

**Circle of Seasons
Board of Trustees FAQ
Updated October 2019**

1. How is Circle of Seasons funded?

Circle of Seasons (“COS”), as with all other charter schools in Pennsylvania, is funded by payments from the home school districts of the students enrolled at COS. No tuition can be charged to students attending COS. The amounts funded by each school district are calculated according to a formula determined by law. A PDF copy of that statute can be found [here: https://www.education.pa.gov/Documents/K-12/Charter%20Schools/Charter%20School%20Funding/CSFunding%2024PS17-1725-A.pdf](https://www.education.pa.gov/Documents/K-12/Charter%20Schools/Charter%20School%20Funding/CSFunding%2024PS17-1725-A.pdf) (**24 PS 17-1725-A Funding for charter schools**). The formula is based on each student’s home district paying portion of their per pupil expenditure to a charter school. Essentially taxpayers in each school district where COS students reside partially fund COS. As with most other public schools, COS also receives federal funds. Grants can also provide additional funding.

COS is also funded by donations and gifts provided through the Circle of Seasons Foundation (www.circleofseasons.org/foundation). COS’s parent-led Parent Circle raises money from within the COS community for school-based projects as well.

2. How do board members get on the Board? Why aren’t there elections?

Individuals interested in joining the Board should contact cosboard@circleofseasons.org and ask for an application package. The Board can have 5 – 9 trustees and will typically try to identify candidates that have a skill set that the Board may need in the near future. For example, someone with accounting skills may be needed if the Treasurer will be leaving the Board. The Board has a Board Development committee that reviews applications and interviews candidates if their skill set seems like a potential fit. If the Development committee feels that the candidate will bring needed skills, they may recommend the candidate to the entire Board, which would then vote on approving the new trustee at a public meeting. If the candidate has skills that may be an asset in the future, the committee may ask them if they would be willing to consider applying again in the future.

Charter school boards in Pennsylvania are nominated and voted upon by the current trustees. This system of appointments is set up primarily to (i) ensure that a broad range of skills are represented on the Board, and (ii) to avoid the election of anti-charter school board members, as the pool of potential electors would not be the school community, but would instead extend to all taxpayers paying into the funding of the school. In COS’s case, this would potentially mean the taxpayers in 25-28 different school districts would be involved in an election.

3. How long do trustees serve on COS's Board?

According to the COS By-Laws, each trustee's term is three years. There is no limit on the number of terms a trustee may serve. If a trustee is interested in serving more than one term, they would need to nominate themselves (or ask another trustee to nominate them) at the end of their term, and the Board would vote at a public meeting whether to approve the individual for another three-year term. A trustee may resign prior to the end of a scheduled term if necessary.

4. Are Trustees compensated for their service?

No, serving on the Board of Trustees is voluntary and trustees cannot be compensated.

5. Is the Board of Trustees involved in the day-to-day operations of COS?

Trustees are tasked with oversight of the management of COS, but should not be involved in day-to-day operations of the school. The day-to-day operations should be managed by COS administration. For example, Trustees do not have access to employee or student records and should not get involved in issues at the school unless the situation has reached the Board of Trustees through a course of process under COS policies.

6. What if a Trustee has a conflict of interest with respect to a decision being voted upon by the Board?

Trustees should not profit from any school endeavor or Board decision. If a Board member is financially or otherwise involved with a third party that is proposed to do business with COS, that involvement must be disclosed and the Board member should abstain from voting on matters involving that relationship.

7. Why does the Board hold Executive Session meetings that aren't in public?

The Board of Trustees is subject to the open meetings law (Pennsylvania Sunshine Act, 65 Pa.C.S. §§ 701-716, available here: <http://pafoic.org/pennsylvanias-sunshine-act>), more commonly known as the Sunshine Act. Board of Trustees meetings must be held in public, except in instances where the following are discussed: (i) personnel matters, (ii) the negotiation of collective bargaining agreements, (iii) the sale or lease of real property, (iv) active or pending litigation with counsel, (iv) business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law, and (v) public safety matters that, if disclosed in public, could reasonably jeopardize public safety. Official action on matters must be taken at public board meetings, though discussions for such actions, if they fall within one of the above exemptions, may be held in executive session, which is closed to the public.

8. What level of time commitment does board service entail at COS?

The Board of Trustees meets monthly as a full board, and these regularly-scheduled public meetings can last from 2 to 4 hours, depending on the agenda. If needed, special public meetings may be held for matters that are time-sensitive and must be voted on prior to the next regularly scheduled meeting. If needed, the Board of Trustees may also meet in Executive Session. The time spent preparing for these meetings is typically 2-3 hours per month. Training hours for Board of Trustee members averages about 1 to 3 hours per month. Each Trustee serves on and/or leads at least one committee and would need to attend any scheduled meetings for such committees. Additionally, the Trustees are asked to participate in at least two school events per school year, if possible. The time commitment can vary widely depending on the month, but a Trustee should expect a time commitment ranging anywhere between 8 to 18 hours per month.

