



**Board of Trustees
Public Meeting Minutes
9/20/2022**

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

Meeting called to order at 7:03 p.m. by Scott Herbert.

All participated in the Pledge of Allegiance.

Roll Call:

Present at 7:03pm: Dan Kurtz, Michelle McKee, Jackie Zilliox, Scott Herbert

Sharon Klinger arrived at 7:04 p.m.

Absent: Danielle Sallada

Quorum: Yes, 5 out of 6 members present at 7:04 pm

Also Present:

- Nicolle Hutchinson, Executive Director
- Krista Bevan, Director of Organizational Development
- Cassandra Shive, Director of Education

Review and Adoption of Agenda: Jackie Zilliox motion to adopt the agenda, seconded by Dan Kurtz. All ayes, Agenda adopted as written.

Public Comments: No public comments.

Finance Report: Diane Cooney of Charter Choices. Report can be found on file at Gillingham's Administrative Office and on Gillingham Charter School's website.

Adjournment to executive session at 7:13 p.m. to discuss personnel matters

Public meeting reconvened at 8:30 p.m.

Reports:

Executive Director, Nicolle Hutchinson:

Typically, during this month, the board presents an evaluation of the board and of the directors. I recommend this be postponed till next month, so that the board can conduct the evaluations this month to be presented next month.

Tonight, I'm recommending that we replace regularly scheduled monthly Board Work Sessions with Ad Hoc Board Work Sessions.

We are seeking board approval tonight to alter the job description of our Athletic Director. In addition to his current duties, we want to add the role of "development." In this role, the AD and Development Director will

- Liaison between Gillingham Charter School and the Gillingham Foundation
- Conduct fundraisers
- Build positive relationships in the community to support Gillingham's:
 - Sports programming
 - Community outreach and service projects (SSP)
 - Brand
- Build positive relationships with politicians
 - Build these relationships through:
 - Coordinating "Get to Know Us" tours
 - Securing speakers for assemblies

Director of Organizational Development, Krista Bevan:

Good evening, everyone!

September's Saturday Service Project was collecting donations throughout the week for Schuylkill Hope Center for Victims of Domestic Violence. GCS employees, students and parents brought in donations and the school held a dollar dress down day for the organization as well. The group delivered several large boxes and bags full of cleaning supplies, non-perishable food, laundry detergent and a \$185-dollar monetary donation. Thank you to everyone who helped make this project a success!

We received the determination for the Title IX case number 04042022. The Decision Maker found all 3 complainant's allegations non-credible and the Respondent not responsible for conduct that violates the GCS Title IX sexual harassment policy. Therefore, we will be recalling the Respondent from administrative leave effective immediately.

We are all aware of the teacher shortage. I have been told by several teachers that they are being "head hunted" by other districts. Those districts have succeeded, and we have lost three teachers in the last two months because districts were able to offer them more. We held a voluntary meeting with faculty with the hopes of hearing solutions the school could consider implementing to improve retention and recruitment. We had many great ideas, and you will find in the board documents the details of the two I'm presenting this evening. The K-12 education sector is dominated by women and men in their childbearing years. I ask the board to consider making changes to the existing FMLA/LOA policy and add a Paid Parental Leave benefit. On pg. 24 of the employee handbook, I have highlighted in yellow the current FMLA/LOA policy. I have highlighted in green what we'd like to change. I have highlighted in blue what we propose be added. To summarize, the current policy states that an employee who go into an "unpaid status" will lose their insurance benefits through GCS and be required to pay the COBRA premiums in order to continue those benefits. And since GCS's paid time off accrues, it takes a full year for faculty to accrue 12 days and only allows a carryover of 12 days maximum. In 2 years without ever using a PTO day there would still not be enough banked time to cover an employee who must be out on an FMAL related leave. Collecting Short Term Disability benefits helps the employee financially if they have elected that optional benefit but does not count as being "in paid status". In all cases GCS would be placing an employee in unpaid status within 2-4 weeks and eliminating their medical benefits during a time they need them most.

The changes I suggest (highlighted in green) would be to allow for insurance benefits to remain paid by GCS in the event an employee is out on a qualifying FMLA event. The additional employee benefit I'd ask the board to consider which I've highlighted in blue, is a Paid Parental Leave policy that would allow for 6 weeks of paid parental leave for primary caregivers who give birth or adopt a child, and 3 weeks of paid

leave for secondary caregivers to bond with a newborn baby or adopted child. At the beginning of every school year, we have already budgeted for all employees' full salaries, and we've already budgeted for substitute teaching costs. In addition, we now, for the first time, have two full time in-house building substitutes that have also been accounted for in the annual budget. Historically, no more than two employees a year have been out on an FMLA leave per year. Based on that data, I believe making these changes would greatly benefit our employees as well as the school with employee recruitment and retention, and marketability. There are no other schools in Schuylkill County that I am aware of, that offer this benefit.

