



**Board of Trustees
Public Meeting Minutes
February 21, 2023**

Location: Gillingham Charter School, 915 Howard Ave Pottsville PA 17901

Meeting called to order at 7:02 p.m. by Scott Herbert.

All participated in the Pledge of Allegiance.

Roll Call:

Present at 7:02pm: Dan Kurtz, Marsha Chwastiak, Scott Herbert
Sharon Klinger (arrived at 7:28 p.m)

Absent: Danielle Sallada, Jessica Peters and Jackie Zilliox

Quorum: Yes, 3 out of 7 members present at 7:02 pm.

Also Present:

- Nicolle Hutchinson, Executive Director
- Krista Bevan, Director of Organizational Development

Review and Adoption of Agenda: Marsha Chwastiak motioned to adopt the agenda, seconded by Dan Kurtz. All ayes. Agenda adopted as written.

Public Comments: No public comments.

Finance Report: Michael Whisman of Charter Choices. [Report can be found on file at Gillingham's Administrative Office and on Gillingham Charter School's website.]

Adjournment to executive session at 7:13 p.m. to discuss student cases #215-22 & #515-22 and a lease agreement.

Public meeting reconvened at 9:05 p.m.

Reports:

Executive Director, Nicolle Hutchinson:

We're excited to share that the Charlotte Mason Institute has started a new program that will enable educators to earn a certification in Charlotte Mason education. They are offering 2 tracks that can be taken online: the CM Trained and the CM Certified <https://www.cminst.org/resources/courses-certifications>

Our teachers have been informed.

CMI has graciously extended our accreditation window for our third accreditation since we are currently in charter renewal negotiations. They have set a date for the accreditation renewal process and will conduct their school visit in November of next school year, so a steering committee has been established, and Dawn Housel has volunteered to be the chair. We need a board member on the committee to represent the board at the meetings which are held on Friday afternoons. And that board member will sit on a subcommittee on Governance and Leadership.

Before you tonight we are presenting a proposal by Dr. Alex Schuh to aid us in the pursuit of meeting specific academic growth goals. This year he will assist and coach administration and our reading and math interventionists in the pursuit of designing ways of supporting specific students and student subgroups while staying true to our methods and philosophy. If his support proves effective, we will consider another proposal for the 23/24 school year to build supports for all the teachers.

We have had two specific requests this winter. The Crestwood School in Hattiesburg Mississippi and the Providence Hybrid Academy in the Lehigh Valley.

Crestwood is a brand-new Charlotte Mason School in Hattiesburg, MS, having just opened their doors this year. They are currently a K-4th. They use the CMI Alveary curriculum, but they have asked for our assistance with pacing guides, academic objectives, and frameworks. I would also love to see your curriculum maps and scopes and sequences.

We've been assisting Rebecca Foley's team at Providence Hybrid Academy in the Lehigh Valley for years. They are growing and intend to start their high school next year. Thus, they want to send someone to Gillingham to consult about our curriculum.

Director of Organizational Development, Krista Bevan:

You may notice scaffolding up on the side of the admin building. We met with Father Bobbin and Ed Brahler to develop an action plan for maintenance of the admin building and school grounds, so they are currently checking the chimney and roof, because we have some water spots on the wall and ceiling on the 3rd floor.

You'll see the Health & Safety Plan in the board documents up for review as required every six months while utilizing ESSER funds. The only changes made to the plan are highlighted in yellow. The first change is in the number of directors on the team from 3 to 2, clarify that the team is led by the DOD, and also clarify that one of the members of the team is also a parent of GCS students. The second change is the addition of the option for students, teachers and staff to utilize a take home test if they are showing symptoms of covid, rather than going home and isolating.

Enrollment is at 242

Director of Education: No Report

Board Charter Compliance Committee: Scott Herbert. No report.

Board Financial Audit Committee: Jackie Zilliox. No report.

Board Academic Excellence Committee: Dan Kurtz. No report.

Board Facilities Committee: Dan Kurtz. No report.

Board Governance Committee: Scott Herbert.

We discussed two leadership 360's evaluations. One for Nicolle Hutchinson and the other for Krista Bevan. The report for Nicolle, we had 16 various people give their feedback on this report. It ranged from Administration, teachers, board members, students, and parents. There are four different principles. The first principle was Building a cultural of intrapersonal respect. The performance evaluation shows that out of these sixteen, six deemed Nicolle effective and ten deemed her highly effective. Principle number two was shaping a learning organization. Five found her effective and eleven highly effective. The third principle was sharing and distributing leadership. Five found her effective and eleven found her highly effective. Fourth principle was specific duties of the Executive Director. Seven found her effective and nine highly effective. Nicolle will put an ILP together. They are asking for her ILP be completed by March 21, 2023.

