



**Board of Trustees
Public Meeting Minutes
4/12/2022**

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

Meeting called to order at 7:05 p.m. by Scott Herbert.

All participated in the Pledge of Allegiance.

Roll Call:

Present at 7pm: Danielle Sallada, Michelle McKee, Scott Herbert, Dan Kurtz

Absent: Jackie Zilliox, Sharon Klinger

Quorum: 4 out of 6 present at 7:06pm.

Also Present:

-Nicolle Hutchinson, Executive Director

- Cassandra Shive, Director of Education

- Krista Bevan, Director of Organizational Development

- Casey Biddle, Self Contained Class Teacher. Attending this Board Meeting for her college Master's program.

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

Finance 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 7:08 p.m. to discuss personnel matters.

Public meeting reconvened at 9:02p.m.

Agenda Addition: Danielle Sallada motioned to add the following to this meeting's agenda, seconded by Michelle McKee:

Under the category of personnel:

Item G: To eliminate the Office Manager position.

Item H: To accept Preston Charlesworth's resignation.

Under the category of Student Academics:

Item I: The exemption from sports competitive requirement for student #41220221.

Scott Herbert puts this proposal up for discussion, no comments. All Ayes to accept this addition to the agenda.

Reports:

Executive Director, Nicolle Hutchinson: The board members and directors' Statements of Financial Interest are due by May 1. Please submit yours this week.

Nicolle thanks Jackie Zilliox for completing her Board Training.

For the charter renewal application, Pottsville asked us for a list of the educational background and certification requirements we hold for our staff and administration categories. The proposal was presented to you in executive session, and it is on the agenda for your discussion and approval.

On January 6, 2022, the board was asked to vote through email on the Food Service Procurement Procedures and Procurement Code of Conduct that was needed to meet a particular deadline that was before the regularly scheduled board meeting. Counsel has advised that we vote about it in person, so it is on tonight's agenda.

PE uniform code updated to better meet the needs of the remainder of the school year.

No comments or questions from the Board.

Director of Organizational Development, Krista Bevan:

All year we've been having issues with the copiers, from not connecting to the wifi to having random black lines on the prints. One of them is unusable, another is ready to fail as it has produced close to 1. million prints. Within the next year or 2 GCS will be out of compliance with security standards because the copiers will become vulnerable and unable to work with any new secure protocols. We have a proposal from Frasier that I hope you all had a chance to look over. For what amounts to an additional \$5,660.16 per year we will have all new copiers with service, parts, labor, and toner included. Also included is the removal and disposal of all the old machines.

Safety and Security – two new cameras were installed in the schoolhouse, we held our all-weather drill this month.

Facilities – as you may already be aware, our administration building recently had a plumbing issue causing all faculty, and it has been corrected as of yesterday (4/11/2022).

This brings me to my next topic, which is accessing the Russel building so we will have more classroom space. We received a proposal from Mr Kim which I hope you all had a chance to review, for the drawings and plans to bring the first floor up to code for use as classroom space next year. First floor existing restrooms needs to be updated to make them ADA compliant, the south entrance door needs to be replaced, the north entrance needs new stairs and porch, and the kitchen needs a hood and fire suppression system. Completing this work gives GCS two more rooms to be used as classroom space.

No comments or questions from the Board.

**Director of Education, Cassandra Shive:
STATE TESTING AFTER SPRING BREAK**

PSSAs and Keystones begin the week after we return from Spring Break. PSSA tested subjects are ELA and Math for grades 3-8, and Science for grades 4 & 8. Keystones will take place in May – those tested subjects are Biology, Algebra, and Literature.

No Comments or Questions from the Board.

Board Charter Compliance Committee: Scott Herbert. No report.

Board Financial Audit Committee: Jackie Zilliox. 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, Personnel, Operations, & Governance:

1. Tonight's reports
2. March 15, 2022, board meeting minutes
3. Office Technology Proposal Option 1: the Full Fleet Refresh with 4 Sharp units and 2 Kyocera copiers at a total of 6 machines with a 60-month lease of \$1,880.92 which includes a service plan that covers all parts, service calls, labor and toner for per month
4. Increase Danielle Brubaker's nurse salary from \$50,000 to \$60,000
5. Invoice of \$996 for Storm Hutchinson for his hourly work on the Charter Renewal application

Michelle McKee motioned to approve item A. Danielle Salada seconded the motion. All ayes, no opposed. Resolution has been approved.

B. 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

Dan Kurtz motioned to approve item B. Michelle McKee seconded the motion. Scott Herbert proposes a discussion; none opposed. All ayes, no opposed. Resolution has been approved.

C. It has been recommended to the board to approve the following item under the category of Personnel:

Educational background and certification requirements for staff and administration.

Danielle Salada motioned to approve item C. Michelle McKee seconded the motion. All ayes, no opposed. Resolution has been approved.

D. It has been recommended to the board to approve the following item under the category of Facilities:

Y. Kim Architect proposal or architectural plans to bring the first floor of the Russell Building into compliance with code will not exceed \$9,600.

Dan Kurtz motioned to approve item D. Michelle McKee seconded the motion. All ayes, no opposed. Resolution has been approved.

E. It has been recommended to the board to approve the following item under the category of Operations:

Revise the PE uniform code to include plain white, black and gray t-shirts for PE for the remainder of the 21.22 school year.

Michelle McKee motioned to approve item E. Dan Kurtz seconded the motion. All ayes, no opposed. Resolution has been approved.

F. It has been recommended to the board to approve the following item under the category of Personnel:

Hire Molly Bressler for the full-time exempt Executive Administrative Assistant position at an annual salary of \$37,000

Danielle Salada motioned to approve item F. Dan Kurtz seconded the motion. Scott Herbet proposes a discussion; none opposed. All ayes, no opposed. Resolution has been approved.

G. It has been recommended to the board to approve the following item under the category of Personnel:

Eliminate the Office Manager position.

Michelle McKee motioned to approve item B. Danielle Salada seconded the motion. Scott Herbert proposes a discussion; none opposed. All ayes, no opposed. Resolution has been approved.

H. It has been recommended to the board to approve the following item under the category of Personnel:

Accept the resignation of Preston Charlesworth as Student Coach.

Dan Kurtz motioned to approve item B. Michelle McKee seconded the motion. Scott Herbert proposes a discussion; none opposed. All ayes, no opposed. Resolution has been approved.

I. It has been recommended to the board to approve the following item under the category of Student Academics:

Sports exemption for student number 41220221.

Danielle Salada motioned to approve item B. Michelle McKee seconded the motion. Scott Herbert proposes a discussion; no comments. All ayes, no opposed. Resolution has been approved.

Future Meeting Dates

Monday, May 2, 2022 - 6:30pm for work session

Tuesday, May 10, 2022 - 7:00pm for public Board Meeting

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

Meeting adjourned at 9:19 p.m.