

**AGENDA**  
**Gettysburg Montessori Charter School**  
**Board of Trustees**  
**888 Coleman Road, Gettysburg**  
**Thursday, July 28, 2022**

5:30 pm	<b><u>Executive Session</u></b>	
6:00 pm	<b><u>Call to Order the July 28, 2022 Meeting</u></b> <b><u>Introduction of Members and Guests;</u></b> <b><u>Public Comment on Agenda Items;</u></b> <b><u>Old Business</u></b>	
6:10 pm	<b><u>Administrator's Report – Faye Pleso</u></b> <i>Enrollment Update</i> <i>Hiring Approvals: (Action Items)</i> PCA PT PCA PT Technology Teacher: PT – Chandra Roush Nurse FT	Action Action Action Action
	<i>Review: Policy Manual Changes</i>	
6:45 pm	<b><u>Approval of Consent Agenda</u></b>	Action
6:50 pm	<b><u>Chair's Report – Tom Hockensmith</u></b> <i>Housekeeping Report</i>	
7:05 pm	<b><u>Finance Committee – Becky Uppercue</u></b> <i>Update on Finance Committee Meeting</i>	
7:20 pm	<b><u>Governance Committee – Rose Thornberry</u></b> <i>Board Member Approval : Amy Brown</i>	Action
7:30 pm	<b><u>New Business; For the good of the order</u></b>	
7:45 pm	<b><u>Public Comment</u></b>	
8:00 pm	<b><u>Adjourn</u></b>	

**Gettysburg Montessori Charter School**

**Board of Trustees Official Minutes**

**June 23, 2022**

**Board Members Present**

Tom Hockensmith, Chair  
Rose Thornberry, Vice Chair  
Traci Elligson, Secretary  
Becky Uppercue, Board Treasurer  
Ashley Utermahlen

**Missing**

Diana Williams

**Others Present**

Faye Pleso  
Nicole Wilt

**Public**

None

**Call to Order**

Tom Hockensmith called the meeting to order at 6:22 pm. All information regarding public access to the Zoom meeting was advertised in the Gettysburg Times. Introductions were made for attendees.

**Public Comment on Agenda**

None

**Old Business**

None

### **Administrator's Report**

- Enrollment: 285 are enrolled for 2022-2023  
Waitlist for Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, and 3rd grade
- Hiring Recommendations
  - 1/2 Learning Support (RTI)  
Shamin Jegan  
\$39K, start date 8/8/2022  
Motion to approve made by Becky Uppercue, seconded by Rose Thornberry. All agreed; approved.
  - 3/6 Learning Support (RTI) Math  
Janet Backus  
\$50, 886, start date 8/8/2022  
Motion to approve made by Rose Thornberry, seconded by Ashley Utermahlen. All agreed; approved.
  - 5/6 Science/Social Studies  
Chelsy Rodgers  
\$39K, start date 8/1/2022  
Motion to approve made by Ashley Utermahlen, seconded by Traci Elligson. All agreed; approved.
  - 3/4 Teacher Assistant  
Elene Espinoza  
\$17/hr, under 30 hours, start 8/1/2022  
Motion to approve made by Tom Hockensmith, seconded by Traci Elligson. All agreed; approved.
  - 5/6 Teacher Assistant  
Heather Beckelman  
\$17/hr, under 30 hours, start date 8/1/2022  
Motion to approve made by Rose Thornberry, seconded by Ashley Utermahlen. All agreed; approved.
  - 5/6 Teacher Assistant  
Sarah Royer  
\$17/hr, under 30 hours, start date 8/1/2022  
Motion to approve made by Becky Uppercue, seconded by Tom Hockensmith. All agreed; approved.
  - Food Service/Lunchroom Aide  
Sarah Lehigh  
\$15/hr, under 30 hours, start date 8/8/2022  
Motion to approve made by Ashley Utermahlen, seconded by Traci Elligson. All agreed; approved.
  - Food Service/Lunchroom Aide  
Stacey Fazenbaker  
\$15/hr, under 30 hours, start date 8/8/2022  
Motion to approve made by Tom Hockensmith, seconded by Rose Thornberry. All agreed; approved.
  - Nurse  
Leslie Zimmerman  
\$45K, start date 8/8/2022

Motion to approve made by Tom Hockensmith, seconded by Becky Uppercue.  
All agreed; approved.

Assistant Principal

Tammy Hogan

73K, start date 7/5/2022

Motion to approve made by Becky Uppercue, seconded by Traci Elligson. All  
agreed; approved.

- Exit Surveys

Attended for:

Montessori philosophy

School size

Open during pandemic

Leaving for:

Home schooling

Moving out of state

Graduated

Satisfied/Exceeded Expectations

Staff above and beyond, caring

New building

Classrooms had a teacher and an assistant

Calm during pandemic

Improvements

Reach out sooner when student is falling behind

Offer 7-12 grade

#### Helping Hands

- Working on 22/23 Event Calendar

Talent Show

Fall Harvest

Spring Fling

Gettysburg Parade

- Keeping

Yearbook Club

In School Store

#### Consent Agenda

Motion to approve made by Tom Hockensmith, seconded by Ashley Utermahlen. All agreed;  
approved.

### **Chair Report**

- July Board meeting to be held in person
- Act 55-Ashley to complete
- CEO Principal Contract  
Motion to approve made by Tom Hockensmith, seconded by Ashley Utermahlen. All agreed; approved.

### **Finance**

- Finances are good with slight decrease in cash on hand
- ESSER II funds have been accounted for
- Expenses are slightly over budget
- Budgeted for lower enrollment than we have enrolled
- Surplus of \$144,749
- Salary review is being researched
- Budget performance is continuing
- Staff retention options are still being evaluated

Motion to approve made by Ashley Utermahlen, seconded by Traci Elligson. All agreed; approved.

### **Governance Committee**

- Recommend  
Amy Brown  
Vote in July meeting
- Opening for additional applicants  
Needed for upcoming August vacancy  
Close 8/1/2022

### **New business: For the good of the order**

None

### **Public Comment**

None

**Adjourned at 7:03 pm**

**AGENDA**  
**Gettysburg Montessori Charter School**  
**Board of Trustees**  
**888 Coleman Road, Gettysburg**  
**Thursday, August 25, 2022**

5:30 pm	<b><u>Executive Session</u></b>	
6:00 pm	<b><u>Call to Order the August 25, 2022 Meeting</u></b> <b><u>Introduction of Members and Guests;</u></b> <b><u>Public Comment on Agenda Items;</u></b> <b><u>Old Business</u></b>	
6:10 pm	<b><u>Administrator's Report – Faye Pleso</u></b> <i>Enrollment Update</i> <i>Hiring Approvals: (Action Items)</i> PCA : PT – Ashley Cool Technology Teacher: PT – Hilary Wolf Nurse : FT – Audrey Chapman Kindergarten : FT – Margaret Harmon 3 / 4 Teacher : FT – Chandra Roush  <i>Helping Hands : Nicole Wilt</i>	Action Action Action Action Action
6:45 pm	<b><u>Approval of Consent Agenda</u></b>	Action
6:50 pm	<b><u>Chair's Report – Tom Hockensmith</u></b> <i>Housekeeping Report</i> <i>Board Term Limits / By-Laws – Review and Discuss</i>	
7:05 pm	<b><u>Finance Committee – Becky Uppercue</u></b> <i>Update on Finance Committee Meeting</i>	
7:20 pm	<b><u>Governance Committee – Rose Thornberry</u></b> <i>Board Member Swearing In : Amy Brown</i>	Action
7:30 pm	<b><u>New Business; For the good of the order</u></b>	
7:45 pm	<b><u>Public Comment</u></b>	
8:00 pm	<b><u>Adjourn</u></b>	

**Gettysburg Montessori Charter School**

**Board of Trustees Official Minutes**

**July 28, 2022**

**Board Members Present**

Tom Hockensmith, Chair

Rose Thornberry, Vice Chair

Traci Elligson, Secretary

Becky Uppercue, Board Treasurer

Ashley Utermahlen

**Missing**

Diana Williams

**Others Present**

Faye Pleso

Tammy Hogan

**Public**

None

**Call to Order**

Tom Hockensmith called the meeting to order at 6:05 pm. Introductions were made for attendees.

