



**Board of Trustees
Public Meeting Minutes
Tuesday, December 19, 2023**

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

Meeting called to order at 7:05 pm by Scott Herbert.

All participated in the Pledge of Allegiance.

Roll Call: Sharon Klinger, Dan Kurtz, Jackie Zilliox, Jessica Peters, Marsha Chwastiak, Andre Grant, Scott Herbert.

Quorum: Yes. 7 of 7 members present.

Also Present:

Krista Bevan, Director of Organizational Development, Nicolle Hutchinson, Director of Gillingham Charter School/Director of Education & Diane Cooney, Charter Choices

Review and Adoption of Agenda: Andre Grant motions to move Diane Cooney financial report to after the Executive Session. Andre Grant motions second by Dan Kurtz.

Sharon Klinger requested a motion to adopt tonight's agenda, Jessica Peters seconds. All ayes, none opposed. Tonight's agenda has been adopted.

Public Comments: No public comments.

Finance Report: Diane Cooney, Charter Choices Please see report on Gillingham's website.

Adjournment to executive session at 8:26 pm.

Public meeting reconvened at 8:26 pm.

Old Business: None.

Monthly Reports:

Executive Director & Director of Education: Nicolle Hutchinson-

Gillingham is up for renewal of our 7 year accreditation with the Charlotte Mason Institute. We thank Dawn Housel for chairing the steering committee. One of the tasks in preparing for the accreditation, CMI requires the board of trustees to answer questions that pertain to leadership. As the board president, Scott Herbert read through the questions and

answered them, and it was sent to you prior to the meeting to review. Tonight, we recommend that the board approve the final report to be presented in Gillingham's final report to the CMI accreditation team.

A grandma, Nickrova Jack, who prefers to be called Nikki, graciously volunteered to institute a PTA for the Gillingham community. She held a founding PTA meeting, and the following parents joined her and enthusiastically volunteered to serve on the executive board. The group of parents and teacher voted on the following positions:

Trista Moses, Secretary
Joseph Klinger, Treasurer
Tabatha Clewell, Vice President
Nikki Jack, President

They've already met and started the work to apply for a 501c3. We are very grateful and enthusiastic about the support and resources that they will pour into the school!

GILLINGHAM STUDENTS WERE LAWMAKERS FOR A DAY!

Several upper school class officers joined other student leaders in the county for the annual Senator for a Day. State Senator Argall and other leaders coached our students and students from other districts, and according to Mrs. Hill, they represented our school and our county incredibly well. She said, "Our students had an amazing time. They stepped up as leaders, collaborators, and voices among their peers." The proof is in the pudding. The team won a grant to pay for their Food Waste project, and because the team has taken steps to meet many of the criteria for exceptional participation and leadership, Gillingham was invited to nominate a student to serve on the Youth Summit's student executive board. We're beyond proud of our students and Mrs. Hill. They demonstrate creativity, tenacity and leadership.

Director of Operational Development: Krista Bevan-

Good evening everyone, I'll begin my report with a facilities update. Next week Bayshore and Eastern Time will begin the work on installing the additional fire alarm and strobes in the schoolhouse. I have requested three quotes for replacement filters for the air purifiers we have in each classroom. Of the three quotes, from USA Industrials, Austin Air, and ACIA

Associates LTD. The most cost effective was from ACIA Associates LTD, which came in significantly less per filter, so we are asking for a purchase of 38 filters to replace the ones currently in the units. Each filter has a 5 year warranty and lifespan.

Under student policies, the Act I Policy and Homelessness policy are on the agenda this evening. The Homelessness policy was reviewed by our homeless liaison, GCS school nurse Connie Yutko and updated to more accurately reflect the current mandated expectations.

Enrollment is at 244

Board Charter Compliance Committee: Scott Herbert. No Report

Board Financial Audit Committee: Jackie Zilliox. No Report

Board Facilities Committee: Dan Kurtz. No Report.

Board Governance Committee: Scott Herbert. No Report.

Item A New Business:

A. It is 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
2. November 21, 2023, public board meeting minutes
3. Financial Reports
4. Gillingham Charter School's board of trustees response to the Charlotte Mason Institute's accreditation questions
5. Termination of Jessica Grube as the executive assistant
6. Acceptance of Michael Chapman's resignation as facilities and IT support
7. Hiring of Caroline DiCenso as elementary teacher at a salary of \$67,513
8. Revised Homeless Student Policy
9. Act 1 Assisting Students Experiencing Education Instability Policy
10. Purchase of 38 air filters from ACIA-ltd at the cost of \$9,880

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

Dan Kurtz requested a motion to remove item B from the agenda. Sharon Klinger seconds. All ayes, none opposed.

Future Meeting Dates

January 16, 2024	Board Retreat	6:00 pm	Schoolhouse
January 16, 2024	Public Meeting	7:00 pm	Schoolhouse

ADJOURNMENT- No comments or discussion. **Motion to adjourn by: Sharon Klinger**
Second by: Jessica Peters. All in favor; none opposed.

Meeting Adjournment at 8:54pm


Scott Hembert (Feb 1, 2024 10:41 EST)

01/02/2024

Signature of Board President

Date


Dan Kurtz (Feb 14, 2024 10:58 EST)

14/02/2024

Signature of Board Secretary

Date

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Final Audit Report

2024-02-14

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