



**Board of Trustees
Public Meeting Minutes
October 19, 2021**

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

Meeting called to order at 7:07 p.m. by Scott Herbert.

All participated in the Pledge of Allegiance.

Roll Call:

Present: Danielle Sallada, Tricia Brensinger, Jackie Zilliox, Scott Herbert

Absent: Sharon Klinger (arrived at 7:30p.m.), Michelle McKee, Dan Kurtz

Quorum: Yes, 4 out of 7 members present.

Also Present: Cassandra Shive, Nicolle Hutchinson, Krista Bevan, Michael Whisman

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

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

Public Comments: No public comments.

Adjournment to executive session at 7:15 p.m. to discuss personnel issues.

Public meeting reconvened at 8:26 p.m.

Tricia Brensinger motioned to add Item J under personnel, recommending the hiring of a full-time administrative assistant. Sharon Klinger seconded the motion. Roll call vote, Tricia Brensinger, aye; Sharon Klinger, aye; Scott Herbert, aye; Danielle Sallada, aye; Jackie Zilliox, aye. Item J has been added.

Tricia Brensinger motioned to add Item K under personnel, recommending the termination of our previous relationship with BMC Benefits brokerage. Sharon Klinger seconded the motion. Roll call vote, Tricia Brensinger, aye; Sharon Klinger, aye; Scott Herbert, aye; Danielle Sallada, aye; Jackie Zilliox, aye. Item K has been added.

Reports:

Executive Director, Nicolle Hutchinson:

I'd like to open tonight's report by recognizing the dedication and hard work of our Director of Education and our Director of Organizational Development. This month, we conducted our yearly evaluations, and it was a privilege to meet with both ladies as we read over their 360 degree feedback to celebrate their successes and to make goals for growth.

Tonight, the board is asked to approve the Schoolwide Title I Comprehensive plan that was developed by a team who analyzed our data from the 2018/19 state data and our own benchmarking scores these past couple of years. Though the state data is older, we were able to discover some data that we want to celebrate and some that demonstrates areas where the school can grow. We used this data to inform the plan. The data showed us areas of celebration, and areas to focus on to see how we can help our students achieve even more. Tonight the board is being asked to suspend the October Board Retreat until after November due to the demands and time required for the charter renewal application process.

Since Gillingham is a title I school serving a high population of underserved students, Gillingham is required to meet various expectations. One is board approval of the parent and family engagement trainings for employees. Gillingham is using the SPAC skits and corresponding self-reflection surveys for training of all employees for the 20.21 and 21.22 school years which are found at <https://www.spac.k12.pa.us/spac-skits>.

To meet various legal requirements and regulations, the strategic calendar needs board approval of various additions, including updates to board clearances as needed, appointment of an advisory committee, and approval of school policies and plans when needed.

The board is being asked to amend the cell phone policy in the student/parent handbook. The board is also requested to review and approve several new job descriptions.

Director of Organizational Development, Krista Bevan:

As of October 1st, benefits have changed to KMRD partners as our broker. This change allows enrollees to use an online benefit system with an online account, streamlining the enrollment process.

We are requesting board approval for an updated PTO policy. This month we hosted a think tank revolving around Covid time off, and whether or not employees should use PTO for times of quarantine or sickness. The think tank decided on adding a 10 day Covid bank to the already-established PTO system. This 10 day bank is only to be used for COVID isolation and would not be eligible for buyout. The think tank also came up with a job tank, so that employees whose jobs rely heavily on being in-person can work on from home.

Director of Education, Cassandra Shive: At this time, benchmarking has been nearly completed. WE've been using systems such as Compass, Amesweb, CDT, and Word Germs as tools; these programs align with our philosophy as well as PA standards, and were suggested by Charlotte Mason Institute and PDE. Benchmarking is done three times a year, beginning, middle, and end of year, to collect data and track progress outside of state testing to determine interventions and placement.

There are two updated plans up for approval tonight, the Professional Development plan and Induction Plan, to help streamline goals for what is offered by Gillingham. Within the Professional Development plan, we have outlined offering trauma-informed training, drug and alcohol info, and special education training. Induction plan highlights mentoring and evaluation, and monitoring of programs for induction.

