



**Board of Trustees
Public Meeting Minutes
January 16, 2024**

Location: Gillingham Charter School

Call to Order: Meeting called to order by Scott Herbert, president, at 7:06 p.m.

Pledge of Allegiance

Roll Call:

Present: Dan Kurtz, Jackie Zilliox, Marsha Chwastiak, Jessica Adams-Peters, Scott Herbert, Sharon Klinger (arrived at 7:07 p.m.)

Absent: Andre Grant

Quorum: Yes, 6 out of 7 members present.

Also Present: Nicolle Hutchinson (Executive Director), Diane Cooney (Business Manager), Mark Seiberling (attorney)

Review and Adoption of Agenda: Jackie Zilliox motioned to adopt the agenda, seconded by Dan Kurtz. All ayes. Agenda adopted as written.

Public Comments: No public comments.

Finance Report & Annual Audit Report: Diane Cooney's report is on file in the administrative office and on the school's website.

Adjournment to executive session at 7:10 p.m.

Executive Session: Discussion on personnel employment matters with attorney, Mark Seiberling

Public meeting reconvened at 8:55 p.m.

Jessica Adams-Peters left the board meeting at 8:55pm.

Quorum: Yes, 5 out of 7 members present.

Reports:

Executive Director and Director of Education, Nicolle Hutchinson:

Tonight we'd like to send some shout-outs. Our teachers have been conducting some wonderful field studies this year to such places as the Audubon Center, the PA Farm Show, and local sites like the Gillingham home. The juniors started a successful fundraiser a few months ago, providing a cafe on Friday mornings. And Heather Hill and the youth summit reps (who are leaders from the upper school classes) won a grant for their Food Waste Reduction project.

Because of needs and particular support that some students with special needs have this year, we are recommending that Ashley Brennan transfer from the position of elementary teacher to the position of special education teacher. Caroline di Censo will fill the position of 4th grade teacher in her stead.

Krista Bevan met with three different IT service providers - Kevin Wilson from Watchkeep, Barry Long from OMI, and Bob Commack from Miles IT. After meeting with all three, and consulting with Dawn who is our local finance manager, Krista and Dawn recommend that Gillingham hire the services of Barry Long. Barry has an hourly rate of \$150 an hour and does not require a contract or monthly fee. Both Watchkeep and Miles IT are reputable companies. However, as a school that does not utilize technology for all students every day, there is no need to contract with a large expensive company for "around the clock" IT support and network maintenance. Barry is local to Pottsville, has been in business for 19 years, and is willing to train Gillingham staff on the smaller tasks such as creating new student and employee accounts.

Contractors, an engineer and project managers investigated the school's air quality on January 10th and recommended a plan that includes mini-splits and exhaust fans. The contractors and an engineer will be on site tomorrow morning to draw up the plans. The team believes that such a system is a better fit than installing a full fledged HVAC system. The contractors and businesses are already vetted by the state. We're also bringing in another company that is both state and federal certified for a second opinion next week.

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.

New Business:

It was recommended to the Board to approve the following items in a consent resolution under the categories of Reports, Finances, Governance, Accreditation & Personnel:

1. Tonight's reports and financial report
2. December 19, 2023, public board meeting minutes
3. Transference of Ashley Brennan from elementary teacher to special education teacher
4. Resignation of Kathleen Reidlinger as student coach
5. Amend January's Saturday service project date from January 20 to January 27, 2024

Jackie Zilliox motioned to approve new business A items 1-5. Sharon Klinger seconded. All in favor. No opposed. Resolutions approved.

Future Meeting Dates were read.

February 20, 2024	Board Retreat	6:00 pm	Schoolhouse
February 20, 2024	Public Meeting	7:00 pm	Schoolhouse

Adjournment - No issues or comments before adjournment were raised. Jackie Zilliox motioned to adjourn and was seconded by Sharon Klinger. All in favor and none opposed.

Meeting adjourned at 7:51 p.m.

Signature of Board Secretary:  Date: 03/08/24