**Public Comment on Agenda**

None

**Old Business**

None

**Administrator's Report**

- Enrollment: 287 are enrolled for 2022-2023  
Waitlist for Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> grades. 5<sup>th</sup> and 6<sup>th</sup> are still open.
- Hiring Recommendations
  - PCA
    - Tasha Hansford
    - \$15 / hr, under 30 hrs per week
    - Start date 8/8/2022
    - Motion to Approve made by Ashley Utermahlen, seconded by Becky Uppercue.
    - All agreed, approved.
  - Additional PCA, Technology Teacher and Nurse are pending interviews.
- 
- Policy Manual changes
  - Table of contents updated to replace additions, removals and adjustments of page numbers.
  - Mental Retardation has been updated to “intellectual disability”
  - Old page 84 evaluation was updated to re-evaluation
  - Faculty and Staff interviews updated from CEO/Principal and Board to just CEO/Principal
  - Substitute approvals changed from CEO/Principal to CEO/Principal and Designee
  - Policy access & storage of Criminal Justice Information updated to include both Executive Assistant and Head Administrative Assistant
  - Email and Instant Message removed from list of prohibited technologies as students now utilize these to communicate with their teachers and teaching assistants.
  - Drug Testing was updated to remove “Pre-employment Drug and Alcohol Testing”
  - Transfer of Records was updated to remove the “Director of Student Services” and update “School Secretary” to “Head Administrative Assistant”
  - Bullying was updated to include statuses such as Social Status and Socioeconomic Status
  - Teacher Evaluations updated to reflect the addition of an Assistant Principal
  - Remote Learning technology list updated to reflect the latest technologies in use.
  - Social Media Policy was presented to be added to school handbook
    - This was presented this month and will be voted upon next month

### **Consent Agenda**

Motion to approve made by Becky Uppercue, seconded by Tom Hockensmith. All agreed; approved.

### **Chair Report**

- Advised Board that new year means that Trauma Informed Training must be completed again.
- Reminded Board that August meeting will include the following:
  - Reconstituting board positions and committees
  - Finalizing dates for upcoming board meetings and committee meetings
- Advised Board and Principal/CEO that Principal/CEO evaluation is currently being drafted

### **Finance**

- Cash in Checking and Savings accounts has decreased slightly since June 2021
- Accounts Payable balance is at \$60,875



- School's financial health indicators have rebounded to pre-construction levels since the project ended in Summer 2021
- Enrollment holds steady at 260 students with 280+ students pre-enrolled for the 22-23 school year
- Days of Operating Cash has increased from 101.7 days to 132.8 days
- Salary Committee is investigating and plans to have numbers by October 1<sup>st</sup> to present

#### **Governance Committee**

- Voting for Amy Brown
  - Motion to approve made by Becky Upperque, Second by Rose Thornberry. All in favor, approved.
- Still open for additional applicants
  - Closing on 8/1/2022
  - Looking to fill 2 positions

#### **New business: For the good of the order**

- Members First Networking Night
  - To be held on 9/8/2022
  - GMCS Staff and Board invited to attend

#### **Public Comment**

None

**Adjourned at 6:47pm**

**AGENDA**  
**Gettysburg Montessori Charter School**  
**Board of Trustees**  
**888 Coleman Road, Gettysburg**  
**Thursday, September 22, 2022**

5:30 pm	<b><u>Executive Session</u></b>	
6:00 pm	<b><u>Call to Order the September 22, 2022 Meeting</u></b> <b><u>Introduction of Members and Guests;</u></b> <b><u>Public Comment on Agenda Items;</u></b> <b><u>Old Business</u></b>	
6:10 pm	<b><u>Administrator's Report – Faye Pleso</u></b> <i>Enrollment Update</i> <i>Internal Audit</i> <i>7<sup>th</sup> and 8<sup>th</sup></i> <i>PIMS: Leigh Gugliette</i> <i>Acadience: Dr. Hogan</i> <i>Helping Hands : Nicole Wilt</i>	
6:45 pm	<b><u>Approval of Consent Agenda</u></b>	Action
6:50 pm	<b><u>Chair's Report – Tom Hockensmith</u></b> <i>Housekeeping Report</i> <i>Board Term Limits / By-Laws – Approval</i>	Action
7:05 pm	<b><u>Finance Committee – Becky Uppercue</u></b> <i>Update on Finance Committee Meeting</i> <i>FT Teacher Salary Increase and Milestone Increases - Approval</i>	Action
7:20 pm	<b><u>Governance Committee – Rose Thornberry</u></b>	
7:30 pm	<b><u>New Business; For the good of the order</u></b>	
7:45 pm	<b><u>Public Comment</u></b>	
8:00 pm	<b><u>Adjourn</u></b>	

**Gettysburg Montessori Charter School**

**Board of Trustees Official Minutes**

**August 25, 2022**

**Board Members Present**

Tom Hockensmith, Chair

Rose Thornberry, Vice Chair

Traci Elligson, Secretary

Becky Uppercue, Board Treasurer

**Missing**

Diana Williams

**Others Present**

Faye Pleso

Tammy Hogan

**Public**

Amy Brown

Nikki Wilt

Jason Officer-parent

**Call to Order**

Tom Hockensmith called the meeting to order at 6:02 pm. Introductions were made for attendees.

**Public Comment on Agenda**

None

**Old Business**

None

### **Administrator's Report**

- Enrollment: previously 291 enrolled for '22-23, budgeted for 280
  - Currently 277
  - 14 on waitlist for Kindergarten
- Send out postcard mailings to 5/6 grade age group and zip code
  - Littlestown and Biglerville areas
- Hiring Recommendations
  - PCA
    - Ashley Cool
    - \$15 / hr, under 30 hrs per week
    - Start date 8/8/2022
    - Motion to Approve made by Rose Thornberry, seconded by Becky Uppercue
    - All agreed, approved.
  - Technology Teacher
    - Hilary Wolf, under 30 hrs per week
    - Motion to approve made by Becky Uppercue, seconded by Traci Elligson
    - All agreed, approved
  - Nurse
    - Audrey Chapman, full time
    - Motion to approve made by Rose Thornberry, seconded by Tom Hockensmith
    - All agreed, approved
  - Kindergarten Teacher
    - Margaret Harman, full time
    - Motion to approve made by Tom Hockesmith, seconded by Traci Elligson
    - All agreed, approved
  - 3/4 Teacher
    - Chandra Roush, full time
    - Motion to approve made by Becky Uppercue, seconded by Rose Thornberry
    - All agreed, approved
- Government Funds
  - \$70K Safety Security
    - Increase in security camera
    - Maintenance for cameras
    - Alarm notification for open doors
      - Every door
      - Maintenance fee
    - Fence around play area
    - Speed bumps
    - Generator

- Access building
  - Water
  - Heat
- 70K Mental Health
  - Social emotional health training
  - SAP (Students Assistance Program)
  - Licensed Clinical Social Worker
  - School Psychologist
- Helping Hands
  - Picture Day-September 16
  - \$220 Tshirt sales at Back to School Night
  - Gettysburg Parade-October 25
    - Wearing GMCS shirts
    - Special shirts to order
  - October Events
    - Book Fair
    - Spirit Week
    - Parade
    - Fundraiser-Popcorn

### **Consent Agenda**

Motion to approve made by Tom Hockensmith, seconded by Becky Uppercue. All agreed; approved.

