



**Board of Trustees
Public Meeting Minutes
07/18/2023**

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

Meeting called to order at 7:00 p.m. by Scott Herbert.

All participated in the Pledge of Allegiance.

Roll Call:

Present at 7:07pm: Dan Kurtz, Scott Herber, Andre Grant, Jessica Peters, Marsha Chawastiak

Absent: Sharon Klinger and Jackie Zilliox

Marsha Chawastiak joined at 7:29

Quorum: Yes, 5 out of 7 members present at 7:07 pm

Also Present:

- Krista Bevan, Director of Organizational Development

Review and Adoption of Agenda: Dan Kurtz motion to adopt the agenda, seconded by Andre Grant. 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 7:15 p.m. to discuss personnel and gym matters.

Public meeting reconvened at 7:36 p.m.

Reports:

Executive Director, Nicolle Hutchinson:

Nicolle Hutchinson is currently in Ambleside, England, at the Charlotte Mason Centenary Conference being held at the University of Cumbria. The university is celebrating 100 years of Charlotte Mason Education, because Mason's seminal work, *Towards a Philosophy of Education*, was published in 2023 and written in Scale How, which was Mason's school for educators. Her House of Education eventually became the University of Cumbria.

Nicolle was asked to speak on the opening panel tomorrow which is to open the conference with the Ongoing Legacy of Charlotte Mason's works. Nicolle's speech is entitled, "Mason Education and the 21st

Century: What It Looks Like and Its Results.” She will explain how Gillingham, in our rural county in the coal region of Pennsylvania, USA, offers the only free public Charlotte Mason education in the United States. She will provide a plethora of examples of what Charlotte Mason education has done for children by sharing their real stories, their own words and their parents’ perspectives.

PA house legislators passed a bill that will inhibit cyber and brick and mortar schools in many ways such as cutting special education funding. Since this bill will eventually be presented to the PA senate, Gillingham shared ways that we as stakeholders can make the senators and other legislators more aware of the myths and facts. We thank the PA charter coalition for its efforts to support our efforts to fight for charter school stability.

In July the board reviews the limits of liability on director and officer liability insurance, openly debate any amendments to the board’s bylaws and review Sunshine Laws, and reviews and, as necessary, revises the school’s model memorandum of understanding with the Pottsville police department having jurisdiction over Gillingham’s school property to meet the requirements of section 1303-A(c) of the Safe Schools Act (24 P. S. § 13-1303-A(c)). These are items on tonight’s board agenda.

To meet the goals we have set in our schoolwide plan to improve student achievement in math, we are requesting tonight that Gillingham contract with Beth Curran to coach, co-teach, train and monitor our implementation of the Singapore Math curriculum and instructional practices. We recommend Option 1 which provides eight days of onsite coaching and PD sessions which may include classroom observations, demonstration lessons, co-planning and co-teaching, and meetings with faculty to set goals for continued growth. The PD sessions are designed to address concerns that may include pacing, differentiation, and effectively implementing a workshop model using the Dimensions Math materials. Option 1 also includes a two hour online PD session to address designing lessons that include differentiation using a workshop model and the Dimensions Math materials.

Director of Organizational Development, Krista Bevan:

Good evening! I’ll start off my report with an update on our facilities. The facilities team is currently deep cleaning and organizing the schoolhouse and administration building. We are communicating with Father Bobbin to add modular spaces for temporary office space for the counselor and the nurse, so we can free up those rooms within the schoolhouse for small break-out learning rooms. We have received three quotes and will review them and present them to you at the next meeting. Father Bobbin has also reported that the church will look at allowing us to renovate the first floor of the Russel Building which as you know sits on the same parcel as the schoolhouse. The goal would be to add 2-3 more classrooms for the 2023 2024 school year. This is very exciting for us because as you know, we need more space!

Enrollment: Seven grades are full and have students waitlisted. Specifically, Kindergarten and 1st grade are full with 10, and 17 on the waitlist respectively. 5th through 9th are full, also with large waitlists. 2nd through 4th, along with 10th through 12th are not full and have no waitlist. 4th grade and 10th grades have the lowest enrollment, 13 students each. Total enrollment at this time is 253.

Currently we have several positions open and are actively interviewing for them. We are looking to hire a 2nd music teacher, a 2nd student coach, an additional special education teacher, a middle school English & Humanities teacher, a 5th/6th teacher and a math specialist. We had interviews with good candidates for the 5th/6th teacher and spec ed and will be making an offer to those individuals this week. We have an interview tomorrow for the math specialist position and we have made an offer for the English position and are awaiting the answer.

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. 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, Contracts, Policies and Personnel:

1. Tonight's reports
2. June 20, 2023, board meeting minutes
3. Transfer Sylvet Montejo to 3rd/4th grade teacher from support teacher
4. Transfer Anna Hoover to 1st/2nd grade teacher from 5th/6th grade teacher
5. Acceptance of resignation of Tiffany Visgarda, 2nd grade teacher effective August 11, 2023
6. Acceptance of resignation of Amanda Smith, Math Specialist effective August 11, 2023
7. Acceptance of resignation of Casey Shoopack, 3rd grade teacher effective August 11, 2023
8. Acceptance of resignation of Katie Fisher, Student Coach effective July 17, 2023
9. Acceptance of resignation JoAnna Allen, school building substitute effective July 6, 2023
10. Adjust the typo on the approved budget for Connie Yutko, school nurse from \$61,800 to \$63,654 to adjust for her 3% COLA increase
11. Revised Petty Cash Policy
12. Singapore Math Institute proposal's option A for Beth Curran's professional coaching of math teachers and development of a math workshop model at the cost of \$17,360 plus travel
13. Review the 2023-2024 Vended Meals Renewal Contract –

Motion to accept by Jessica Peters. Seconded by Dan Kurtz

B. Review the limits of liability on director and officer liability insurance

Motion to accept Dan Kurtz. Seconded by Andre Grant

C. Openly debate any amendments to the board's bylaws and review Sunshine Laws.

Motion to accept by Marsha Chawastiak. Seconded by Dan Kurtz

D. Review and, as necessary revise the school's model memorandum of understanding with the Pottsville Police Department having jurisdiction over Gillingham's school property to meet the requirements of section 1303-A(c) of the Safe Schools Act (24 P.S. § 13-1303-A (c))

Motion to accept by Andre Grant. Seconded by Marsha Chawastiak.

Future Meeting Dates

August, 15, 2023 - Public Meeting - 7:00 p.m. - Schoolhouse

Adjournment - No comments or discussion. **Motion to adjourn by Marcia Chawastiak. Seconded by Andre Grant. All in favor; none opposed.**

Meeting adjourned at 7:47 p.m.



Signature of Board Secretary