



**Board of Trustees  
Public Meeting Minutes  
11/21/2023**

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

**Meeting called to order at 7:04 pm by Scott Herbert**

**All participated in the Pledge of Allegiance.**

**Roll Call:** Present: Dan Kurtz, Jackie Zilliox, Jessica Peters, Marsha Chwastiak, Andre Grant, Scott Herbert, Sharon currently not in the meeting but supposed to come later.

**Quorum:** Yes. 6 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:** Nothing to add.

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

**Public Comments:** No public comments.

**Finance Report:** Diane Cooney, Charter Choices [Report can be found on file at Gillingham's Administrative Office and on Gillingham Charter School's website.]

**Executive Session:** legal discussion regarding a lease

**Adjournment to executive session at 7:10 pm.**

**Sharon Klinger joined the meeting at 7:10 pm.**

**Public meeting reconvened at 8:18 pm.**

**Reports:**

Executive Director & Director of Education  
Director of Organizational Development  
Board Charter Compliance Committee  
Board Financial Audit Committee

Nicolle Hutchinson  
Krista Bevan  
Scott Herbert -None  
Jackie Zilliox-None

Board Academic Excellence Committee  
Board Facilities Committee  
Board Governance Committee

Dan Kurtz-None  
Dan Kurtz-None  
Scott Herbert -None

## 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."

1. Singapore Math K-5 teacher and student materials costing \$7789.70

2. Progress Learning software 1-year subscription tailored for Gillinghams' standardized test preparation courses costing \$7000
3. Postponement of the Board Retreat to January 16, 2024

**Director of Operational Development: Krista Bevan –**

Good evening everyone, I'd like to start off by letting you all know about a new hire in a new position we have added to support our students. The position will collaborate with our lead special ed teacher and provides 1:1 support and interventions when required including behavior modification techniques and proactive strategies to stabilize the student. We have hired Reba, who has been a BHT for a student at Gillingham since last school year, and is familiar with our students, staff and philosophy. We are very excited to have her join us full time!

I'd like to acknowledge Edith Cromis who is officially retiring on December 1<sup>st</sup>. Miss Edie has been at Gillingham since September 2011 and she has dedicated so much of her time and energy into creating a beautiful and welcoming atmosphere for our students and faculty, when she was facilities manager, whether setting up for events, hosting activities clubs or volunteering her time during many Gillingham Saturday Service projects. We want to thank Edie for everything she has done for the school. We will miss her, and we wish her the best in her new adventure, retirement!

**Enrollment is at 243**

**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.**

**Item A: Old Business:**

- A. It is recommended to the Board to approve the following items in a consent resolution under the categories of Reports, Finances, Governance, Curriculum, Operations, Policies, & Personnel:
1. Tonight's reports
  2. October 17, 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
  8. Hire Reba Hughes as a Behavioral Health Tech at an annual salary of \$31,200 to start on December 1, 2023
  9. Singapore Math K-5 teacher and student materials costing \$7789.70
  10. Progress Learning software 1-year subscription tailored for Gillinghams' standardized test preparation courses costing \$7000
  11. Postponement of the Board Retreat to January 16, 2024

Dan motioned to adopt, Sharon seconded. All ayes, none opposed. Approved.

Dan made a motion to remove items B & C and replace them with a new motion to authorize council to negotiate terms for termination of the gymnasium lease. Andre Grant seconds. President opened for discussion, there was no discussion. Roll Call Vote. All ayes, 6 out of 7 none opposed (Jessica Peters had technical difficulty and could not vote). Approved.

D. 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.

Nicolle explained further that we will not be Sponsoring or Co-op from advice of legal counsel, but what we are saying is that if students' choose to play for them and they can, they're invited to by Nativity and we will allow that participation on the team count as their graduation sport requirement but we will not be paying for it or co-oping or sponsoring.

Andre requested a motion to adopt Sharon seconds. Roll call vote. 6 of 7 are ayes, Jessica Peters had technical difficulties. Motion Approved.

**Future Meeting Dates**

December 19, 2023	Public Meeting	7:00 pm
Schoolhouse		

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

**Meeting adjourned at 8:33 p.m.**

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Signature of Board Secretary