### **Chair Report**

- Trainings
  - Trauma Informed training
- Term Limits
  - Questions regarding; what is max and retro
  - Vote in September board meeting
  - Finalizing dates for upcoming board meetings and committee meetings

### **Finance**

- Over \$1.4 million in assets
- Surplus of \$198K
- Revisions for staff to come in September
- Salary review committee
  - Providing 10% increase
    - Upon approval

- Includes 5/10/15 yr milestones
  - Bonuses for staying
  - Received and accounted for all ESSER funds

### **Governance Committee**

- Amy Brown-sworn in as Board member
- Calendar
  - Board meetings @6pm-every 4<sup>th</sup> Thursday, with holiday adjustments
    - Executive Board meetings-5:30p
    - 9/22, 10/20, 11-skip, 12/15, 1/26/23, 2/23, 3/23, 4/27, 5/25, 6/22, 7/27, 8/24
  - Finance meetings @3:30p every 3<sup>rd</sup> Wednesday
    - 9/14, 10/12, 11/16, 12/14, 1/18/23, 2/15, 3/15, 4/19, 5/17, 6/14, 7/19, 8/16
  - Governance Meetings @5pm 2<sup>nd</sup> Thursday as needed
    - 9/8, 10/13, 11/10, 12/8, 1/12/23, 2/9, 3/9, 4/13, 5/11, 6/8, 7/13, 8/10
- Board positions
  - Chair- Tom Hockensmith
    - Nominated by Becky Uppercue, seconded by Rose Thornberry; accepted
  - Vice Chair- Rose Thornberry
    - Nominated by Tom Hockensmith, seconded by Traci Elligson; accepted
  - Treasurer- Becky Uppercue
    - Nominated by Rose Thornberry, seconded by Tom Hockensmith; accepted
  - Secretary- Traci Elligson
    - Nominated by Rose Thornberry, seconded by Tom Hockensmith; accepted
- Committees:
  - Executive positions
    - Tom Hockensmith
    - Rose Thornberry
    - Becky Uppercue
    - Traci Elligson

- Finance
  - Becky Uppercue
- Audit
  - Becky Uppercue
- Personnel
  - Tom Hockensmith
- Governance
  - Rose Thornberry, Traci Elligson, Amy Brown
- Comprehensive
  - Tom Hockensmith

#### **New business: For the good of the order**

- Junior Achievement Program
  - Becky-asks for more information
    - Informed it is used for career readiness 2x for K-6
    - needed for graduations
- Board Bio
  - Update

#### **Public Comment**

- Jason Officer mentions
  - Interested in joining the Board
    - Rose responds- applications for open positions are open until 9/30/22
  - Amazon Smile
    - recruiting for members/partners for GMCS
    - Easy donations
    - \$25 gift card giveaway for comments on the post
    - Included in newsletter
- Parents are interested in helping
  - Expanding playground or larger sign
    - Faye responds- Sign size is limited by Township
- Nikki mentioned needs for:
  - Scarecrow and supplies
  - Holiday shop supplies
  - Teacher Appreciation week

**Adjourned at 7:38 pm**

**AGENDA**  
**Gettysburg Montessori Charter School**  
**Board of Trustees**  
**888 Coleman Road, Gettysburg**  
**Thursday, October 20, 2022**

5:30 pm	<b><u>Executive Session</u></b>	
6:00 pm	<b><u>Call to Order the October 20, 2022 Meeting</u></b> <b><u>Introduction of Members and Guests;</u></b> <b><u>Public Comment on Agenda Items;</u></b> <b><u>Old Business</u></b>	
6:10 pm	<b><u>Administrator's Report – Faye Pleso</u></b> <i>Enrollment Update</i> <i>Exit Surveys</i> <i>Pa Coalition of Public Charter Schools: Staff Presented</i> <i>Teacher Based Team Meetings</i> <i>7<sup>th</sup> / 8<sup>th</sup> and 9 / 12 Parent Survey</i>	
6:45 pm	<b><u>Approval of Consent Agenda</u></b>	Action
6:50 pm	<b><u>Chair's Report – Tom Hockensmith</u></b> <i>Housekeeping Report</i>	
7:05 pm	<b><u>Finance Committee – Becky Uppercue</u></b> <i>Update on Finance Committee Meeting</i>	
7:20 pm	<b><u>Governance Committee – Rose Thornberry</u></b>	
7:30 pm	<b><u>New Business; For the good of the order</u></b>	
7:45 pm	<b><u>Public Comment</u></b>	
8:00 pm	<b><u>Adjourn</u></b>	



**Gettysburg Montessori Charter School**

**Board of Trustees Official Minutes**

**September 22, 2022**

**Board Members Present**

Tom Hockensmith, Chair

Rose Thornberry, Vice Chair

Traci Elligson, Secretary

Becky Uppercue, Board Treasurer

Amy Brown

**Missing**

None

**Others Present**

Faye Pleso

Tammy Hogan

Leigh Gugliette

Nikki Wilt

**Public**

Jason Officer-parent

**Call to Order**

Tom Hockensmith called the meeting to order at 6:13 pm. Introductions were made for attendees.

**Public Comment on Agenda**

None

**Old Business**

None

### **Administrator's Report**

- Enrollment:
  - Currently 276, Monday increased to 277
- Government funding update
  - \$70K Safety/Mental Health Security
    - All requests were approved with 1 restriction
      - Tier I states a Specialized Security staff personnel is needed before the generator can be approved  
Amy Brown suggests solar power to replace need for generator and will submit contact suggestions
  - Internal Audit completed on all personnel and students
    - Few missing signatures on student files found and corrected
  - 7/8 grade expansion
    - Deadline is November
    - GASD hiring for new solicitor
    - Looking to re-submit in the future
  - PIMS-Leigh
    - Pennsylvania Information Management System
    - Reports incidents, training, etc.
    - 11 incidents documented but none requiring Law Enforcement
  - Acadience-Dr. Hogan
    - Kindergarten-6<sup>th</sup> grade
    - Determines student needs and monitor progress
    - Reviewed Reading and Math assessments
    - Evaluated 3 times a year (beginning, mid, end of year)
  - Helping Hands-Nikki
    - Currently no enrollment wait-lists
    - Marketing
      - Postcards  
2500 sent out, 10 families have scanned QR code
      - Google  
33 families clicked for information
      - Facebook  
63 families clicked for information
    - 5 Kindergarten calls to school
    - 3 tours have been scheduled
    - October Events
      - 4<sup>th</sup>-Open House
      - Gettysburg Parade  
Wear GMCS T-shirt

- Looking for Lead vehicle
  - Coffee fundraiser
  - 27<sup>th</sup> Fire Company visit to school
  - 28<sup>th</sup>-Parade at GMCS indoors
- Amazon Smiles
- Weis campaign
  - Received \$400 for last year
- Giant
  - To begin next year
- November Events
  - Food Drive
  - After School Tutoring-November 1st
  - Book Fair-First week of November
  - Skate Party-November 14<sup>th</sup>

### **Consent Agenda**

Motion to approve made by Becky Uppercue, seconded by Tom Hockensmith. All agreed; approved.

