



**Board of Trustees  
Public Meeting Minutes  
November 22, 2022**

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

**Meeting called to order at 7:15 p.m. by Scott Herbert.**

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

**Roll Call:**

Present at 7:16pm: Sharon Klinger, Dan Kurtz, Jackie Zilliox, and Scott Herbert

Absent: Danielle Sallada and Michelle McKee

**Quorum:** Yes, 4 out of 6 members present at 7:16 pm

**Also Present:**

- Krista Bevan, Director of Organizational Development
- Cassandra Shive, Director of Education

**Absent:** Nicolle Hutchinson, Executive Director

**Review and Adoption of Agenda:** Sharon Klinger motion to adopt the agenda, seconded by Jackie Zilliox. All ayes, Agenda adopted as written.

**Public Comments:** No public comments.

**Finance Report:** Diane Cooney 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 7:22 p.m. to discuss personnel matters**

**Public meeting reconvened at 7:51 p.m.**

## **Reports:**

### **Executive Director, Nicolle Hutchinson: No Report**

### **Director of Organizational Development, Krista Bevan**

Enrollment at 251 which is 10 students higher than in November 2021.

We are recommending adding an additional Student Coach position based on feedback from faculty and staff. The social emotional needs are very high for students, and we believe this added service to our school will have a ripple of benefits to the school community. Our counselor who is often a “back up” to sudden behavior issues will be freed to devote her time to the students as a counselor. The previous student coach reached out to us to inquire about the position, so you will see on the agenda tonight that we are recommending hiring him for this 2<sup>nd</sup> position.

We have been working with a nursing staffing agency for temporary nurses to cover when our school nurse has a day off. It has been unreliable, so we would like to hire a previous Gillingham school nurse, Albert Joyce Bell, to work as a per diem school nurse.

We would like to recommend to the board to allow us to allocate \$35,000 to replace the schools’ SUV. The SUV is used to transport 3 GCS special education students in accordance with their IEP’s. Our budget is coming in \$50,000 less than we budgeted for. I consulted with Charter Choices, and they agree we have a healthy bottom line and can make this necessary purchase.

The SUV is 10 years old, 82,000 miles, and has mechanical problems in several areas including the engine and transmission.

### **Director of Education, Cassandra Shive:**

#### **NEW STUDENT COACH**

I’d like to welcome our new student coach to the team, Kathleen Riedlinger. I spent last week onboarding her to the position. Throughout the week, she had the opportunity to meet all the students and visit classrooms. Then, she shadowed me as student coach before taking it on with my support.

#### **TERM 1 EXAMS**

This week, our students are completing their term 1 exams. When we get back from break, it will be term 2.

#### **CMI INSPECTORS AND VISITORS**

Over the last two weeks, we’ve had visitors at Gillingham. Two inspectors, Kelli Christenberry and Lisa Cadora, from the Charlotte Mason Institute came to conduct their annual inspection. They visited classrooms and sat down with directors, had lunch with teachers.

Two educators from the Cimarron School of Living Education, a hybrid Mason school in Oklahoma, came to Gillingham to conduct a school study! They also visited classrooms and had lunch with me and Krista both days.

**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.

Dan Kurtz would like to add Item B under New Business to the Agenda. The motion to approve the replacement of the school SUV that is used for Special Education transportation for the amount not to exceed \$38,000.

**Sharon Klinger to accept to amend the agenda. Jackie Zilliox seconded the motion. All ayes, none opposed. Item B has been added to the agenda.**

Scott Herbert would like to add Item C to the agenda. The termination of Vaughn Starr, as upper school Science teacher.

**Dan Kurtz motioned to add Item C to the agenda. Sharon Klinger seconds the motion. All ayes, none opposed. Item C has been added to the agenda.**

#### **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, Policies, & Personnel:

1. Tonight's reports
2. October 27, 2022, board meeting minutes
3. Addition of intramural co-ed competitive hockey
4. Consent to approve the DM2 quote
5. Postponement of the following Strategic Calendar items to the December 2022 board of trustees meeting:
  - a. Evaluate Directors and Report to the Board
  - b. Evaluate Board of Trustees and Report to the Board
  - c. Conduct Board Retreat by October 31<sup>st</sup>
  - d. Review the "SPAC Title I Training" for teacher/parent communication
6. Certification of the 2022 AFR (per Diane's request)
7. Termination of Autumn Bachert
8. Hiring of Hilary Hernley, Elementary Teacher, as a 10-month exempt employee at a salary of \$42,000
9. Creation of a 2<sup>nd</sup> Student Coach position
10. Rehiring of Rodney Snowell, Student Coach, 11-month exempt employee with a salary of \$50,000
11. Hiring of Sherri Schmidt, as part-time hourly employee Special Education Support Professional. Hourly rate of \$24.00, starting November 29, 2022
12. Hiring of Kathleen Riedlinger, Student Coach 11-month exempt employee at a salary of \$50,000
13. Hiring of Alberta Bell as a Substitute Schoolhouse Nurse, with an hourly rate of \$30.00, starting November 21, 2022

**Sharon Klinger motioned to approve Item A. Jackie Zilliox seconded the motion. All ayes, none opposed. Resolutions have been approved.**

B. The replacement of the school SUV used for Special Education transportation for the amount not to exceed \$38,000.

**Sharon Klinger motioned to approve Item B. Jackie Zilliox seconded the motion. All ayes, none opposed. Resolution has been approved.**

C. Termination of Vaughn Starr, as upper school Science teacher

**Dan Kurtz motioned to approve Item C. Sharon Klinger seconded the motion. All ayes, none opposed. Resolution has been approved.**

**Future Meeting Date**

December 20, 2022

Public Meeting

7:00 pm

Schoolhouse

**Adjournment** – No comments or discussion. Motioned to adjourn by Sharon Klinger, seconded by Dan Kurtz. All in favor; none opposed.

**Meeting adjourned at 8:01pm**

---

**Signature of Board Secretary**