



**Board of Trustees
Public Meeting Minutes
January 17, 2022**

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

Meeting called to order at 7:08 p.m. by Scott Herbert.

All participated in the Pledge of Allegiance.

Roll Call:

Present at 7:08p.m.:

Sharon Klinger, Dan Kurtz, Jackie Zilliox and Scott Herbert

Absent: Danielle Sallada

Quorum: Yes, 4 out of 5 members present at 7:08 p.m.

Also Present:

- Krista Bevan, Director of Organizational Development
- Cassandra Shive, Director of Education
- Nicolle Hutchinson, Executive Director

Review and Adoption of Agenda: Sharon Klinger motion to adopt the agenda, seconded by Jackie Zilliox. All ayes, Agenda adopted as written.

Public Comments: No public comments.

Finance Report: Mike 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 7:18 p.m. to discuss personnel matters, lease agreements and charter renewal litigation

Public meeting reconvened at 8:12 p.m.

Jackie Zilliox would like to make a motion to add Item E to the agenda to create a full-time Classroom Monitor position and accessing the salary for the position. Sharon Klinger seconds the motion. Any discussions before we vote. All ayes, none opposed. We will add Item E to the agenda to create a full-time position for a Classroom Monitor and we will vote.

Reports:

Executive Director, Nicolle Hutchinson:

This month, Gillingham has been in steady negotiations with the PASD to finalize a charter for our 3rd charter term. During the negotiations, PASD inspected the gym. They sent an inspection report, and we have responded.

As you can see on the agenda, we are still working on the directors' evaluations.

Today the board retreat was held to discuss the board's evaluation process and the board's annual evaluation.

Title I regulations require a Title I school to conduct annual teacher and staff trainings that are developed by parents. This year, we have invited Karen Addison-Williams, a parent and member of SPAC, speak to our employees. She will speak and co-lead a fishbowl protocol or activities that focus on building trust with parents.

The foundation is progressing well. Jess Ivey is leading the charge and is recruiting some parents to join her on the foundation board.

We are grateful to Jessica Peters and Marsha Chwastiak for volunteering to serve on our board. They are up for nomination tonight. Jessica's children have attended Gillingham for years, and she is a foster mom. Marsha's daughter graduated from Gillingham. Marsha served on our board for years as our board president, and she brings legal expertise as she has served as the lead legal aid attorney at MidPenn legal aid services in Pottsville.

The board strategic calendar guides our actions, and this is the month when the board reviews and discusses board policies. This year, we are recommending that the board review the Title IX policy and the Title IX procedures. The procedures align to the policy to ensure that any accounts of discrimination or harassment are immediately considered.

Finally, we are sad to announce the resignation of Cassandra Shive, but we are happy for you, Cassie, and the twists in your life that are taking you to a new location.

Cassie has been at Gillingham for 9 years, taking part and leading in so many areas of our school! She served as a teacher, club sponsor, team leader, student coach, and director. As a Title I, public charter Charlotte Mason school, we are so grateful for her teaching, service, and leadership.

You took on the heavy challenge with courage and enthusiasm. You will be missed, and we wish you all the best, Cassie.

Director of Organizational Development, Krista Bevan:

Good evening, everyone, I have a brief report tonight. First, an update on enrollment.... We are at 244 as of today, down from the 250 we have been holding all year, however, 5 new seats were just offered last week, so we do anticipate being back up to 249 shortly. For comparison, last year's enrolment was 232. Under recruitment and hiring, we held two interviews last week and one today for the open teaching positions. We have been requesting that the candidates come in and teach a short demo lesson as a part of the interview process, so once those are completed, we will make hiring recommendations. We are still searching for secondary science, special education, and art.

Director of Education, Cassandra Shive:

STC AND DE GUIDELINES

- Career counselor, Karen Faust, and I are working on developing clear programming and procedures for students at Gillingham who are interested in STC and dual enrollment.

NEW STUDENT COACH

- We are excited to have Katie Fisher join us as our second student coach. She joined after winter break.
- Katie oversees grades K-6 for coaching and discipline.

MID-YEAR EVALS

- Goal is to complete 1st and 2nd year teacher mid-year evals by the end of January

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. Scott would like to put into the notes, that we had our mini retreat. They want to take this further probably sometime in March, to sit down and evaluate the board, review phase one and two. Dreaming and reflecting where the Board is at and where we would like to be in a few years. Mapping out our future. Complete the Evaluation of the Board. So, we are taking the notes we had tonight and moving them into our next Retreat. Hopefully sometime in March. The date will be announced at our next meeting.

Item A. Old Business

- A. It has been recommended to the board to discuss the following items in a consent resolution under the categories of Board **Governance and Regulations:**

1. Postponement of Evaluation Report of Gillingham's Directors to February
2. Evaluation Report of Board of Trustees
3. Board Retreat Report
4. Review and approval of the 2022/2023 "SPAC Title I Training" for teacher/parent communication

Sharon Klinger motioned to approve Item A. Dan Kurtz seconded the motion. All ayes, none opposed. Resolutions have been approved.

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, Budget, Operations, Policies and Personnel:**

1. Tonight's reports
2. December 20, 2022, board meeting minutes
3. Resignation of Edie Cromis as the facilities coordinator and her retirement
4. Resignation of Cassandra Shive as the Director of Education

Dan Kurtz motioned to approve Item A. Sharon Klinger seconded the motion. All ayes, none opposed. Resolutions has been approved.

- B. It has been recommended to the Board to review the following items under the categories of **Governance and Policies:**

1. Gillingham's Title IX Policy
2. Gillingham's Title IX Procedures

Sharon Klinger motioned to approve Item B. Jackie Zilliox seconds the motion. All ayes, none opposed. Item B. has been approved.

- C. It has been recommended to the Board to approve the following item under the category of **Health and Safety:**

1. Clarification that Michael Chapman is the Safety and Security Coordinator as outlined in the Facilities Manager's job description.

Jackie Zilliox motioned to approve Item C. Sharon Klinger seconds the motion. All ayes, none opposed. Item C. has been approved.

- D. Nomination and election of board members

We have two new members up for Nomination tonight. They are Jessica Peters and Marsha Chwastiak. Marsha Chwastiak will be sworn in next Tuesday. Can I get a motion?

Jackie Zilliox motioned to approve. Dan Kurtz seconded the motion. All ayes, none opposed. We have two new board members.

E. Create the position of a full-time Classroom Monitor. Do we have any questions or comments?

Sharon Klinger motioned to accept Item E. Jackie Zilliox seconded the motion. All ayes, none opposed. Item E has been approved.

Jessica Peters has read the Oath out loud and was sworn in, in front of the Board of Trustees and Directors.

Future Meeting Date

February 21, 2023

Public Meeting

7:00 pm

Schoolhouse

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

Meeting adjourned at 8:29 p.m.



Signature of Board Secretary

