



**Board of Trustees
Public Meeting Minutes
7/19/2022**

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

Meeting called to order at 7:08 p.m. by Scott Herbert..

All participated in the Pledge of Allegiance.

Roll Call:

Present at 7:08pm: Sharon Klinger, Michelle McKee, Jackie Zilliox, Scott Herbert
Absent: Danielle Sallada, Dan Kurtz

Quorum: Yes, 4 out of 6 members present at 7:08 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 Sharon Klinger. 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 7:14 p.m. to discuss personnel matters.

Public meeting reconvened at 8:30p.m.

Sharon Klinger would like to make a motion to do A and B under Old Business prior to reports. Michelle McKee seconded the motion. All ayes, none opposed. We will move to Old Business.

Item A. Old Business

A. Election of Board of Trustees members.

Jackie Zilliox nominates Danielle Sallada for another year and I also nominate Dan Kurtz for two more years. Michelle McKee seconded both of the nominated trustees. All ayes, none opposed. So Dan Kurtz will be returning for 2 more years and Danielle Sallada will be returning for one more year.

Michelle McKee would like to nominate Sharon Klinger for one more year. Jackie Zilliox seconds the motion. All ayes, none opposed. So Sharon Klinger will be returning for one more year of service.

Sharon Klinger nominated Michelle McKee for one more year of service as a board of trustee for Gillingham Charter School. Jackie Zilliox seconded the motion. All ayes, none opposed. Michelle McKee will be returning for one more year.

Sharon Klinger nominated Scott Herbert for the board of trustees for one year. Michelle McKee seconded the motion. All ayes, none opposed. Scott Herbert will be returning for one more year.

Item B.

B. Election of board of trustees officers.

Is there anyone who would like to be President for this upcoming year? Would anyone like to nominate anyone?

Michelle McKee would like to nominate Scott Herbert for board President. Sharon Klinger seconds the motion. All ayes, none opposed. Scott Herbert will be the President for the board of Trustees of Gillingham Charter board of Trustees for one year.

Michelle McKee would like to nominate Sharon Klinger for Vice President for the board of Trustees. Jackie Zilliox seconds the motion. All ayes, none opposed. Sharon Klinger will be Vice President for Gillingham Charter board of Trustees for one year.

Sharon Klinger nominates Michelle McKee for Secretary for the board of Trustees. Jackie Zilliox seconds the motion. All ayes, none opposed. Michelle McKee will be Secretary for the board of Trustees for one year.

Michelle McKee would like to nominate Jackie Zilliox for Treasurer of the board of Trustees. Sharon Klinger seconded the motion. All ayes, none opposed. Jackie Zilliox will be Treasurer for the board of trustees for one year.

Now the board of trustees will take their Oath. Scott Herbert turns it over to Notary, Annette Stoudt. All board members read the oath out loud, signed and dated the oath. Annette notartized the oaths for Scott Herbert, Michelle McKee and Sharon Klinger. Dan Kurtz, Danielle Sallada and Jackie Zilliox will take their oath to a Notary and return them to Gillingham Charter School Academic Building to be kept on file.

We are leaving Old Business and going back to reports.

Reports:

Executive Director, Nicolle Hutchinson:

We have some agenda items tonight for you to vote upon that were placed in the "old business" section of our agenda because they are slated for the June reorganization meeting but were not on the June agenda.

The Charlotte Mason Institute will postpone the 7 year re-accreditation process for Gillingham for one year since we are still in the charter renewal application process. They will visit us for a one-day review during this school year.

Per the board's strategic calendar, the board discusses charter compliance in July. I'm here A few months ago, Bria Arline approached me to learn more about our school. She is fascinated that we offer the Charlotte Mason program in a public school, so she has offered pro bono services to write grants for Gillingham! The IQ Ignite agreement is before you today to accept her pro bono work for one year.

PA legislators and the governor passed a budget that increased the amount of funding for schools in PA. This will most likely affect us the most next year since our funding depends on the amount of money each school district spends the year before. Also, Mike Whisman, our business manager, believes that Gillingham will receive about \$140,000 this year in two programs, most likely for budget relief and for security.

This Saturday, we are hosting a volunteer Fixer Upper Day to help the facilities team and to boost relationships with dads, grandpas, parents and families. If you can join us, it's from 9am-2pm. We'll be drilling, painting, pulling weeds, etc.!

Director of Organizational Development, Krista Bevan:

According to the Strategic Calendar, we should review Review of the limits of liability for Directors and Board. I have included in the documents you were sent a summary of the insurance package for your review.

