



**Board of Trustees
Public Meeting Minutes
November 16, 2021**

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

Absent: Sharon Klinger (arrived at 7:38 p.m.), Danielle Sallada, Jackie Zilliox

Quorum: Yes, 4 out of 7 members present at 7:03. 5 out of 7 present at 7:38pm.

Also Present:

- Cassandra Shive, Director of Education
- Nicolle Hutchinson, Executive Director
- Michael Whisman, Business Manager

Review and Adoption of Agenda: Tricia Brensinger motioned to adopt the agenda, seconded by Dan Kurtz. 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 7:11 p.m. to discuss personnel issues.

Public meeting reconvened at 8:17 p.m. Scott Herbert noted that Sharon Klinger joined the meeting at 7:38 p.m.

Reports:

Executive Director, Nicolle Hutchinson:

I'd like to open tonight's report by remembering and honoring Hunter Hoagland, our student who passed away on Monday, November 8. Hunter was a senior this year, and he had been a member of our school community for 7 years. He is remembered for his fierce loyalty and his dry sense of humor. His mother would like to plant a tree in his memory at Gillingham, since he truly enjoyed nature study. Ms. Shive and I are collaborating with the seniors to design other ways that the school will honor him.

I also want to recognize the hard work of our teachers. They have withstood much adversity, they are willing to create a hybrid environment for the students who quarantine, they had to go remote for over a

week because of the rise in COVID cases, and then we had a great tragedy touch us. They are leading circles with our students and doing their best to provide a sense of security and joy in the midst of this pandemic and the sadness that comes with it.

The Safety Committee and our Safety Coordinator have presented us with an Emergency Operations Plan for hazardous situations that we seek your approval for tonight. This plan influences the Board Strategic Calendar, since the board needs to hear a report from the School's safety coordinator and needs to be trauma-informed trained every 3 years. The Title IX policy addresses sexual harassment and updated regulations.. The handbooks needed to be updated to reflect the policy.

Finally, I'd like to commend our team for keeping our CMI accreditation, which will be extended by CMI on account of the pandemic. In the accreditation letter, we were commended on the many steps we have taken over the past 7 years to meet CMI's recommendations. On October 7, two board members of CMI inspected our school for one day. Their report shows that we glow in several areas such as teaching in a beautiful, orderly atmosphere, providing the outdoor life, presenting living ideas in living books, offering a feast of learning in the curriculum, and implementing the strategy of narration. The inspectors noted the respectful, caring tone set schoolwide and by our teachers with their students. We can expect to move forward with the next 7 year accreditation audit next year if the pandemic subsides. If it does not, we can expect a surprise visit by inspectors.

Director of Organizational Development, Krista Bevan:

No report.

Director of Education, Cassandra Shive: I'd like to start off with a substitute update. We still do not have a long-term substitute teacher for our upper school science class, so if anyone knows of any prospective subs, please reach out and let us know.

As an update to curriculum compliance, Dan will be sharing a more detailed explanation in his Academic Excellence report, but I am working with our curriculum coordinator to update and develop all of the curriculum maps for alignment with the standards and our curriculum. This project will be completed by December 7th.

I have started attending the PILS workshops through NISL, I have workshops once a month through February 2022. There are multiple courses to take to maintain credits/hours for my principal certification, and it has been going very well so far.

Term 1 exams begin this Friday, and continue into next week. Students use this opportunity to share all they've learned throughout the term. We are always interested in volunteers for scribing for exams, so if anyone is willing to give your time to help our students show all they've learned, please let us know. Term 2 will begin when we return from Thanksgiving Break.

Board Charter Compliance Committee: Scott Herbert: No report.

Board Financial Audit Committee: Tricia Brensinger: No report.

