



**Board of Trustees
Public Meeting Minutes
December 14, 2021**

Location: Zoom

Meeting called to order at 7:01 p.m. by Scott Herbert.

All participated in the Pledge of Allegiance.

Roll Call:

Present: Dan Kurtz, Tricia Brensinger, Michelle McKee, Scott Herbert

Absent: Sharon Klinger, Danielle Sallada, Jackie Zilliox

Quorum: Yes, 4 out of 7 members present.

Also Present:

- Nicolle Hutchinson, Executive Director
- Cassandra Shive, Director of Education
- Krista Bevan, Director of Organizational Development
- Michael Whisman, Business Manager

Review and Adoption of Agenda: Dan Kurtz motioned to adopt the agenda, seconded by Tricia Brensinger. All ayes. Agenda adopted as written.

Finance Report & Annual Audit Report: Michael Whisman of Charter Choices. [Report can be found on file at Gillingham's Administrative Office and on Gillingham Charter School's website.]

Public Comments: No public comments.

Adjournment to executive session at 7:12 p.m. to discuss student issue #1182022 and personnel matters.

Public meeting reconvened at 7:48 p.m.

Reports:

Executive Director, Nicolle Hutchinson:

Charter Renewal Update: The charter renewal application was submitted on December 23rd. On Wednesday, January 12th, Pottsville Area School Board announced at their meeting that they will be submitting a request for follow up documentation in the next few weeks.

I want to recognize the administrative staff for being on the team and putting in the time. Other members of admin stepped up to help with coverage while we worked on things, a lot of things were put on hold - the team really worked hard and I appreciate everyone's patience and endurance during that.

I also want to recognize our team for the quick response to shifting from in person schooling to a short-term remote schooling. It happened pretty quickly and the kids have adjusted really well. We received a compliment for the seniors today, that they are really active in class and making awesome effort during remote lessons. I'm really proud of everybody.

Emergency Instructional Time Form: Tonight we are reviewing the Emergency Instructional Time Form that is up for approval. This is required by PDE, from the school code, which this year provides flexibility to meet minimum instructional time requirements in the event of an emergency that prevents a school entity from providing for the attendance of all pupils or usual hours of classes at the school entity. As occurred for the 2020-21 school year, the Pennsylvania Department of Education (PDE) considers the World Health Organization-declared Coronavirus disease (COVID-19) a global pandemic and an emergency as contemplated by Section 520.1 for the 2021-22 school year. Nothing in Section 520.1 of the School Code should be construed to extend beyond the 2021-22 school year. A local education agency (LEA) that elects to implement temporary provisions in response to the COVID-19 global pandemic may meet the minimum 180 days of instruction and 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level through a combination of face-to-face and remote instruction, consistent with the requirements outlined in PDE's July 6, 2020, guidance. Such LEAs must provide PDE with the following information specific to the 2021-22 school year:

1. LEA's Proposed Calendar and Schedule(s) for SY 2021-22
2. When using remote learning (i.e., learning outside of the school building), describe how the LEA will ensure access for all students. Gillingham has submitted examples from the lower school and the secondary schedules. Gillingham is offering 180 days to in-person students and remote students.
3. Certain affirmations

All of this is explained on Gillingham's form that is being presented to you tonight for your approval.

Remote School Make-Up Day: This year, the remote schooling teachers needed one more day to prepare for the remote schooling program, so Gillingham delayed the school start by 1 day. We need to make that day up so that the students have 180 days of schooling. Tonight we are recommending that the board approve the following optional dates:

To conduct 180 days of remote schooling, Gillingham will conduct remote schooling on either a snow day (NOT AN FID DAY) or on April 20th, the last day of spring break.

Food Procurement and Code of Conduct Policies

We conducted an email Vote for Food Procurement and Code of Conduct policy to meet an audit deadline. We presented two policies. One is a plan to provide full and open competition, transparency in transactions, comparability and documentation of procurement activities. The second is a code of conduct that requires all GCS personnel involved with food procurement to avoid conflicts of interest.

Location: Gillingham board of trustees email

Email sent from Scott Herbert, President, is as follows:

Dear Board of Trustees,

The admin team needs a policy and a procedure approved by the board to be submitted tomorrow for an audit. We apologize for the inconvenience and delayed request.

We rarely do this through email, but we are asking if you are willing to vote this way for this one particular situation. If this makes you uncomfortable, though, simply let me know, and we will cancel the vote and wait to vote in person during the Jan meeting. This only means that the auditor will note that these docs are missing and make a "plan" to fix the problem.