Specifically The Educators Legal Liability coverage is \$ 1 000 000 per occurrence and \$ 3 00 000 aggregate limit of liability and defense costs are in addition to the limit of liability.

The Excess coverage provides an additional \$3 000 000 of coverage over your General Liability, Auto Liability, and Educators Legal Liability. The Board would have a total of \$4 000 000 per occurrence and \$6 000 000 aggregate of coverage.

I'd like to give an update on our request to use the Russell building. The church's building committee met and decided they would prefer we use the large 2nd floor space instead of the two rooms on the first floor. They have agreed to take care of tearing down the porch and stairs on the north side of the building and replacing it, as well as replace both north and south doors to make them ADA compliant. They asked us to install the stair lift indoors and renovate the 2nd floor bathrooms to make them ADA compliant. We don't have an agreement yet as far as a lease or a timeline, so I will continue to keep you updated as this process moves forward, however at this point it does not look like we will have the work completed in time to use the building this school year.

Director of Education, Cassandra Shive:

21-22 END OF YEAR

- Closed out all teachers for summer

- Worked with Krista and Nicolle on hiring before vacation... phone interviews and in-person interviews

22-23 PLANNING

- I'll be starting to prep in-service and relational ed with Nicolle and Krista
- Vanessa and I are finalizing the schedule
- I'll also be making plans for supporting different departments and new employees, like the student coach.

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.

Old Business

C. It has been recommended to the board to approve the following consent resolution under the categories of Operations and Governance:

1. 2022/2023 school calendar and board of trustees meeting dates
2. Engagement of S.D. Associates P.C. as the school's independent auditor
3. Gillingham Charter School's Board of Trustees' Strategic Calendar with the following amendments:
 - a. Every 3 years, approve the mandatory Comprehensive Plan in July, after a 30-day public viewing, to submit to PDE
 - b. Approve the Schoolwide Comprehensive Title I Plan in August to be submitted to PDE in September
 - c. Move the board's review and evaluation of the curriculum from July to August

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

Sharon Klinger would like to make a motion to table Item D on the agenda. Michelle McKee seconded the motion. All ayes, none opposed. So we will table Item D #1 on the agenda.

D. It has been recommended to the board to approve the following item under the category of Operations:

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

E. Annual Signature of Gillingham's Ethical/Professional Code of Conduct Policy. Scott Herbert, Sharon Klinger and Michelle McKee signed Gillingham's Ethical/Professional Code of Conduct Policy. Dan Kurtz, Danielle Sallada and Jackie Zilliox will sign and send back their copies.

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, Professional Development and Personnel:

1. Tonight's reports
2. June 14, 2022, board meeting minutes
3. 2022/2023 Singapore Math proposal for curriculum and instruction consulting and teacher training
4. Hire Tiffany Visgarda as an Elementary Teacher at the starting salary of \$38,000
5. Transition of Casey Shoopak from the lower school self-contained teaching position to 3rd and 4th grade teaching position
6. 2022/2023 Dual Enrollment MOU with Lehigh Carbon Community College
7. 2022/2023 service agreement between IQ Ignite and Gillingham Charter School for pro bono grant writing services
8. 2022/2023 Language Instruction service agreement with the Schuylkill Intermediate Unit 29 for \$1422.40 for the 2022/2023 school year
9. 2022/2023 ESAP Agreement with Schuylkill County's Children and Youth
10. 2022/2023 SAP Agreement with Schuylkill County's Children and Youth

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

B. Review the Limits of Liability on Gillingham's Director and Officer Liability Insurance.
Any questions or comments. No comments.

C. Openly Debate Amendments to Bylaws.
Anyone have amendments? No amendments.

D. Review Sunshine Laws for Executive Sessions. Sunshine Laws for Executive Sessions were reviewed.

E. It has been recommended to the board to approve the following item under the category of Personnel:

1. To accept the resignation of Angela Altemose as the middle school self-contained teacher.
Any comments to discuss her resignation.

Sharon Klinger motioned to approve item E. Michelle McKee seconded the motion. All ayes, none opposed. Resolutions have been approved.

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

1. Bake Shop VI contract for the 2022/2023 school year.

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

Future Meeting Dates

No work sessions in July and August

August 16, 2022 - Public Meeting - 7:00 pm - Schoolhouse

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

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

Meeting adjourned at 8:59 p.m.

Signature of Board Secretary