



**Board of Trustees  
Public Meeting Minutes  
5/10/2022**

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

**Meeting called to order at 7:09 p.m. by Scott Herbert.**

**All participated in the Pledge of Allegiance.**

**Roll Call:**

Present at 7pm: Dan Kurtz, Michelle McKee, Jackie Zilliox, Scott Herbert

Present: 7:27 pm Sharon Klinger

Absent: Danielle Sallada

**Quorum:** Yes, 4 out of 6 members present at 7:09.

**Also Present:**

- Nicolle Hutchinson, Executive Director
- Cassandra Shive, Director of Education
- Krista Bevan, Director of Organizational Development
- Jesse Bean, Charter Choices

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

**Public Comments:** No public comments.

**Finance Report:** Jesse Bean of Charter Choices. Report can be found on file at Gillingham's Administrative Office and on Gillingham Charter School's website.

**Adjournment to executive session at 7:46 p.m. to discuss personnel matters.**

**Public meeting reconvened at 9:02 p.m.**

**Reports:**

**Executive Director, Nicolle Hutchinson:**

We are thrilled to update you on the news that our state champion archer, Jacinda Webber, leaves tomorrow with Coach Martin and Miss Edie to compete at the national archery tournament. We wish her so much luck and can't wait to see footage of her!

Tomorrow, the PASD will send observers to tour the school property and to observe classes. The District made specific requests for certain classes, and here is the schedule:

Mr. Mike Maley

Kindergarten ELA - Vanessa Ludwig: 10:20-10:35 am

3rd Grade Civics - Karen Shanoski: 11:25-11:40 am

Kindergarten Music - Tyler Shaull: 1:10-1:25

2nd Grade Science - Morgan Schreckengost: 2-2:15 pm

Dr. Caitlin Mohl or Ms. Kelly Brennan

6th Grade Math - Rachael Espinosa: 10:05-10:20 am

7th Grade ELA - Deidra Herbert: 9-9:15 am

8th Grade Art (?) - Deidra Herbert: 1:05-1:20 pm

Dr. Jared Gerace

12th Grade Math - Mark Major: 11-11:15 am

9th Grade History/Econ - Heather Hill: 12:25-12:50 pm

9th Grade Science - Candice Khan: 1:20-1:35 pm

They will conduct follow up observations and then interview parents and these employees who will have the support of our attorneys.

Tonight we are recommending that you approve the amendment of the educational background and certification requirements by adding IT coordinator and the requirement for a high school diploma and IT credentials.

The school calendar is not quite ready yet, so we ask for your permission to submit it at the June meeting. Also, at the June meeting, we will vote on the 22/23 school year budget. Jackie Zilliox, the board treasurer, met with me, Krista and Diane Cooney, our business manager, to design a budget. Krista has worked really hard to fine tune the budget, and we're grateful for her diligence and creativity. She has taken on several duties.

Likewise, I want to thank Cassandra Shive, our director of ed, who has also taken on several roles this past month, like the student coach role as we advertise for that role.

#### **Director of Organizational Development, Krista Bevan:**

April's Saturday Service Project was to volunteer at the IU29's autism awareness fundraiser. Thank you to our students Viola Humphrey, Zoe-Piper Otto, June Humphrey, Effie Ryan, Madison Kromer, Wyatt Hylka, Brylee Hylka, and Mackenzie Kromer as well as faculty and staff Jenna Troutman, Colleen Altemose, Angela Altemose, Monica Meza, Brent Potteiger and Roseanne Heckman for helping out and being a part of that amazing festival! Update on the new fiber optic internet with Comcast, completion of the outside work is estimated to be finished by 5/23/22. We are looking forward to having faster, more reliable internet very soon. We are currently reviewing resumes and interviewing for the Student Coach, Special Education Teacher and Art teacher positions for next school year. Current enrollment is at 237

#### **Director of Education, Cassandra Shive:**

STATE TESTING ALMOST COMPLETE

- PSSAs will be completed this week, with 4th and 8th graders finishing their science PSSAs tomorrow morning.

- Keystone exams will begin for certain high school students next week.

