



## Board of Trustees

### Tuesday, November 21st, 2023

### Public Board Meeting Minutes

#### I. Opening Items

Scott Herbert

Call to Order - 7:05 pm

Pledge of Allegiance

Roll Call - Jessica Peters, Marsha Chwastiak, Dan Kurtz, Andre Grant, Jackie Zilliox, Scott Herbert, Sharon Klinger (7:10 pm);

6 of 7 for Quorum

In Attendance: Nicolle Hutchinson, Krista Bevan,

#### II. Review and Adoption of Agenda -

Andre requested a motion to adopt tonight's agenda, Dan seconds. All ayes, none opposed. Tonight's agenda has been adopted.

#### III. Public Comments - None.

#### IV. Finance Report

Diane Cooney, Charter Choices

This Summary and Management Report presents information we believe is important to you as members of the school board. We encourage you to review the sections of this report and would be pleased to furnish additional information as requested.

1. Balance Sheet - The school's cash balance has decreased from \$972,817 at June 30, 2023 to \$660,390 at October 31, 2023. As of October, the cash balance is equal to 50.5 days of cash on hand. Total current liabilities as of October 31, 2023, are \$147,443 lower than at June 30, 2023 which is due to decrease in payroll accrual. The school continues to be current on all vendor payments.

2. Budget to Actual for the four months ending October 31, 2023 - Total School District revenues for the period, at October 31, are \$56,945 lower than budget. The regular education students are coming in 15 lower than budget and the special Education students are 2 lower than budget. The budget is based on 195 regular education students and enrollment is currently at 180. The budget is based on 70 sped students and currently there are 68 sped students enrolled. Due to the reduction in students the projected revenue from the school districts is coming in \$212,169 lower than budgeted. At October 31, the total expenditures were \$83,634 higher than the budget. Salaries and Benefits are coming in \$14,148 higher than budget. Property services are \$25,454 higher, Supplies are \$27,828 higher as well as Other Purchase Services by \$8,356.

V. **Executive Session:** Legal Discussion Regarding Lease; began 7:10 pm

VI. **Meeting Reconvened:** 8:18 pm

VII. **Reports**

Executive Director & Director of Education

Nicolle Hutchinson

We thank all the veterans for joining us last Thursday night for our annual Veterans Celebration. We especially thank these three panelists who agreed to be interviewed.

Bob Laughlin

Retired Naval Avionics Technician 2<sup>nd</sup> class

Staff Sgt Lizabeth Sanchez

8 years Army, 4 years Army National Guard

Master Sgt. Joseph Burda, retired marine and navy seal)

Their time with us was incredibly heartwarming, and the students and teachers are commended for presenting wonderful music, art and videography.

To enhance our health instruction for 4th-12th grades, we are presenting to the board the Real Essentials Starting Point program as the curricular choice for our Healthy Connections & Relationships units at each grade level. Kristin Perhonitch, our PE and Health teacher, trained in the program and is ready to teach it during the winter months.

The older version of the Singapore Math Primary program is being revamped, and Gillingham will need to order new textbooks soon. Instead, our math consultant, Beth Curran, recommended that we switch to the Singapore Math Dimensions company. Our teachers and our math interventionists took a look at the samples, and all agree that the Dimensions program is not only cheaper, but the teacher guide and student materials are easier to follow, and it is more rigorous.

It has been recommended to the school to install extra railings and balustrades on the schoolhouse front steps. We received three quotes for the project, and tonight Krista and I are recommending Jay's Railing and Fabrication company's quote of \$6,850.00.

For clarity-sake, we are recommending that the student handbook be amended. Currently, a level 3 infraction is "Disobedience to a teacher or other staff member." INstead, we recommend that the word disobedience be changed to "insubordination."

Because of the pneumonia that Krista and I have right now, we appreciate the board's willingness to postpone the board's annual retreat to January 16, 2024.

Director of Organizational Development

Krista Bevan

Board Charter Compliance Committee

- No Report.

Scott Herbert

Board Financial Audit Committee

- No Report.

Jackie Zilliox

Board Academic Excellence Committee

Dan Kurtz

- No Report.  
Board Facilities Committee  
- No Report.

Dan Kurtz

Board Governance Committee  
- No Report.

Scott Herbert

### VIII. 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, Governance, Operations, & Personnel:
1. Tonight's reports
  2. October 17th, 2023, public board meeting minutes
  3. Financial Reports
  4. Real Essentials Starting Point educational program from the Center for Relationship Education to teach PA health standards on relationships for grades 4th-12th
  5. Of the three quotes presented to the school and board, approve Jay's \$6,850.00 quote for railings for the front steps of the schoolhouse
  6. Amend student handbook code of conduct from "Disobedience to a teacher or other staff member" to "Insubordination to a teacher or other staff member"
  7. Add the role of Behavioral Health Tech to the school's job descriptions
- A. Hire Reba Hughes as a Behavioral Health Tech at an annual salary of \$31,200 to start on December 1, 2023
- B. Singapore Math K-5 teacher and student materials costing \$7789.70
- C. Progress Learning software 1-year subscription tailored for Gillinghams' standardized test preparation courses costing \$7000
- D. Postponement of the Board Retreat to January 16, 2024
- E. It is recommended to the Board under the category of Facilities to consider the following options regarding gym lease as follows:
1. Motion to approve the payment of Pottsville Athletics' additional fees
  2. Motion not to approve the payment of Pottsville Athletics' additional fees
- F. It is recommended to the Board under the category of Facilities to consider the following options regarding gym lease as follows:
1. Motion to approve Pottsville Athletics' proposed amended gym lease
  2. Motion to decline Pottsville Athletics' proposed amended gym lease
- G. It is recommended to the Board under the category of Curriculum and Instruction to consider the following regarding student athletics:
- Motion to inform Gillingham students about Nativity's invitation to them to play on Nativity's sponsored high school soccer teams, and that participation in their program will meet the Gillingham's graduation sport requirement

**IX. Future Meeting Dates**

November 21, 2023

Public Meeting

7:00 pm

Schoolhouse

**X. Adjournment**