



**Board of Trustees
Public Meeting Minutes
April 18, 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 7:03 pm: Jackie Zilliox, Jessica Peters, Marsha Chwastiak, and Scott Herbert

Dan Kurtz present at 7:07 pm

Sharon Klinger present at 7:08 pm

Absent: Danielle Sallada

Quorum: Yes, 4 out of 7 members present at 7:03pm.

Also Present:

-Nicolle Hutchinson, Executive Director

- Krista Bevan, Director of Organizational Development

Review and Adoption of Agenda: Jackie Zilliox motioned to adopt the agenda, seconded by Marsha Chwastiak. All aye, none opposed. Agenda is adopted.

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 7:11 p.m. to discuss a lease proposal and the Tuition Assistance Policy recommendations.

Public meeting reconvened at 7:41 p.m.

Reports:

Executive Director, Nicolle Hutchinson:

Tonight, we want to officially thank the Mayor of Pottsville for touring our school, for observing Deidra Herbert's 9th grade class read and discuss, Animal Farm, and for presenting his story at our upper school assembly, taking questions, and signing his autograph!

We commend our National Merit Scholar qualifier, Jacinda Webber. She's a junior who has been with us for over 10 years. We congratulate Jacinda on qualifying for the National Merit Scholarship Program. She took the PSAT, which is the preliminary SAT test, and of the 1.5 million entrants, she was one of 50,000 with the highest PSAT Selection Index scores (calculated by doubling the sum of the Reading, Writing and Language, and Math Test scores), thus qualifying her for recognition in the National Merit Scholarship Program. In September, Gillingham will be notified if she qualifies as either a Commended Student or Semifinalist.

State Champions in Archery

We also congratulate juniors, Makiah McKee and Jacinda Webber, and 5th grader, Tadgh Friend, on placing at states, qualifying them to compete nationally in Kentucky. Coach Martin has held several fundraisers to help them pay the costs to travel and room and board.

Celebrating Field Studies, I commend our teachers and our curriculum coordinator, Vanessa Nguyen, for coordinating such interesting field studies! Here is a sample of them:

- Kinder went to the Farm Show, and will go to Lake Tobias, under Vanessa Ludwig's direction.
- Upper School went to Washington, D.C. yesterday, under Heather Hill's direction and the upper schoolteachers.
- Mental Health speaker will be presented at Martz Hall to our upper school students and those of other schools.
- 12th grade will visit the Philadelphia Orchestra
- 1st and 2nd will be visiting the Electric City Aquarium
- 4th, 7th, and 8th grade have studied at the Reading Museum under Brent Pottegier's direction.
- 5th and 6th grader studied at the DaVinci Science Center under Monica Meza and Anna Hoover's direction.

We also thank Heather Hill for sponsoring this year's Youth Summit team, supporting 2 nominated students from each upper school class.

Gillingham's annual internship program is now underway under the direction of Karen Faust, our career counselor. She has been able to assign students with the following organizations, businesses and leaders:

- Child Development, Inc
- Historical Society
- Republican and Herald
- Schuylkill County Sheriff's Office
- Dean Padfield - Plumber (Storm)
- Mr. Shaull - Gillingham
- Michael Chapman - Gillingham
- Amy Moore - Gillingham
- Schuylkill County Coroner's Office - pending

CPR

Tonight, we recommend that CPR be added to the senior's curriculum so that they can qualify for CPR certification.

Board members are required to sit on two specific steering committees:

- The CMI accreditation steering committee, and Marsha Chwastiak has volunteered to help with that project.
- The Schoolwide Title I Plan's steering committee per PDE's requirements

We are recommending that the board nominate and elect ad hoc members for these two committees.

Finally, on April 14, 2023, at 4:30 pm, Gillingham's board held a virtual executive session to discuss legal matters concerning Gillingham's charter renewal. In attendance were the school's attorney, Mark Morford, and the following board members: Scott Herbert, Sharon Klinger, Dan Kurtz, Jackie Zilliox, and Jessica Peters along with the school's two directors. As the public is not allowed to be present or participate in an executive session, the meeting was not advertised.

Director of Organizational Development, Krista Bevan:

This past Saturday we had a very successful Saturday Service Project, partnering with Diacon Community Services to connect volunteers from our faculty and staff to deliver Meals on Wheels to our county senior citizens. 5 Gillingham employees delivered meals in three of our districts: Pottsville, Schuylkill Haven and Mahanoy City.

Last Friday during our Early Dismissal Friday all our faculty and staff learned about Schuylkill County's current mental health and community services during a visit from Cara Tran from the County Office of Mental Health. Coming up in future EDF's we will have select faculty and staff trained in Crisis Prevention Intervention including verbal de-escalation and physical holds. We plan to offer this training again in August for all employees who still need the training.

Acting Director of Education: No report.

Board Charter Compliance Committee: Scott Herbert. No report.

Board Financial Audit Committee: Jackie Zilliox. Reports that the treasurer will meet in April with the Directors and Business Manger to establish next year's budget and review the establishment of the director's compensation. TBD

Board Academic Excellence Committee: Dan Kurtz. No report.

Board Facilities Committee: Dan Kurtz. No report.

Board Governance Committee: Scott Herbert. No report.

Item A: 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, Policies & Personnel:**

1. Tonight's reports
2. March 21, 2023, board meeting minutes
3. Amendment of the tuition assistance policy
4. Add CPR instruction to the 12th grade PE/Health scope and sequence.

Do we have a motion to approve Item A? Jackie Zilliox motioned to approve item A. Dan Kurtz seconded the motion. All ayes, none opposed. Resolutions have been approved.

B. Nomination and election of the board of trustees members to serve on two committees:

1. Charlotte Mason Institute accreditation steering committee.
2. Schoolwide Title 1 Improvement Plan steering committee

Do we have any nominations for the Charlotte Mason Institute accreditation steering committee? Jackie Zilliox nominates Marsha Chwastiak. Dan Kurtz seconds the nomination. All in favor of Marsha Chwastiak for the Charlotte Mason Institute accreditation steering committee. All ayes, none opposed. Congratulations Marsha.

Do we have any nominations for the Schoolwide Title I Improvement Plan steering committee? Dan Kurtz nominates Jackie Zilliox. Marsha Chwastiak seconds the nomination. All in favor of Jackie Zilliox for the Schoolwide Title I Improvement Plan steering committee. All ayes, none opposed. Congratulations Jackie.

Do we have a motion to approve Item B? Jackie Zilliox motioned to approve item B. Dan Kurtz seconded the motion. All ayes, no opposed. Item B has been approved.

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

1. Gillingham's 2023/2024 Flexible Instruction Day Plan to be submitted to PDE by June 1, 2023

Do we have a motion to approve Item C? Jackie Zilliox motioned to approve item C. Sharon Klinger seconded the motion. All ayes, no opposed. Item C has been approved.

Future Meeting Dates

Tuesday, May 16, 2023 Public Meeting 7:00 pm Schoolhouse

Adjournment - Any comments or discussions?

Motioned to adjourn by Jackie Zilliox, seconded by Sharon Klinger. All in favor; none opposed.

Meeting adjourned at 8:05 p.m.

Signature of Board Secretary