### **Chair Report**

- No November meeting
- Board member bios needed for website
- Trainings
  - Trauma Informed training by 10/31
- By-Laws/ Board Term Limits
  - Motion to approve made by Tom Hockensmith, seconded by Traci Elligson. All agreed; approved.

### **Finance**

- \$1.4 million in assets
- Construction loan is on schedule
- Budget
  - 279 students
  - Personnel costs
  - Government funds
- Current \$50K surplus
- PCCS Grants
  - \$70K Mental Health
  - \$70K Safety/Security

- FT Salary Teacher Increase
  - Start 10/3/22
    - Motion to approve made by Rose Thornberry, seconded by Tom Hockensmith.  
All agreed; approved.

#### **Governance Committee**

- Current opening to close 9/30/22
- October interviews
- 

#### **New business: For the good of the order**

None

#### **Public Comment**

- Jason Officer- Is A la Carte available?
  - Not currently, share bins are still being used.

**Adjourned at 7:42pm**

**AGENDA**  
**Gettysburg Montessori Charter School**  
**Board of Trustees**  
**888 Coleman Road, Gettysburg**  
**Thursday, November 17, 2022**

5:30 pm	<b><u>Executive Session</u></b>	
6:00 pm	<b><u>Call to Order the November 17, 2022 Meeting via Zoom</u></b> <b><u>Introduction of Members and Guests;</u></b> <b><u>Public Comment on Agenda Items;</u></b> <b><u>Old Business</u></b>	
6:10 pm	<b><u>Administrator's Report – Faye Pleso</u></b> <i>Enrollment Update</i> <i>PA Future Ready Index</i> <i>Employee Retention Credit</i> <i>Helping Hands : Nicole Wilt</i>	
6:45 pm	<b><u>Approval of Consent Agenda</u></b>	Action
6:50 pm	<b><u>Chair's Report – Tom Hockensmith</u></b> <i>Housekeeping Report</i>	
7:05 pm	<b><u>Finance Committee – Becky Uppercue</u></b> <i>Update on Finance Committee Meeting</i>	
7:20 pm	<b><u>Governance Committee – Rose Thornberry</u></b>	
7:30 pm		
7:45 pm	<b><u>New Business; For the good of the order</u></b>  <b><u>Public Comment</u></b>	
8:00 pm	<b><u>Adjourn</u></b>	

# **Gettysburg Montessori Charter School**

## **Board of Trustees Official Minutes**

**October 20, 2022**

### **Board Members Present**

Tom Hockensmith, Chair

Rose Thornberry, Vice Chair

Becky Uppercue, Board Treasurer

Amy Brown

### **Missing**

Traci Elligson, Secretary

### **Others Present**

Faye Pleso

Tammy Hogan

Nikki Wilt

Jesse Bean

### **Public**

Jason Officer-parent

### **Call to Order**

Tom Hockensmith called the meeting to order at 6:07 pm. Introductions were made for attendees.

### **Public Comment on Agenda**

None

### **Old Business**

None

### **Administrator's Report**

- Enrollment:
  - Currently 277
- Exit surveys
  - Enrolled
    - Close to work
    - Teaching method
    - Montessori
  - Leaving
    - Too Far
    - Large class size
    - Missed friends from home district
    - Mixed grades
  - Exceeded expectation
    - Community feel
    - Communication
  - Better Address
    - Resources for behavioral development
- PA Coalition of Charter Schools
  - Chelsea Rogers and Katie Sauter
    - Presented
  - Sessions attended
    - Legal Planning
    - Strategic Planning
  - Vendors
    - Attorney
      - Employee retention credit
      - Started as for "For Profit" business
      - Researched Public Schools and Charter Schools
      - Scheduling meeting to research
    - Unemployment Compensation group
      - Some money back
  - Teacher Based Team Meetings (TBT)
    - 5 step process
      - Pre -Test
      - Qualitative
      - Differentiated Strategies
      - Discuss and Identify
      - Post-Test
- Homebound Instruction
  - Up to 10 hrs per week starting next week

- Motion to approve made by Tom Hockensmith, seconded by Rose Thornberry. All agreed, approved
- 7<sup>th</sup>-8<sup>th</sup>, 9<sup>th</sup>-12<sup>th</sup> Parent Survey
  - 218 families
  - 169 completed
  - 84% for 7<sup>th</sup> and 8<sup>th</sup> grade
  - 78% for 9<sup>th</sup> through 12<sup>th</sup>
  - Meet with Jesse to research feasibility
  - Look at Montessori Charter High School
  - 7/8 can look at amending charter
- Update to activities
  - World Kindness Day
    - Week of 11/14/22
    - 11/15 & 11/15 School Assembly
  - Veteran's Day
    - Week of 11/7/22
    - Flag outside of class
  - Marketing campaign
    - 2,500 sent out in Wave 2
    - Google Ads
      - 40,521 with 185 clicks
    - Facebook
      - Get numbers from Nikki
  - T-shirt sales (open house)
    - \$140
  - Fundraisers
    - Believe Kids
  - Book Fair
    - 10/31-11/4
  - Mobile Ag Lab
    - Mobile classroom
    - 30 STEM lessons
  - Skate Party 11/14
    - Students are paid for

### **Consent Agenda**

Motion to approve made by Becky Uppercue, seconded by Rose Thornberry. All agreed; approved.



### **Chair Report**

- Housekeeping
  - Trainings
    - Trauma informed due by 10/31
    - ACT 55-Amy
- No November Board meeting
- December meeting is earlier in the month
  - 12/15/22
  -

### **Finance-Jesse Bean**

- \$1.4 million in cash, no real change
- \$200K owed from school districts
- Loan
  - \$3.7 million

### **Governance Committee**

- 2 open board seats
- Interviews are continuing

### **New business: For the good of the order**

- Solar options-Amy provided information related to PA specific programs
  - Generac is largest company that serves businesses and schools
    - Solar panel service and generator

### **Public Comment**

None

**Adjourned at 7:10 pm**

**AGENDA**  
**Gettysburg Montessori Charter School**  
**Board of Trustees**  
**888 Coleman Road, Gettysburg**  
**Thursday, December 15, 2022**

5:30 pm	<b><u>Executive Session</u></b>	
6:00 pm	<b><u>Call to Order the December 15, 2022 Meeting</u></b> <b><u>Introduction of Members and Guests;</u></b> <b><u>Public Comment on Agenda Items;</u></b> <b><u>Old Business</u></b>	
6:10 pm	<b><u>Administrator's Report – Faye Pleso</u></b> <i>Enrollment Update</i> <i>Exit Surveys</i> <i>DIGSAU Awards</i> <i>Helping Hands</i>	
6:45 pm	<b><u>Approval of Consent Agenda</u></b>	Action
6:50 pm	<b><u>Chair's Report – Tom Hockensmith</u></b> <i>Housekeeping Report</i>	
7:05 pm	<b><u>Finance Committee – Becky Uppercue</u></b> <i>Update on Finance Committee Meeting</i>	
7:20 pm	<b><u>Governance Committee – Rose Thornberry</u></b>	
7:30 pm		
7:45 pm	<b><u>New Business; For the good of the order</u></b>  <b><u>Public Comment</u></b>	
8:00 pm	<b><u>Adjourn</u></b>	

**Gettysburg Montessori Charter School**

**Board of Trustees Official Minutes**

**November 17, 2022**

**Board Members Present**

Tom Hockensmith, Chair

Rose Thornberry, Vice Chair

Becky Uppercue, Board Treasurer

**Missing**

Traci Elligson, Secretary

Amy Brown

**Others Present**

Faye Pleso

Tammy Hogan

Nikki Wilt

**Public**

Jason Officer-Parent

Elana King-Parent

**Call to Order**

Tom Hockensmith called the meeting to order at 6:01 pm. Introductions were made for attendees.

