



**Board of Trustees
Public Meeting Minutes
8/16/2022**

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, Michelle McKee, Jackie Zilliox, Scott Herbert

Sharon Klinger arrived at 8:27 p.m.

Absent: Danielle Sallada

Quorum: Yes, 4 out of 6 members present at 7:03 pm

Also Present:

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

Review and Adoption of Agenda: Michelle McKee motion to adopt the agenda, seconded by Jackie Zilliox. 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 7:11 p.m. to discuss personnel matters.

Public meeting reconvened at 8:16 p.m.

Reports:

Executive Director, Nicolle Hutchinson:

Per the board's strategic calendar, the board will be presented with the following items and tasks:

- For annual Title I federal compliance, you had the following documents sent to you for your review, and they are before you tonight for board approval: Equity Plan, The Pact, the School Level Parent Engagement Policy & the District Level Parent Engagement Policy

- Each board member signs the annual Schoolhouse Pact
- Appoint An Advisory Committee that includes members of the community, School staff and others, including, but not limited to Board of Trustees members, shall be established by the Board prior to the beginning of school each year, and as necessary and appropriate during the year, to advise the Board on issues the Board deems suitable.

Typically, during this month, the board reviews and evaluates the alignment of Gillingham's relational education curriculum with PA's standards and approves proposed changes to assessment benchmarking tools. The academic excellence committee is reviewing a new document that will guide the curriculum review process.

This document was recommended by the CMI accreditation team, and it is the last recommendation left to fulfill.

The directors and I recommend that the board terminate the remote teaching positions since Gillingham does not intend to offer full-time remote instruction.

Because Gillingham wants to provide a rigorous, rich, Charlotte Mason curriculum, the director of education and I are recommending tonight that the board approve 3 changes to the graduation requirements: instead of just 3 credits, we recommend four credits of math, four credits of science and 4 years of a world language or Latin.

We discovered that the Integrated Mathematics Program now offers a version that focuses on Algebra I. This was created for schools in states, like ours, that require a state Algebra I test. They took their original Math I, II, III and IV programs and revised their new Meaningful Math program to focus on Algebra I, Geometry, and Algebra II and Pre-Calc. We met with teachers and our current math consultant, Dr. Richard Wertheimer, and the team is requesting that the board approve the addition of IMP's Meaningful Math Algebra I and Geometry. The team will review the final book this year to determine if the school should continue with the original Math 3 and 4 or add the remaining Meaningful Math books in the series.

Annually, the board appoints an Advisory Committee that includes members of the community, School staff and others, including, but not limited to Board of Trustees members. It is established by the Board prior to the beginning of school each year, and as necessary and appropriate during the year, to advise the Board on issues the Board deems suitable. We will need to take nominations and vote to invite members to the committee.

Director of Organizational Development, Krista Bevan:

We have received our Geisinger Health Benefit Renewal at an increase of approximately 6%, which came in under the anticipated 10% renewal rate on the budget.

Updates on Health & Safety Plan: we held a meeting today to review current CDC guidelines. Members present included directors, admin staff, our school nurse, and the parent of a lower school student. All agreed to continue to follow the CDC recommendations. Of note, CDC no longer recommends quarantine of close contacts, they now recommend wearing a mask for 10 days. The school nurse will still need to report positive cases to the Department of Health. Positive cases will still need to be isolated for 5 days at home.

The team agreed that 5 “covid days” per employee should continue for employees who test positive.

Enrollment: last year at this time, I reported an enrollment number of 218. I’m happy to report 249 students enrolled as of today!

The employee handbook has been updated to reflect the 2022 2023 dates, otherwise no changes have been made since the last revision, and we are not recommending any changes at this time.

Director of Education, Cassandra Shive:
RELATIONAL ED WEEK

- Last week, our new teachers engaged in relational education week. They learned about Mason through immersions and workshops and relational discipline through restorative practices training.

UPCOMING INSERVICE

- Tomorrow, all teachers are back for inservice week for the 22-23 school year. We’ve taken a lot of feedback from last year and are using that to develop or refine some of our systems, including areas of discipline, instruction, and overall student support and accountability.

