



**Gettysburg Montessori Charter School**

**Board of Trustees Official Minutes**

**June 24, 2021**

**Board Members Present**

Tom Hockensmith, Chair

Rose Thornberry, Vice Chair

Becky Uppercue, Board Treasurer

Derek Beckenbaugh

Jill Clinton

**Missing**

Traci Elligson, Secretary

Diana Williams

**Others Present**

Dr. Faye Pleso, CEO

Christine Fitzpatrick

Nicole Norris

**Public**

Jay Appleton, Greyhawk

Jesse Bean, Charter Choices

Jason Officer, Parent

Ashley Whitmore Utermahlen (Prospective Board Member)

**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. Introductions were made for new Board member and new attendees.

## **Building Agenda**

Jay Appleton, Greyhawk states that construction is progressing quickly. The contractors are working on the doors and trim. Furniture is expected to be received by June 30<sup>th</sup>. The expansion of the music area has a structural issue that is being addressed. Faye Pleso acknowledged that part-time staff are helping with the painting. She also informed that new carpet for the office is scheduled for July 23<sup>rd</sup>.

## **Administrator's Report**

- Enrollment: Faye Pleso reported that enrollment for 2021-2022 school year is currently at 262.
- There are currently 12 on the waitlist for kindergarten.
- Jason Officer asked how many of the families that joined mid-year last year stayed.
  - Faye advised all but 3 are staying with GMCS.
- Faye reviewed the family exist surveys.
  - These surveys were primarily from 6<sup>th</sup> grade families who are leaving because they have aged out of GMCS.
  - These surveys advised that some of the families were in attendance at GMCS due to the following:
    - Struggling with hybrid
    - GMCS offering 5 days in person learning
    - Montessori Philosophy
    - Class sizes
- Faye had 4 hiring recommendations to be approved by the board.
  - Kindergarten teacher to be filled by Emily Merritt. This position is full-time starting August 1<sup>st</sup> with salary of \$41,325. Jill Clinton made a motion which was seconded by Becky Uppercue. This was unanimously approved.
  - First/Second grade teacher to be filled by Brandy Stormes. This position is full-time starting August 1<sup>st</sup> with salary of \$45,210. Rose Thornberry made a motion which was seconded by Tom Hockensmith. This was unanimously approved.
  - Food server / Lunchroom Aide to be filled by Rebecca Zepp. This position is \$15 per hour for under 30 hours a week starting August 1<sup>st</sup>. Becky Uppercue made a motion which was seconded by Jill Clinton. This was unanimously approved.
  - Food server / Lunchroom Aide to be filled by Sheena Serio. This position is \$15 per hour for under 30 hours a week starting August 1<sup>st</sup>. Tom Hockensmith made a motion which was seconded by Derek Beckenbaugh. This was unanimously approved.
  - The teacher for 5/6 has been postponed to next month due to ongoing interviews.
- Faye reviewed the Health and Safety Plan update.
  - This is due July 30<sup>th</sup> and will be approved at the July board meeting.
  - ESSR Funds require the “universal and correct wearing” of masks
  - This requires CEO and Board Chair signatures upon approval.
  - Proposed changes to health and safety plan include the following:
    - Masks optional
    - No longer requiring daily symptom tracker or daily temp check.
    - Desk shields and checks with sick families by Nurse Adrian would continue.

- Jill Clinton advised that South Western board approval removal of mask mandate.
  - Jason Officer asked about distance learning when child is sick.
    - Faye advised that distance learning would only be used for flex days or snow days. Sick days would be a normal sick day, no remote learning.
- Helping Hands update by Nicole Norris
  - Hoping to get information out to families early July.
  - Back to school night and ribbon cutting will be on August 18<sup>th</sup> at 4PM.
  - Currently working with Gettysburg Area Chamber of Commerce
  - For back to school night, following ribbon cutting, food trucks available for families.
  - For new teachers lounge the committee is working with staff to get wish list of items.
  - Also looking to have welcome bags for staff and even a “shout out” board
  - Volunteering is being added to parent portal for easy sign-up and access.
  - Spirit wear store should be live by August 16<sup>th</sup>.

### **Consent Agenda**

- Motion to approve made by Becky Uppercue, seconded by Jill Clinton. All agreed; approved.

### **Chair Report**

- Act 55 sent to Derek Beckenbaugh
- Tom Hockensmith to send survey results before next board meeting.
- Reminder to board members to bring dates to August meeting for upcoming board calendar

### **Finance**

- Jesse Bean informs the Board that the school has a strong cash standpoint based on the May report. Cash is slightly down due to the soft costs of the construction project. There will be minimal (~\$100K in additional soft costs up through August).
- Current ratio is 5.9 meaning the school has about 6 times cash on hand vs outstanding debt.
- An expected net income of about \$295K is expected through the year end.
- Budget has been updated to reflect higher enrollment numbers. Enrollment is being set to 250 from original 235 even with expected enrollment of 260.
- Budget also reflects new 5/6 classroom teacher and assistant.
- Jill Clinton asked about PSERS and if staff that had PSERS what happens. Jesse advised GMCS PSERS requirement ends.
- It was inquired by Jill Clinton if specials teacher could be made full time. Faye advised she is looking into this but has concerns if one special teacher is full time and others are not.
- With increased enrollment and other changes a surplus of \$169,412 is expected over previous surplus of \$30K.
- Rose Thornberry asked about “Cutoff for new classroom for 5/6”. Faye advised that ideal is 20 students but due to enrollment each will have 26 which is still under max.

- Budget was submitted for approval. Tom Hockensmith made motion to approve budget which was seconded by Jill Clinton and unanimously approved.

#### **Governance committee**

- Recruiting has been completed.
- Recommending 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.
- Becky Uppercue and Rose Thornberry positions to be re-approved.

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

- None

#### **Public Comment**

- Jason Officer
  - Inquired which kindergarten teacher is the new hire replacing. Faye advised Mrs. Donahue

**Adjourned** at 7:08pm

**AGENDA**  
**Gettysburg Montessori Charter School**  
**Board of Trustees**  
**888 Coleman Road, Gettysburg**  
**Thursday, August 26, 2021**

5:30 pm	<b><u>Executive Session</u></b>	
6:00 pm	<b><u>Call to Order the August 26, 2021 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>Building Committee</u></b> <i>Update on Renovations, Building Design, Funding</i>	
6:25 pm	<b><u>Administrator's Report – Faye Pleso</u></b> <i>Enrollment Update</i> <i>Parent and Family Engagement Policy for School</i> <i>School Parent Student Compact</i> <i>Parent and Family Engagement Policy for LEA</i> <i>Act 110 of 2020 policy (consent agenda)</i> <i>McKinney Vento Act (consent agenda)</i> <i>Updated Employee Handbook with probation section (consent agenda)</i> <i>Hiring Recommendations</i> <i>Elementary 1/2: Olivia Stowman</i> <i>Assistant 1 / 2: Kelly Aracil</i> <i>Montessori Updates</i> <i>Helping Hands Committee Update – Nicole Norris</i>	Action Action
7:05 pm	<b><u>Approval of Consent Agenda</u></b>	Action
7:10 pm	<b><u>Chair's Report – Tom Hockensmith</u></b> <i>Housekeeping Report</i>	
7:20 pm	<b><u>Finance Committee – Becky Uppercue</u></b> <i>Update on Finance Committee Meeting</i>	
7:45 pm	<b><u>Governance Committee – Rose Thornberry</u></b> <i>New Board Member Ashley – Swearing In</i>	Action
8:00 pm	<b><u>New Business; For the good of the order</u></b>	
8:15 pm	<b><u>Public Comment</u></b>	
8:30 pm	<b><u>Adjourn</u></b>	

**Gettysburg Montessori Charter School**

**Board of Trustees Official Minutes**

**July 29, 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

Ashley Whitmore

Jason Officer, Parent

CCorder443 (Casey Gatewood-Parent)

Galaxy A01 (Melinda Fishel-Parent)

Galaxy S9= (Rachel Frazier-Parent)

Jessica's Iphone (Jessica Shuffler)

Jgate88@gmail.com (Jerry Gatewood)

Pearson (Amber Pearson)

Tiffanie Leppo (Parent)

Ty (Natalie Breckenbaugh-Parent)

Galaxy Note (Connie-Parent)

Brenna Robitaille-Parent

Scottjami-Jamie Scott

Jessic's S21 (Jessica Lehmer-Parent of Daniella)

### **Call to Order**

Tom Hockensmith called the meeting to order at 6:08 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.