**Public Comment on Agenda**

None

**Old Business**

None

**Administrator's Report**

- Enrollment:
  - Currently 275
  - Tours coming in the next few weeks
- PA Future Ready Index
  - Available online
    - search for “Future Ready PA Index”
    - Login as parent and view for GMCS under “Charter”
  - Reviewed learning trends
    - School is improving across PSSA testing
  - IU Core Battery Tests
    - Math and ELA
    - Review to get additional points of data
- Employee Retention Credit
  - Paperwork submitted
  - Could get about \$500K for employee expenses
    - Lawyer charges 12% (total was approximately \$600K)
  - Could be used school wide
- Helping Hands
  - Fundraiser updates
    - Book Fair-\$1,340
    - Coffee -\$1,050
    - Pictures-\$2,578
    - Scarecrow Showdown
      - Over \$400 to donate to ASPCA
    - Believe Kids
      - Amount forthcoming
  - Veteran’s Day
    - Cards, etc. to family’s veteran’s and nursing homes
  - Upcoming
    - Collection for local nursing homes
      - Kid’s to make holiday cards
    - Fundraisers
      - Popcorn
      - Stoney Point snacks
    - December
      - Holiday shop
      - Skating parties
        - Additional ones to come

### **Consent Agenda**

Motion to approve made by Rose Thornberry, seconded by Becky Uppercue. All agreed; approved.

### **Chair Report**

- December 15<sup>th</sup> board meeting

### **Finance-Becky**

- Assets increased by \$296K
- Cash on hand for 140 days
- Feasibility being looked at and will be presented in 2023
- Discussion continues for expansion feasibility for proposed 7<sup>th</sup> grade
  - Continued evaluation and financial discussions with plans to present to full board in future months

### **Governance Committee**

- Interviews are continuing

### **New business: For the good of the order**

None

### **Public Comment**

None

**Adjourned at 6:24 pm**

**AGENDA**  
**Gettysburg Montessori Charter School**  
**Board of Trustees**  
**888 Coleman Road, Gettysburg**  
**Thursday, January 26, 2023**

5:30 pm	<b><u>Executive Session</u></b>	
6:00 pm	<b><u>Call to Order the January 26, 2023 Meeting</u></b> <b><u>Introduction of Members and Guests;</u></b> <b><u>Public Comment on Agenda Items;</u></b> <b><u>Old Business</u></b>	
6:10 pm	<b><u>Administrator's Report – Faye Pleso</u></b> <i>Enrollment Update</i> <i>Updating Website and New Platform</i> <i>Curricula Writing Stipend: Approval Needed</i> <i>Comprehensive Planning Update</i> <i>Helping Hands</i>	Action
6:45 pm	<b><u>Approval of Consent Agenda</u></b>	Action
6:50 pm	<b><u>Chair's Report – Tom Hockensmith</u></b> <i>Housekeeping Report</i>	
7:05 pm	<b><u>Finance Committee – Becky Uppercue</u></b> <i>Update on Finance Committee Meeting</i>	
7:20 pm	<b><u>Governance Committee – Rose Thornberry</u></b> <i>Elana King – Nomination Approval</i>	Action
7:30 pm	<b><u>New Business; For the good of the order</u></b>	
7:45 pm	<b><u>Public Comment</u></b>	
8:00 pm	<b><u>Adjourn</u></b>	

## **Gettysburg Montessori Charter School**

### **Board of Trustees Official Minutes**

**December 15 , 2022**

#### **Board Members Present**

Tom Hockensmith, Chair

Rose Thornberry, Vice Chair

Becky Uppercue, Board Treasurer

Amy Brown

#### **Missing**

Traci Elligson, Secretary

#### **Others Present**

Faye Pleso

Tammy Hogan

Nikki Wilt

Jesse (Charter Choices)

#### **Public**

Jason Officer-Parent

#### **Call to Order**

Tom Hockensmith called the meeting to order at 6:07 pm. Introductions were made for attendees.

#### **Public Comment on Agenda**

None

#### **Old Business**

None

## **Consent Agenda**

Motion to approve made by Becky Uppercue, seconded by Amy Brown. All agreed; approved.

## **Administrator's Report**

- Enrollment:
  - Currently 276
- Exit Survey
  - Family from Red Lion
  - Family traveling from Waynesboro
- Digsau Award
  - Award for state and local in Philadelphia
  - Share write-up with Parents/kids
  - AIA awards
- Helping Hands
  - Believe Kids fundraiser (November)
    - \$3,266
  - Popcorn (December)
    - Currently going on
  - Holiday Shop
    - Currently going on
  - Spirit Week
    - To start tomorrow
  - Stoney Point
    - January 2023
- Tom Hockensmith noted, Agenda on website didn't match CEO Report
  - Updating to send to GASD and website

## **Chair Report**

- Trauma trainings
  - Should be completed
- Surveys
  - Start soon

## **Finance-Jesse (Charter Choices)**

- 5 months into the year
- Cash \$1.6M
- 140 days cash on hand
- Feasibility being looked at and will be presented in 2023
- Long Term Liability -construction



- Ratio 8.7
- Debt ratio gradually coming down
- Fund balance of about 37% look for over 5%
- District receivables coming in
- Expenses just under budget
- Currently showing surplus and expect to at the end of the year
- Feasibility analysis has begun at the committee level
  - Looking at 5 year models

#### **Governance Committee**

- Interviews completed
  - Nominate Elana King
    - 3rd grader
  - Vote in January 2023

#### **New business: For the good of the order**

None

#### **Public Comment**

- Jason Officer
  - Recognized Mr. Swiger for winter concerts
  - Nominated Mrs. Lansford for Distinguished Woman Award with ABC27
  - Researching weather station for the school
    - In contact with "Earth Networks" and connect with ABC27
    - Will finish contacting and then will present to the board
- Becky Uppercue thanked Jason
- Faye Pleso recognizes Tammy Hogan and Nikki Wilt for their help with the concert as well
- Looking to see about using Gettysburg Middle School Auditorium for one night concert to make it easier

**Adjourned at 6:29 pm**

**AGENDA**  
**Gettysburg Montessori Charter School**  
**Board of Trustees**  
**888 Coleman Road, Gettysburg**  
**Thursday, February 23, 2023**

5:30 pm	<b><u>Executive Session</u></b>	
6:00 pm	<b><u>Call to Order the February 23, 2023 Meeting</u></b> <b><u>Introduction of Members and Guests;</u></b> <b><u>Public Comment on Agenda Items;</u></b> <b><u>Old Business</u></b>	
6:10 pm	<b><u>Administrator's Report – Faye Pleso</u></b> <i>Enrollment Update</i> <i>Hiring Approval: Part Time Food Service</i> <i>Good News Club Afterschool Program</i> <i>Staff Retention Survey Results</i> <i>Helping Hands and New Website : Nicole Norris</i>	Action
6:45 pm	<b><u>Approval of Consent Agenda</u></b>	Action
6:50 pm	<b><u>Chair's Report – Tom Hockensmith</u></b> <i>Housekeeping Report</i>	
7:05 pm	<b><u>Finance Committee – Becky Uppercue</u></b> <i>Update on Finance Committee Meeting</i> <i>Members First CD - Resolution</i>	Action
7:20 pm	<b><u>Governance Committee – Rose Thornberry</u></b> <i>Elana King – Swearing In</i>	Action
7:30 pm	<b><u>New Business; For the good of the order</u></b>	
7:45 pm	<b><u>Public Comment</u></b>	
8:00 pm	<b><u>Adjourn</u></b>	

**Gettysburg Montessori Charter School**

**Board of Trustees Official Minutes**

**January 26, 2023**

**Board Members Present**

Tom Hockensmith, Chair

Rose Thornberry, Vice Chair

Becky Uppercue, Board Treasurer

Traci Elligson, Secretary

Amy Brown

**Missing**

none

**Others Present**

Faye Pleso

Tammy Hogan

**Public**

Jason Officer-Parent

**Call to Order**

Tom Hockensmith called the meeting to order at 6:02 pm. Introductions were made for attendees.

