



**Board of Trustees
Public Meeting Minutes
08/15/2023**

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

Meeting called to order at 7:23 p.m. by Sharon Klinger.

All participated in the Pledge of Allegiance.

Roll Call: Andre Grant, Jessica Peters, Jackie Zilliox, Dan Kurtz, Sharon Klinger

Present at 7:23 pm:

Absent: Marsha Chwastiak and Scott Herbert

Quorum: Yes, 5 out of 7 members present at 7:23 pm

Also Present:

- Krista Bevan, Director of Organizational Development and Nicolle Hutchinson, Director of Gillingham Charter School/Director of Education

Review and Adoption of Agenda: Dan Kurtz motion to adopt the agenda, seconded by Andre Grant All ayes, Agenda adopted as written.

Public Comments: No public comments.

Finance Report: Michael Whisman of Charter Choices. **No report due to audits. Will review in September.**

Adjournment to executive session at 7:25 p.m. to discuss personnel and gym matters.

Public meeting reconvened at 8:32p.m.

Reports:

Director, Nicolle Hutchison: This summer, the upper schoolteachers, student coach and I met for a one-day retreat. We discussed our successes and areas to notch up. Top of the list was the use of phones in the upper school. It is not enough to keep the phones in the bookbags. The kids were distracted and started to bully each other. The teachers requested a new policy. They want all phones to be collected at homeroom and locked up for the day. Also, if someone is caught with their phone, they must turn it in to the student coach, and the parents will have to retrieve it.

We congratulate our two new moms, Mrs. Fowler and Ms. Ludwig. They will be going on maternity leave this year. We really appreciate them both for developing in-depth plans that will aid our long-term subs. Mrs. Fowler investigated various curriculums that students can use online, and we both agree that the

Rosetta Stone program will offer our 5th-12th grade students a lot of individualized instruction in Spanish while she is on maternity leave. We researched 3 curriculums.

The annual Title I Schoolwide Improvement Plan is due on September 1 to PDE, and the SIP steering committee is pleased to celebrate our successes, such as high growth rates in both ELA and science. The team analyzed data and considered the advice of School Frontiers, and the team created 3 goals focused on increasing attendance, increasing ELA proficiency or advanced scores on the PSSAs, and increasing Math proficiency or advanced scores on the PSSAs.

We will need some coaching to meet these goals, so we spoke with 3 different consulting firms and received bids. We recommend that School Frontiers continue to coach us this year.

Scott Herbert is out of the country, so he will not be able to share his reports tonight, so he will report to you next month on the Appointment of an Advisory Committee that includes members of the community, school staff and others, including, but not limited to Board of Trustees members, prior to the beginning of school each year to advise the Board on issues the Board deems suitable.

Thank you for the opportunity to speak at the Charlotte Mason Centenary Conference in England last month. I was able to share the amazing effects that our Charlotte Mason education has had on our students. I also learned a lot about Charlotte Mason, I networked with other schools and organizations that are interested in our consulting branch, and I started a support network for leaders of Charlotte Mason organizations.

Director of Organizational Development, Krista Bevan: July and August Financial Report will be given during the September board meeting

The Employee Handbook was given to the Board to review, changes from last school year are as follows:

The Title IX Coordinator for students for this school year is Kathleen Riedlinger. Krista Bevan will remain the Title Coordinator for any complaints involving employees. The two Title IX coordinators will work when necessary and serve as back-ups to each other.

School related meal reimbursement was updated as follows:

Breakfast reimbursement was raised from \$15 to \$25 dollars, lunch from \$25 to \$35 and dinner from \$45 to \$50.

Juneteenth was added as a paid holiday for full time employees.

You will see in the board documents, the plans and quote for 2 temporary modulars to be placed on our existing property at 915 Howard Ave. As you know, last year the Pottsville Area School District made us discontinue our small group learning in the admin building. In order to have a quiet space for students to work with our math and reading interventionists in the schoolhouse, we will need to use the modulars as office space for our School Nurse, and our Licensed School Counselor. Their offices will be converted into spaces for pull-outs.

Enrollment is currently 254 and there are 3 additional students in the process of being enrolled.

Board Charter Compliance Committee: Scott Herbert. No Report.

Board Financial Audit Committee: Jackie Zilliox. No Report.