If you are all willing, please do the following:

1. Read over the item and the corresponding 2 documents
2. If you have any questions, send them "reply all" so that we can all see your question
3. Reply with a clear yay or nay.
4. Reply all to this by Friday morning before 11am.

January 6, 2022

Board Email Vote

Item A: It has been recommended to the board to approve the following items under the category of Operations:

1. Food Service Procurement Procedures
2. Procurement Code of Conduct

Thank you,

Scott

The email votes are as follows:

From: "tbrensinger@gillinghamcharterschool.org" <tbrensinger@gillinghamcharterschool.org>

Date: Thursday, January 6, 2022 at 5:19 PM

To: "sherbert@gillinghamcharterschool.org" <sherbert@gillinghamcharterschool.org>

Cc: "j.zilliox@icloud.com" <j.zilliox@icloud.com>, Dan Kurtz <dan.kurtz@gillinghamcharterschool.org>,

"dsallada@gillinghamcharterschool.org" <dsallada@gillinghamcharterschool.org>,

"sklinger@gillinghamcharterschool.org" <sklinger@gillinghamcharterschool.org>, Michelle McKee

<mimckee@gillinghamcharterschool.org>, Nicolle Hutchinson

<nhutchinson@gillinghamcharterschool.org>

Subject: Re: Board Vote by email

After reviewing the documents, I vote YAY on both items.

Thank you for reaching out about this matter.

Tricia Brensinger

From: "sherbert@gillinghamcharterschool.org" <sherbert@gillinghamcharterschool.org>

Date: Thursday, January 6, 2022 at 5:21 PM

To: "tbrensinger@gillinghamcharterschool.org" <tbrensinger@gillinghamcharterschool.org>

Cc: "j.zilliox@icloud.com" <j.zilliox@icloud.com>, Dan Kurtz <dan.kurtz@gillinghamcharterschool.org>,

"dsallada@gillinghamcharterschool.org" <dsallada@gillinghamcharterschool.org>,

"sklinger@gillinghamcharterschool.org" <sklinger@gillinghamcharterschool.org>, Michelle McKee

<mimckee@gillinghamcharterschool.org>, Nicolle Hutchinson

<nhutchinson@gillinghamcharterschool.org>

Subject: Re: Board Vote by email

I vote Yes

From: "dkurtz@gillinghamcharterschool.org" <dkurtz@gillinghamcharterschool.org>
Date: Thursday, January 6, 2022 at 5:29 PM
To: "sherbert@gillinghamcharterschool.org" <sherbert@gillinghamcharterschool.org>
Cc: "j.zilliox@icloud.com" <j.zilliox@icloud.com>, Dan Kurtz <dan.kurtz@gillinghamcharterschool.org>, "dsallada@gillinghamcharterschool.org" <dsallada@gillinghamcharterschool.org>, "tbrensinger@gillinghamcharterschool.org" <tbrensinger@gillinghamcharterschool.org>, "sklinger@gillinghamcharterschool.org" <sklinger@gillinghamcharterschool.org>, Michelle McKee <mimckee@gillinghamcharterschool.org>, Nicolle Hutchinson <nhutchinson@gillinghamcharterschool.org>
Subject: Re: Board Vote by email

Yes on both

From: Michelle McKee <mimckee@gillinghamcharterschool.org>
Date: Thursday, January 6, 2022 at 5:39 PM
To: "sherbert@gillinghamcharterschool.org" <sherbert@gillinghamcharterschool.org>
Cc: Jacqueline Zilliox <j.zilliox@icloud.com>, Dan Kurtz <dan.kurtz@gillinghamcharterschool.org>, "dsallada@gillinghamcharterschool.org" <dsallada@gillinghamcharterschool.org>, "tbrensinger@gillinghamcharterschool.org" <tbrensinger@gillinghamcharterschool.org>, "sklinger@gillinghamcharterschool.org" <sklinger@gillinghamcharterschool.org>, Nicolle Hutchinson <nhutchinson@gillinghamcharterschool.org>
Subject: Re: Board Vote by email

Yay to both.

