso**
Enrollment Update
Flexible Instruction Days: Board Approval Needed
Robert C. Hoffman Charitable Endowment Trust
Federal Monitoring Review and McKinney Vento Review
Helping Hands Update – Nicole Norris

Action
- 6:45 pm **Approval of Consent Agenda**

Action
- 6:50 pm **Chair's Report – Tom Hockensmith**
Housekeeping Report
- 7:00 pm **Finance Committee – Becky Uppercue**
Update on Finance Committee Meeting
Proposed Budget - Review
- 7:15 pm **Governance Committee – Ashley Reid**
Update on Recruitment Efforts
- 7:30 pm **New Business: For the good of the order**
- 7:45 pm **Public Comment**
- 8:00 pm **Adjourn**

Gettysburg Montessori Charter School

Board of Trustees Official Minutes

April 29, 2021

Board Members Present

Tom Hockensmith, Chair

Rose Thornberry, Vice Chair

Traci Elligson, Secretary

Jill Clinton

Ashley Reid

Missing

Diana Williams

Becky Uppercue, Board Treasurer

Others Present

Dr. Faye Pleso, CEO

Christine Fitzpatrick

Nicole Norris

Public

Jay Appleton, Greyhawk

Jason Officer, Parent

Derek Beckenbaugh

Call to Order

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Public Comment on Agenda

None

Consent Agenda

Jill Clinton made motion to accept, Rose Thornberry seconded the motion.

Building Agenda

Jay Appleton, Greyhawk states construction is progressing well. Schedule was affected by weather but still on schedule. The budget for “hard construction costs” were impacted by the upgrades to the security system but we are still under the 10% contingency. General contractor will move forward with putting the ceilings in and painting the exterior. The HVAC including plumbing and water line, fire protection and sprinklers will take about 2 weeks to install. Any wish list items to come up may be accommodated by the contingency fund and will be addressed after contractors are done so as not to impact the deadlines.

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- School Updates
 - Melissa Ring & family donated \$500 to the school library
 - Faye Pleso
 - Joined the Chamber of Commerce
 - Completed Superintendent training with certificate
 - Completed 45 hours of Continuing Ed for Admin II certificate

Helping Hands

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Chair Report

- Trauma training due by May 1st
- Sofi forms are due by May 1st
- Act 55 due by June 1st
- Derek Beckenbaugh sworn in today to complete Ashley Reid's term
- Surveys to go out
 - to parents with questions from Faye Pleso
 - to staff

Finance

- Tom Hockensmith updated based on Finance meeting minutes
 - Charter Choices-request the Jesse attend Board meetings monthly or every other month, last attended was in January
 - Construction is staying close to budget and all invoices are covered
 - Draft of fiscal budget will be coming
 - Plans to replace PCA's due to increase in enrollment
 - Clinical Therapist
 - David Mitchell from Gettysburg, is also an Art Therapist. GMCS requested he make a proposal. Considering a 3 month trial contract

- ESS (Effective School Solutions)
 - Thoughts to have Clinical Therapist work in conjunction with School Counselor for different Tiers and needs

Governance committee

- Vetting candidates with recommendations in May
- Vote on Derek Beckenbaugh, Ashley Reid made motion to accept, Rose Thornberry seconded the motion

New business: For the good of the order

- None

Public Comment

- None

Adjourned at 7:18pm

CONSENT AGENDA
Gettysburg Montessori Charter School
Board of Trustees

Thursday, April 29, 2021

1. Approval of Financials
 - Motion to approve the March 2021 financial statement, as submitted.
2. Approval of Minutes
 - Motion to approve the March 25, 2021 meeting minutes, as submitted.
 - Motion to approve the April 2021 Financial Committee meeting minutes.
3. Approval of Contracts
 - COVID Cleaning
4. Approval of School Materials
 - Updated Sub List
 - Updated Wellness Policy
5. CF Severance Agreement for \$3596.76

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

Thursday, June 24, 2021

- 5:30 pm **Executive Session**
- 6:00 pm **Call to Order the June 24, 2021 Meeting via Zoom**
- Introduction of Members and Guests;**
 Public Comment on Agenda Items;
 Old Business
- 6:10 pm **Building Committee**
 Update on Renovations, Building Design, Funding
- 6:25 pm **Administrator's Report – Faye Pleso**
 Enrollment Update
 Exit Surveys
 Hiring Recommendations
 Elementary Teacher
 Elementary Teacher
 Food Server
 Lunchroom Aide
- Action
 Action
 Action
 Action
 Action
- 6:45 pm **Approval of Consent Agenda**
- 6:50 pm **Chair's Report – Tom Hockensmith**
 Housekeeping Report
- 7:00 pm **Finance Committee – Becky Uppercue**
 Update on Finance Committee Meeting
 Proposed Budget - Approval
- Action
- 7:15 pm **Governance Committee – Rose Thornberry**
 Update on Recruitment Efforts
- 7:30 pm **New Business: For the good of the order**
- 7:45 pm **Public Comment**
- 8:00 pm **Adjourn**

Gettysburg Montessori Charter School

Board of Trustees Official Minutes

May 27, 2021

Board Members Present

Tom Hockensmith, Chair

Rose Thornberry, Vice Chair

Traci Elligson, Secretary

Becky Uppercue, Board Treasurer

Diana Williams

Derek Beckenbaugh

Jill Clinton

Missing

none

Others Present

Dr. Faye Pleso, CEO

Christine Fitzpatrick

Nicole Norris

Public

Jay Appleton, Greyhawk

Jesse Bean, Charter Choices

Jason Officer, Parent

Joshua and Sarah Brechbuehl, Parents

Call to Order

Tom Hockensmith called the meeting to order at 6:06 pm via Zoom call in accordance with PA state health guidelines during the COVID-19 crisis. All information regarding public access to the meeting was advertised in the [Gettysburg Times](#). Introductions were made for new Board member and new attendees.

