



**Board of Trustees  
Minutes of Meeting  
October 4, 2018**

A meeting of the Bear Creek Community Charter School Board of Trustees was held on Thursday, October 4, 2018 at Bear Creek Community Charter School, 30 Charter School Way, Bear Creek Township. Board members Brandy Lewis, Nicky Pachucki, Dave Blazejewski, Peter Austin, Wendy Lutchko, Sue Barry, and Stacey Scullion were present. Board member Kim Pople was absent. Also in attendance were Jim Smith, Kristen Young, Tammy Miller, Bridget Deeble, Kim Stevens, Donna Yavorski, Vince Kimsal and Kelly Kimsal.

Dave Blazejewski called the meeting to order at 6:11 p.m. Brandy Lewis 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 as well as to general public comment.

Donna Yavorski addressed the Board regarding the termination of her daughter, Jessica Darraugh, resigned her position as part-time housekeeper, and left the meeting.

Vince and Kelly Kimsal requested to address the Board in executive session. Dave Blazejewski inquired as to the topic of conversation to ensure such action would comply with Pennsylvania's Sunshine Act. The Board adjourned to executive session at 6:22 p.m. with the Board of Trustees and Jim Smith present to discuss confidential personnel matters, confidential, student matters and legal issues. The executive session concluded at 7:05 p.m. and the Board returned to the regular meeting. Mr. & Mrs. Kimsal thanked the Board for the opportunity to meet, and left the meeting.

Peter Austin made a motion to approve the minutes of the September 6, 2018 Board of Trustees meeting, which was seconded by Stacey Scullion and approved by unanimous roll-call vote of the Board members present.

Tammy Miller presented the financial statements and expenditures for the period ending August 31, 2018. Nicky Pachucki inquired about the purchase of taxidermy items, which Jim Smith explained were purchased with grant funds for environmental education as part of the "Native Neighbors Program". Peter Austin made a motion to approve expenditures and financial statements for the period ending August 31, 2018 as presented, which was approved by unanimous roll-call vote of the Board members present.

Peter Austin made a motion to approve the appointment of Jessica Bickel as a Long Term Substitute through March 15, 2019 at a per diem rate of \$200.00. A brief discussion followed. Jim Smith advised the Board that the School is required to notify parents that although Jessica is a certified teacher with a music background, she does not have a teaching certificate specific to Music as traditionally required by the Pennsylvania Department of Education. The School is in full compliance with state law; however, there is a Federal Programs compliance protocol that will require the parent notification. Peter Austin made a motion to approve the appointment as presented, which was seconded by Wendy Lutchko and approved by unanimous roll-call vote of the Board members present.

Jim Smith presented the revised Title I School Equity Plan to the Board, which is a requirement of the Every Student Succeeds Act. Jim Smith and Kristen Young reviewed student data and teacher experience, qualifications, etc. and found no equity issues exist. Nicky Pachucki made a motion to approve the revised plan as presented, which was seconded by Peter Austin and approved by unanimous roll-call vote of the Board members present.

Jim Smith presented the revised Title I Parent/Family Engagement Policy, which is a requirement of the Every Student Succeeds Act. This collaborative document outlines how the school embraces parent and family involvement. Sue Barry made a motion to approve the revised policy as presented, which was seconded by Stacey Scullion and approved by unanimous roll-call vote of the Board members present.

Jim Smith presented the revised Student/Parent/School Compact, which is a requirement of the Every Student Succeeds Act. Brandy Lewis made a motion to approve the document as presented, which was approved by unanimous roll-call vote of the Board members present.

Wendy Lutchko made a motion to approve a Conference Request from Tina Vojtko to attend the Northeast Region School Nurse Regional Conference on Saturday, October 20, 2018 at a cost not to exceed \$25.00. The motion was seconded by Peter Austin and approved by unanimous roll-call vote of the Board members present.

Brandy Lewis made a motion to approve a Conference Request from Michelle Sminkey to attend the First Time Notary Seminar (required for Notary appointment) on October 30, 2018 in Allentown, Pennsylvania at a cost not to exceed \$389.00. Peter Austin seconded the motion, which was approved by unanimous roll-call vote of the Board members present.

Nicky Pachucki made a motion to approve a tuition assistance request from Jillian Cienciva for the course Web 2.0 Impact on the Learning Environment at Wilkes University for the Fall 2018 semester at a cost not to exceed \$1,500.00. The motion 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 tuition assistance request from Kristen Young for the course Applying Research to the Improvement of Curriculum, Instruction & Assessment at Wilkes University for the Fall 2018 semester at a cost not to exceed \$4,380.00. The motion was seconded by Peter Austin and approved by unanimous roll-call vote of the Board members present.

Tammy Miller updated the Board on the status of the independent audit, the Unipay subsidy redirection process, and advised the Board that she will be scheduling a meeting with Tom Telesz, Business Manager for the Wilkes-Barre Area School District, to review the District's 2018-2019 PDE-363.

Kristen Young updated the Board with an update on the beginning of the school year, how things are going with the personnel changes, and informed the Board that the end of the first quarter was fast approaching.

Kim Stevens updated the Board on recent activities held at the school including tonight's Red Cross Blood Drive, EarthFest 2018, upcoming Halloween events, PTO changes regarding class parties, and new parent volunteer initiatives.

Bridget Deeble provided the Board with an update on the newly hired learning support teachers, progress being made with specific students, and ongoing training and professional development opportunities for educational paraprofessionals.

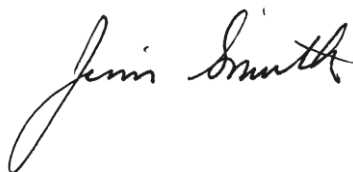
Jim Smith provided the Board an update on the latest grant opportunity through the Pennsylvania Commission on Crime and Delinquency, the campus improvement construction project, the upcoming Pennsylvania Coalition of Public Charter School's Conference, truancy proceedings, and considerations for the Board relating to charter school funding and charter reauthorization. Due to a personal emergency, Jim had to cancel the meeting scheduled for October 3<sup>rd</sup> with Brian Costello, Superintendent of the Wilkes-Barre Area School. Jim reached out to Dr. Costello to reschedule. As requested by the Board, he did e-mail Dr. Costello regarding direct payment of charter school tuition, as well as left him a message. To date, he has not received a response.

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

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

The meeting adjourned at 8:20 p.m.

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, October 15, 2018.**