



# Board of Trustees

May 1, 2024

Public Special Board Meeting Minutes

5:00 pm

ZOOM

<https://us02web.zoom.us/j/7783982346?pwd=Z0Y4TmYrTjRjakc4RVdsUIREc2ZMz09>

Meeting ID: 778 398 2346 Passcode: 799004

The April 26, 2024, special board meeting was postponed and rescheduled for today, May 1, 2024, since the newspaper listed it for the wrong date. Thus, this meeting was posted in newspaper, and the time was set for 5:00 pm, but the website had a typo of 5:30.

## Meeting called to order at 5:05 pm by Scott Herbert

All participated in the Pledge of Allegiance

Roll Call:

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

**Review and Adoption of Agenda :** Jackie Zilliox motion to adopt the agenda, seconded by: Sharon Klinger All ayes, Agenda is adopted.

**Public Comments :** No public comment

**Executive Session:** Discuss personnel matters and student discipline matter

Adjournment to executive session at 5:07 pm.

Time is 5:32 pm the board of trustees meeting is reconvened.

Andre Grant would like to entertain a motion to table item 7 under personnel till later date for investigation of position and possible other candidates.

Motion to accept: Andre Grant. Seconded by: Sharon Klinger

Vote: Sharon Klinger, Jackie Zilliox, Andre Grant, Scott Herbert: All Ayes.

Have Item 7 tabled to a future date.

## Executive Director Report

Nicolle Hutchinson

I want to point out that a couple of administrative roles' title have changed. The Education Program Coordinator was originally called the Curriculum Coordinator because the curriculum coordinator role has different types of tasks that are not curriculum related, such as coordinating assessment, the new title is more accurate because it includes other tasks and roles that are not curriculum related.

The executive assistant position includes the role of the curriculum coordinator, and we need to add a couple of more tasks to the role of my assistant, we need a more accurate description in the title of what the assistant to the Executive Director and Director of Ed does. With Ian moving to his new

position, that leaves the Enrollment Coordinator position open. Because Ian does a lot more than just enrollment, we wanted to retitle the position to better reflect the role, that is why we are recommending the title be changed to the Office Coordinator. The Office Coordinator will be tasked with enrollment, office support to the administration team, and oversight of the facilities and IT.

### New Business

Scott Herbert

It has been recommended to the board to approve the consent resolutions under the category of Personnel:


1. Hire Jeffrey Faust as the Director of Organizational Development at a salary of \$76,000
2. Transfer the role of the School Safety and Security Coordinator from the DOD position into an independent role with a stipend of \$6000
3. Appointment of Jeffrey Faust as the School Safety and Security Coordinator
4. Addition of the role of “Educational Programming Coordinator” that requires the qualification of associate’s degree or equivalent professional experiences
5. Transition Ian Young from Enrollment Coordinator to Executive Assistant and Educational Programming Coordinator with a salary increase to \$48,000 to transfer on May 8, 2024
6. Addition of the role of “Office Coordinator” that requires the qualification of associate’s degree or equivalent professional experiences  
Motion approved Jackie Zilliox Seconded by: Sharon Klinger. All Ayes  
Roll call: Sharon Klinger, Jackie Zilliox, Andre Grant, Scott Herbert
7. Hire Jill Kulbitsky as the full-time Office Coordinator at a salary of \$45,000 to start on May 8, 2024. – This was motioned was removed for review at a future date.


### Future Meeting Date

May 14, 2024                      Public Meeting                      7:00 pm                      Schoolhouse

**Adjournment-** No comments or discussion. Motion to adjourn by: Jackie Zilliox seconded by: Sharon Klinger. All in favor; none opposed.

**Meeting adjourned at 5:30 pm.**

Signature of Board President:  \_\_\_\_\_ Date: 15/05/2024  
Scott Herbert (May 15, 2024 16:19 EDT)

Signature of Board Secretary:  \_\_\_\_\_ Date: 16/05/2024  
Dan Kurtz (May 16, 2024 09:20 EDT)


# 5.1.24 Minutes Special Board Meeting Minutes GCS

Final Audit Report


2024-05-16

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By:	Dawn Housel (dhousel@gillinghamcharterschool.org)
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