Enrollment is at 252

Director of Education, Cassandra Shive:

CURRICULUM REVIEW

- Following the strategic calendar, curriculum changes for the 22.23 school year were submitted to the academic excellence committee. Additionally, a curriculum review process that Nicolle created was also submitted to the committee for review.
- This year, the only major curriculum changes were in our math programming – we've added materials and resources to enhance spiral review of math concepts and to assist students in overall math fluency and math comprehension, as well as resources for our high school interactive mathematics program.

Board Charter Compliance Committee: Scott Herbert. No Report.

Board Financial Audit Committee: Jackie Zilliox. No Report.

Board Academic Excellence Committee: Dan Kurtz.

We have an excellent curriculum framework and a review framework to look at what we do a line to Charlette Mason, and there has been some math updates as mentioned.

Board Facilities Committee: Dan Kurtz. No Report.

Board Governance Committee: Scott Herbert. No Report.

Scott Herbert makes a motion to add Item G to the agenda under New Business. To discuss the possibility to move the October 18, 2022 board meeting to another date.

Sharon Klinger motioned to add Item G to the agenda under New Business. Dan Kurtz seconded the motion to add Item G to the agenda under New Business. All ayes, none opposed. Thank you we will discuss that when we get there then.

Item A. Old Business

A. It has been recommended to the board to approve the following items under the categories of Budget:

1. Commuter Reimbursement policy to provide temporary, short-term gas reimbursement to employees during times of inflation and high gas prices for which the board of trustees sets the time period and the administration monitors the gas price conditions on a bimonthly basis.

Sharon Klinger motioned to table item A under Old Business. Jackie Zilliox seconded the motion. All ayes, no opposed. We will table this until October.

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, Policies, & Personnel:

1. Tonight's reports
2. August 16, 2022, board meeting minutes
3. Adjustment of the Uniform Code to state that shorts and skirt lengths reach to the tips of the student's fingers when standing.
4. Sexual Assault Policy
5. Revised Enrollment Policy
6. Accept Julia Steiff's resignation as elementary teacher
7. Accept Mike Ortiz's resignation as art teacher
8. Accept Danielle Brubaker's resignation as certified school nurse
9. FMLA Leave amendments in the Employee Handbook (page 24)
10. Move the evaluations of the directors and the board to October
11. Add a paraprofessional position to the budget to support a special education student at a salary of \$29,120

Michelle McKee motioned to approve Item A. Dan Kurtz seconded the motion. All ayes, none opposed. Item A resolutions have been approved.

B. It has been recommended to the Board to approve the following item under the category of Academics:

Curriculum Review and the Curriculum Review Process

Dan Kurtz motioned to approve Item B. Sharon Klinger seconded the motion. All ayes, none opposed. Item B has been approved.

C. It has been recommended to the Board to approve the following item under the category of Health & Safety:

Amended 2022/2023 Health & Safety Plan

Sharon Klinger motioned to approve Item C. Jackie Zilliox seconded the motion. All ayes, none opposed. Item C has been approved.

D. It has been recommended to the Board to approve the following item under the category of Governance:

Replace regularly scheduled monthly Board Work Sessions for Ad Hoc Board Work Sessions

Michelle McKee motioned to approve Item D. Sharon Klinger seconded the motion. All ayes, none opposed. Item D has been approved.

E. It has been recommended to the Board to approve the following item under the category of Personnel:

The 2022/2023 Job Descriptions' amendments to the role of the enrollment coordinator Position and the athletics director position

Sharon Klinger motioned to approve Item E. Dan Kurtz seconded the motion. All ayes, none opposed. Item E has been approved.

F. It has been recommended to the Board to approve the following item under the category of Finances:

2021/2022 PDE 418 Lease Reimbursement

Sharon Klinger motioned to approve Item F. Michelle McKee seconded the motion. All ayes, none opposed. Item F has been approved.

G. To move the October 18, 2022 board meeting to Thursday, October 27, 2022 at 7:00 pm in the schoolhouse.

Jackie Zilliox motioned to move the October 18, 2022 board meeting to October 27, 2022 at 7:00 pm in the schoolhouse. Sharon Klinger seconds the motion. All ayes, none opposed. The October board meeting will now be October 27, 2022 at 7:00 pm in the schoolhouse.

Future Meeting Date

October 27, 2022

Public Meeting

7:00 pm

Schoolhouse

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

Meeting adjourned at 8:52 p.m.



Signature of Board Secretary