Teacher observation started early October; evaluations will begin after holiday break.

Students are beginning field studies.

Conferences happened last week for lower school. I will be evaluating attendance for conferences and will report my findings at a later date. We used to hold conferences for all grades at the same time, but lower school wanted a quicker check-in period for parents.

We are currently in search of long-term and per diem substitute teachers.

Dan Kurtz and the curriculum team will be meeting the first week of November to review the curriculum for board and PA standards compliance.

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. Director evaluations were held and discussed during executive session. We shared the outcome of each individual plan. The advisory committee is set to be appointed to help advise the board on issues the board deems suitable.

Item A: New Business read aloud by Scott Herbert:

It has been recommended to the Board to approve the following items in a consent resolution under the categories of Reports, Curriculum, State Reporting, Operations, Personnel, Policies, and Governance:

1. Tonight's reports
2. September 21, 2021, board meeting minutes
3. Suspension of the October Board Retreat until after November due to the demands and time required for the charter renewal application process
4. Addition of the following to the Board Strategic Calendar for the month of July:
 - a. "Update board clearances when they are due"
 - b. "Review and amend (as needed) the Bullying Policy every 3 years"
 - c. "On a biennial basis, review and, as necessary, revise the school's model memorandum of understanding with each local police department having jurisdiction over Gillingham's school property to meet the requirements of section 1303-A(c) of the Safe Schools Act (24 P. S. § 13-1303-A(c))"
5. Addition of the following to the Board Strategic Calendar for the month of August:
 - a. "Appoint an advisory committee that includes members of the community, School staff and others, including, but not limited to Board of Trustees members, shall be established by the Board prior to the beginning of school each year, and as necessary and appropriate during the year, to advise the Board on issues the Board deems suitable."
 - b. "Review and evaluate alignment of Gillingham's relational education curriculum with PA's standards "and approve proposed changes to assessment benchmarking tools"
 - c. "Approve Gillingham's Professional Development Plan per Act 48 every 3 years."
 - d. "Approve Gillingham's Induction Plan per Act 48 every 6 years."
6. Amendment of the cell phone rule in the student/parent handbook to read as follows:
"Walkers and parent pick-ups may use their phone after exiting the building during dismissal to coordinate transportation. Students riding district transportation must keep devices away until boarding their designated transportation."
7. School's Memorandum of Understanding (MOU) with Pottsville Police
8. Suspension of the evaluation report of the board of trustees until the board completes its self-reflection evaluation and action planning in Board Work Sessions
9. The addition of the online program, Personal Finance Lab, for the upper school personal finance class for the 2020-2022 school years.
10. Gillingham's 2021-2024 Professional Development Plan
11. Gillingham's 2021-2027 Induction Plan
12. Quarantine PTO Policy

13. Gillingham Charter School's Job Descriptions

Motioned to approve by Sharon Klinger, seconded by Danielle Sallada. No comments or discussion. Roll call vote, Tricia Brensinger, aye; Sharon Klinger, aye; Scott Herbert, aye; Danielle Sallada, aye; Jackie Zilliox, aye. Item A approved.

Item B: It has been recommended to the board to review the 990 form under the category of Operations. The board reviewed the 990 form.

Item C: It has been recommended to the board review and approve the 20.21 and 21.22 State Parent Advisory Council (SPAC) Title I Training for all employees under the categories of Federal Programs and Family Engagement:

- All employees will be trained using a synthesis of the SPAC website's toolkits and skits to and self-reflection practices and surveys.

Motioned to approve by Tricia Brensinger, seconded by Sharon Klinger. No comments or discussion. Roll call vote, Tricia Brensinger, aye; Sharon Klinger, aye; Scott Herbert, aye; Danielle Sallada, aye; Jackie Zilliox, aye. Item C approved.

Item D: It has been recommended to the board to approve, under the category of Federal Programs, the 2021-2024 Schoolwide Title Comprehensive Plan to be submitted to the PDE on Nov. 1.

Motioned to approve by Sharon Klinger, seconded by Danielle Sallada. No comments or discussion. Roll call vote, Tricia Brensinger, aye; Sharon Klinger, aye; Scott Herbert, aye; Danielle Sallada, aye; Jackie Zilliox, aye. Item D approved.