9. Are Trustees expected to donate a certain amount of money to COS each year?

Trustees are asked to donate an amount that is meaningful to them. There is no donation requirement.

10. Please provide more information about the current Trustees.

Kimberly Heiman, President Kimberly Heiman grew up in Colorado then moved to Osaka Japan for middle school and high school. She earned a BA in Biology from New College of Florida and a Ph. D. In Biological Science from Stanford University, where she studied human impacts on ocean life. She spent two years working with the Communication Partnership for Science and the Sea out of Corvallis Oregon striving to make marine science more relevant to ocean policy and management. She moved to the Lehigh Valley in 2008 to join the Biology Department at Muhlenberg College. She teaches classes from Introductory Biology Labs through senior seminars in Conservation Biology. Kimberly is deeply involved in sustainability issues throughout the valley and has sat on the board of Friends of the Allentown Parks, and the steering committee for the Landscaping for Communities and Wildlife program out of the Lehigh Gap Nature Center, and the Greening Creation Committee of the First Presbyterian Church of Allentown. Kimberly lives in Allentown with her husband and two children, both of whom attend Circle of Seasons Charter School. Kimberly's experience in higher education helps inform her leadership of the Curriculum working group. Kimberly also serves on the Facilities Committee, previously served as Secretary, and has served on the Board since its inception. Contact Kimberly at kheiman@circleofseasons.org.

Kathy Meath, Vice President Kathy is an experienced educator specializing in bilingualism and literacy development at the early childhood and elementary school levels. Most recently she co- founded a Spanish immersion preschool using Waldorf principles. Before moving to Pennsylvania in 2007, she taught in elementary schools in rural Nicaragua, New York City, Minneapolis, and Mexico City. Kathy has a BA in

Elementary Education and English from Marquette University and a MA in Bilingual/Bicultural Education from Columbia University. In her spare time, she loves to visit new places and explore the wilderness around her home in Kempton with her husband and two daughters, both COS students. Kathy joined the Board in 2018 and leads the Fundraising/Outreach Committee and contributing to the Curriculum working group as well. Kathy has recently led a diversity initiative on the Board and joined with the COS Diversity Team. Contact Kathy at kmeath@circleofseasons.org.

David Matulevich, Treasurer David lives in New Tripoli with his wife and three children. He works at The Neffs National Bank as VP Administration/CFO, serves as Treasurer on the Board of Trustees at Circle of Seasons Charter School and as Treasurer of St. Peters Lynnville UCC. He enjoys time with his family and outdoor activities. David brings experience with finance and accounting to the Board and leads the Finance Committee. David joined the Board in 2017. Contact David at dmatulevich@circleofseasons.org.

Katherine (Kat) Schneider, Secretary Kat joined the Board in 2019 and participates in the Public Relations Committee. She is a graduate of Penn State University's College of Communications where she earned a BS in Journalism with a Psychology minor. Kat also earned a MS in Counseling Studies from Capella University where she is also pursuing a PhD in Psychology. Kat is a former reporter and editor who currently works for an economic development nonprofit. In her free time, Kat enjoys studying history, going for walks, and spending time with her family. She currently has a son at COS and another son at home, who will also attend COS in the future. Contact Kat at kschneider@circleofseasons.org.

Kalyna Procyk, Kalyna is a sustainability officer and adjunct professor at Muhlenberg College, teaching environmental policy and sustainability advocacy. She is an attorney specializing in environmental compliance, brownfield redevelopment, energy regulation and policy-making. She was previously an attorney at the law firm DLA Piper, and has worked for the U.S. Environmental Protection Agency, Nature Conservancy, and Lake Michigan Federation. Kalyna currently also serves on the Environmental Advisory Council of the city of Bethlehem. She holds a J.D. from Chicago-Kent College of Law, a Certificate of Environmental Policy from Loyola University Chicago and a B.A. from Wesleyan University. Originally from Illinois, she lives in Bethlehem with her husband and two children. Her oldest daughter is a COS student, and her family speaks Ukrainian at home. In her free time she enjoys hiking the Pennsylvania trails, knitting, and sharing stories around the campfire. Kalyna, as President, serves on every committee, acts as the Board liaison with COS administration, and brings a focus on sustainability and environmental awareness. Kalyna has served on the Board since its inception. Contact Kalyna at kprocyk@circleofseasons.org