



**Board of Trustees  
Public Meeting Minutes  
09/19/2023**

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

**Meeting called to order at 7:04 p.m. by Sharon Klinger.**

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

**Roll Call:** Andre Grant, Jessica Peters, Jackie Zilliox, Dan Kurtz, Scott Herbert; Present at 7:04 pm; 7:07 Marsha Chwastiak joined; 7:17 Sharon Klinger joined.

**Quorum:** Yes, 5 out of 7 members present at 7:04pm

**Also Present:**

- Krista Bevan, Director of Organizational Development
- Nicolle Hutchinson, Director of Gillingham Charter School/Director of Education

**Review and Adoption of Agenda:**

Motion to adopt the agenda, Jackie Zilliox; seconded by Andre Grant; All ayes, Agenda adopted as written.

**Public Comments:** No public comments

**Finance Report:** Michael Whisman of Charter Choices

**Adjournment to executive session at 7:17 p.m. to discuss personnel and gym matters.**

**Public meeting reconvened at 9:05p.m.**

**Reports:**

**Executive Director: Nicolle Hutchinson**

The start of school has been such a wonderful success. The teachers and interventionists streamlined our screening process so that we can place students in their flexible reading and math groups quickly. The ELA team has been coached several times already by our Reading Consultant, Dr. Andrew Gavalis, to align the ELA curriculum maps to the tenets of

the Structured Literacy Approach. They really stepped up to the plate. We're also very proud of our attendance team for notching up our attendance supports and expectations to help students who struggle with attendance. Tonight, the team asks you to approve an amendment to the student handbook that will allow them to refer students with critical truancy to the attendance support team to develop an individualized attendance support plan.

We congratulate our upper school math teacher, Spenser Bevins, on earning her master's degree in education.

Tonight, we are recommending that the board approve a new math option for our upperclassmen. They can choose a math course for college preparation and calculus, or they can choose a math course that prepares them for the trades.

The board strategic calendar lists two things for the board and the governance committee to consider: evaluation of the directors this month and to appoint an Advisory Committee that includes members of the community, school staff and others, including, but not limited to Board of Trustees members, to advise the Board on issues the Board deems suitable.

**Director of Operational Development: Krista Bevan – No Report.**

**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, Budget, Operations, Leases, Contracts, Policies and Personnel.
- B. Tonight's reports
- C. August 15, 2023, meeting minutes
- D. Executive Session on August 28, 2023, to consult with an attorney about active litigation.
- E. Executive Session on September 13, 2023, to consult with an attorney about active litigation.
- F. Salary increases to \$46,440 for Spenser Bevins for receipt of a master's degree to be retroactive to the date of receipt 8/20/23
- G. Move September's Saturday Service Project from September 16 to September 23, 2023
- H. Offer "Math for the Trades" as a math option to 11th and 12th graders
- I. Approval of Acorns to Oaks Consulting, LLC, for board certified behavior analyst (BCBA) services of 9 hours/week
- J. Resignation of Molly Bressler as of September 19, 2023, as administrative assistant
- K. Resignation of Alexis Jones as of August 29, 2023, as elementary teacher
- L. Hiring of Edward McCready to work part-time in the facilities department at \$15.00/hour.
- M. Resignation of Charlotte Allar as of September 28, 2023, as executive assistant

- N. Group short-term disability coverage through Equitable at a cost of \$5,300 for the school year with an effective date of September 1, 2023
- O. Hiring of Karen Runkle as full-time Paraprofessional at an annual salary of \$31,000 to start on September 25, 2023
- P. Hiring of Christine Trapani as full-time Paraprofessional at an annual salary of \$31,000 to start on September 28, 2023
- Q. Hiring of Christopher Bily as the upper school science teacher at an annual salary of \$61,621
- R. Hiring of Amy Miller as full-time non-exempt administrative assistant at an annual salary of \$39,000 to start on September 26, 2023
- S. Amendment of the Student Handbook to include the following statement about students who exceed 10 family notes for absences: “Students may be referred to the Attendance Support Team to create an attendance support plan.”
- T. Hiring of Jessica Grube as full-time non-exempt administrative assistant at an annual salary of \$39,000 to start on September 25, 2023

Motion to accept by: Sharon Klinger; Seconded: by Dan Kurtz; All in favor: Aye

- U. It has been recommended to the Board to approve the following item under the category of Operations: Postpone this month’s Evening Collaborative on September 21, 2023, to take extra precautions against the spread of Covid.

Motion to accept by: Dan Kurtz; Seconded: Sharon Klinger; Third: Andre Grant; All in favor: Aye

**Motion to recess until Monday 25, 2023 at 5:00 pm**

Motion to accept: Dan Kurtz. Seconded: Jackie Zilliox All in Favor: Aye

**Adjournment** - No comments or discussion.

**Reconvene September 19, 2023**

**Meeting called to order: 5:02 pm September 25, 2023**

**Roll Call:** Sharon Klinger, Jackie Zilliox, Andre Grant, Jessica Peters, and Scott Herbert

**Adjournment to executive session at 5:03 p.m. to discuss litigation and a lease.**

**Public meeting reconvened at 5:16 p.m.**

**Future Meeting Dates**

October 17, 2023 - Public Meeting - 7:00 p.m. – Schoolhouse

**Adjournment** - No comments or discussion.

Motion to accept: Jackie Zilliox Seconded: Sharon Klinger Third: Andre Grant

All in Favor: Aye

Meeting Adjourned: 5:17

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**Signature of Board Secretary**