



**Board of Trustees  
Minutes of Meeting  
September 7, 2017**

A meeting of the Bear Creek Community Charter School Board of Trustees was held on Thursday, September 7, 2017 at Bear Creek Community Charter School, 30 Charter School Way, Bear Creek Township. Board members Dave Blazejewski, Sue Barry, Peter Austin, Wendy Lutchko and Stacey Scullion were present. Board members Kim Popple and Nicky Pachucki were absent. Also in attendance was Jim Smith, Tammy Miller, Kristen Young, and Kim Stevens.

Dave Blazejewski called the meeting to order at 6:08 p.m. Peter Austin led the group in the Pledge of Allegiance. Jim Smith conducted a roll call of the Board. Dave Blazejewski opened the meeting to public comment relating to agenda items. There was no public comment.

The Board adjourned to Executive Session at 6:10 p.m. to discuss personnel issues. The regular meeting resumed at 6:25 p.m.

Jim Smith provided the Board minutes of the August 21, 2017 Board of Trustees meeting. Stacey Scullion made a motion to approve the meeting minutes, which was seconded by Wendy Lutchko and approved by unanimous roll-call vote of the Board members present.

Tammy Miller Presented the Board with expenses and unaudited financial statements for year ending June 30, 2017. Peter Austin made a motion to approve the expenses and unaudited financial statements as presented, which was seconded by Stacey Scullion. Stacey Scullion abstained from approving payroll expenditures relating to the employment of Jennifer Smith. Sue Barry abstained from approving any expenditures relating to Wyoming Valley Children's Association. With the exception of the individual abstentions, the motion was approved by majority roll-call vote of the Board members present.

Tammy Miller provided the Board with financial statements and expenditures for month ending July 31, 2017. Peter Austin made a motion to approve the financial statements and expenditures as presented, which was seconded by Wendy Lutchko. Stacey Scullion abstained from approving payroll expenditures relating to the employment of Jennifer Smith. Sue Barry abstained from approving any expenditures relating to Wyoming Valley Children's Association. With the exception of the individual abstentions, the motion was approved by majority roll-call vote of the Board members present.

Sue Barry made a motion to commit the fund balance of \$2,569,868 for future capital projects. The motion was seconded by Peter Austin and approved by unanimous roll-call vote of the Board members present.

Sue Barry made a motion to accept the resignation of Amanda Amitia as full-time Learning Support Teacher, effective August 30, 2017, which was seconded by Peter Austin and approved by unanimous roll-call vote of the Board members present.

Sue Barry made the motion to approve the hiring of Taylor Burak to the position of Learning Support Teacher, effective September 1, 2017. This is a full-time, ten-month exempt level position for 198 days per fiscal year with an salary of \$35,000 plus benefits. The pro-rated salary for the first year of employment will be \$32,667. The motion was seconded by Peter Austin and approved by unanimous roll-call vote of the Board members present.

Peter Austin made a motion to approve a conference request from Jim Smith and Tammy Miller to attend a seminar entitled "PA Charter Schools: Measuring Progress and Student Success" at the Greyfriars Institute in Bethlehem on September 13, 2017 at a cost not to exceed \$400. The motion was seconded by Sue Barry and approved by unanimous roll-call vote of the Board members present.

Wendy Lutchko made a motion to approve a conference request from Kim Stevens to attend a seminar entitled "Steps to Success: Progressive Discipline" at the Greyfriars Institute in Bethlehem on September 19, 2017 at a cost not to exceed \$150. The motion was seconded by Brandy Lewis and approved by unanimous roll-call vote of the Board members present.

Peter Austin made a motion to approve a conference request from Dan Steber to attend the seminar entitled "Cyber Security, Are You at Risk?" A Seminar for Northeastern Pennsylvania Schools, Governments and Non Profits" hosted by FNC Bank and the Philadelphia Field Office of the Federal Bureau of Investigation in Scranton, Pennsylvania at no cost to the school. The motion was seconded by Sue Barry and approved by unanimous roll-call vote of the Board members present.