#### STUDENT COACH UPDATE

- Starting last Monday, I've been the primary student coach, with Nicolle being the second. Ideally, we wanted to find a way to split it up, but it is easier to give the teachers and staff one main point of contact for situations throughout the day.

#### FINAL OBSERVATIONS AND EVALUATIONS

- Final observations for teachers were intended to start this week, but with student coach responsibilities, that is being readjusted.

**Board Charter Compliance Committee: Scott Herbert.** The Board is still looking for members to join, Scott asks that if any current member has any recommendations of good candidates, that they would be brought forward. No candidates at the moment; the Board requires 7 members, while it currently has 6.

**Board Financial Audit Committee: Jackie Zilliox.** No report.

**Board Academic Excellence Committee: Dan Kurtz.** The Academic Excellence Committee would like to report that they have met with a student for early graduation, and based on the outcome of that meeting, they recommend to approve the petition and that they add an item to tonight's agenda.

Dan Kurtz recommends that the Board approve the addition of Item F. to tonight's Agenda.

Item F: Student #05102022-1 is permitted to graduate early, pursuant to completion of requirements as agreed to by the student and the school.

**Dan Kurtz motioned to approve the addition of item F. to tonight's Agenda. Jackie Zilliox seconded the motion. All ayes, no opposed. Resolutions have been approved.**

**Board Facilities Committee: Dan Kurtz.** No report.

**Board Governance Committee: Scott Herbert.** No report.

#### Old Business

- A. It has been recommended to the Board to approve the following item under the category of Finances:

March 2022 Financial Report

**Sharon Klinger motioned to approve item A. Jackie Zilliox seconded the motion. All ayes, no opposed. Resolutions have been approved.**

#### 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:

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

1. Tonight's reports
2. April 12, 2022, board meeting minutes
3. March 2022 Financial Report
4. April 2022 Financial Report

5. Amendment of educational background and certification requirements for staff and administration to include IT Coordinator requirement of high school diploma and IT credentials
6. 2022/23 School Budget for 30 Day Public Review
7. Approve the 2022/23 school calendar in June
8. The 2022 memorandum of understanding between the Pottsville Police Department and Gillingham Charter School

**Sharon Klinger 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 recommendation in the category of **Operations**: Assign Krista Bevan as the Title IX coordinator for the remainder of the

**Jackie Zilliox motioned to approve item B. Sharon Klinger seconded the motion. All ayes, no opposed. Resolutions have been approved.**

- C. It has been recommended to the Board to approve the following recommendation in the category of **Personnel**:

Increase the exempt salary of Colleen Altemose, administration secretary and transportation coordinator, from \$36,668 to \$40,560

**Jackie Zilliox motioned to approve item C. Michelle McKee seconded the motion. All ayes, no opposed. Resolutions have been approved.**

- D. It has been recommended to the Board to approve the following recommendation in the category of **Operations**:

Skyward Inc. SAAS software licenses of \$6,896.62 for 07/01/2022 through 6/30/2022

**Sharon Klinger motioned to approve item D. Michelle McKee seconded the motion. All ayes, no opposed. Resolutions have been approved.**

- E. It has been recommended to the Board to approve the following recommendation in the category of **Personnel**:

Resignation of Preston Charlesworth as the student coach as of May 1, 2022

**Jackie Zilliox motioned to approve item E. Michelle McKee seconded the motion. All ayes, no opposed. Resolutions have been approved.**

- F. It has been recommended to the Board to approve the following recommendation in the category of **Academics**:

Student #05102022-1 is permitted to graduate early, pursuant to completion of requirements as agreed to by student and school.

**Jackie Zilliox motioned to approve item F. Sharon Klinger seconded the motion. All ayes, no opposed. Resolutions have been approved.**

#### **Future Meeting Dates**

Monday, June 6, 2022 - 6:30pm for work session

Tuesday, June 14, 2022 – 7pm for Board Meeting

**Adjournment** – No comments or discussion.

**Sharon Klinger motioned to adjourn the meeting. Michelle McKee seconded the motion. All ayes, no opposed. Resolutions have been approved.**

**Meeting adjourned at 9:20 p.m.**