



**Board of Trustees
Public Meeting Minutes
10/27/2022**

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

Meeting called to order at 7:07 p.m. by Scott Herbert.

All participated in the Pledge of Allegiance.

Roll Call:

Present at 7:08pm: Sharon Klinger, Danielle Sallada, Jackie Zilliox, and Scott Herbert

Absent: Dan Kurtz and Michelle McKee

Quorum: Yes, 4 out of 6 members present at 7:08 pm

Also Present:

- Nicolle Hutchinson, Executive Director
- Cassandra Shive, Director of Education

Absent: Krista Bevan, Director of Organizational Development

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: 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 7:17 p.m. to discuss personnel matters

Public meeting reconvened at 8:07 p.m.

Reports:

Executive Director, Nicolle Hutchinson:

Renewal Update

Gillingham is still working with the PASD to negotiate the terms for the charter renewal. Contrary to the claims made in their board meeting that were quoted in the Republican Herald, Gillingham provided hundreds of documents to satisfy the district's list of 80 or more requests. Gillingham did not provide any documents that were considered a violation of FERPA, however, meaning that the district requested redacted documents that we believe could still have provided too much identifiable information.

Kudos to Leonard Martin, our new development guy! The Coney Island event and others planned, and the Krispy Kreme donut sale raised \$4000 for the school!

We're also proud of the Foundation, which is meeting regularly to develop ways to raise enough funds to keep the convent insured and safe.

Recognize Heather Hill, one of our moms and teachers, for supporting the Gillingham Parent Association, and want to thank Jessica Ivey, a mom, for volunteering her time at the new GPA president AND for joining the Foundation!

Six young gentlemen in the 10th and 11th grades have volunteered their services to help fix the convent, and they are willing to help Mike Fannick, Foundation president, with the upkeep of the grounds and sidewalks.

This month, we were not able to collect all of the 360 feedbacks from the many stakeholders we involved in the evaluation of the directors; thus, we are proposing another couple of weeks to present the feedback to the governance committee.

I am requesting that the board postpone the following items to next month:

1. Evaluate Directors and Report to the Board
2. Evaluate Board of Trustees and Report to the Board
3. Conduct Board Retreat & Trainings of New Members by October 31st
4. Review 990 Form
5. Review the "SPAC Title I Training" for teacher/parent communication

Director of Organizational Development, Krista Bevan:

- Michael's position will change from IT Specialist to IT and Facilities Manager
- Our current facilities manager will be retiring this winter. She did not give an exact date yet but to help with the transition, she has been working with our IT Specialist to train him to take over the facilities duties. Our IT Specialist will take on the facilities manager and safety coordinator duties.
- Enrollment is at 247
- We are still looking to hire a Special Education Teacher and a 1st/2nd grade teacher

Director of Education, Cassandra Shive:

UPDATED UNIFORM CODE

After receiving student, teacher, and parent feedback, I am asking for your approval tonight to amend the uniform code for PE classes.

Previously, it was required within the uniform code for students in grades 3-6 to change for gym before and after class.

I'd like to amend this to reflect the following change:

- Students in grades 3 and 4 have the option to come to school in gym clothes or participate in gym in their school uniform like K-2.
- Students in grades 5 and 6 will come to school in their gym clothes.

UPDATED DISCIPLINE PROCEDURES

In preparation for the new student coach, I have been working on collecting and codifying all of our discipline procedures into one document for onboarding. This would include our in-house processes for code of conduct infractions, suspension assignments, response to incidents, and student and teacher support.

NISL

Last week, I attended my first two days of NISL Course 2. This 2-day session discussed equity in discipline, social/emotional learning, and how people learn. I'm looking forward to continuing the course throughout the school year and bring in new ideas and resources for our team.

KEYSTONE PATHWAYS

Per PDE's requirements for the class of 2023 and beyond, all students must pass the Keystone Exams to graduate from Gillingham Charter School; in those cases, in which a student does not pass, remediation will be required for retesting; and in accordance with Act 158, alternative pathways to graduation may be applied on a case-by-case basis upon approval of Gillingham's board of trustees

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, Budget, Operations, Policies, & Personnel:

1. Tonight's reports
2. September 20, 2022, board meeting minutes
3. Resignation of Rodney Snowell as student coach

4. Hiring Connie Yutko as exempt full-time Certified School Nurse at a salary of \$61,800
5. Hiring Michelle Aungst as a full-time, non-exempt paraprofessional aide at a salary of \$29,120
6. Hiring Autumn Bachert as the full-time Art Teacher at a salary of \$37,000
7. Addition of Intramural Hockey as a competitive sport that meets graduation requirements.
8. Transition Edie Cromis from Facilities Manager to Schoolhouse Assistant at the same salary
9. Transition Michael Chapman from IT Specialist to "IT and Facilities Manager", increase his salary from \$53,045 to \$60,000
10. Postpone Evaluations of the three directors one more month
11. Per PDE's requirements for the class of 2023 and beyond, all students must pass the Keystone Exams to graduate from Gillingham Charter School, in those cases, in which a student does not pass, remediation will be required for retesting; and in accordance with Act 158, alternative pathways to graduation may be applied on a case-by-case basis upon approval of Gillingham's board of trustees

Sharon Klinger 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 by the Board to approve the following item under the category of Student Life and Policies:

Adjustments to the Uniform Code regarding PE gym wear requirements

Sharon Klinger motioned to approve Item B. Danielle Sallada 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 Governance:

Postponement of the following Strategic Calendar items to November 2022 board of trustees meeting:

1. Evaluate Directors and Report to the Board
2. Evaluate Board of Trustees and Report to the Board
3. Conduct Board Retreat & Training of New Members by October 31st
4. Review 990 Form
5. Review the "SPAC Title I Training" for teacher/parent communication

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

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

Adjustments to the Job Descriptions in the following areas:

1. Merging of the IT Coordinator position with the Facilities Manager position

2. Removal of the Communications Coordination role from the Enrollment Coordinators role.

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

Future Meeting Date

November 15, 2022


Public Meeting

7:00 pm

Schoolhouse

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

Meeting adjourned at 8:21pm

A handwritten signature in black ink, appearing to be 'A. Klinger', written over a horizontal line.

Signature of Board Secretary