### **Public Comment**

- Jason Officer
  - For Mask to be optional as a parent of a special needs child
- From chat:
  - Austin Pritchard
    - “We support optional masks not mandatory masks.” (Austin and Teresa Pritchard)
  - Multiple parents advocating for “Masks Optional”
    - Jessica Shuffler
    - Tiffanie Leppo
    - Rachael Frazier
    - Jerry Gatewood
    - Amber Pearson
    - Casey Gatewood
    - Melinda Fishel
    - Connie
    - Jaime Scott

### **Old Business**

none

### **Building Agenda**

Jay Appleton, Greyhawk states that construction is staying on schedule and working on renovations to the music room addition, furniture installation, library carpet and HVAC. Just remaining finishing touches and looking at the August 17, 2021 completion.

## **Administrator's Report**

- Enrollment: Faye Pleso reported that current enrollment is 267 for the 2021-2022 school year.
- Health and Safety Plan
  - In response to the PA Department of Education
  - Parents/Staff surveys showed 95% voted for masks optional
  - Plan is for Masks Optional with a layered approach unless mandated by the PA Department of Health
  - Transportation
- Mask mandates will be determined by public transportation district
- School will supply
  - Desk Shields in classrooms and lunchroom
  - Handwashing instruction and guideline
  - Cleaning/disinfecting regularly
  - Electrostatic spray at night
  - Nurse Adrian will work with the PA Department of Health
    - Contact tracing
    - Check-ins with sick students
    - No longer necessary; Daily temperature checks, Daily health checker
    - Vaccines
    - School will not provide, but will provide information on how to receive
- Motioned for approval by Becky Uppercue and seconded by Diana Williams, board approval by all
  - Melinda asks about sharing of materials
    - Faye responded, back to normal with wipes \
    - Emergency Instructional Time Template
  - 900 hours required
  - Free and public education
  - Meet all requirements
- Motion for approval Derek Beckenbaugh, seconded by Tom Hockensmith, board approved by all
- McKinney Vento Act
  - Students who are homeless
  - Added dispute resolution
  - Policy approval for next month
- Act 110 of 2020
  - Student sexual assault to another student
  - Violator cannot remain in the same school as victim
- Flexible Instruction Days
  - Has been approved by the PA Department of Health
  - Covers snow days or other reasons for needed closures
- Student/Parent Handbook
  - Dates updated
  - Removed items pertaining to Covid-19

- Temperature checks, health checker
  - Added
    - FACTS portal
    - Flexible instruction vs Virtual instruction
  - Updated mask mandate to optional to match Health and Safety Plan
  - Parent involvement section brought back
  - Visitors section
  - Field trips
  - Conferences: Virtual or In Person
- Employee Handbook
  - Calendar updated
  - Dispute Resolution
    - McKinney Vento
  - Leave Carryover for 12-month employees
  - Covid-19 discussion removed
- Acadience scores-Christine Kirkpatrick
  - Impacted by 64 students enrolled in school without full year of GMCS instruction
  - At or above Benchmark
    - Kindergarten Math
    - 5/6 Retelling and Accuracy
  - Trends/Patterns
    - 5/6 outscored lower elementary
  - Focus
    - Math
    - Instructional reading with teachers
    - K-3 Monthly Phonics Screeners Assessment
    - Increase administrative walk throughs
  - Public question-Melinda
    - Will GMCS be adding political discussion from kids regarding gender, race?
      - Christine responded has not been added but we will have to follow any district changes
  - Hiring
    - **Grade 1/2**
      - Jamie Needham at \$39K, full time, start date of 8/2/2021
        - Motion to approve made by Jill Clinton, seconded by Derek Beckenbaugh. All agreed; approved
    - **Grade 5/6**
      - Rita Naugle at \$39K, full time, start date of 8/2/2021
        - Motion to approve made by Becky Uppercue, seconded by Tom Hockensmith. All agreed; approved
    - **Grade 5/6 Assistant**
      - Kimberly Leone at \$17/hr, under 30 hours, start date of 8/2/2021

- Motion to approve made by Tom Hockensmith, seconded by Traci Elligson. All agreed; approved
  - **Food Server/Lunchroom**
    - Tanya Stevens at \$15/hr, under 30 hours, start date of 8/2/2021
      - Motion to approve made by Becky Uppercue, seconded by Jill Clinton. All agreed; approved
  - **PCA**
    - Cassidy Wilhelm at \$15/hr, under 30 hours, start date of 8/2/2021
      - Motion to approve made by Tom Hockensmith, seconded by Derek Beckenbaugh. All agreed; approved
    - **PCA**
      - Kimberly Senecal at \$15/hr, under 30 hours, start date of 8/2/2021
      - Motion to approve made by Tom Hockensmith, seconded by Diana Williams. All agreed; approved
    - **PCA**
      - Danielle Sunderland at \$15/hr, under 30 hours, start date of 8/2/2021
        - Motion to approve made by Becky Uppercue, seconded by Traci Elligson. All agreed; approved
- Public question-Tiffanie Leppo
  - What is a PCA?
 

Personal Care Assistant that helps child one on one
  - **RTI/Librarian**-no current selection, will approve next month
- Public question
 

What is an RTI?

Response to Intervention-part time position/Librarian-part time position. Full time position together if possible

**Wellness**

  - Courtney Seitz at \$25/hr, under 30 hours, start date of 8/2/2021
  - Motion to approve made by Derek Beckenbaugh, seconded by Becky Uppercue. All agreed; approved
- Helping\_Hands Update-Nicole Norris
  - 2 committees led by parents helped to set up
    - Back to school night /Ribbon cutting ceremony
    - Scavenger hunt
    - Spirit wear table
    - FACTS table
    - Teacher Lounge
    - Amazon wish list
  - Spirit Store to open on September 6

**Consent Agenda**

- Motion to approve made by Jill Clinton, seconded by Rose Thornberry. All agreed; approved.

### **Chair Report**

- Back to school night 8/18/2021, Board members please attend ribbon cutting
- Survey results sent to Board regarding evaluation for Faye Pleso to be completed
- Parent review has been completed
- August Board meeting to be held in person and will be open to the public
- Board will set up new schedule for upcoming school year meetings in August meeting.

