



**Board of Trustees  
Public Meeting Minutes  
February 20, 2024**

**Location:** Gillingham Charter School

**Call to Order:** Meeting called to order by Scott Herbert, president, at 7:02 p.m.

**Pledge of Allegiance**

**Roll Call:**

Present: Dan Kurtz, Sharon Klinger , Scott Herbert, Andre Grant

Absent: Marsha Chwastiak, Jackie Zilliox

**Quorum:** Yes

**Also Present:** Nicolle Hutchinson (Executive Director), Mike Whisman (Business Manager)

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

**Public Comments:** No public comments.

**Finance Report & Annual Audit Report:** Mike Whisman from Charter Choices shared the financial report is on file in the administrative office and on the school's website.

**Adjournment to executive session at 7:15 p.m.**

**Executive Session:** Discussion on personnel matters and leases

**Public meeting reconvened at 8:41 p.m.**

**Reports:**

Executive Director and Director of Education, Nicolle Hutchinson:

Last Friday, a lead teacher and a social worker from The Titusville Academy in New Jersey conducted a school study at Gillingham to observe our implementation of Restorative Practices and the Nurtured

Heart Approach. After observations and a Q&A, they decided to recommend to their school to adopt the practices.

Tonight, two board members are up for re-election. We thank Jessica Adams-Peters for serving for one year. We thank Marsha Chwastiak for serving her year and thank her for offering to continue to serve.

Per PDE regulations, it has been 3 years since we reviewed the Wellness Policy, so we will review it tonight. If you have not had enough time to read over it, we can move the review and approval to next month and vote on it in old business.

Last month the board requested more information about the IT services provided by Barry Long. His rate is \$105/hour for any task. He can assist with any of our tech devices (such as computers, screens, phone system, cell phones, cameras). He is also willing to train our team members and can be contacted via email, voice or text.

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 reported as follows:

Gillingham's schoolhouse water was tested by Pure Test Laboratory, and all water faucets passed the lead testing. The test will be sent to PASD per the superintendent's charter renewal request.

Gillingham's schoolhouse front door steps now have new railings.

The fire alarm system was updated by Chuck Bashore and Eastern Time, and it passed the city's inspection requirements. Part of the costs will be submitted in the current PCCD safety grant application.

Gillingham's air quality was tested again in November. The CO2 levels dropped based on the steps Gillingham has taken so far. Once again, Environmental Health Specialist, Angelo Sfarra, of the PA Department of Health states that all data shows air quality in a safe range for building occupants and agrees with the school's plan to take additional steps and implement additional measures to lower the CO2 levels even more. Administration has been in talks with KPN's Gordian and 2 different contractors along with the organization, Trane, to design an air quality solution. The school is still waiting on Trane's proposal.

This month Gillingham's team is applying for the PCCD physical safety grant and PCCD mental health grant, each for \$70,000.

In March, the team will also apply for a larger grant that requires a minimum application request of \$500,000 through the [Public School Environmental Repairs Grant Program](#) for environmental repairs and improvements. This will allow Gillingham to update schoolhouse structure and infrastructure in such areas as air quality, heating and cooling.

Board Governance Committee: Scott Herbert. No report.

**Old Business:**

- A. In November Gillingham's board voted not to enter into a co-op program with Nativity BVM High School for soccer. It is thus recommended to the board to approve the following under the category of athletics. Per PIAA rules Gillingham students may not participate in any Nativity athletic programs.
- B. It is recommended that the board to approve the following under the category of operations. Engage Barry Long for the following technology services and training at a rate of \$150.00 per hour. Computer systems, classroom screens, phone systems, cell phones, and cameras.

Motion to accept: Sharon Klinger. Second Dan Kurtz. All in favor.

Item 14 in new business was the review and approval of Gillingham's wellness policy: Motion to remove. Andre Grant and Sharon Klinger approved the motion. All in favor. Item 14 was removed from the resolution to be reviewed next meeting..

**New Business:**

A. It was recommended to the Board to approve the following items in a consent resolution under the categories of Reports, Finances, Governance, Accreditation & Personnel:

1. Tonight's reports and financial report
2. January 13, 2024, public board meeting minutes
3. January 31, 2024, special public board meeting minutes
4. Personnel matter # 022020241
5. Student matter #022020241
6. Updates to the student handbook on pages 26 and 27 to address the changes in the McKinney Vento regulations
7. Travel and accommodation cost for the CMI accreditation teams visit not to exceed \$10,000
8. Addition to Gillingham's anti-harassment policy pre PDE's regulations of gender identity as a protected class
9. Acceptance of Krista Bevan's resignation as the Director of Organizational Development
10. Acceptance of Mary Fetterolf's resignation as a Reading Specialist
11. Acceptance of Christine Trapani resignation as paraprofessional aide
12. Assign The Student Coach Stephanie Woodruff as the interim title 9 coordinator until she completes the mandatory Title 9 trainings
13. Assign Dawn Housel as the interim safety coordinator until Gillingham hires a new Director of Organizational Development

Motion to accept the consent resolution: Dan Kurtz and Andre Grant. All in favor. Passed.

B. Nomination and election of board members

Andre Grant made a motion to nominate Marsha Chwastiak to another year on Gillingham's board  
Seconded by Sharon Klinger. All in favor. None opposed.

**Future Meeting Dates were reviewed.**

March 19, 2024                      Public Meeting                      7:00 pm                      Schoolhouse

**Adjournment** - Sharon Klinger motioned to adjourn; seconded by Andre Grant. All ayes; none  
opposed.

**Meeting adjourned at 8:51 p.m.**

  
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BOARD SECRETARY SIGNATURE

03/08/24  
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DATE