



**Board of Trustees
Public Meeting Minutes
December 14, 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, Jackie Zilliox, Scott Herbert

Absent: Sharon Klinger, Danielle Sallada, Tricia Brensinger

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

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: Michelle McKee 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 student issues #20211214 and #20211130.

Public meeting reconvened at 8:40 p.m.

Reports:

Executive Director, Nicolle Hutchinson:

I was late to this meeting because I was asked to support the Dogwood Charter School founders as they presented their charter to their district's board of trustees. This group of educators and parents from the South Hills region of Pittsburgh have adopted Gillingham's relational education program and have contracted our services through Gillingham's Foundation.

We are proud to share the results of our employee satisfaction survey that we conducted in November. Some highlights from this survey include:

- 95% of employees are satisfied with the culture at Gillingham

- 100% of employees are highly satisfied with the relationships with colleagues
- 98% of employees found that their work is meaningful
- 90% of employees felt that they were learning and growing

Some areas for improvement include work-life balance and career development.

The charter renewal is almost done. Responses to the questions on Pottsville's request are due on December 23rd. Responses will be printed and submitted by the 23rd.

Director of Organizational Development, Krista Bevan:

The Health and Safety team met on December 3rd and determined that no changes to the plan are necessary. Gillingham will continue to follow the plan as it was approved back in August. Masks remain mandatory while the county is in high risk categories of transmission.

We are currently seeking board approval for updates to the Title IX policy.

Enrollment is currently at 224. We did just host the Kinderleben lottery and filled 18 seats, waitlisting 1.

We recently installed some additional cameras for safety, including by the front desk in the administration building.

As of this month, all employees are CPR certified.

Director of Education, Cassandra Shive:

Previously, we had planned to have curriculum alignment done by December 7th. Due to high demands in the schoolhouse, this deadline has been pushed back. The new deadline for curriculum alignment is December 20th. All standards are accurate and updated -- the final step is checking accuracy for current materials and adjusting the math curriculum that was changed in 2016.

Middle and upper school will be having their student-led conferences Thursday, December 16th and Friday, December 17th.

Mid-year evaluations for faculty will occur after winter break, and formal evaluations will occur through the school year.

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

A. It has been recommended to the Board to approve the following items in a consent resolution under the categories of Reports, Finances, Student Life, and Policies:

1. Tonight's reports
2. November 16, 2021, board meeting minutes
3. November 30, 2021, special board meeting minutes
4. 2020 Financial Audit Report
5. Revised Homeless Policy
6. Revised Attendance & Truancy Policy
7. Whistleblower Policy
8. Student Educational Records Policy
9. 2021-2022 Student Handbook truancy amendments

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

Future Meeting Dates

Monday, January 10th, 2021 - 7pm for work session

Tuesday, January 18th, 2021 - 7pm for Board Meeting

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

Meeting adjourned at 8:50 p.m.