**Public Comment on Agenda**

None

**Old Business**

None

### **Administrator's Report**

- Enrollment:
  - Currently 275
- Comprehensive Planning Update
  - Required every 3 years, due October 31, 2023
  - Will find out what changes are coming in their next meeting
- Curricula Writing Stipend
  - Under IU direction, possible extra costs
  - \$220/day for 6 weeks
  - Full time, to start 1<sup>st</sup> week of June
  - Motion to approve made by Becky Uppercue, seconded by Tom Hockensmith. All agree; approved.
- Helping Hands
  - No update until February meeting
    - New Hubby website
    - Changes coming to FACTS

### **Consent Agenda**

- Motion to approve made by Rose Thornberry, seconded by Traci Elligson. All agree; approved.

### **Chair Report**

- Surveys
  - Information to be sent out to Board members for review
- Act 55 to be completed by June
  - Amy Brown

### **Finance-Becky**

- Sofi's due by April 1<sup>st</sup> for Board members
  - Forward to Faye
- SEK Audit-Bill Oyster
  - Unmodified audit opinion-clean audit
  - Krista Gardner to handle next round
- Current assets have grown by \$209K since June 30 due to increase in cash and District Receivables
- Surplus of \$264,940 due to increase in enrollment
- Jesse (Charter Choices) reviewed financial updates
  - Investment options
  - PSERS Employer Contribution Rates

- Grant reminders

#### **Governance Committee**

- Nomination approval for Elana King
  - Nominate Elana King  
Motion to approve made by Rose Thornberry,  
seconded by Tom Hockensmith. All agree; approved.
  - Swear in at February meeting

#### **New business: For the good of the order**

None

#### **Public Comment**

- Jason Officer
  - Wanted to confirm there were 2 Board positions open and now 1 vacancy, with upcoming interviews

**Adjourned at 6:27 pm**

**AGENDA**  
**Gettysburg Montessori Charter School**  
**Board of Trustees**  
**888 Coleman Road, Gettysburg**  
**Thursday, March 23, 2023**

5:30 pm	<b><u>Executive Session</u></b>	
6:00 pm	<b><u>Call to Order the March 23, 2023 Meeting</u></b> <b><u>Introduction of Members and Guests;</u></b> <b><u>Public Comment on Agenda Items;</u></b> <b><u>Old Business</u></b>	
6:10 pm	<b><u>Administrator's Report – Faye Pleso</u></b> <i>Enrollment Update</i> <i>Presentations for possible programs in 23/24 school year.</i> <i>4H Afterschool Program (1 day a week)</i> <i>Good News Club Afterschool Program (1 day a week)</i> <i>A Place to Grow Afterschool Program (5 days a week)</i> <i>Harmony SEL: Social Emotional Learning Program Selection: Dr. Hogan (Board Approval)</i> <i>Helping Hands: Nicole Norris</i>	Action
6:45 pm	<b><u>Approval of Consent Agenda</u></b>	Action
6:50 pm	<b><u>Chair's Report – Tom Hockensmith</u></b> <i>Housekeeping Report</i>	
7:05 pm	<b><u>Finance Committee – Becky Uppercue</u></b> <i>Update on Finance Committee Meeting</i>	
7:20 pm	<b><u>Governance Committee – Rose Thornberry</u></b> <i>Elana King – Swearing In</i>	Action
7:30 pm	<b><u>New Business; For the good of the order</u></b>	
7:45 pm	<b><u>Public Comment</u></b>	
8:00 pm	<b><u>Adjourn</u></b>	

## **Gettysburg Montessori Charter School**

### **Board of Trustees Official Minutes**

**February 23, 2023**

#### **Board Members Present**

Tom Hockensmith, Chair

Rose Thornberry, Vice Chair

Becky Uppercue, Board Treasurer

Traci Elligson, Secretary

Amy Brown

#### **Missing**

none

#### **Others Present**

Faye Pleso

Tammy Hogan

#### **Public**

Jason Officer-Parent

Brenna Robitaille

Amber Pearson

Ron Arbogast

Danielle Roberts

#### **Call to Order**

Tom Hockensmith called the meeting to order at 6:08 pm. Introductions were made for attendees.

#### **Public Comment on Agenda**

Good news club, wants to discuss

- To discuss during CEO report

## **Old Business**

None

## **Administrator's Report**

- Enrollment
  - Currently 279
  - Maximum enrollment is 300
- Hiring
  - Food Service-April Taylor
  - \$15/hour, under 30 hrs
  - Motion to approve made by Becky Uppercue, seconded by Amy Brown
- Good News Club
  - Around since 1960's, Christian based program
  - Use school space after school hours
  - Not part of school curriculum
  - Question:
    - Breanna- Do they rent the space and would we be open to other clubs?
    - Faye: We need to meet with them to get more information
- Comprehensive Plan
  - Goal is staff retention
  - Staff Retention Survey results
    - 3 wishes-what would they be?
      - Part-Time to Full time
      - More salary comparable to other schools
        - We received 70% funding
        - Provided increase and added milestones last year
      - Full time assistants
      - Part time staff to receive sick/holiday pay/health benefits
      - Education benefits
        - Salary increases based upon education is in place
      - Bonuses
        - May be able to use ERC (Employee Retention Credit)
      - Sick/Personal Leave to change to just Leave
      - Milestones-Expand to other Full Time Staff
    - Questions:
      - Jason-What are the hours currently for Teachers Assisitants?
      - Faye- 29.75 hours



- Several parents present state that Teachers Assistants were a reason they chose to attend the school
- Helping Hands
  - Stoney Point
    - Raised \$1,300
  - Read Across America-next week
  - Spirit Week-coming up
  - Reading Challenge
    - School gold
      - Freeze pops for a week
    - Kids who get gold
      - Free skate rental for next skate party
  - Skate Party 6-8pm
    - 4/6/23
      - Admission free
      - Skates \$3 unless gold ticket
    - 6/19/23
      - End of year
      - Admission and skates
  - Science Fair-March 16
  - Book Fair-April
  - Talent Show
    - 21 Kids
    - Teachers and administration
      - Surprise acts
    - Heather Dohler-MC
    - Parents
      - Not enough space for all parents
      - Maybe parents with students performing to attend?
    - Will record for students performing
- New Website
  - GMCS News
    - Newsletters
  - Parent/Student portal
  - FACTS page
  - Lunch menu for several months ahead
  - New and returning student registration enrollment
    - New families
      - Done online
      - 15 enrollments for next year for multiple grades
    - Current families
      - Re-enrollment online

- Book A Tour link
  - On every page
  - 8 families so far
- Programs
  - Lists all programs

### **Consent Agenda**

- Motion to approve made by Rose Thornberry, seconded by Amy Brown. All agree; approved.