### **Finance**

- Jesse Bean informs the Board budget was approved in June meeting.
- Balance sheet and financial statements are posted on school website
- Cash on hand is 5 times expected debt
- September/October construction loan principal payments will start.
- Modest change to monthly costs due to removal of modular structure
- Covid-19 Relief funding has assisted school budget

### **Governance committee**

- Recommended Ashley Whitmore,  
Motion to approve made by Tom Hockensmith, seconded by Derek Beckenbaugh. All agreed; approved, will be sworn in in August.
- Re-vetted Becky Uppercue, action item for next month
- Re-vetted Rose Thornberry, action item for next month
- Update Excel spreadsheet

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

- None

### **Public Comment**

- Brenna asked about plexiglass for students  
Faye commented that shields for 1-6 grades and on desks
- Ashley asked about extension for free breakfast/lunch  
Faye commented as of now it will be extended until January but may be extended further
- Jessica asked about "Critical race curriculum"  
Faye answered, no we are focusing on standards

**Adjourned** at 7:36pm

**AGENDA**  
**Gettysburg Montessori Charter School**  
**Board of Trustees**  
**888 Coleman Road, Gettysburg**  
**Thursday, September 23, 2021**

5:30 pm	<b><u>Executive Session</u></b>	
6:00 pm	<b><u>Call to Order the September 23, 2021 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>Building Committee</u></b> <i>Update on Renovations, Building Design, Funding</i>	
6:25 pm	<b><u>Administrator's Report – Faye Pleso</u></b> <i>Enrollment Update</i> <i>Parent and Family Engagement Policy for School (consent agenda)</i> <i>Parent and Family Engagement Policy for LEA (consent agenda)</i> <i>21/22 Policy and Procedure Manual (consent agenda)</i> <i>Title I School Parent Compact (consent agenda)</i> <i>Hiring Recommendations</i> <i>PCA: Danielle Spencer</i> <i>PCA: TBD</i> <i>Librarian: Emily Windover</i> <i>Rtl/Special Ed: TBD</i> <i>Acadience Scores: Chris Kirkpatrick</i> <i>PSSA Scores: Chris Kirkpatrick</i> <i>Outline of PIMS Data: Leigh Gugliette</i> <i>School Safety Report: Leigh Gugliette</i> <i>Helping Hands Committee Update – Nicole Norris</i>	
7:05 pm	<b><u>Approval of Consent Agenda</u></b>	Action
7:10 pm	<b><u>Chair's Report – Tom Hockensmith</u></b> <i>Housekeeping Report</i>	
7:20 pm	<b><u>Finance Committee – Becky Uppercue</u></b> <i>Update on Finance Committee Meeting</i>	
7:45 pm	<b><u>Governance Committee – Rose Thornberry</u></b>  <b><u>New Business; For the good of the order</u></b>	
8:00 pm	<b><u>Public Comment</u></b>	
8:15 pm		
8:30 pm	<b><u>Adjourn</u></b>	

**Gettysburg Montessori Charter School**

**Board of Trustees Official Minutes**

**August 26, 2021**

**Board Members Present**

Tom Hockensmith, Chair

Rose Thornberry, Vice Chair

Traci Elligson, Secretary

Becky Uppercue, Board Treasurer

Derek Beckenbaugh

Jill Clinton

**Missing**

Diana Williams

**Others Present**

Dr. Faye Pleso, CEO

Christine Fitzpatrick

Nicole Norris

Ashley Utermahlen

**Public**

none

**Call to Order**

Tom Hockensmith called the meeting to order at 6:20 pm. All information regarding public access to the meeting was advertised in the [Gettysburg Times](#). Introductions were made for new Board members

**Building Update**

Some unexpected leaks along windows and flooding in parking lot but issues are being attended to and finishing up all odds and ends

## Administrator's Report

- Enrollment: Faye Pleso reported that current enrollment is 269. Grades 1/2 as well as 3/4 have a few openings. No lottery was required for enrollment
- Updated policies to be approved in September Board meeting are as follows:
  - Parent and Family Engagement Policy to be approved in September Board meeting
  - School Parent Student Compact
  - Parent and Family Engagement Policy for LEA
- Act 110/McKinney Vento Act/ Updated Employee Handbook with probation section were reviewed in July Board meeting and are in this months Consent Agenda for approval
- Hiring approval:
  - Elementary 1/2 teacher-Olivia Stowman at \$39K, with full benefits, with start date of 8/5/2021

Motion to approve made by Jill Clinton, seconded by Rose Thornberry.

All agreed; approved.

- Assistant 1/2-Kelly Aracil at \$17/hr, under 30 hrs, no benefits, with start date of 8/2/2021

Motion to approve made by Tom Hockensmith, seconded by Becky

Uppercue. All agreed; approved.

- Montessori Updates
  - Montessori refresher training for all teachers offered through a self-paced course with updates to the school every 60 days to monitor progress.
  - Assistants will be Montessori trained
  - Offer a prepared and consistent school environment
  - Montessori checklist for walkthroughs
- Monthly newsletter to go out to parents
- FACTS portal will have an announcement page
- Helping Hands update
  - Committees for Back-to-School night and the Teacher's Lounge were a great success with help from parent volunteers and led by Ashley Utermahlen and Melissa Ring
  - 37 parents have signed up to be volunteers and will be offered to 2 options to complete orientation, with one in daytime hours and another during evening hours to accommodate parent needs
  - September 14, 2021 meeting will cover upcoming events;

Giving Spree

Scarecrow

Book Fair

Holiday Shop

## Consent Agenda

- Motion to approve made by Becky Uppercue, seconded by Derek Beckenbaugh. All agreed; approved.

### **Chair Report**

- Board training
  - Act 55 to be completed by Derek Beckenbaugh and Ashley Utermahlen
- Trauma Informed Training to be completed by all Board members by May 2021
- Board positions
  - Chair-Tom Hockensmith
    - Nominated by Jill Clinton, seconded by Traci Elligson, accepted by Tom Hockensmith. All agreed; approved
  - Vice Chair-Rose Thornberry
    - Nominated by Becky Uppercue, seconded by Jill Clinton, accepted by Rose Thornberry. All agreed; approved
  - Treasurer-Becky Uppercue
    - Nominated by Tom Hockensmith, seconded by Rose Thornberry, accepted by Becky Uppercue. All agreed; approved
  - Secretary- Traci Elligson
    - Nominated by Tom Hockensmith, seconded by Derek Beckenbaugh, accepted by Traci Elligson. All agreed; approved
- Committees
  - Executive
    - Tom Hockensmith, Rose Thornberry, Becky Uppercue, Traci Elligson
  - Finance/Audit
    - Becky Uppercue, Derek Beckenbaugh
  - Governance
    - Rose Thornberry, Ashley Utermahlen, Traci Elligson
    - Teacher: Mrs. Swiger
    - Parent: Heather Lockman
  - Personnel
    - Tom Hockensmith, Diana Williams, Ashley Utermahlen
  - Comprehensive
    - Tom Hockensmith

- Board meetings

Will meet on the 4<sup>th</sup> Thursday of every month to start at 6:00pm and will be advertised to the public; holiday adjustments to scheduled meetings will be advertised to the public

### **Finance**

- Checking/Savings accounts have decreased slightly since June update due to construction invoices, that will be paid completely by the end of Q1, and the largest expense during the summer months for the modular unit removal.
- ESSER II grant funds will be applied to FY21 to cover personnel costs of maintain staffing levels during the decline in enrollment in the first half of the 2020-21 school year due to COVID-19
- District adjustments to increased enrollment have not yet shown and therefor revenues are expected to normalize in the Fall

### **Governance committee**

- Ashley Utermahlen sworn in by Tom Hockensmith.

