

Gettysburg Montessori Charter School

Board of Trustees Official Minutes

Thursday, August 22,, 2024

Board Members Present

Tom Hockensmith, Chair

Rose Thornberry, Vice Chair

Amy Brown, Secretary

Elaina King, Treasurer

Traci Elligson, Member at Large

Greg Colosimo, Member at Large

Others Present

Faye Pleso, CEO and Principal

Tammy Hogan, Assistant Principal

Nicole Wilt, Executive Assistant

Public

Jeffrey Sours

Stacy Fazenbaker, Food Service Coordinator

Call to Order

Tom Hockensmith called the meeting to order at 6:09pm. Introductions were made for attendees.

Public Comment on Agenda Items

Old Business

None

Enrollment

- 289 students
 - 2018/2019 Plan was 200 students by 2025
 - Succeeding forecasted plan of 285 students and 35 staff, currently have 289 students and 40 staff. Well over plan

Administrators Report presented by Dr. Faye Pleso, CEP and Principal

- Marketing Plan Update
 - 4th update public relations strategies
 - Newspaper, magazines, billboard, radio
 - Merchandise such as magnets, tee shirts, water bottles, Yeti tumblers
 - Annual Parent/Staff Surveys and suggestion box
 - In Celebrate Gettysburg
 - Connecting with the community, becoming a member of Chamber of Commerce
- Food Program Update, presented by Stacy Fazenbaker, Food Service Coordinator
 - Recognized as 'School Breakfast Champions' by Governor of PA
 - Goal to raise the amount of students receiving free breakfast
 - Meeting criteria
 - Using locally grown produce
 - Fun activity /event once per month
 - Hot breakfast item at least 2 times per week
 - Honored at the Governors Estate for luncheon and Round Table Event
 - Placed in the Top Ten
 - Faye Pleso, Stacy Fazenbaker, one parent and one student to attend
- Sight Development Project Update
 - Fence surrounding School almost complete, by September
 - Parking lot from gravel to paved
 - Landscaping in place
 - New playground, shed, completed by November
 - Outdoor Learning Spaces projected to be completed by Spring
- Chesapeake Bay Foundation
 - November 1 & 2 Friday and Saturday will work with students on November 1st, every student plants a tree, Saturday, members of the community participate in planting a tree recognizing PA species and forestry
 - Commitment to take care of property for the next 3 years

Employment

- Staff Transitions
- Kayla Solomon from PCA to Teacher Assistant
 - \$17/ hour under 30 hrs per week
 - Tom Hockensmith motioned
 - Elaina King second the motion
 - All those present in favor
- Mallory Mills from PCA to Teacher Assistant
 - \$17/ hour under 30 hours per week
 - Rose Thornberry motioned
 - Tom Hockensmith second motion
 - All those present in favor
- Lauren Wirant Long Term Substitute
 - \$150/day Maternity Sub Long Term
 - Elaina King motioned
 - Traci Elligson second the motion
 - All those present in favor
- Douglas Zook from Behavior Intervention to Special Education Teacher Position
 - \$44,500 Full Time
 - Rose Thornbury motioned
 - Traci Elligson Second the motion
 - All those present in favor
- Rebecca Fisak Teacher Assistant
 - \$17/hour under 30 hrs. Per week
 - Tom Hockensmith motioned
 - Greg Colosimo seconded the motion
 - All those present in favor of the motion
- Melissa Ring Teacher Assistant
 - \$17/hour under 30 hrs. Per week
 - Rose Thornberry motioned
 - Traci Elligson second the motion
 - All those present in favor of the motion
- Laci Smith as PCA
 - \$16/ hour under 30 hours per week
 - Tom Hockensmith motioned
 - Elaina King seconded the motion
 - All those present in favor of the motion

School Updates presented by Nicole Wilt, Executive Assistant to CEO

- Back to School Night was a success
- Pictures outdoors with trees backdrop and new fencing