Board Academic Excellence Committee: Dan Kurtz. Gillingham's teachers are reassessing their math pacing guides and the alignment to PA standards. These actions are based on advice given to us at the end of

the school year by our consultants, School Frontiers. This school year, our ELA consultant, Dr. Andrew Gavalis, will work with the ELA teachers to reassess the pacing guides and PA standards alignment.

Based on the consultants' advice about benchmarking, Gillingham will use the Aimsweb assessment tool as the initial screener and benchmarking tool for reading and math. Other assessment tools found in the Aimsweb, the Fountas and Pinelle assessment programs and other tools recommended by Dr. Gavalis will be used for diagnostic testing after the Aimsweb screening assessment tool reveals learning gaps.

This screening tool will also be used to determine ELA and Math flexible instructional groups.

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, Leases, Contracts, Policies and Personnel:

1. Tonight's reports
2. July 18, 2023, board meeting minutes
3. June 2023 Financials
4. 2023/2024 Job Descriptions
5. Darel Altemose as per diem electrician at a rate of \$45 per hour
6. Kaitlyn Thompson as a full-time exempt 10 month Elementary grade teacher at a starting salary of \$39,150
7. Carolyn Ranke as a full-time exempt 10-month Math Specialist at a starting salary of \$63,000
8. Stephanie Woodruff as a full-time exempt 11-month Student Coach, at a salary of \$50,000
9. Alexis Jones from full time Building Sub at a salary of \$35,000 to full-time Elementary Teacher at a salary of \$39,000
10. Michael Watahovich as a full time exempt 10-month long term substitute for Upper School Science teacher at a salary of \$57,000
11. Nathan Friend as a full time exempt 10 month, Middle Upper School English and Humanities teacher, at a salary of \$57,000
12. Allison Guarneri as a full-time exempt 10 month Elementary teacher at a salary of \$58,000
13. Resignation of Vanessa Nyugen, as the Curriculum Coordinator effective July 26, 2023.
14. Resignation of Judith DeVincenzo as the Upper School Science teacher, August 4, 2023
15. Resignation of Joshua Zelinsky as the Nurtured Heart Teacher effective August 4, 2023
16. Resignation of Anna Hoover, effective August 4, 2023.
17. 2023/2024 Schuylkill Intermediate Service Agreement
18. 2023/2024 Employee Handbook
19. 2023/2024 Student Parent Handbook (see revisions in uniform code)
20. Charter Compliance Review
21. Title I Schoolwide Improvement Plan
22. Stipend for Dawn Housel in the amount of \$500 for additional summer work on the safety committee
23. Adoption of the Rosetta Stone curriculum program for 6 months at \$5,595 as the supplemental Spanish curriculum program for 5th-12th grades to be implemented while Spanish instructor, Angie Fowler, is on maternity leave
24. Purchase of student journals and special notebooks from Riverbend at a cost of 9,180.00
25. School Frontier's proposal for Assessment Consulting for the 2023/24 school year at a cost of \$44,000

Motion to accept by: Jackie Zillioz Seconded: by Andre Grant

All in favor: Aye

- B. It has been recommended to the Board to approve the following item under the category of Student Academics:

Promotion of student 081523-1 and student 081523-2 to the 7th grade

Motion to accept by: Andre Grant Seconded: Dan Kurtz

Roll Call vote: Andre Grant. – yes. Dan Kurtz – yes. Jackie Zillioz – yes Sharon Klinger – yes Jessica Peters – yes

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

Installation and rental agreement with Mobilease Modular, Inc for 2 mobile office space units at a cost of \$20,700 for set-up and to lease at \$1200/month

Motion to accept by: Dan Kurz Seconded: Jackie Zillioz

All in favor; none opposed.

- D. It has been recommended to the Board to approve the following item under the category of Personnel:
Transfer James Brant from full time building sub to Per Diem building sub at a rate of \$180 per day

Motion to Approve: Jackie Zillioz Seconded by: Dan Kurtz

- E. It has been recommended to the Board to approve the following item under the category of Personnel:
Appointment of Student Coach, Kathleen Riedlinger, as the Title IX coordinator

Motion to Approve: Andre Grant. Seconded by: Dan Kurtz

All in favor; none opposed.

Future Meeting Dates

September 19, 2023 - Public Meeting - 7:00 p.m. - Schoolhouse

Adjournment - No comments or discussion. **Motion to adjourn by: Andre Grant Seconded by: Dan Kurtz . All in favor; none opposed.**

Meeting adjourned at 8:48 p.m.



Signature of Board Secretary