Then Krista Bevan who is our Director of Organizational Development. Same situation Administration, Board Members, Teachers, students, and parents were part of her evaluation. First principle, Building Cultural of Intrapersonal respect. Out of fourteen, five deemed her effective and nine highly effective. Second principle, shaping a learning organization. Five deemed her effective and nine deemed her highly effective. Third principle, Sharing and distributing leadership, seven effective and 6 highly effective. Fourth principle, Specific duties of the Director of Organizational Development, two effective and twelve highly effective. The board is asking Krista to put an ILP together and have it ready for March 21, 2023.

Item A: Old Business

A. It has been recommended to the Board to approve the following items under the category of Board Governance:

1. Evaluation Report of Gillingham's Directors

Sharon Klinger motioned to approve item A. Marsha Chwastiak seconded the motion. All ayes, no opposed. Resolution has been approved.

B. Danielle Sallada's ideas and discussion with the school's student coaches.

Nicolle Hutchinson can share that Danielle Sallada did meet with her and the two Student Coaches. She had some ideas about bullying. They discussed these ideas. Nicolle does not know what her report would be, so we can keep it on Old Business for next month. Danielle had questions on some things that we do and some of the ideas that she had found. Gillingham has been doing these ideas already. She just didn't know we were doing them. She wanted to create a peer mentoring program if we have the bandwidth to do that. Dan Kurtz states the board doesn't need to take this up. The ideas are already in our policy.

Item B: New Business

A. It has been recommended to the Board to approve the following items in a consent resolution under the categories of Reports, Operations, Facilities, Policies & Personnel, School Improvement:

1. Tonight's reports

2. January 17, 2023, board meeting minutes
3. January 30, 2023, special board meeting minutes
4. Schuylkill Technology Center Policy
5. Transition of Nicolle Hutchinson to acting director of education/principal during the search for a new director of education
6. Hiring of Joshua Zelinsky as the full-time 10 month exempt lower-school self-contained teacher at a starting salary of \$37,000
7. Hiring of JoAnna Allen as a full-time 10 month exempt building substitute teacher at \$180.00 per day.
8. Hiring of Joyce Aspromatis as a full-time 10 month exempt middle school humanities teacher at a starting salary of \$45,000
9. Transition of Deidra Herbert from middle school humanities teacher to the upper school English teacher role at the same salary
10. Hiring of Steve Wehner as part-time custodian at an \$15/hour
11. Rehire Karen Broadhurst as a per diem substitute teacher at a rate of \$150/day
12. Hiring of Michael Cassella as a per diem substitute teacher at a rate of \$150/day
13. Hiring of Judith De Vincenzo as a full-time 10 month exempt upper school science teacher at a starting salary of \$47,000
14. Termination of Virginia Altshuler as custodian
15. Tyler Brothers Door Lock installation quotes totaling \$8,309.38
16. School Frontiers' 2022-23 Interventionist Assessment Coaching Project totaling \$9,450.00 to be billed at a rate of \$90.00/hour for the spring of 2023

Marsha Chwastiak motioned to approve item A. Sharon Klinger seconded the motion. All ayes, no opposed. Resolutions have been approved.

- B. It has been recommended to the Board to approve the following resolution under the category of **Title IX**:
 - a. AND NOW, the Board of Trustees accepts the administration's recommendation to dismiss the confidential investigation, file number 515-22

Sharon Klinger motioned to approve item B. Dan Kurtz seconded the motion. All ayes, no opposed. Resolution has been approved.

- C. It has been recommended to the Board to approve the following item under the category of **Student Educational Programming**:
 - a. Settlement Case #215-22

Marsha Chwastiak motioned to approve item C. Sharon Klinger seconded the motion. All ayes, no opposed. Resolution has been approved.

- D. It has been recommended to the Board to approve the following resolution under the category of **Personnel**:
 BE IT RESOLVED, by authority of the Board of Trustees of the Gillingham Charter School, it is hereby resolved by authority of the same, that Nicolle Hutchinson, who is the Executive Director of Gillingham Charter School, is the acting principal of Gillingham Charter School and has the authority to complete, submit and sign as such with the Pennsylvania Department of Education.

Dan Kurtz motioned to approve item D. Sharon Klinger seconded the motion. All ayes, no opposed. Resolution has been approved.

E. It has been recommended to the Board to approve the following item under the category of Operations:

1. Review and approval of the 2022-2023 Health and Safety Plan

Do we have any discuss on this? No discussion. Marsha Chwastiak motioned to approve item E. Dan Kurtz seconded the motion. All ayes, no opposed. Resolution has been approved.

Future Meeting Dates

Tuesday, March 21, 2023 Public Meeting 7:00 pm Schoolhouse

Adjournment - No comments or discussion. Motioned to adjourn by Sharon Klinger, seconded by Dan Kurtz. All in favor; none opposed.

Meeting adjourned at 9:26 p.m.



Signature of Board Secretary