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

None

### **Public Comment**

none

**Adjourned** at 7:47pm

**AGENDA**  
**Gettysburg Montessori Charter School**  
**Board of Trustees**  
**888 Coleman Road, Gettysburg**  
**Thursday, October 28, 2021**

- |         |  |                            |
|---------|--|----------------------------|
| 5:30 pm | <b><u>Executive Session</u></b>  |                            |
| 6:00 pm | <b><u>Call to Order the September 23, 2021 Meeting</u></b><br><b><u>Introduction of Members and Guests;</u></b><br><b><u>Public Comment on Agenda Items;</u></b><br><b><u>Old Business</u></b>   |                            |
| 6:10 pm | <b><u>Administrator's Report – Faye Pleso</u></b><br><i>Enrollment Update</i><br><i>Hiring Recommendations</i><br><i>PCA: Amber Shank</i><br><i>Assistant: Grace Green</i><br><i>Food Server/Lunchroom Aide:Maureen Johnson</i><br><i>ARP/ESSER Funds</i><br><i>Exit Surveys</i><br><i>PDE/DOH Covid procedure updates</i><br><i>DAR Service Day</i><br><i>Weis</i><br><i>Helping Hands Committee Update – Nicole Norris</i> | Action<br>Action<br>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><br><i>Housekeeping Report</i>   |                            |
| 7:05 pm | <b><u>Finance Committee – Becky Uppercue</u></b><br><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 23, 2021**

**Board Members Present**

Tom Hockensmith, Chair

Rose Thornberry, Vice Chair

Traci Elligson, Secretary

Becky Uppercue, Board Treasurer

Ashley Utermahlen

**Missing**

Diana Williams

Derek Beckenbaugh

**Others Present**

Christine Fitzpatrick

Jesse Bean

Nicole Norris

Leigh Gugliette

**Public**

Jason Officer (Parent)

Jerry/Casey Gatewood (Parent)

Amanda (Parent)

**Call to Order**

Tom Hockensmith called the meeting to order at 6:14 pm. All information regarding public access to the meeting was advertised in the [Gettysburg Times](#). Introductions were made for attendees.

**Administrator's Report**

Enrollment: Christine Fitzpatrick reported that current enrollment is 269.

- Hiring approval:
  - PCA-Danielle Spencer at \$15/hr, under 30 hours, no benefits, with start date of 10/4/2021

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

- Librarian-Emily Windover at \$20/hr, under 30 hrs, no benefits, with start date of 9/27/2021

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

- Rtl/Special Ed: Marsha Smith at \$30/hr, under 30 hours, no benefits, with start date of 9/27/21

Motion to approve made by Tom Hockensmith, seconded by Ashley Utermahlen

- Acadience Scores:
  - Benchmark scores 3 times per year
  - Math and Reading scores show that there was not much of a summer slide and stayed consistent with last year
  - Parent: "Can we see our child's score?"-Chris: Yes, records are kept and can be requested from either Chris or student's teacher.
  - PSSA scores showed great results, specifically 4<sup>th</sup> grade Science and 5/6 grade ELA
- PIMS (PA Information Management System): Leigh
  - record keeping of school safety for the State of PA Education
- Helping Hands Committee: Nicole
  - Upcoming events:

1. Parents are looking for local businesses where we can place school Scarecrows to raise funds for the SPCA and determining themes for scarecrows for each grade

2. GMCS monthly newsletter

Open house for school

Halloween parade on 10/29 along the bus loop

- Spirit Store is closed
- Book Fair
  1. Folett for Fall fair but no longer in 2022, will look into Scholastic for Spring fair
- Halloween Parade Float to be coordinated by parents
- Movie Night-November to be run by Jason Officer
- Giving Spree
- Holiday Shop \*\*will advertise for more parent involvement

#### Consent Agenda

- Motion to approve made by Becky Uppercue, seconded by Ashley Utermahlen. All agreed; approved.

### **Chair Report**

- Board training ○ Act 55 to be completed by Derek Beckenbaugh and Ashley Utermahlen
- Trauma Informed Training to be completed by all Board members by May 2021

### **Finance:** Jesse Bean-August 31 financials

- Cash has decreased since June 30<sup>th</sup> due to final construction costs but holding at over \$1 million
- Principal construction loan payments will start in September
- District receivables are up
- Federal ESSR (Covid relief) payments are still pending receipt
- Modulars have been removed and short-term liability has been removed
- Long-term liability will go up for loan expected in October
- State Charter Conference to be held in Harrisburg, Board members welcome to attend
- GMCS's allocation for Learning Loss is \$11,320 and Summer Enrichment allocation is \$2,264 ○ Must be used by 2024

### **Governance committee**

- No meeting last month, Board is at capacity

### **New business: For the good of the order/ Public Comment**

Jason Officer (Parent): Kindergarten class was under quarantine for stomach bug, will this be a common event? Board: This will be reviewed with Faye Pleso

Home district mask exemption forms require a 14 day quarantine but this is not required on GMCS exemption forms. Board: This will be reviewed with Faye Pleso

During quarantine free lunches are offered but it is inconvenient to pick up daily. Is there any option of getting a week at a time upon request? Board: This will be reviewed with Faye Pleso

Amanda (Parent): Are quarantine absences excused? Chris: If assigned schoolwork is completed and turned in for kindergarten and if the higher grades complete their asynchronous learning and are signed in during classes it will be counted and excused.

Jerry/Casey (Parents): Is GMCS planning to challenge the Governor's mask mandate? Tom: Faye Pleso has been in contact with the school lawyer. The mandate/Health & Safety plan is tied to both federal and state funding that the school would therefore lose if non-compliant.

Jerry/Casey (Parents): What would the impact be to the school without the funding? Tom: 2020-2021 school years funding allowed GMCS to keep all staff employed during the COVID events

**Adjourned** at 7:02pm



**Gettysburg Montessori Charter School**

**Board of Trustees Official Minutes**

**October 28, 2021**

**Board Members Present**

Tom Hockensmith, Chair

Rose Thornberry, Vice Chair

Traci Elligson, Secretary

Becky Uppercue, Board Treasurer

**Missing**

Diana Williams

Derek Beckenbaugh

Ashley Utermahlen

**Others Present**

Faye Pleso

Christine Fitzpatrick

Jesse Bean

Nicole Norris

**Public**

Jason Officer (Parent)

Jessica (Parent)

Amanda (Parent)

**Call to Order**

Tom Hockensmith called the meeting to order at 6:10 pm. All information regarding public access to the meeting was advertised in the Gettysburg Times. Introductions were made for attendees.

**Public Comment on Agenda**

- Jason Officer (Parent): Can ARP/ESSER funds be used for more outdoor seating and learning/nature education?

Faye: GMCS would like to look further into those type of options but will have to comply with ground restrictions

### **Old Business**

None

### **Administrator's Report**

- Enrollment: 266. Kindergarten is full, spaces are available in all other grades
- Hiring Recommendations:
  - PCA-Amber Shank \$15/hr, less than 30 hrs, begins 10/4/21. Motion to approve made by Rose Thornberry, seconded by Tom Hockensmith. All agreed; approved.
  - ¾ Assistant-Grace Green-\$17/hr, less than 30 hrs, begins 10/20/21. Motion to approve made by Becky Uppercue, seconded by Rose Thornberry. All agreed; approved.
  - Food Server/Lunchroom Aide-Maureen Johnson- \$15/hr, less than 30 hrs, begins 10/19/21. Motion to approve made by Tom Hockensmith, seconded by Rose Thornberry. All agreed; approved.
- ARP/ESSER Funds: GMCS received around \$200K in funding to be spent between March 2020 to September 2024. Accepted uses for funding is to; prevent, prepare, or respond to Covid-19, 6 categories of approved uses, purposes must be necessary, reasonable, sustainable. Survey sent out to parents, faculty, and stake holders for suggestions on which to use funds on.
  - Application due by next week
    - Sample of suggestions:
      - Safe in-person schooling
      - Additional cleaning staff
      - Shields
      - More trees for shade (20 trees were recently planted)
      - 7/8 grade schooling
      - Expanded playground/ separate one for Kindergarten
      - Greenhouse
      - Outdoor pavilion/picnic tables
      - HEPA filters
      - Parent Liaison to work with counselor and parents
      - Sports activities
      - Field trips
      - Phonics readers
      - Additional learning support
      - STEM/Maker space
      - More books in the library
      - Transportation to after school activity clubs
      - Monthly family activities
      - Staff retention i.e., comparable rates, bonuses, tech support on site
- After School has been stopped due to lack of staffing