### **Chair Report**

- Parent surveys to come soon
- Board members are all up to date with training
- SOFI reminder to all Board members due by April 1st

### **Finance-Jesse (Charter Choices)/Becky**

- Fall 2021
  - \$1M in cash
  - Financial Health rebounded to pre-construction levels since end of project in Summer 2021
- 149 days of cash on hand
- \$4M liability for construction
- Projecting \$230K surplus
- Budget process has begun
  - Draft budget next month
    - Approve May or June
- Budget plans
  - Repair parking lot
    - Split between this year and next
  - New playground for younger students/add more for older students
  - Fence around playground
    - Looking into grant
  - Staff Retention
- Proposal/Resolution
  - 600K to move into a 15 month CD at Members 1<sup>st</sup>
    - Gain 4% interest
    - Still allows for 100 days cash on hand

Motion to approve made by Tom Hockensmith, seconded by Becky Uppercue. All agree; approved.

### **Governance Committee**

- Postpone swearing in for Elana King for March meeting

### **New business: For the good of the order**

None

### **Public Comment**

- Danielle Roberts (parent)
  - After School Care
    - Can it be parent funded and increase Assistant hours?
- Brenna Robitaille
  - Social Media Outlet
    - 1 social media school site exists, primarily set for making playdates
    - Not open for discussion that may lead to disagreement
  - Looking to start Parent group
    - Social Media based
    - Interested in starting a PTO with the school
    - Wants parents and teachers to work together and communicate
      - Nikki-Helping Hands was initially started as a Parent Committee but had poor parent involvement other than Jason Officer
  - School Dance
    - Interested in looking into parent interest
      - Nikki-unable to do this school year
        - School offers 5/6 grade education dance
  - Virtual Suggestion box
  - Teacher Appreciation
    - Interested in getting a way to know the teachers interests earlier in the year
- Amber Pearson (parent)
  - 7<sup>th</sup>/8<sup>th</sup> grade progress?
    - Faye
      - Working on feasibility of space and money
      - New solicitor just started
      - Current charter is renewed in 2025
      - Proposals need to be evaluated

**Adjourned at 7:32 pm**

**AGENDA**  
**Gettysburg Montessori Charter School**  
**Board of Trustees**  
**888 Coleman Road, Gettysburg**  
**Thursday, April 27, 2023**

5:30 pm	<b><u>Executive Session</u></b>	
6:00 pm	<b><u>Call to Order the April 27, 2023 Meeting</u></b> <b><u>Introduction of Members and Guests;</u></b> <b><u>Public Comment on Agenda Items;</u></b> <b><u>Old Business</u></b>	
6:10 pm	<b><u>Administrator's Report – Faye Pleso</u></b> <i>Enrollment Update</i> <i>Presentations for possible programs in 23/24 school year.</i> <i>Good News Club Afterschool Program (1 day a week)</i> <i>A Place to Grow Afterschool Program (5 days a week)</i> <i>Offer for 23/24 School Year</i> <i>Harmony SEL: Social Emotional Learning Program Selection: Dr. Hogan (Board Approval)</i> <i>Helping Hands: Nicole Norris</i>	Action Action
6:45 pm	<b><u>Approval of Consent Agenda</u></b>	Action
6:50 pm	<b><u>Chair's Report – Tom Hockensmith</u></b> <i>Housekeeping Report</i>	
7:05 pm	<b><u>Finance Committee – Becky Uppercue</u></b> <i>Update on Finance Committee Meeting</i>	
7:20 pm	<b><u>Governance Committee – Rose Thornberry</u></b> <i>Elana King – Swearing In</i>	Action
7:30 pm	<b><u>New Business; For the good of the order</u></b>	
7:45 pm	<b><u>Public Comment</u></b>	
8:00 pm	<b><u>Adjourn</u></b>	

**Gettysburg Montessori Charter School**

**Board of Trustees Official Minutes**

**March 23, 2023**

**Board Members Present**

Tom Hockensmith, Chair

Rose Thornberry, Vice Chair

**Missing**

Becky Uppercue

Traci Elligson

Amy Brown

**Others Present**

Faye Pleso

Tammy Hogan

Deana Gondor

Elena King

Christine Callahan (A Place to Grow)

**Public**

Jason Officer-Parent

Ron Arbogast

**Call to Order**

Tom Hockensmith called the meeting to order at 6:12 pm. Introductions were made for attendees.

**Public Comment on Agenda**

None

## Old Business

None

## Administrator's Report

- Enrollment
  - Currently 278
  - Planning to hold lottery for K, maybe 1/2
- After school care
  - 4H
    - Unable to get staffing
  - Good News Club
    - Next month
  - A Place to Grow
    - After school, looking to start summer care
    - Presented video for board meeting
    - Handouts given
    - Current
    - Snacks, curriculum
    - For profit, assistance is available
    - CCIS- income based program for child care vouchers
    - Runs until 6pm
    - Staff/student ratio
    - 1 to 12
    - Staff on site
    - Follows DHA guidelines
      - Rates
        - Full time \$80
        - Part time & sibling rate available
      - Minimum sign up
        - 15 families
      - Max sign up
        - 36 families
      - Half days
        - School's decision
        - Would work on schedule
      - Currently working with other local schools
        - Vida
          - 23 max of 24)
        - St. Francis
          - 18 max of 20)
        - St. Teresa (Mc Sherrystown)

- Harmony SEL
    - Postponed until next month
- Helping Hands
  - Yearbook
    - Due April 17th
  - Hersheypark
    - Due April 7th
  - Skate Night
    - April 6th
  - Book Fair
    - April 17-21<sup>st</sup>
  - Talent Show
    - Next Friday

### **Consent Agenda**

- Postponed until next month

### **Chair Report**

- Parent/Board member surveys
- SOFI reminder to all Board members due by April 1st

### **Finance-Rose**

- Budget discussions are on going
- Staff retention goals
- Grants
  - Playground
  - Fencing
- Charter School funding
  - Post information, maybe on school website (work with Nikki)

### **Governance Committee**

- Postpone swearing in for Elana King for April meeting

**New business: For the good of the order**

none

**Public Comment**

- Ron Arbogast-coordinating building a forest in Abbottstown
  - Share history with students as Hunterstown was first crossroads
  - Native plants-possibly free
  - Discuss with planning committee
  - DCNR contact
    - Meet with Faye Pleso
  - Would need to inquire with Township
  - Waiting for township to complete building sign off
- Harmony SEL
  - Parent asked if presented
    - Holding off while exploring more
    - School counselor curriculum

**Adjourned at 6:55pm**



**AGENDA**  
**Gettysburg Montessori Charter School**  
**Board of Trustees**  
**888 Coleman Road, Gettysburg**  
**Thursday, May 25, 2023**

