



**Board of Trustees
Public Meeting Minutes
March 19, 2024**

Location: Gillingham Charter School

Call to Order: Meeting called to order by Scott Herbert, president, at 7:16 p.m.

Pledge of Allegiance

Roll Call:

Present: Dan Kurtz, Jackie Zilliox, Marsha Chwastiak, Scott Herbert, Sharon Klinger, Andre Grant (arrived 7:18 p.m.)

Quorum: Yes, 6 out of 6 members present.

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

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

Public Comments: No public comments.

Finance Report & Annual Audit Report: Mike Whisman's report is on file in the administrative office and on the school's website.

Adjournment to executive session at 7:28 p.m.

Executive Session: Discuss personnel

Public meeting reconvened at 9:07 p.m.

Reports:

Executive Director and Director of Education, Nicolle Hutchinson:

At the last special board meeting, the board tabled the vote on contracting with a marketing firm. Tonight, I am recommending that we contract services with a marketing firm for a short-term to boost enrollment. We carefully reviewed three very strong proposals. Tonight, I recommend the services of Vertex Education for the "Performance + marketing and Enrollment Plan." They have lowered the upfront cost to \$25,000 and the performance base plus price was raised from \$750 to \$1000 per student.

Tomorrow is the final day of the Charlotte Mason Institute accreditation visit. This week they interviewed teachers, staff, board members, parents and students with parent permission. They observed our amazing teachers and amazing students in action in the classroom. Tomorrow, they'll share a preliminary summary report, and then they'll pour over documents and eventually write recommendations and commendations for the school community as a Charlotte Mason Institute accredited school.

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. Still looking for a few board members. Need at least three more members with one being a parent.

Old Business

It is recommended to the Board to approve the following item under the categories of Contracts: Contract with Vertex Education for the "Performance + marketing and Enrollment Plan" at the starting base cost of \$35,000 and a final estimated cost of \$65,000 when the enrollment goal is met

Dan Kurtz motioned to approve old business item. Sharon Klinger seconded the motion. All voted not in favor and decided not to follow with this recommendation. Andre Grant proposed a Motion to approve base up front cost of \$25,000 and then \$1,000 per student for Performance fee for 8 month project with Vertex.

Second Dan Kurtz. All in favor. Resolution approved.

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, Curriculum, Operations, & Personnel:
1. Tonight's reports and financial report
 2. February 20, 2024, public board meeting minutes
 3. March 6, 2024 special public board meeting minutes
 4. Updates to the Board's Strategic Calendar which are:
 - a. In September: "Notify Stakeholders of the Threat Assessment Team existence and purpose (added 2024)"
 - b. In January: Review the Data Breach Policy once a year and amend as needed (per Act 151)
 5. Amended Threat Assessment Policy
 6. Data Breach Policy
 7. Amended Suicide Awareness and Prevention Policy
 8. Hiring of Heather Nelson as a student coach position as a 11-month employee at a salary of \$50,000
 9. Hiring of Lisa Wright as the executive assistant position as a 12-month employee at a salary of 35,000

10. Resignation of Megan Sirkot as Lead Special Education Teacher
11. Resignation of Jason Frymoyer as Building Substitute Teacher
12. Amend Gillingham's Health and Safety Guide to end the mandatory 5-day COVID quarantine per DOH guidelines
13. Addition of the "Open Records Officer" role to the Enrollment Coordinator's job description, thus assigning Ian Young as Gillingham's Open Records Officer
14. 2023.24 Guidance Plan to present to PDE and to post on the school's website
15. Updated handbook to reflect the 2023.24 school hours

Motion to accept the consent resolution: Jackie Zilliox. Second Andre Grant. All in favor.

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

1. Add the following to the position requirements for the Director of Education:
 - a. "Completion of Charlotte Mason Institute training w/in 1 year of hiring"

Motion to accept: Andre Grant. Second Dan Kurtz. All in favor.

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

1. Add the following to the position requirements for the Director of Organizational Development::
 - a. "Hold a bachelor's degree or equivalent professional experience"
 - b. "Completion of Charlotte Mason Institute training w/in 1 year of hiring"
 - c. "Completion of IIRP Training for Governance or equivalency w/in 1 year"

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

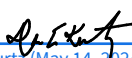
Future meeting dates were read.

April 16, 2024 Public Meeting 7:00 pm Schoolhouse

Adjournment - No issues or comments before adjournment were raised. Sharon Klinger motioned to adjourn and was seconded by Dan Kurtz. All in favor and none opposed.

Meeting adjourned at 9:17 p.m.

Signature of Board President:  Date: 14/05/2024
Scott Herbert (May 14, 2024 11:54 EDT)

Signature of Board Secretary:  Date: 14/05/2024
Dan Kurtz (May 14, 2024 11:25 EDT)









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Final Audit Report

2024-05-14

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