- If offered through in-house GMCS would require Department of Health/Human Services license
- May look into after school tutoring but may still be staffing issues
- Exit interviews
  - Primary reason for enrollment
    - Smaller class sizes
  - Primary reason for leaving
    - Need for more resources for family/child
    - Graduated/Moved
    - Didn't agree with quarantine protocol
    - Sports after school
    - Poor communication
- PDE/DOH Covid Procedure Updated 10/8/21
  - No longer quarantine classes, now just close contacts of 3ft or less for 15mins or longer
  - Monitor how many cases of Covid -19
- Daughters of the American Revolution Service Day
  - Donate books to the library
  - Visited and read to students
  - Books to each teacher
- Weis4School fund raising had a \$400 check for GMCS
- Helping Hands Update:
  - Postponed Morning muffins and Movie Night until Spring
  - Giving Spree-goal of 3K
    - All donations must be in by November 5 by drop off, mail, or online
  - Volunteers needed for
    - Ag Lab for the whole week
    - Book Fair in December
    - Holiday shop -led by Heather Lockman

### **Consent Agenda**

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

### **Chair Report**

- Trauma Informed Training to be completed by all Board members by May 2021
- November board meeting will be held on November 18 due to the holiday
- December board meeting will be held on December 16 due to the holiday

### **Finance: Jesse Bean-Charter Choices**

- Cash flow is strong. Cash is down to \$949K due to construction-related invoices as was expected
- GMCS retains 3 months cash on hand due to budget based on enrollment of 255 and current enrollment is 266

- ESSER funds II grant funds of \$100,805 applied to Y21 Personnel Costs
- ARP (ESSER III) grant funds of \$203,755 will be allocated for '21-22 expenses
- GASD rates (Form 363)
  - Allocated for Charter schools with a unique rate for each district
  - GASD calculated current rates late resulting in additional costs from previous year
  - GMCS plans to pay additional costs requiring email/approval from Faye/Board Chair

#### **Governance committee**

- No meeting last month, Board is at capacity

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

- Faye Pleso/Jesse Bean informed the Board of upcoming PA Charter School conference
  - Vendors for school psychiatrists
  - Discussion on funding for charter schools
- GMCS have had an intake of calls for incoming families for K-2

#### **Public Comment**

- Amanda (Parent): She speaks for several parents who are asking for Zoom board meetings to allow parents without transportation or childcare to attend from home
  - Tom Hockensmith/Faye Pleso: We will have to look into it for the need of a tech person on site, restrictions are understood which is why minutes are posted in the paper.
  - Jason Officer: Could a parent live stream it to the GMCS private Facebook site?
  - Tom Hockensmith/Faye Pleso: We can look into the options that might be available.
  - Tom Hockensmith: Parents are always welcome to reach out to the Board or Faye with any questions or concerns to have brought up at Board meetings if they are unable to attend

**Adjourned at 7:15pm**



**Gettysburg Montessori Charter School**

**Board of Trustees Official Minutes**

**November 18, 2021**

**Board Members Present**

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

**Missing**

None

**Others Present**

Faye Pleso  
Christine Fitzpatrick  
Nurse Adrian Kavanaugh  
Nicole Wilt

**Public**

Jason Officer (Parent)  
Tiffany (Parent)  
Natalie (Parent)

**Call to Order**

Tom Hockensmith called the meeting to order at 6:12 pm. All information regarding public access to the meeting was advertised in the [Gettysburg Times](#). Introductions were made for attendees.

**Public Comment on Agenda**

None

## Old Business

None

## Administrator's Report

- Enrollment: 265
- Education trips
  - State now allows for 3 consecutive days, was previously 5 days
  - Requests must be in 2 weeks prior to trip
  - Approvals based on attendance, grades, educational benefit
  - Cannot occur during the first 2 weeks of school year or during PSSA testing
  - Cannot be more than 10 consecutive days-will lead to unenrollment per law and charter
- School Psychologist:
  - normally supplied through IU 12; required for re-evaluations and new student evaluations
  - None are available this year
  - Contract through E-therapy to offer virtual evaluations, to meet requirements, until we can get a psychologist from IU 12
  - Contracts with IU 13 to cover 26 days which would be enough for re-evaluations
- Montessori walk throughs
  - Checklists/Observations to improve environment, and order
  - Going well, meet with teachers after to review any findings/concerns
- Helping Hands Update: Nicole Wilt
  - Fundraisers
    - Scarecrow Fundraiser
      - brought in \$522 for the SPCA of Adams Co.
      - Classes completed thank-you cards
      - Some businesses inquired about purchasing the scarecrows
    - Popcorn Fundraiser-online
      - Information sent home with children, runs through December 2<sup>nd</sup>
    - Book Fair
      - First week of December
    - Holiday Shop
      - Information should be coming out soon
    - January-Coffee Fundraiser
    - February- Cookie Fundraiser
  - Pictures
    - Were not sent out until October due to class quarantine
    - Company following school Facebook site to assist in communication
    - Goal to have in the mail by November, they are 3 weeks behind due to understaffing
    - Can email company for link to see pictures

## Consent Agenda

Motion to approve made by Becky Uppercue, seconded by Ashley Utermahlen. All agreed; approved.

## Chair Report

- Trauma Informed Training to be completed by all Board members by May 2021
- Surveys are being worked on and finalized
- December board meeting will be held on December 16 due to the holiday

## Finance: Becky Uppercue

- GMCS retains 3 months cash on hand due to budget based on enrollment of 255 and current enrollment is 265
- Cash has decreased due to construction-related invoices from '21-22Y, should be all in by end of December or early January
- Loan payments still interest only
- ESSER II now reflected but awaiting receipt
- Applied to '21-22 to cover staffing levels despite Covid-related enrollment
- ESSER III
- Will be allocated for '21-22 to offset expenses for technology/computers etc.

## Governance committee

No meeting last month, Board is at capacity

## New business: For the good of the order

- Mask Mandate
  - Decision to be made by the State and GMCS will follow necessary mandates to keep charter/ESSER funding
  - When it ends GMCS will return to previous parent choice
  - Information will be shared with families
- Health Guideline: Nurse Adrian
  - Covid guidelines discussed
    - "close contacts" and who is placed in quarantine
    - 3 ft distance for close contact
    - 3-6 ft IF everyone is constantly wearing a properly fit face mask
    - Learning cohorts help determine and limit who would be considered close contact
  - Mitigation strategy for schools are recommendations and guidelines centered on disease prevention
  - Quarantine procedure
    - Standard 14 day has not changed

Shortened 10 day allowed with provisions ie, symptoms, masks, distancing  
Health and Safety Plan details acceptable face coverings  
Dept. of Health emphasis is Stop the Spread  
Details "What to do if Positive Case"  
Communicate with Faye Pleso  
Teachers help identify close contacts  
Typical quarantine will include 3 or 4 students so as not to quarantine  
the whole class. One occasion required 6 students  
Communication  
Personal phone contact to parents/guardians

### **Public Comment**

- Natalie (Parent):
  - Requests change to policy stating data shows no Covid impact to children
  - Tom: Will follow up to confirm that school can legally develop "quarantine" policy and school board cannot vote until it is posted on Board Agenda
  - GMCS falls under Gettysburg School District but must comply with State regulations
- Tiffany (Parent, Registered Nurse):
  - Guidance/recommendations are not law
  - Requests a change to policy, if child tests positive then only that child should be quarantined and close contacts to be monitored by parents and school
  - Discussed aspect of emotional stress on child when quarantined as a close contact, food insecurity, and safe haven offered by the school
  - Request the school does not mandate covid vaccinations for children
- Jason (Parent)
  - Re-iterated food insecurities for close contact quarantines
- Nurse Adrian:
  - Virus is contagious and can spread while being asymptomatic. The family at home is also at risk and may be immunocompromised. Other children/teachers in the classroom may be also immunocompromised and would be at risk while close contacts remain in class.
- Tom: We respect and appreciate the input and we will be looking into law allowed options to the school and communicate them with families

**Adjourned at 7:21 pm**



**Gettysburg Montessori Charter School**

**Board of Trustees Official Minutes**

**December 16, 2021**

**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

Christine Fitzpatrick

Nicole Wilt

**Public**

Jason Officer (Parent)

Steve Sharon (Parent)

**Call to Order**

Tom Hockensmith called the meeting to order at 6:04 pm. All information regarding public access to the meeting was advertised in the Gettysburg Times. Introductions were made for attendees.