5:30 pm	<b><u>Executive Session</u></b>	
6:00 pm	<b><u>Call to Order the May 25, 2023 Meeting</u></b> <b><u>Introduction of Members and Guests;</u></b> <b><u>Public Comment on Agenda Items;</u></b> <b><u>Old Business</u></b>	
6:10 pm	<b><u>Administrator's Report – Faye Pleso</u></b> <i>Enrollment Update</i> <i>Good News Club Afterschool Program (1 day a week)</i> <i>Offer for 23/24 School Year</i> <i>1/2 Teacher Hire</i> <i>Helping Hands: Nicole Norris</i>	Action Action
6:45 pm	<b><u>Approval of Consent Agenda</u></b>	Action
6:50 pm	<b><u>Chair's Report – Tom Hockensmith</u></b> <i>Housekeeping Report</i>	
7:05 pm	<b><u>Finance Committee – Becky Uppercue</u></b> <i>Update on Finance Committee Meeting</i>	
7:20 pm	<b><u>Governance Committee – Rose Thornberry</u></b>	
7:30 pm	<b><u>New Business; For the good of the order</u></b>	
7:45 pm	<b><u>Public Comment</u></b>	
8:00 pm	<b><u>Adjourn</u></b>	

**Gettysburg Montessori Charter School**

**Board of Trustees Official Minutes**

**April 27, 2023**

**Board Members Present**

Tom Hockensmith, Chair

Rose Thornberry, Vice Chair

Becky Uppercue

Traci Elligson

**Missing**

Amy Brown

**Others Present**

Faye Pleso

Tammy Hogan

**Public**

Elana King-In coming Board Member/Parent

Pamela Blankenship-CEF of Adams Co.

Brenna Robitaille-Parent

Jason Officer-Parent

**Call to Order**

Tom Hockensmith called the meeting to order at 6:10 pm. Introductions were made for attendees.

**Public Comment on Agenda**

Jason Officer- would like to recommend on behalf of parents to approve "A Place to Grow" program

## **Old Business**

None

## **Administrator's Report**

- Enrollment
  - Currently 279
- Good News Club
  - A Place to Grow
    - Presentation of after school program
    - Available to K-6<sup>th</sup> grade
    - Bible centered
    - 60-90 mins long
    - Clearances for all staff
    - Left brochures for families
- A Place to Grow afterschool program
  - Motion to approve made by Tom Hockensmith, seconded by Rose Thornberry. All agree; approved.
- Student/Parent Handbook
  - Re-enrollment
    - By March 31<sup>st</sup>
  - Volunteers
    - Stay in classroom/area
    - Not allowed to photograph students
  - Tech User/Device/Recording Sunscreen, etc.
    - Multiple forms/Agreements added to Handbook
- Social Emotion Learning (SEL) Program Selection
  - Harmony SEL
    - Free
    - Robust
    - User friendly for schools and Parents
    - Parents have access to everything
    - 100% online
  - Motion to approve made by Becky Uppercue, seconded by Rose Thornberry. All agree; approved.
- Helping Hands
  - Yearbook
    - \$495 profit
    - Sent to print
  - Book Fair
    - \$1,580 profit
  - Candy sale

- \$1,668 profit
- Fundraiser annual total
  - \$16,235
- May events
  - Staff Appreciation Week
    - First week of May
  - WOW store
    - Student store for WOW dollars
  - Field Day
  - Mobile Dentist
- Skate Night
  - June 19<sup>th</sup>
  - School and Families
- Planning for next year fundraiser ideas

### **Consent Agenda**

- Motion to approve made by Becky Uppercue, seconded by Tom Hockensmith. All agree; approved.

### **Chair Report**

- Parent/Board member surveys
- SOFI reminder to all Board members
- Trainings to be completed by new members

### **Finance-Rose**

- \$231K in assets
- 149 days cash on hand
- Revenue is over budget due to enrollment
- Staff Retention
  - Discussed continued goals
    - paid time off/sick days for part time staff
    - pay scales of admin staff
    - adjusting budget for substitute teacher pay
    - other misc. expenses
- Surplus of about \$26K
- Strong enrollment for next year
- Budget
  - Presented in May

- Approve in June

#### **Governance Committee**

- Elana King
  - Swearing in to School Board

#### **New business: For the good of the order**

None

#### **Public Comment**

- Unsubstantiated Threat & Hazard Plan
  - Jason Officer (parent)-Concern about briefness of first email
  - Parents request an increase in disclosure to ease concerns
- Montessori Substance
  - Increase level of Montessori Charter
- Jason Officer relayed a parent's concern

**Adjourned at 7:36pm**

**AGENDA**  
**Gettysburg Montessori Charter School**  
**Board of Trustees**  
**888 Coleman Road, Gettysburg**  
**Thursday, June 29, 2023**

5:30 pm	<b><u>Executive Session</u></b>	
6:00 pm	<b><u>Call to Order the June 29, 2023 Meeting via Zoom</u></b> <b><u>Introduction of Members and Guests;</u></b> <b><u>Public Comment on Agenda Items;</u></b> <b><u>Old Business</u></b>	
6:10 pm	<b><u>Administrator's Report – Faye Pleso</u></b> Enrollment Update Good News Club Afterschool Program (1 day a week) Offer for 23/24 School Year 1/2 Teacher Hires Ashley Raylock Helayna Thomas Destiny Stephenson Exit Surveys Helping Hands: Nicole Norris	Action         
6:45 pm	<b><u>Approval of Consent Agenda</u></b>	Action
6:50 pm	<b><u>Chair's Report – Tom Hockensmith</u></b> Housekeeping Report	
7:05 pm	<b><u>Finance Committee – Becky Uppercue</u></b> Update on Finance Committee Meeting Budget Approval	Action
7:20 pm	<b><u>Governance Committee – Rose Thornberry</u></b>	
7:30 pm	<b><u>New Business; For the good of the order</u></b>	
7:45 pm	<b><u>Public Comment</u></b>	
8:00 pm	<b><u>Adjourn</u></b>	

## **Gettysburg Montessori Charter School**

### **Board of Trustees Official Minutes**

**May 25, 2023**

#### **Board Members Present**

Tom Hockensmith, Chair

Rose Thornberry, Vice Chair

Becky Uppercue

#### **Missing**

- No Quorum

Amy Brown

Traci Elligson

Elana King

#### **Others Present**

Faye Pleso

Tammy Hogan

#### **Public**

Ron Arbogast Jr.-Parent

Jason Officer-Parent

Amanda Messersmith-Parent

Jesse Bean-Charter Choices

#### **Call to Order**

Tom Hockensmith called the meeting to order at 6:06 pm. Introductions were made for attendees.

#### **Public Comment on Agenda**

- Good News Club
  - Parent spoke about concerns
    - Curriculum are not generally available

- Parent's knowledge is that program is designed to recruit children
  - Due to size of school feels that would affect balance
- Concern that parental input may be removed due to other students, etc.
- Parents cited references mentions of negative terms to child in program

### **Old Business**

None

### **Administrator's Report**

- Enrollment
  - 278 students in May
- Good News Club
  - Vote postponed
- Hiring 1/2 Teacher
  - Vote postponed
- Helping Hands
  - No report

### **Consent Agenda**

- Postponed until next month

### **Chair Report**

- Surveys
  - Close and report
  - Board Self Surveys-complete

### **Finance Committee-Jesse Bean**

- Cash \$1.7 million
- 138 days on hand
- \$258K surplus
  - ~5%
- Move parking lot improvement to FY23
- Priority is "Staff Retention"
- Budget-draft
  - Publicly posted for 30 days
  - Vote in June
  - Expenses budgeted at 3% increase



- Emergency fund back in budget
- Bottom line \$106K
- 2 part time Special Education into 1 position
- 5% staff salary increase

#### **Governance Committee**

- Scheduling meeting for vacant position

#### **New business: For the good of the order**

None

#### **Public Comment**

- Parents thanked school administrators for a wonderful year

**Adjourned at 6:46pm**