



**Board of Trustees
Public Meeting Minutes
February 15, 2022**

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

Meeting called to order at 7:03 p.m. by Scott Herbert.

All participated in the Pledge of Allegiance.

Roll Call:

Present at 7pm: Michelle McKee, Jackie Zilliox, Scott Herbert, Tricia Brensinger

Present: Sharon Klinger (arrived at 7:05 p.m.), Dan Kurtz (arrived at 7:08 p.m.)

Absent: Danielle Sallada

Quorum: Yes, 4 out of 7 members present at 7:03. 6 out of 7 present at 7:38pm.

Also Present:

- Nicolle Hutchinson, Executive Director
- Cassandra Shive, Director of Education
- Krista Bevan, Director of Organizational Development

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

Finance Report: Finance report was highlighted by Tricia Brensinger during the Board Financial Audit Committee report. Financial report can be found on the Gillingham Charter School website.

Public Comments: No public comments.

Adjournment to executive session at 7:05 p.m. to discuss personnel matters.

Public meeting reconvened at 7:09 p.m.

Reports:

Executive Director, Nicolle Hutchinson:

I recently have stepped into my instructional coach role to train the long-term sub for fifth and sixth grade. We have added a request for approval to hire Rachel Espinosa to tonight's agenda as a long-term sub. I am in with her teaching math each day, and I spent last week teaching with her so she could observe as well. I may end up teaching fifth grade math for the rest of the year due to the teacher shortage.

Director of Organizational Development, Krista Bevan:

During the month of January, we had a successful Saturday Service Project where our special education team came in to organize and inventory our uniform closet. With that inventory, we were able to list clothing items that are in need right now. Board member Jackie Zilliox has offered to go shopping to different thrift stores to help us restock those items we are in need of.

Regarding facilities, we met with Father Bobbin to discuss Gillingham's use of the Russell Building for next school year. We are in a very preliminary step in the process, but some possibilities for the building include additional classroom space, preparing breakfasts and lunches in their kitchen, and holding assemblies and student events. Our next step will be having an architectural engineer and code officer assess the building and the porch, to see if it can be repaired or should be replaced. Then we will get bids for the work, and go back to Father Bobbin to discuss the financial aspects of getting the work done.

Enrollment is currently at 229.

Under hiring, we are actively looking for a career counselor, an enrollment coordinator, and a special education teacher.

Director of Education, Cassandra Shive:

The Health and Safety team met on Monday to discuss updates on our Covid procedures. It was decided that music classes can resume in the music studio. The music teachers have been pushing into classrooms because of our need for space for an art teacher. Since we did not hire an art teacher, we no longer have that need. Starting after President's Day weekend, music classes will resume in the music studio. Regular cleaning of surfaces and instruments will continue to occur.

Mid-year evaluations for faculty are about halfway completed. They were pushed back because of going remote and unexpected coverage that I had to do. About half of the teachers have been observed and I'm about a quarter of the way through the evaluations. They should all be completed by the end of term 2, which is the first week of March.

Some upcoming dates to keep the board informed:

- Exams for term 2 will be held the first week of March
- Student-led conferences are happening at the end of March, the 24th and 25th

Board Charter Compliance Committee: Scott Herbert:

The board held a workshop this month that I'd like to recap what our findings were. We discussed the future of the school and what we'd like to see in the long term. Some of the items discussed include earning more respect from the community, hoping to be rechartered again with no issue, charter stability and partnerships with other charter schools, becoming a household name in Schuylkill County with the understanding of what we do and who we are.

Regarding expansion, the board discussed the possibility of having more than one campus within or outside of the state of Pennsylvania, to see us at capacity and have the ability to expand with the space to reach the full potential of our model, more recreational and outside space, and becoming a model school that is an active resource to teach other schools how to be like us.

From a reflection perspective, we discussed celebrations and things we'd like to notch up. Celebrations included our representation and involvement by our school community, board understanding of testing score data, knowledge of school academic goals, weekly meetings of directors, and onboarding of new employees.

Items the board would like to notch up include recruiting more board members and having 7 or more consistent members, appropriate board training, understanding all academic aspects of the charter and our philosophy, more consistent board compliance, closer following of the strategic calendars, and working on

new or updated policies.

Board Financial Audit Committee: Tricia Brensinger.

Mike Whisman was unable to attend tonight's meeting to discuss financials, so he gave me some items he'd like to highlight. Cash has increased month-over-month due to collections of per-pupil revenue. The offset of this is a decrease in district receivables. Covid continues to have an impact on enrollment across the Commonwealth, including Gillingham. Nicolle and her team have done a good job managing expenses during this time. Full financial report can be found on the Gillingham Charter School website.

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

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

1. Tonight's reports
2. January 6, 2022, board meeting minutes
3. Hire Rachael Espinosa as long-term substitute teacher for the 5th grade at a salary of \$33,000.

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

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

1. Accept the resignation of Kimberly Juranis as the enrollment coordinator

Sharon Klinger motioned to approve item B. Dan Kurtz seconded the motion. All ayes, no opposed. Resolution has been approved.

Future Meeting Dates

Monday, March 7, 2022 - 7pm for work session

Tuesday, March 15, 2022 - 7pm for Board Meeting

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

Meeting adjourned at 7:32 p.m.