



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

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

**Meeting called to order at 7:09 p.m. by Scott Herbert.**

**All participated in the Pledge of Allegiance.**

**Roll Call:**

Present at 7:09 pm: Dan Kurtz, Jackie Zilliox, Jessica Peters, Marsha Chwastiak, and Scott Herbert  
Absent: Danielle Sallada and Sharon Klinger

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

**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 Dan Kurtz. All aye, none opposed. Agenda is adopted.

**Public Comments:** No public comments.

**Finance Report:** Diane Cooney 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 7:16 p.m. to discuss personnel changes and leases.**

**Public meeting reconvened at 7:46 p.m.**

**Reports:**

**Executive Director, Nicolole Hutchinson:**

Tonight, we are recommending to the board that the role of the safety coordinator be transferred from the facilities manager's job description to the Director of Organizational Development's job description.

We are grateful, for our students' sake, that PA amended the school code to allow charter schools to offer dual enrollment programs whether or not sending districts offer them. The new regulations state that if a charter school does not pay for the fees and educational costs, then sending districts may withhold tuition. Thus, we are recommending that Gillingham pay the cost of tuition, fees, supplies, and related materials for

a secondary school student to enroll in an approved course at an institution of higher education, and the secondary school student will provide his/her own transportation if attending the IHE in person.

In the current student code of conduct, skipping class is a level three infraction. Since sleeping in class is similar to "skipping" class, we are recommending that the board add "sleeping in class" as a level three infraction on the code of conduct.

**Director of Organizational Development, Krista Bevan:**

Yesterday, we had an evacuation due to a threat written on the boys bathroom wall. I wanted to commend all our faculty, staff, and students for the quick and calm evacuation, they all really did an amazing job. The threat Assessment Team will meet this Friday to review areas of our emergencies procedures that need to be changed or improved upon.

Mold Remediation happened last week, and we are back in the administration building. Today, we received an email from Father Bobbin instructing us to forward the bills for the mold testing and remediation to the church. He also asked us not to do interior repairs of Nicole's office, said they will address it, and finally that they will have Hahner Brothers replace the roof over Easter Break, weather permitting. Enrollment is at 233.

**Acting 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.** No report.

Can I have a motion to change #5 under New Business?

**Jackie Zilliox motioned to change #5 under New Business. Dan Kurtz seconded the motion to change #5 under New Business. Any questions or comments before we vote on this change under New Business? All in favor, none opposed. The Ayes have it and #5 will be changed.**

**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, Budget, Operations, Policies, Legal, Academics & Personnel:**

1. Tonight's reports
2. February 21, 2023, board meeting minutes
3. March 10, 2023, special board meeting minutes
4. Amended Dual Enrollment Policy
5. Addition of "habitual sleeping in class" as a level three infraction in the student code of conduct.
6. Hiring of Jessica Rosselli as a part-time custodian at \$15.00 per hour to work 20-25 hours per week.
7. Settlement Case #215-22 solicitor fee of \$9,477.50

8. Transference of the role of the school's safety coordinator from Facilities Manager to the Director of Organizational Development, thus transferring the role from Michael Chapman to Krista Bevan
9. Transition Nicolle Hutchinson's role as Instructional Coach to Director of Education to be in addition to her current role as the Executive Director.
10. Addition in the budget of an executive assistant to assist the Executive Director
11. Exemption of the competitive sport graduation requirement for student 32120231

**Do we have a motion to accept Item A? Marsha Chwastiak motioned to approve item A. Dan Kurtz seconded the motion. All ayes, no opposed. Resolutions have been approved.**

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

Hiring of Hilary Hernley as a full-time Support Teacher at the starting salary of \$38,000.

**Any questions or comments? Dan Kurtz motioned to accept item B. Marsha Chwastiak 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**:

Change the school calendar to add April 11<sup>th</sup> as a school day to make up for a lost snow day, thus spring break will start at 1pm on April 5<sup>th</sup> and end on April 10, 2023, and school will resume on April 11<sup>th</sup>.

**Any questions or comments? Jackie Zilliox motioned to accept item C. Dan Kurtz seconded the motion. All ayes, no opposed. Item C has been approved.**

#### **Future Meeting Dates**

Tuesday, April 18, 2023	Public Meeting	7:00 pm	Schoolhouse
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**Adjournment** – Any comments or discussions. Jackie Zilliox mentioned that Governor Shapiro has a new incentive to get teachers into the state. It is a \$2500.00 tax credit that will be running for three years. Can we put it out there when we are hiring for new teachers that there is a \$2500.00 tax incentive for new teachers. I imagine that is for out-of-state or teachers that just graduated and are starting their careers.

Motioned to adjourn by Jackie Zilliox, seconded by Dan Kurtz. All in favor; none opposed.

**Meeting adjourned at 8:19 p.m.**



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**Signature of Board Secretary**