**Public Comment on Agenda**

None

**Old Business**

Jason Officer (Parent)- ESSER improvement funds suggested earlier for nature trails would be a good Eagle Scout project.

### **Administrator's Report**

- Enrollment: 264-no change
- GMCS has joined the Gettysburg and New Oxford Chambers of Commerce to network and share ideas
  - New Oxford Chamber of Commerce opened "God's Store" for families in need
  - Nicole Wilt joined a Gettysburg networking event
  - GMCS will host March mixer for Science Fair Judges
  - Chris Kirkpatrick joined the New Oxford breakfast
- Insurance comparisons were made by other agents, but current agency was able to offer lowest rates.
- Highmark informed GMCS that they would be required to join the Affordable Care Act, increasing costs by 23%, because they would no longer be grandfathered in.
  - Agent spoke with Highmark and will keep GMCS for one more year at current rate
- Exit survey-1 to be done
- Mask Mandate Update
  - Masks are optional, returning to original policy in Health & Safety Plan
- Propane Costs
  - 7K in propane costs so far, compared to 9K last year
  - Informed that new air filtration runs on propane
  - Will inquire into changing to electric or solar panel options
- Helping Hands: Nicole Wilt
  - \*\*Meetings are held at 5:30p at school on Thursdays prior to Board meetings
  - Fundraisers:**
    - Pictures-\$2,592 profit, with goal of \$800
    - Spiritware- \$192 profit, with goal of \$200
    - Popcorn Fundraiser-\$2,275 profit, with goal of \$500
    - Giving Spree Fundraiser-\$772, with goal of \$3K
    - Book Fair-\$1329, over \$1K in profit
  - Holiday Shop (not fundraiser)-\$2800 so far, spent \$3,300

### **Consent Agenda**

Motion to approve made by Ashley Utermahlen, seconded by Becky Uppercue. All agreed; approved.

### **Chair Report**

- Trauma Informed Training to be completed by all Board members by May 2021

**Finance:** Becky Uppercue

- SEK audit
  - Good reviews, clean audit
- Revenues decreased at close of fiscal year
- Deficits reduced; cash balance higher than last year
- \$1M in checking/savings
- ESSER II funds of \$108K this year helped maintain staff of last year
- \$15K to start this year with small surplus
- Conservative budget: will be affected by inflation and increased propane costs
- Largest expenditures continue to be locked in salaries and benefits

**Governance Committee**

No meeting in December, meeting in new year

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

Discussed parent requests for changes to current Covid-19 quarantine policy with lawyer, was determined to continue following DOH guidelines for the safety of the children and staff

**Public Comment**

Steve Shannon (Parent)

- Requested more information about policies and changes. Concerned that mask announcement was put out on Monday rather than the Friday prior when courts made their decision.

Faye Pleso/Nicole Wilt apologized for the delay, explained there were computer issues that held up the release of the mask notification to parents.

- Offered landscaping background assistance with nature trail and Eagle scout project. States that the company he works with out of York can help with the design work

Jason Officer (Parent)

- Requested live streaming Board meetings through Zoom or other options, offering recurring links to parents who cannot make it to meetings  
Tom Hockensmith responded that we will review with counsel prior to next meeting

**Adjourned at 6:43pm**

**AGENDA**  
**Gettysburg Montessori Charter School**  
**Board of Trustees**  
**888 Coleman Road, Gettysburg**  
**Thursday, February 24, 2022**

- |         |  |                  |
|---------|--|------------------|
| 5:30 pm | <b><u>Executive Session</u></b>  |                  |
| 6:00 pm | <b><u>Call to Order the February 24, 2022 Meeting via Zoom</u></b><br><b><u>Introduction of Members and Guests;</u></b><br><b><u>Public Comment on Agenda Items;</u></b><br><b><u>Old Business</u></b>   |                  |
| 6:10 pm | <b><u>Administrator's Report – Faye Pleso</u></b><br><i>Enrollment Update</i><br><i>Updated Health and Safety Plan</i><br><i>Promotion: Danielle Spencer 1 / 2 Teacher Assistant</i><br><i>Significant Disproportionality 21/22</i><br><i>After School Tutoring Club</i><br><i>5 / 6 Acadience Math Scores</i><br><i>Kindergarten Open House</i><br><i>5 / 6 Transition Night</i><br><i>Helping Hands Committee Update – Nicole Norris</i> | Action<br>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><br><i>Housekeeping Report</i>   |                  |
| 7:05 pm | <b><u>Finance Committee – Becky Uppercue</u></b><br><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**

**January 27, 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

Christine Fitzpatrick

Nicole Wilt

Jesse Bean

**Public**

Jason Officer (Parent)

Meghan (Parent)

Tania (Parent of Muso Nyiwul)

**Call to Order**

Tom Hockensmith called the meeting to order at 6:12 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: 260
- New Oxford Chamber of Commerce awarded Katie Sauter Teacher of the Year and a GMCS Student of the Year
- Threat assessment team was established in September with training completed.
  - Team meets monthly
  - Staff to train on February 18, 2022
- Preschool PJ story time to help with students transitioning into Kindergarten
  - Open house in February
- Student recognition to be held at lunch time next week
- Acadience scores
  - Benchmark for mid year
  - Looking at growth
  - Composite scores have risen in both Math and Reading, retelling shows the strongest improvement
  - Improvements most likely due to in person lessons and enhanced reading programs and resources
  - 5<sup>th</sup> grade Math will be updated next month
  - Scores will be sent to parents for individual students
- Helping Hands update
  - Spirit Week has been pushed back, will start next week
  - Coffee fundraiser due Monday
  - Gertrude Hawke starts today, due March 9<sup>th</sup>
  - Hershey Park due April 22
  - Teacher Appreciation week planning is in the works
  - Yearbook information will be coming out in the next 2 weeks to parents
  - 2 clubs to begin for 6<sup>th</sup> graders
    - Pictures and organizing for the yearbook
    - T-shirt sales during Spirit Week

## Consent Agenda

Motion to approve made by Ashley Utermahlen, seconded by Becky Uppercue. All agreed; approved.

## Chair Report

- Meetings being held by Zoom due to safety concerns regarding Covid-19

February meeting to be held in Zoom

March meeting to be determined

- Regarding the streaming of meetings;
  - Lawyer states it would be more distracting than beneficial
  - Parents are encouraged to email any questions/concerns to the board prior to scheduled meetings
- Parent surveys are being reviewed to streamline and shorten for convenience
- Trauma Informed Training to be completed by all Board members by May 2021

**Finance:** Becky Uppercue, Jesse Bean

- Cash has decreased slightly due to construction-related invoices
- Straban township released lien
  - Started paying both mortgage and interest
- ESSER II application submitted, funds to be released, small amounts have already been received
- Statement of Financial Interest forms
  - Board members to complete online
  - Must be completed by April
- Audit hard copies have been received by Faye Pleso

**Governance Committee**

No meeting in January, meeting to be held in February

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

None

**Public Comment**

Tania (Parent) /Muso

- Shared information showing how and which masks reduce droplets (science fair) testing 4 masks
- Which masks protect better (N95)
- Proof of the importance of wearing masks
- Request to review voluntary mask policy
  - Tom asked Muso to submit her project for board/school to review
- From chat:
  - Can we speak to students about Covid by bringing in speakers to teach directly to the students
  - Staff should wear masks to model and encourage students

The school should explain to parents that without masking the school runs the chance of additional closures and request parent cooperation to work in preventing illness and closures by voluntarily masking

Tom responded that we can research. Mandating staff to mask would require policy changes.