Board Academic Excellence Committee: Dan Kurtz. Regarding curriculum and standards review, I'd like to start my report by commending the Director of Education and the Curriculum Coordinator for excellent and thorough work in the process of auditing the curriculum. As my formal report, curriculum alignment is still in process due to my absence and emergencies at the school. As an overview, 16 subject areas and standards need to be aligned. This process was last performed in 2016. We have 7 maps that need to be

revised or created, and some areas that won't be applicable like early learning or drivers education. We will be indicating rationale for the lack of completion. Edits are being made and will be noted, including some books that have since been replaced to align with philosophy and the addition of Singapore math in 2017. Updates will continue, and project will be completed by December 7th.

Board Facilities Committee: Dan Kurtz. No report.

Board Governance Committee: Scott Herbert. No report.

Old Business read aloud by Scott Herbert:

- A. Discuss any current needs for an advisory committee.

The need for this committee was discussed by the board, and it was established that this committee is to be formed and serve the board of trustees when it needs advice from stakeholders and the community. It was discussed that this committee does not need to be started right away and can be brought up in the future to review.

Item A: New Business

- A. It was 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. October 19, 2021, board meeting minutes
 3. Adoption of the Title IX Policy
 4. Employee Handbook Title IX amendments
 5. Student Handbook Title IX amendments
 6. Termination of Suzanne Zimmerman as the secondary math teacher
 7. The Charlotte Mason Institute Accreditation Letter and Inspection Report
 8. Increase Aimmee Reilly's teaching salary from \$37,492 to \$42,840 for earning 15 credits towards her Master's degree
 9. Transfer Sylvet Montejo from support teacher to teacher at an annual salary of \$44,640 to be retroactive for the 2021.22 school year
 10. Breakfast stipend for Sylvet Montejo of \$1500 for this school year
 11. Transfer Kimberly Snyder from the long-term substitute position for secondary science to a per-diem substitute position at \$130/day
 12. The following amendments to the Board of Trustees' strategic calendar
 - a. For June: "Safety Report Presented by June 30 by the School's Safety Coordinator per Act 44"
 - b. For September: "Review regulations for mandatory board trainings which includes mandatory Act 44's Trauma Informed training every 3 years"

Motioned to approve by Sharon Klinger, seconded by Tricia Brensinger. No comments or discussion. Roll call vote, Tricia Brensinger, aye; Sharon Klinger, aye; Scott Herbert, aye; Dan Kurtz, aye; Michelle McKee, aye. Item A approved.

Item B: It was recommended to the board, under the categories of Policies and Safety, to approve the following item:

1. Adoption of the Hazards School Emergency Operations Plan

Motioned to approve by Sharon Klinger, seconded by Tricia Brensinger. No comments or discussion. Roll call vote, Tricia Brensinger, aye; Sharon Klinger, aye; Scott Herbert, aye; Dan Kurtz, aye; Michelle McKee, aye. Item B approved.

Item C: It was recommended to the board, under the category of Personnel, to approve the following item:

1. Transfer Mark Major from special education teacher to secondary math teacher

Motioned to approve by Tricia Brensinger, seconded by Michelle McKee. No comments or discussion. Roll call vote, Tricia Brensinger, aye; Sharon Klinger, aye; Scott Herbert, aye; Dan Kurtz, aye; Michelle McKee, aye. Item C approved.

Item D: It was recommended to the board, under the category of Governance, to hold elections to fill the vacant seat on the board of trustees, since Tricia Brensinger's term on the board ends this month.

Michelle McKee nominated Tricia Brensinger to a seat on the board, Sharon Klinger seconded the motion. All ayes, none opposed. Tricia has been re-elected for a 1 year term. Dan Kurtz nominated Tricia to be elected treasurer of the board, Michelle McKee seconded the motion. All ayes, none opposed. Tricia has been re-elected treasurer for a 1 year term.

Future Meeting Dates

Monday, December 6th, 2021 - 7pm for work session

Tuesday, December 14th, 2021 - 7pm for Board Meeting

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

Meeting adjourned at 8:34 p.m.