



**Board of Trustees
Minutes of Meeting
February 1, 2018**

A meeting of the Bear Creek Community Charter School Board of Trustees was held on Thursday, February 1, 2018 at Bear Creek Community Charter School, 30 Charter School Way, Bear Creek Township. Board members Sue Barry, Peter Austin, Wendy Lutchko, Brandy Lewis, Nicky Pachucki, Dave Blazejewski and Stacey Scullion were present. Board member Kim Pople was absent. Also in attendance were Jim Smith, Kristen Young, and Kim Stevens.

Dave Blazejewski called the meeting to order at 6:04 p.m. Wendy Lutchko 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.

Jim Smith provided the Board minutes of the January 22, 2018 Board of Trustees meeting. Peter Austin made a motion to approve the meeting minutes, which was seconded by Stacey Scullion and approved by unanimous roll-call vote of the Board members present.

Wendy Lutchko made a motion to approve contract with Frontier Communications for a one year period beginning July 1, 2018 and ending June 30, 2019 for monthly internet service at \$1,650.00 per month and voice services at \$19.99 per line and \$0.04 per minute for long distance. 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 Melissa Malak to attend LETRS Module 3 training on February 12, 2018 at Luzerne Intermediate Unit #18 at a cost not to exceed \$40.00. 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 two conference requests from Renee Andrews to attend LETRS Module 3 and Module 4 training at Luzerne Intermediate Unit #18 at a cost not to exceed \$80.00, which was seconded by Stacey Scullion and approved by unanimous roll-call vote of the Board members present.

Peter Austin made a motion to approve two conference requests from Shannon Russo to attend LETRS Module 3 and Module 4 training at Luzerne Intermediate Unit #18 at a cost not to exceed \$80.00, which was seconded by Brandy Lewis and approved by unanimous roll-call vote of the Board members present.

Wendy Lutchko made a motion to approve a conference request for Larissa Soroka to attend the guided reading training institute for early intervention strategies for students struggling with Reading accuracy, fluency, and comprehension from sponsored by the Bureau of Education and Research from March 5th through March 8th in Boston, Massachusetts at a cost not to exceed \$3,000.00. 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 Tuition Assistance Request from Jillian Cienciva for the course Using Technology for Assessment at Wilkes University during the 2018 Spring Session II at a cost not to exceed \$1,481.00. 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 a Tuition Assistance Request from Moriah Bechtold for the course School Wide Behaviors at Kings College during the 2018 Spring Session II at a cost not to exceed \$1,131.00, which was seconded by Brandy Lewis and approved by unanimous roll-call vote of the Board members present.

Sue Barry made a motion to approve a Tuition Assistance Request from Moriah Bechtold for the course the Autism Spectrum at Kings College during the 2018 Spring Session III at a cost not to exceed \$1,117.00, which was seconded by Peter Austin and approved by unanimous roll-call vote of the Board members present.

Wendy Lutchko made a motion to approve a Field Trip Request for 8th grade students interested in the Wilkes-Barre Area School District's STEM program to visit Meyers High School for a tour and program presentation on February 7, 2018 at no cost (Bruin Mobile). The motion was seconded by Brandy Lewis and approved by unanimous roll-call vote of the Board members present.

Stacey Scullion made a motion to accept the resignation/retirement of Rosanne Hartwigsen as full-time Receptionist effective June 30, 2018, which was seconded by Sue Barry and approved by unanimous roll-call vote of the Board members present. Dave Blazejewski, on behalf of the Board of Trustees, offered gratitude to Rosanne for her many years of dedicated service to our school and our students.

Stacey Scullion made a motion to approve the Board of Trustees meeting calendar for the 2018-2019 school year, which 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 revision to the Student Admission's policy:

Bear Creek Community Charter School will give preference in enrollment to the following categories of students, in the following order:

- 1. Returning students (re-enrollment of existing students by posted deadline);*
- 2. Children of parents who actively participated in the development (prior to the school receiving its charter) of the charter school (also known as Founder's List);*
- 3. Siblings of a currently enrolled student. For the purpose of this policy, a sibling is defined as a child who is related to an existing student by blood or adoption and who share a legal tie to at least one common parent;*
- 4. Holdover Students from the prior school year;*
- 5. Students residing in the Community in which the charter school is located. For the purposes of this policy, Community is defined as Bear Creek Township and Bear Creek Village Borough;*
- 6. Students residing in the school district in which the charter is located (Wilkes-Barre Area School District);*
- 7. Students residing outside the school district in which the charter school is located (all other school districts within the Commonwealth of Pennsylvania).*

The Board discussed additional changes to the Student Admissions Policy, which were tabled for further consideration by the Board of Trustees and additional research by school administration.

Jennifer Smith provide the Board an overview with the benchmarking process, including beginning of year, and mid-year Math data, the iReady system and the RtII process.

Kristen Young provided an update on the curriculum documentation process for Math and Social Studies, reviewed unit planning and discussed the proposed daily lesson planning process. The Board expressed appreciation that school administration is implementing a structured process, which will add value to school operations. The Board also expressed appreciation to the professional staff for their time and attention relating to the processes being implemented.

Jim Smith, Kristen Young and Kim Stevens provided the Board with an update on the implementation of the Danielson Model as the basis of a formal performance management process. Preliminary discussion was held regarding staff reorganization.

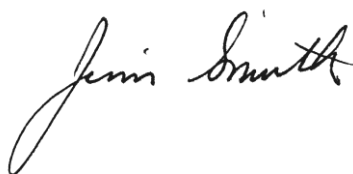
Dave Blazewski opened the meeting to general public comment. There was no public comment.

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

The meeting adjourned at 7:50 p.m.

Following the meeting, Jim Smith made himself available to Trustees to review the progress of the Soccer/Pavilion/Concession construction project.

Respectfully,

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

Jim Smith
Board Secretary

The next meeting of the Bear Creek Community Charter School Board of Trustees is **Monday, February 26, 2018.**