From: "sharon1010@verizon.net" <sharon1010@verizon.net>
Date: Thursday, January 6, 2022 at 9:09 PM
To: "j.zilliox@icloud.com" <j.zilliox@icloud.com>, Dan Kurtz <dan.kurtz@gillinghamcharterschool.org>, "dsallada@gillinghamcharterschool.org" <dsallada@gillinghamcharterschool.org>, "tbrensinger@gillinghamcharterschool.org" <tbrensinger@gillinghamcharterschool.org>, "sklinger@gillinghamcharterschool.org" <sklinger@gillinghamcharterschool.org>, Michelle McKee <mimckee@gillinghamcharterschool.org>, "sherbert@gillinghamcharterschool.org" <sherbert@gillinghamcharterschool.org>
Cc: Nicolle Hutchinson <nhutchinson@gillinghamcharterschool.org>
Subject: Re: Board Vote by email

Yay
Sharon

From: "dsallada@gillinghamcharterschool.org" <dsallada@gillinghamcharterschool.org>
Date: Friday, January 7, 2022 at 11:20 AM
To: "sherbert@gillinghamcharterschool.org" <sherbert@gillinghamcharterschool.org>
Cc: Dan Kurtz <dan.kurtz@gillinghamcharterschool.org>, Michelle McKee <mimckee@gillinghamcharterschool.org>, Nicolle Hutchinson <nhutchinson@gillinghamcharterschool.org>, "sklinger@gillinghamcharterschool.org" <sklinger@gillinghamcharterschool.org>, "tbrensinger@gillinghamcharterschool.org" <tbrensinger@gillinghamcharterschool.org>, "j.zilliox@icloud.com" <j.zilliox@icloud.com>
Subject: Re: Board Vote by email

Yay

From: Jacqueline Zilliox <j.zilliox@icloud.com>
Date: Fri, Jan 7, 2022 at 10:24 AM
Subject: Re: Board Vote by email
To: Scott Herbert <sherbert@gillinghamcharterschool.org>

Yes to both, Jackie

Item passed unanimously.

Director of Organizational Development, Krista Bevan:

We are currently in a brief period of remote learning. It came about after a series of concerns from faculty and staff members about the rising number of covid cases in Schuylkill County, so we conducted two surveys. One survey was for families to see what kind of feedback they had, and one was for faculty and staff about going remote for a brief period of time. The Health and Safety team then met to review those survey results and decided to do 6 days of remote learning, returning to the schoolhouse on January 24th. I want to recognize the faculty and admin staff - they worked seamlessly on Wednesday to make sure every student had their materials ready, or arrange parent pick-up for kids who were absent that day. It was a really great demonstration of teamwork.

Enrollment is currently at 232 students. We actually enrolled 10 new students in the last month, and the boosting of enrollment on social media seems to be working well.

We are actively looking to hire a few new positions - career counsellor, 5th grade teacher, a long-term sub, and per diem subs.

Director of Education, Cassandra Shive:

Curriculum alignment project has been completed and submitted with our charter renewal. All of the major subjects have been aligned and have been updated since they were last done in 2016. There are still some subjects that were not included last time that I would like to adjust to align with our curriculum. Myself and Vanessa Nguyen will continue to take time to update those.

Mid-year evaluation observations were slated to begin last week, the day before we went remote. We could not hold any observations because of that, so observations will begin the last week of January when we return to in-person learning.

Board Charter Compliance Committee: Scott Herbert: No report.

Board Financial Audit Committee: Tricia Brensinger. 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: New Business

It has been recommended to the Board to approve the following items in a consent resolution under the categories of Reports, Finances, Academics, Personnel, & Operations:

1. Tonight's reports
2. December 14, 2021, board meeting minutes
3. January 6, 2022, board email vote minutes

4. Resignation of Melissa Breen as the Career Counselor
5. Resignation of Aimmee Reilly as 5/6th grade teacher
6. Recommendation of the Board's Academic Excellence committee on Student Issue #1182022
7. Gillingham's Emergency Instructional Time Form to be submitted to the Pennsylvania Department of Education by March 1, 2022

Tricia Brensinger motioned to approve item A. Dan Kurtz seconded the motion. All ayes, no opposed. Resolutions approved.

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

To conduct 180 days of remote schooling, Gillingham will conduct remote schooling on either a snow day or on April 20th, the last day of spring break

Michelle McKee motioned to approve item A. Dan Kurtz seconded the motion. All ayes, no opposed. Item B approved.

Future Meeting Dates

Monday, February 7th, 2022 - 7pm for work session

Tuesday, February 15th, 2022 - 7pm for Board Meeting

Adjournment – No comments or discussion. Motioned to adjourn by Tricia Brensinger, seconded by Michelle McKee. All in favor; none opposed.

Meeting adjourned at 8:03 p.m.