



Board of Trustees
Tuesday, April 16, 2024
Public Board Meeting Minutes

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

Meeting called to order at 7:07 pm by Scott Herbert.

All Participated in the Pledge of Allegiance.

Roll Call: Present: Dan Kurtz, Jackie Zilliox, Marsha Chwastiak, Scott Herbert.
Absent: Sharon Klinger and Andre Grant.

Review and Adoption of Agenda : Jackie Zilliox motion to adopt the agenda; seconded by Marsha Chwastiak. All ayes. Agenda adopted as written.

Public Comments: No public comments.

Finance Report: Michael Whisman of Charter Choices. See financials on website.

Executive Session To discuss personnel and litigation.

Adjournment to executive session at 7:18pm

Meeting Reconvened at 9:04pm

Learning Opportunity removed from agenda Jackie Zilliox motion, seconded by Dan Kurtz. All in favor.

Reports

Executive Director & Director of Education

Nicolle Hutchinson

Every three years, the wellness policy needs your review. It was attached. It has been reviewed internally. We've been getting feedback throughout the year on the food service program., and we commend Dawn Housel and Brian and Patricia Setlock of Bake Shop VI for providing delicious, nutritious meals and for taking feedback seriously. We also thank Bake Shop VI for donating breakfast goodies to the juniors for their Junior Cafe which is open every Friday morning, and which is run by the juniors and sponsored by Deidra Herbert. The teachers and staff find it to be a delightful glimmer every Friday and commend the juniors and Mrs. Herbert. The theater class' spring production of Up the Down Staircase, under the direction of our social science upper school teacher, Heather Hill, will be held on Thursday night, April 25 at 6pm at the IU29, and we invite family and friends and board members to attend! We commend our school reps on the Vision team for being asked to assist some more with the tree planting in Pottsville. Jane

Kruse who oversees the project and who is a close neighbor of Gillingham and a volunteer gardening club sponsor, sought out the help of our magnanimous students and commended them by stating:

Pottsville Tree Planting

← ⏪ ⏩ →



○ JANE KRUSE <pachejane@verizon.net>

Saturday, April 13, 2024 at 9:47 AM

To: 📧 Heather Hill

Heather Hill,

Thank you for soliciting support from the Summit Ambassadors at Gillingham. The experience of planting trees last year was noticeable in those returning students.

For some, the days of watching these trees sprout will be limited to the next few months as they graduate this spring. For the upcoming classmates, I hope they can witness the trees add growth and eventual shade to the planted areas.

Oak, linden and maple trees will grow along with Gillingham participants as these trees may well live 80-100 years. What an investment in youth and the natural world as birds, butterflies, and squirrels make their homes in this sheltered and nourishing place.

Please share my appreciation to Nicolle Hutchinson for allowing this experience during school hours as I am not successful in forwarding email to her.

Thank you Gillingham students for the tree planting success of Pottsville.
Jane Kruse
Pottsville Shade Tree Commission

Board Charter Compliance Committee

Scott Herbert- No Rreport

Board Financial Audit Committee

Jackie Zilliox-

In April and May prior to the May public board meeting, the board treasurer will establish the compensation of the directors as part of the new year budget approval, following the three-part process listed in questions 15a and 15 b on 990 question (part VI B) as follows: The process for determining compensation of the executive director and director of organizational development will include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision

Board Academic Excellence Committee

Dan Kurtz- No Report

Facilities Committee

Dan Kurtz- No Rreport

Board Governance Committee

Scott Herbert- No Report

Old Business

- A. It is recommended to the Board to approve the following item under the category of Policies:

The school’s Wellness Policy has been reviewed and assessed as satisfactory

Motion to accept by: Jackie Zillioz Seconded by: Marsha Chwastiak

All in favor : Aye

New Business

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

1. Tonight's reports and financial report
2. March 19, 2024, public board meeting minutes
3. Threat Assessment Team roster as follows:
 - a. Dawn Housel (admin team) – Interim School Safety and Security Coordinator 2/20/2024 to present
 - b. Stephanie Woodruff (student coach)
 - c. Heather Nelson (student coach)
 - d. Connie Yutko (school nurse)
 - e. Megan Sirkot (lead special ed teacher)
 - f. Colleen Altemose (admin secretary)
 - g. Roseanne Heckman (schoolhouse secretary)
 - h. Kristin Perhonitch (teacher)
 - i. Rachel Espinosa (teacher)
4. Transition of the substitute coordinator role from the executive assistant to the enrollment coordinator
5. Transition of the Title IX coordinator role from the student coach to the director of organizational development
6. Removal of the homeless liaison role from the student coach job description
7. Transition of the role of student assistance program coordinator from the student coach to the school counselor or social worker
8. Adjustment of social worker or school counselor qualifications to require a social work license, school counselor license or a masters degree in social work or counseling in conjunction with coursework to achieve licensure
9. ARTS Spring event to be held on May 23, 2024
10. Inclusion of Gillingham's graduation requirement in the student handbook
11. Resignation of Stephanie Woodruff as student coach
12. Resignation of Crystal McGeary as school counselor
13. Hiring of Danna Straub as part-time cleaner and substitute driver at \$15/hour

Motion to accept by: Jackie Zillioz Seconded by: Dan Kurtz
 All in favor: no opposed

B. It is recommended to the Board to approve the following item under the category of Personnel:

1. In April and May prior to the May public board meeting, the board treasurer will establish the compensation of the directors as part of the new year budget approval, following the three-part process listed in questions 15a and 15 b on 990 question (part VI B) as follows:
The process for determining compensation of the executive director and director of organizational development will include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision

Motion to accept by: Jackie Zillioz Seconded by: Marsha Chwastiak
 All in favor : Aye this recommendation is approved.

Future Meeting Dates

May 14, 2024

Public Meeting


7:00 pm


Schoolhouse

Adjournment- No Comments or discussion.

Motion to adjourn by: Jackie Zillioz Seconded by: Dan Kurtz. All in favor; none opposed.

Meeting adjourned at 9:14pm.

Signature of Board President:  _____ Date: 15/05/2024
Scott Herbert (May 15, 2024 16:22 EDT)

Signature of Board Secretary:  _____ Date: 16/05/2024
Dan Kurtz (May 16, 2024 10:27 EDT)









4.16.24 Minutes BOT GCS

Final Audit Report

2024-05-16

Created:	2024-05-15
By:	Dawn Housel (dhouse1@gillinghamcharterschool.org)
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-  Document created by Dawn Housel (dhouse1@gillinghamcharterschool.org)
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