



**Board of Trustees
Public Meeting Minutes
September 21, 2021**

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

Meeting called to order at 7:15 p.m. by Scott Herbert.

All participated in the Pledge of Allegiance.

Roll Call:

Present: Michelle McKee, Dan Kurtz, Jackie Zilliox, Scott Herbert

Absent: Sharon Klinger, Tricia Brensinger, Danielle Sallada

Quorum: Yes, 4 out of 5 members present.

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

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 Administrative Office and on Gillingham Charter School website.

Public Comments: No public comments.

Adjournment to executive session at 7:25 p.m. to discuss personally and hiring related issues.

Public meeting reconvened at 7:49 p.m.

Reports:

Executive Director, Nicolle Hutchinson:

Health and Safety Committee reports that Schuylkill County is still at high transmission rates. PA state is now requiring masks in all public schools, so our school will continue to operate as is.

Remote schooling attendance is currently operating with 16 lower school students and 9 upper school students. We have two remote teachers and our language teachers are teaching live lessons for all remote students.

A nationwide bussing shortage is affecting some of our local school districts. Seventh grade teacher, Deidra Herbert, has volunteered this week to drive our Mahanoy Area kids into school each day. Mahanoy will be reimbursing us for bussing their students to Gillingham.

We would like to congratulate Maggie Brensinger for placing first in the nation in barebow archery. Tricia, Maggie's mom, thanks Gillingham for encouraging her to join archery. She is now a member of the USA Archery Team.

Director of Organizational Development, Krista Bevan:

We will be keeping our current healthcare plan with Geisinger, and we are hoping to get employee feedback in January regarding switching at that time. We are switching brokers to streamline the benefit process for new employees. It will offer an online portal for open enrollment.

Gillingham telephones need to be updated due to ongoing server issues. Our IT Specialist received a quote from

the manufacturer of the phones, costing \$5999.40 for 60 phones. We are also requesting a wireless headphone set for our administrative secretary. The total cost for everything will be \$6678.84. The manufacturer is the only way we are able to purchase these specific phones at this time.

We are currently hiring for a full time maintenance position.

August's Saturday Service Project was a huge success. We collected donations of sanitary items and cleaning supplies for Schuylkill Women in Crisis, and we also donated over \$500 in cash from our \$1 dress down day.

We'd like to thank the parents, students, and staff for their hard work towards this great cause.

Enrollment is currently at 234.

Director of Education, Cassandra Shive:

Education department is recommending to approve KhanAcademy to be added to our curriculum to help close achievement gaps in math for 9-12 grade students.

Career night is this Thursday for middle and upper school students. Game night will be moved to a later date.

State testing from the 2021 school year started last week. Schools were granted an extension last year due to COVID.

Benchmark assessments are also going on for students to determine their math and reading levels.

Board Charter Compliance Committee: Scott Herbert:

October 11th will be a work session to continue moving forward with charter compliance.

Board Financial Audit Committee: Tricia Brensinger. no report.

Board Academic Excellence Committee: Dan Kurtz:

The Board Academic Excellence Committee is currently requesting an extension on their annual audit of the curriculum to align with state standards. The Committee is requesting the extension until next meeting. Scott questioned aloud if the board would be okay with the extension.

Board Facilities Committee: Dan Kurtz.

Board Facilities Committee commends the team at Gillingham for assessing the issues with our facility and maintaining a healthy learning environment for the kids.

Board Governance Committee: Scott Herbert, no report.

New Business read aloud by Scott Herbert:

- A.** It has been recommended to the Board to approve the following items in a consent resolution under the categories of Reports, Curriculum, Personnel, Policies, and Governance:

1. Tonight's reports
2. July 20, 2021, board meeting minutes
3. Move October's Saturday Service Project from October 30th to October 23rd
4. Hire Katherine Perry as a full-time remote schooling teacher at a starting salary of \$46,500
5. Hire Ginny Altshuler as a full-time custodian at a starting salary of \$24,960 to assist the facilities manager and to perform cleaning and light maintenance duties
6. Contract with Dr. Suzanne Miller at \$100/hour for online Certified Wilson Reading Instruction for 5 hours a week of direct instruction to one student and any necessary meetings
7. Purchase of 60 IP9g phones, the only phones wired for our current system, at a total cost of \$5,999.40
8. Postponement of the evaluation of the school's directors and the board of trustees to October due to the demands of the Remote School program and COVID pandemic situation
9. Appointment of the following persons to the Professional Development Plan team: Tricia Brensinger as parent representative, Patricia Setlock as the business owner representative and Mike Fannick as the community member representative

10. 28-day review of the 2021-2024 Comprehensive Plan which includes the Schoolwide Improvement Plan, the 6-year Induction Plan and the 3-year Professional Development Plan
11. 2021-2022 ESSA Right to Know Teacher Qualifications letters
12. Addition of Khan Academy upper school mathematics courses for the 2021.22 school year
13. Provide van transportation for Gillingham's Mahanoy students, as needed when Mahanoy Area School District (MASD) can not provide transportation, charging MASD \$54.75/hour for the 2021.22 school year
14. Salary increase of \$6000 for Jenna Troutman for earning a master's degree of education

Michelle McKee motioned to approve item A, Dan Kurtz seconded. Roll call vote: Michelle McKee aye, Dan Kurtz aye, Scott Herbert aye, Jackie Zilliox, aye. New business approved.

- B. It has been recommended to the Board to approve the following item under the category of Reports:
1. August 17, 2021 board meeting minutes

Michelle McKee motioned to approve item B, Dan Kurtz seconded.

Roll call vote: Michelle McKee aye, Dan Kurtz aye, Scott Herbert aye, Jackie Zilliox, aye. Item B approved.

Future Meeting Dates

Monday, October 11th, 2021 - 7pm for work session
Tuesday, October 19th, 2021 – 7pm for Board Meeting

Adjournment – Michelle McKee motioned to adjourn, seconded by Dan Kurtz. All ayes, none opposed.

Meeting adjourned at 8:06 p.m.