Item E: It has been recommended to the board to approve, under the category of Educational Programming, the benchmark assessments to monitor the progress of student reading and mathematics achievement throughout the school year.

Motioned to approve by Tricia Brensinger, seconded by Sharon Klinger. No comments or discussion. Roll call vote, Tricia Brensinger, aye; Sharon Klinger, aye; Scott Herbert, aye; Danielle Sallada, aye; Jackie Zilliox, aye. Item E approved.

Item F: It has been recommended to the board to approve, under the category of Governance, the school directors' evaluations and the executive director's individualized learning plan.

Motioned to approve by Sharon Klinger, seconded by Danielle Sallada. No comments or discussion. Roll call vote, Tricia Brensinger, aye; Sharon Klinger, aye; Scott Herbert, aye; Danielle Sallada, aye; Jackie Zilliox, aye. Item F approved.

Item G: It has been recommended to the board, under the category of Governance, to appoint an advisory council that includes members of the community, school staff and others, including, but not limited to Board of Trustees members, to advise the Board on issues the Board deems suitable.

Motioned to approve by Danielle Sallada, seconded by Sharon Klinger. No comments or discussion. Roll call vote, Tricia Brensinger, aye; Sharon Klinger, aye; Scott Herbert, aye; Danielle Sallada, aye; Jackie Zilliox, aye. Item G approved.

Item H: It has been recommended to the board to approve, under the category of Personnel, to hire Kimberly Snyder as a long-term substitute at \$130/day for the upper school science teacher who is going out on maternity leave.

Motioned to approve by Jackie Zilliox, seconded by Tricia Brensinger. No comments or discussion. Roll call vote, Tricia Brensinger, aye; Sharon Klinger, aye; Scott Herbert, aye; Danielle Sallada, aye; Jackie Zilliox, aye. Item H approved.

Item I: It has been recommended to the Board to approve the following resolution under the category of School Safety to implement the National Incident Management System:

WHEREAS, In Homeland Security Directive (HSPD)-5, the President directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, Local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, the NIMS provides for interoperability and compatibility among Federal, State and local capabilities and includes a core set of concepts, principles, terminology and technologies covering the incident command system, unified command, training, management of resources and reporting; and

WHEREAS, In a Proclamation dated December 20, 2004, the Governor of Pennsylvania mandates that the National Incident Management System will be utilized for all incident management in the Commonwealth and to be effective immediately; and

WHEREAS, Failure to adopt NIMS as the requisite emergency management system may preclude reimbursement to the political subdivision for costs expended during and after a declared emergency or disaster and for training and preparation for such disasters or emergencies; and

NOW THEREFORE, Be it resolved that our school district hereby adopts the National Incident Management System (NIMS) and recommends all public safety agencies, emergency responders, hazardous materials users and transporters, hospitals and school districts situated within the municipality do the same.

Motioned to approve by Sharon Klinger, seconded by Jackie Zilliox. No comments or discussion. Roll call vote, Tricia Brensinger, aye; Sharon Klinger, aye; Scott Herbert, aye; Danielle Sallada, aye; Jackie Zilliox, aye. Item I approved.

Item J: It has been recommended to the board to approve, under the category of Personnel, the hiring of an administrative assistant.

Motioned to approve by Sharon Klinger, seconded by Jackie Zilliox. No comments or discussion. Roll call vote, Tricia Brensinger, aye; Sharon Klinger, aye; Scott Herbert, aye; Danielle Sallada, aye; Jackie Zilliox, aye. Item J approved.

Item K: It has been recommended to approve, under the category of Personnel, the termination of the relationship between Gillingham and BMC Benefits brokerage.

Motioned to approve by Sharon Klinger, seconded by Danielle Sallada. No comments or discussion. Roll call vote, Tricia Brensinger, aye; Sharon Klinger, aye; Scott Herbert, aye; Danielle Sallada, aye; Jackie Zilliox, aye. Item K approved.

Future Meeting Dates

Monday, November 8th, 2021 - 7pm for work session

Tuesday, November 16th, 2021 – 7pm for Board Meeting

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

Meeting adjourned at 9:23 p.m.