Consent Agenda

- Approval of Consent Agenda
 - Previous financials
 - Meeting Minutes
 - Contract / Agreements Approvals, LIU, students in need of therapy
- Traci Elligson Motioned to Approve
 - Elaina King Second the motion
 - All those present in favor of the motion

Chair Report

- Board Self Assessment Surveys
- Training for Board Members
 - Trauma Informed Trainings -2 trainings to complete by board members
- Board Member Elections Voting
- Fiscal Year Calendar for upcoming year

Finance Committee-Elaina King and Jessie Bean (Charter Choices Business Partner)

- Total Current Assets are at 1.9 million as of June 30th
- Total Liabilities at \$505,000 with construction loans with Members 1st Bank reflected as a long term liability \$3.7 million
- School currently has 157 days of cash on hand
- Budget vs Actuals after 12 months of the 2023/2024 budget which ended on 6/30/24 district revenues were at 4.2 million which are below budget by \$154,000
- School also received a \$275,000 of an anticipated \$342,000 in state and federal funding for the 23/24 school year
- Expenses of \$4.4 million are under budget by \$174,000 at year end
- Surplus as of 6/30/24 is \$131,000; Fund balance is \$1.9 million
- Budget update school awarded Grants
 - \$31,655 to use for ESL LIU services
 - Gettysburg Area School District Transportation for 2 students 67,000
 - Charter Choice noticed 363 form was not completed by GASD
 - Invoice owed to our school was \$198,000
 - Charter Choice will be invoicing

Governance Committee

- Jeffrey Sours offered seat on the board
 - Rose Thornberry motioned to approve
 - Tom Hockensmith seconded the motion
 - All those present in favor to the motion

New Business for the Good of the Order

- Board Positions
 - Tom Hockensmith stepped down as Board Chair
 - Rose Thornbury motioned to approve Elaina King as Board Chair
 - Elaina King accepted
 - Tom Hockensmith motioned to approve
 - Rose Thornberry seconded the motion
 - All those present in favor of the motion

- Tom Hockensmith Motioned Rose Thornbury for Vice Chair
 - Traci Elligson motioned to approve
 - Elaina King motioned to second
 - All those present in favor of the motion
- Rose Thornbury Motioned for Amy Brown to be Treasurer
 - Ellaina King seconded the motion
 - All those present in favor of the motion
- Tom Hockensmith motioned for Greg Colosimo to be Secretary
 - Rose Thronbury seconded the motion
 - All those present in favor of the motion

- Finance Committee
 - Amy Brown
 - Rose Thornbury
 - Jeff Sours
- Audit Committee-separate from Finance in bi laws
 - Amy Brown, Treasurer
- Governance Committee
 - Rose Thornbury
 - Traci Elligson
 - Amy Brown
- Personnel Committee
 - Elaina King, Chair
 - Tom Hockensmith
 - Greg Colosimo
- Meeting third Thursday of each month
 - Executive Session begins at 6PM
 - Public Session begins at 6:30PM

- 2024/2025 Board Meeting Calendar
 - Sept 26, 2024
 - Oct 24, 2024
 - Nov 21, 2024
 - Dec 19, 2024
 - Via zoom
 - Jan 23, 2025
 - Feb 27, 2025
 - Mar 27, 2024
 - Apr 24, 2025
 - May 22, 2025
 - Jun 26, 2025
 - Via zoom
 - Jul 24, 2025
 - Via zoom
 - Aug 28, 2025

- 2024/2025 Finance Committee Meetings
 - Wednesdays one week prior to board meeting 3:30
 - Sept 18, 2024
 - Oct 16, 2024
 - Nov 13, 2024
 - Dec 11, 2024
 - Jan 15, 2025
 - Feb 19, 2025
 - Mar 19, 2025
 - Apr 16, 2025
 - May 14, 2025
 - Jun 18, 2025
 - July 16, 2025
 - Aug 20, 2025

- Governance As Needed
 - Will be advertised prior to meeting

Public Comment

None

Adjourned 7:12PM