Meghan (Parent)

- Lack of explanation to parents about school closure and asking for transparency and DOH guidelines

Faye: DOH threshold is 5% which is 13 students in GMCS, school had 15 persons in the school testing positive

- If closures occur again will children be prepared with packets and/or computers?

Faye: We are constantly re-evaluating

Jason (Parent)

Comment:

- Packets work well, GMCS shouldn't change for closures
- Comment: packets for closures work well
- Ask for exploratory committee to see about expanding to 8<sup>th</sup> grade
- Inquired about the update on solar options to reduce propane costs

Faye responded that propane system can't be changed over. Still researching options and quotes

- Inquired about board member positions

Tom shared the status of board members

**Adjourned at 7:16 pm**

**AGENDA**  
**Gettysburg Montessori Charter School**  
**Board of Trustees**  
**888 Coleman Road, Gettysburg**  
**Thursday, March 24, 2022**

5:30 pm	<b><u>Executive Session</u></b>	
6:00 pm	<b><u>Call to Order the March 24, 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>Homebound Instruction and Pay Rate : Approval</i> <i>Substitute Pay Rate : Approval</i> <i>PCS: Elene Espinoza : Hiring Approval</i> <i>Montessori Walk Throughs</i> <i>Chamber Meet and Greet</i> <i>Science Fair</i> <i>Helping Hands Committee Update – Nicole Norris</i>	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>	
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**

**February 24, 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

Christine Fitzpatrick

Nicole Wilt

Jesse Bean

**Public**

Jason Officer (Parent)

**Call to Order**

Tom Hockensmith called the meeting to order at 6:03 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: 260
- Health and Safety Plan
  - Reviewed by Adrian Kavanaugh, RN, school website will be updated
  - Changes include minor clarifications
  - Masks remain optional
  - Continue in-person learning
  - Motion to approve made by Tom Hockensmith, seconded by Traci Elligson. All agreed; approved.
- Promotion
  - Danielle Spencer from PCA to 1/2 Teachers Assistant
  - Start 2/7/2022, \$17/hr under 30 hours per week
  - Motion to approve made by Ashley Utermahlen, seconded by Becky Uppercoe.
  - All agreed; approved.
- Significant Disproportionality 2021/2022
  - High number of special needs in Speech and Language
  - last year \$7,400 compared to this year \$7,035
  - Funding mostly spent on special needs training
  - Will update school website
- After-school tutoring
  - ESSER II funds financed
  - Began 2/1/22, Tues/Thurs 3:30-4:30pm
  - 11 students
  - Started by email and newsletter to parents
  - Tom: Can we send out more information to recruit more students?
  - Nicole: We can put it in school newsletter, announcements, and a flier to parents.
  - Tom: Is transportation a possible barrier to attending?
  - Nicole: Possibly, most of the participants are car riders.
- 5/6 Acadience Scores (were scheduled during quarantine week)
  - Math composite score was 19%, now at 53%
  - Computation was 22%, now 50%
  - Concepts/Applications was 30%, now 55%
  - Looked at deficits and will update with suggestions to help kids improve
- Kindergarten Open House
  - 2/2/22 with 17 families
  - 2/16/22 with 14 families
  - Feedback showed enthusiasm from parents
- 5/6 Transition Night
  - 19 families
  - 4 former students presented
  - 4 schools attended and spoke, 1 school supplied information
  - 6 community organizations, 1 supplied information
  - Feedback requested more schools and community organization participation

- Helping Hands
  - 6<sup>th</sup> graders T-shirt sales \$400
  - Coffee fundraiser \$495 profit
  - Spirit store, extended sales until 2/28/22
  - Gertrude Hawkins fundraiser \$ 2,467 online
  - Yearbooks on sale March-April
    - 6<sup>th</sup> grade committee doing a great job with yearbooks
  - Hersheypark tickets on sale
  - Reading Across America
  - Dubbs Parents Night Out, so far 25 students participating
- Science Fair March 16<sup>th</sup> 4pm-6pm will be judged by The New Oxford Chamber of Commerce
  - March 17<sup>th</sup> 4pm-7pm parents can come to see the projects

### **Consent Agenda**

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

### **Chair Report**

- SOFI forms due by April from Board Members
- Meetings being held by Zoom due to safety concerns regarding Covid-19
  - March meeting to be held in Zoom
  - April meeting to be determined
- Parent surveys are being prepared and sent out
- Trauma Informed Training to be completed by all Board members by May 2021
  
- **Finance:** Jesse Bean As of 1/31/22
  - Cash over \$1 million on hand, slight increase month
  - Principle and interest payment phase of construction loan
  - \$203K ESSER III funds to come later this spring
  - Expecting federal funding revenues
  - Local revenue about \$118K above
  - Expenses about \$160K over
  - Surplus about \$41K
  - Budget holding fine
  - Charter School Grant
    - Intended for creation, replication, and expansion
    - Completed year 1 of 7 year grant
    - Up to \$1.5 million to help
  - Faye attended a webinar to help possibility of expanding and adding 7<sup>th</sup> and 8<sup>th</sup> grade to GMCS
    - GMCS start writing grant and will meet with Charter Choices to see if feasible

**Governance Committee**

- Formally opened applications, due by May 27<sup>th</sup>, 2022  
Fliers sent home with kids and posted on school website and Facebook pages  
Several parents have already asked questions and inquired

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

None

**Public Comment**

None

**Adjourned at 6:44 pm**



**Gettysburg Montessori Charter School**

**Board of Trustees Official Minutes**

**April 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

Christine Kirkpatrick

Nicole Wilt

Jesse Bean (by phone)-Charter Choices

**Public**

Jason Officer (Parent)

**Call to Order**

Tom Hockensmith called the meeting to order at 6:25 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**

Jason Officer: "Will lunches be free next school year?"

Faye Pleso answered: "We do not have that information yet."

## Old Business

None

## Administrator's Report

- Enrollment: 262
- Enrollment is 285 for 2022-2023
- Yield test showed that at full capacity (298) requires 3,000 gallons/day  
Reached out to company that dug the well and found that we only use 900 gallons/day at current enrollment of 262
- 7<sup>th</sup>/8<sup>th</sup> Grade Surveys  
137 responses  
83.9% very likely  
5.84% likely  
4% not likely  
Next step is to speak with solicitor
- International Peace Run  
Founded in 1987  
Chose GMCS as a 2022 stop
- Parents Night Out  
Once a quarter  
ARP/ESSER funds
- PSSA/Acadience-Christine Kirkpatrick  
In the middle of testing  
ELA completed, Math to begin next week followed by make-up testing the week after  
Benchmark testing being completed now  
Preliminary data given at May Board meeting  
Goals to be determined by June 9th
- Helping Hands-Nicole Wilt  
Gertrude Hawkins  
\$3,435 profit  
T-shirt sale  
\$470  
Yearbook  
103 sold  
Hersheypark tickets  
Was not for profit but for free tickets (27) and were used as gifts in the teachers
- Easter Egg Hunt  
Dubbs Karate Parents Night Out  
Had to be rescheduled reducing some ticket sales  
Final numbers not yet reported
- Book Fair  
Not for profit
- May Events  
Teacher Appreciation week-each day sponsored by different student families

Massages  
Food (Breakfast or Lunch)  
Raffle Baskets  
Field Day  
Spirit Day  
Field Trip  
Graduation  
Kindergarten screening

### **Consent Agenda**

Motion to approve made by Ashley Utermahlen, seconded by Rose Thornberry. All agreed; approved.