Peter Austin made a motion to approve a conference request from Kim Stevens to attend the National Association of Pupil Services Administrators Conference in Virginia Beach, Virginia on October 15<sup>th</sup> through 18<sup>th</sup> at a cost not to exceed \$1,200. The motion was seconded by Wendy Lutchko and approved by unanimous roll-call vote of the Board members present.

Wendy Lutchko made a motion to approve a conference request from Tony Prudente to attend the Pennsylvania State Association for Health, Physical Education Recreation and Dance in Valley Forge on November 16<sup>th</sup> through November 18<sup>th</sup> at a cost not to exceed \$700. The motion was seconded by Brandy Lewis and approved by unanimous roll-call vote of the Board members present.

Peter Austin made a motion to approve a conference request from Jennifer Smith to attend the training Early Numeracy in the Primary Grades: Word Problems for Early Learners at PaTTAN in Harrisburg on November 17, 2017 at a cost not to exceed \$114. The motion was seconded by Brandy Lewis and approved by unanimous-roll call vote of the Board members present.

Peter Austin made a motion to approve the hiring of Maureen Holden as a part-time Educational Paraprofessional beginning September 5, 2017, for 25 hours per week while school is in session, at an hourly rate of \$12.50. The motion was seconded by Brandy Lewis and approved by unanimous roll-call vote of the Board members present.

Peter Austin made a motion to approve the hiring of Jody Novitsky as a daily substitute teacher at a per diem rate of \$125 for the first five days, and \$150 for each day thereafter during a given school year. The motion was seconded by Stacey Scullion and approved by unanimous roll-call vote of the Board members present.

Peter Austin made a motion to approve the longevity bonus contribution for permanent, professional, full-time employees as of June 30, 2017 totaling \$165,000. The motion was seconded by Stacey Scullion. Stacey Scullion abstained from approving the contribution relating to the employment of Jennifer Smith. With the exception of the individual abstention, the motion was approved by majority roll-call vote of the Board members present.

Peter Austin made a motion to approve the purchase of propane from Button Oil and Propane through December 31, 2017 at a cost of \$1.19 per gallon, the lowest responsible bidder from a recent competitive bid process. The motion was seconded by Brandy Lewis and approved by unanimous roll-call vote of the Board members present.

Jim Smith, Kristen Young and Kim Stevens provided the Board with various operational updates.

Dave Blazejewski asked Jim Smith the status of the real estate leases relating to the properties now vacated by the School. Jim informed the Board that as requested, he contacted the Bear Creek Foundation regarding early terminations of the two leases. The Foundation Board agreed to both requests. The lease of 2000 Bear Creek Boulevard ended on June 30, 2017 and the lease for 1776 Bear Creek Boulevard is scheduled to end on December 31, 2017. That being said, Jim stated that the lease for 1776 may have to be extended because the School may need additional storage space. That will not be known until the completion of the new maintenance facility. Dave asked Jim to keep the Board informed as to the status of that lease and the needs of the school, and extended gratitude to the Foundation's Board of Directors for their cooperation in ending the leases early.

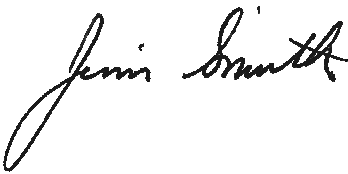
Dave Blazejewski requested that Jim open a dialogue with the Bear Creek Foundation to use the additional land the Foundation owns behind the school for recreational and educational purposes. He asked that Jim discuss with the school staff what opportunities may exist to enhance the school's academic and extra-curricular program relating to use of the property – are there ways for the school to utilize this property to benefit students? Jim stated he will reach out to the Foundation's Board of Directors to explore these opportunities.

Dave Blazejewski opened the meeting to general public comment. There was no public comment.

Brandy Lewis made a motion to adjourn the public meeting, which was seconded by Sue Barry and approved by unanimous roll-call vote of the Board members present.

The meeting adjourned at 8:15 p.m.

Respectfully,

A handwritten signature in black ink that reads "Jim Smith". The signature is written in a cursive style with a large, sweeping initial "J".

Jim Smith  
Board Secretary

The next meeting of the Bear Creek Community Charter School Board of Trustees is **Monday, September 18, 2017.**