KEYSTONE TAGGED COURSES

- There are two amendments to Keystone tagged courses at Gillingham.
 - Students in Math 1 will take the Algebra Keystone (this year that’s 9th and 10th grade)
 - Student in BioChem 2 will take the Biology Keystone (this year that’s 10th grade)
- The literature tagged course is unchanged – students in Postmodern Lit will take the Literature Keystone.
- Finally, I also updated the Student Handbook. There were two changes in the Code of Conduct. The bathroom misconduct went from a level one to a level two and we moved possession of a vaping device from a level two to a level three. We also went back to our previous PE changing requirements. Now that some of our Covid requirements have been lifted. We also included religious exceptions within the Uniform Code. They should be directed to Cassandra Shive.

Board Charter Compliance Committee: Scott Herbert.

I want to state that we still need some more board members, so if anyone knows and parents of new students coming in that would like to be on the board let me know. We would like to get 2 more board members.

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. Old Business

A. It has been recommended to the board to approve the following items under the categories of Budget:

1. Commuter Reimbursement policy to provide temporary, short-term gas reimbursement to employees during times of inflation and high gas prices for which the board of trustees sets the time period and the administration monitors the gas price conditions on a bimonthly basis.

Jackie Zilliox motioned to table item A under Old Business. Michelle McKee seconded the motion. All ayes, no 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, Finances, Operations and Personnel:

1. Tonight's reports
2. July 19, 2022, board meeting minutes
3. Uniform Code amendments
4. Teacher hiring bonus of \$1000 for the 22/23 school year.
5. Termination of the remote schooling teacher positions
6. Transfer Jessica Humanick-Murphy from remote lower school teacher to per diem sub at the pay rate of \$16.74/hr.
7. Accept the resignation of Candice Khan as a secondary science teacher
8. Accept the resignation of Jillian Dove as a middle school teacher
9. Hire Rodney Snowell as the full-time, exempt Student Coach at the starting salary of \$50,000
10. Hire Anna Hoover as a full-time 5th-6th grade teacher at the starting salary of \$37,000
11. Hire Spenser Bevins as a full time Math teacher at the starting salary of \$38,000
12. Hire Vaughn Starr as a full-time secondary science teacher at the starting salary of \$52,000
13. Hire Mary Fetterolf as the full-time Title I coordinator, the K-6 Reading Teacher, and 7-12 Reading Tutor at the starting salary of \$56,875.50
14. 2022/2023 Equity Plan
15. 2022/2023 Schoolhouse Pact
16. 2022/2023 School & District Level Parent Engagement Policies
17. 2022/2023 Employee Handbook
18. 2022/2023 Student Handbook
19. Jenn Troutman Salary position from full time Lead Special Education Teacher to full time Middle School & Special Education Teacher at a starting salary of \$65,000
20. Megan Sirkot to be Lead Special Education Teacher at a salary of \$56,000
21. Elizabeth Reilly salary increase from \$16.50/hr to \$21.50/hr

Michelle McKee motioned to approve Item A. Jackie Zilliox seconded the motion. All ayes, none opposed. Item A resolutions have been approved.

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

1. Amendment of the Graduation Requirements to include four years of math, four years of science and four years of world language.

Dan Kurtz motioned to approve Item B. Sharon Klinger seconded 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 Curriculum:

1. Purchase Interactive Mathematics Program's "Meaningful Math" Algebra I and Geometry

Michelle McKee motioned to approve Item C. Sharon Klinger seconded the motion. All ayes, none opposed. Item C has been approved.

D. Board members sign the 2022/2023 Schoolhouse Pact

E. Appoint an Advisory Committee that includes members of the community and school employe
Scott Herbert motioned to approve Item E. Jackie Zilliox seconded the motion. All ayes, none opposed. Item E has been approved.

F. It has been recommended to the board to approve the following item under the category of Academics:

1. Review the curriculum and new review process during the month of September.

Sharon Klinger motioned to approve Item F. Michelle McKee seconded the motion. All ayes, none opposed. Item F has been approved

Future Meeting Dates

September 20, 2022 - Public Meeting - 7:00 p.m. - Schoolhouse

Adjournment - No comments or discussion. **Motion to adjourn by Scott Herbert. Seconded by Michelle McKee. All in favor; none opposed.**

Meeting adjourned at 8:44 p.m.

Signature of Board Secretary