### **Chair Report**

- SOFI forms completed by all Board Members
- Trauma Informed Training completed by all Board members
- Act 55 to be completed by end of June by Board members
- Surveys to go out next week
- Board handbook states that 2 meetings can be skipped if needed with proper notification to the public

### **Finance**-Jessie Bean (by phone)

- Jesse Bean will be in person for May Board meeting
- 9 months in FY22 Q3 complete
- GMCS has submitted and received ESSER II funds and applied for personnel costs during decreased enrollment in FY21
- ESSER III (ARP) funds were applied for in February and will be utilized to offset allocable expenses in FY22
- Enrollment holds steady at roughly 260 with 280+ pre-enrolled for FY22-23
- GMCS shows a modest surplus as of 3/31/22 due to conservative budgeting on projected school district reimbursement rates
- Budget preview FY22-23-to be approved by June 30
  - Based on enrollment of 275 but current is 285
  - Regular Ed rate- no change
  - Special Ed rate- expect 1% increase
  - New positions
    - 1/2 ELA
    - 1/2 Math
    - Summer Tech Specialist
  - Full year of debt service
  - Retirement rate increasing
  - \$150K for playground and parking lot

Looking at \$72K surplus

### **Governance Committee**

- Candidates are submitting paperwork

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

- Ashley Utermahlen: "Will there be after school offered for next year?"
  - Faye: "We can look into it but previous company RSG has had staffing issues"
  - Ashley: "Little Life employees go to Bermudian Springs after school"
  - Becky: "YWCA may supply staff"
  - Jason: "YMCA may also"
- Ashley Utermahlen: "Could we do a panel of parents of now 7 and 8<sup>th</sup> graders to see how the transition went for them?"
  - Faye: "GMCS has a transition team, we can review with them to see what worked and what didn't"
  - Other items suggested were to look into sports teams or other ways to have a child be active both at GMCS and their local school district to ease transition

### **Public Comment**

- Jason Officer: "I am looking into a possibility for Eagle Scouts to assist in trails on campus, and maybe the school can get a grant from Wellspan for the playground to improve the health of the students."

**Adjourned at 7:49pm**



**Gettysburg Montessori Charter School**

**Board of Trustees Official Minutes**

**April 28, 2022**

**Board Members Present**

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Rose Thornberry, Vice Chair

Traci Elligson, Secretary

Becky Uppercue, Board Treasurer

Ashley Utermahlen

**Missing**

Diana Williams

**Others Present**

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### **Consent Agenda**

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- Candidates are submitting paperwork

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

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### **Public Comment**

- Jason Officer: "I am looking into a possibility for Eagle Scouts to assist in trails on campus, and maybe the school can get a grant from Wellspan for the playground to improve the health of the students."

**Adjourned at 7:49pm**

**AGENDA**  
**Gettysburg Montessori Charter School**  
**Board of Trustees**  
**888 Coleman Road, Gettysburg**  
**Thursday, June 23, 2022**

5:30 pm	<u><b>Executive Session</b></u>	
6:00 pm	<u><b>Call to Order the June 23, 2022 Meeting</b></u> <u><b>Introduction of Members and Guests;</b></u> <u><b>Public Comment on Agenda Items;</b></u> <u><b>Old Business</b></u>	
6:10 pm	<u><b>Administrator's Report – Faye Pleso</b></u> <i>Enrollment Update</i> <i>Hiring Approvals: (Action Items)</i> 1/2 Learning Support Teacher FT 3/6 Leaning Support Teacher FT 5/6 Science/Social Studies Teacher 3/4 Teacher Assistant PT 5/6 Teacher Assistant PT 5/6 Teacher Assistant PT Food Service/Lunchroom Aide PT Food Service/Lunchroom Aide PT Nurse FT Assistant Principal FT 12 months <i>Exit Surveys</i> <i>Helping Hands Committee Update – Nicole Norris</i>	Action Action Action Action Action Action Action Action Action Action
6:45 pm	<u><b>Approval of Consent Agenda</b></u>	Action
6:50 pm	<u><b>Chair's Report – Tom Hockensmith</b></u> <i>Housekeeping Report</i> <i>CEO / Principal - Contract</i>	Action
7:05 pm	<u><b>Finance Committee – Becky Uppercue</b></u> <i>Update on Finance Committee Meeting</i> <i>Budget Approval</i>	Action
7:20 pm	<u><b>Governance Committee – Rose Thornberry</b></u>	
7:30 pm	<u><b>New Business; For the good of the order</b></u>	
7:45 pm	<u><b>Public Comment</b></u>	
8:00 pm	<u><b>Adjourn</b></u>	

**Gettysburg Montessori Charter School**

**Board of Trustees Official Minutes**

**May 26, 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

Christine Kirkpatrick

Nicole Wilt

Jesse Bean-Charter Choices

**Public**

Jason Officer (Parent)

**Call to Order**

Tom Hockensmith called the meeting to order at 6:25 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: 261
- Enrollment is 281 for 2022-2023
- 2022-2023 5/6th grade openings, other grades have waitlists
- Community Eligibility Provision (CEP)
  - 40% of families qualify for free/reduced lunch program
- Dr. Ann Clarke, CEO of Coalition of Public Charter Schools in PA, visited GMCS
- Dr. Faye Pleso will be joining PCPCS Leadership Council next month
- Acadience- Chris Kirkpatrick
  - 1<sup>st</sup> and 2<sup>nd</sup> grade increased scores in all tested subjects
  - 5th grade reading was 87%
  - 5th grade math was increased by 68% finishing at 78%
- Summer School-Chris Kirkpatrick
  - Offered for 2 weeks in July
  - 73 students thus far are enrolled
  - Themes
    - Under the sea
    - Shark Week
- Helping Hands-Nicole Wilt
  - Field Day
    - Agreed by staff and students to have been the best one so far!
    - Animals brought to event
      - Cat, pony, baby pigs
  - Graduations today
    - 6<sup>th</sup> graders walked in Kindergartners
  - Fundraising
    - Yearbook
      - \$648 profit for fundraiser
    - SPCA
      - 2 full boxes donated by GMCS
    - Total for 21-22 school year
      - \$14,306 profit

### **Consent Agenda**

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

### **Chair Report**

- Surveys to be sent out again to help increase participation
- Email Sunshine Act to Board (reminder)

### **Finance-Jessie Bean**

- April Finances
  - Cash of 1.2 million
  - 107 days of cash on hand
- ESSER III (ARP) funds were applied for expenses in FY22
- Enrollment holds steady at roughly 260 with 280+ pre-enrolled for FY22-23
- GMCS shows a modest surplus, as of April 30, 2022, of \$96K
- Retention of staff options
  - Use surplus to accommodate
  - Bonus vs raises
  - Complete salary study
- Budget
  - Review FY22-23-to be approved by June 30, 2022
    - Post to website

### **Governance Committee**

- Currently interviewing 8 candidates for 2 positions
- Recommendations in June

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

none

### **Public Comment**

- Jason Officer:
  - Any update on 7/8<sup>th</sup> grade?
    - Faye Pleso: GMCS is collecting data
  - Safety concerns regarding recent school shooting
    - Faye Pleso:
      - All doors stay locked
      - Walkies/Intercom/Teacher observations
      - Threat assessment team meets regularly
      - Staff training yearly
  - Thank you to the Board

**Adjourned at 7:42pm**