Building Agenda

Jay Appleton, Greylhawk states that construction is staying on schedule with renovation work to begin on June 1, 2021. The construction budget was affected by a few unexpected issues, but we are still within the assigned contingency funds. The schools wish list items will also fall within our contingency funds.

Administrator's Report

- Enrollment: Faye Pleso reported that current enrollment is 236. Enrollment for 2021-2022 school year is currently at 251 which was updated today.
- Next year will be in person with 5 days allotted for flexible instruction which is allowed by the State Board of Education. Virtual day rules and expectations will be communicated with teachers and parents and IEP's will be kept on schedule.
 - Motion to approve made by Tom Hockensmith and seconded by Traci Elligson. All agreed; approved.
- Robert C. Hoffman Grant given to the school of \$9,200 and this will cover the purchase grade 3 / 4 books.
- Federal Monitoring Review, which is required every 5 years, has been completed. The review was postponed from last year due to Covid.
- McKinney Vento review requires updates to policies and is required every 5 years. Faye Pleso will be completing updates over the summer for Fall Board approval
- Helping Hands update
 - Upcoming meeting on June 8, 2021 will discuss
 - Open house, Back to School night, Update and renovate the Teacher's Lounge, Spirit wear at the school store that will open in September.
- Renovations
 - the room in the school lobby for a Teacher's Lounge
 - Learning support will become 3 small classrooms.
 - Nurse Adrian's office and main hallway will replace the carpet floor with tile.
 - Offices will have new carpet.
 - Music room in multipurpose room will be situated on the stage.

Consent Agenda

- Motion to approve made by Becky Uppercue, seconded by Diana Williams. All agreed; approved.

Chair Report

- Parent surveys and Board surveys were sent out.
- Board meetings are set through August 2021. Will reconstitute board and meetings in August.

- Act 55 will be sent to Derek Beckenbaugh

Finance

- Jesse Bean informs the Board that the school has a strong cash standpoint based on the April report. GMCS is staying close to the budget, and district account and receivables concerns have been addressed.
- Above budget by approximately \$300K due to revised budget based on lower enrollment during August-December because of Covid pandemic and current higher enrollment.
- Expenses are down by approximately \$60K with a Net Income of approximately \$230K.
- \$204K coming from ESSER III and CARES Act funds will assist with payroll costs covering:
 - 3% returning staff salary increases.
 - New positions: Phys Ed teacher, PT Learning Support, 3-PCA's, PT Librarian, additional Food Service personnel
- Construction Loan principal payments will start in September 2021 and decreased Special Education rates will be offset by no longer having a modular lease of \$100K upon its removal in July 2021.
- Initial Budget for 2021-2022 will be posted on the school website.
- Jason Officer asked if a new Librarian is budgeted, and Becky Uppercue responded "yes."

Governance committee

- Interviewed Ashley Whitmore Utermahlen to fill Jill Clinton's position that opens in August, vote to be done in July and will be sworn in in August.

New business: For the good of the order

- Derek Beckenbaugh asked about social distancing and masking come the 2021-2022 school year.
 - Faye Pleso replied that the school is awaiting guidance from the state but plans to possibly keep shields up. GMCS will have an updated Healthy and Safety plan by July due date.
- Tom Hockensmith brought up plans to resume Board meetings in-person with hopes to start in August or September 2021

Public Comment

- Jason Officer
 1. Thanked the Board members during a year of Covid pandemic, and stated he enjoyed the kindergarten graduation.
 2. Inquired about the budget for library books?
 - Answer (Faye Pleso): books have been covered in the budget and grants and set to begin delivery on August 10, 2021. Acknowledgements will be placed in the library in recognition of grants and donations.

3. What was the decision for the library roof?
 - Answer (Faye Pleso): there will be a beautiful skylight!
4. Consent Agenda questioning what is Arts and Residence?
 - Answer (Faye Pleso): it is run by a husband and wife for 3 / 4 and 5 /6 grade students to expose the students to history, manners and cultures of Civil War Era and other historical periods of time through study and dance, also teaches needlepoint, sewing, and crochet.

Adjourned at 7:21pm

CONSENT AGENDA
Gettysburg Montessori Charter School
Board of Trustees

Thursday, May 27, 2021

1. Approval of Financials
 - Motion to approve the April 2021 financial statement, as submitted.
2. Approval of Minutes
 - Motion to approve the April 29, 2021 meeting minutes, as submitted.
 - Motion to approve the May 2021 Financial Committee meeting minutes.
3. Approval of Contracts and Agreements
 - Artist in Residency
 - SEK (Audit and 990)
 - PA Friends of Agriculture Foundation
 - Robert C. Hoffman Charitable Endowment Trust grant
 - Zearn
 - IU Service Agreement (audiology test)
 - Follett Destiny (library management)
4. Approval of School Materials
 - Personnel Report 2021 - 2022