



**Board of Trustees
Minutes of Meeting
January 7, 2021**

A public meeting of the Bear Creek Community Charter School Board of Trustees was held on Thursday, January 7, 2020 at Bear Creek Community Charter School, 30 Charter School Way, Bear Creek Township, Pennsylvania.

Board members David Blazejewski, Wendy Lutchko, Brandy Lewis, Stacey Scullion, Nicky Pachucki, and Peter Austin participated. Board members Kim Popple and Sue Barry were absent. Also participating were Jim Smith, Tammy Miller, Kim Stevens, Kristen Young, and Bridget Deeble. Members of the public participating were Stacey Salsavage and Gina Williams.

Dave Blazejewski called the meeting to order at 6:06 p.m. Nicky Pachucki 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. Stacey Salsavage introduced herself as the President of the Bear Creek Community Charter School PTO. Dave Blazejewski welcomed her and Gina Williams and thanked them for taking the time to participate. There was no additional public comment.

Peter Austin made a motion to approve the minutes of the December 3, 2020 Board of Trustees meeting as presented, which were 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 period ending November 30, 2020. Wendy Lutchko made a motion to approve the financial statements and expenditures as presented, which was seconded by Nicky Pachucki. All Board members present voted in favor of the motion with the exception of the following specific abstentions: Stacey Scullion abstained from voting on expenses associated with the employment of Jennifer Smith and Wendy Lutchko abstained from voting on expenses associated with the employment of Hope Wanek. There were no dissenting votes. The motion was approved by majority roll-call vote of the Board members present.

Tammy Miller presented the audited financial statements and report of the independent auditor for the fiscal year ending June 30, 2020, which included no adverse findings other than the GAP departure relating to the consolidation of financial information from the GASB component unit. Wendy Lutchko made a motion to accept the audited financial statements and report of the independent auditor for fiscal year ending June 30, 2020. The motion was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Board members present.

Wendy Lutchko made a motion to approve the IRS standard mileage rate of \$0.56 for each business mile for the calendar year 2021, which was seconded by Brandy Lewis and approved by unanimous roll-call vote of the Board members present.

Peter Austin made a motion to a Tuition Assistance request from Stephen Ruch for the course Geometry for Elementary/Middle Level Teachers at Indiana University of Pennsylvania for the Spring 2021 semester at a cost not to exceed \$1,600.00. Dave Blazejewski asked what the maximum benefit was for employee Tuition Assistance. Tammy Miller responded that the policy limits tuition reimbursement to \$1,500 per semester and \$4,500 per fiscal year. Peter Austin made a motion to approve the Tuition Assistance request as presented, which was seconded by Stacey Scullion and approved by unanimous roll-call vote of the Board members present.

Jim Smith presented the Board with the Preliminary Assessment Report from the Pennsylvania Department of Education for the recent Administrative Review of the National School Lunch Program and the School Breakfast Program. The Board commended the food service staff for a job well done. Peter Austin made a motion to approve the Preliminary Assessment Report as presented, which was seconded by Brandy Lewis and approved by unanimous roll-call vote of the Board members present.

Nicky Pachucki made a motion to approve a Conference Request from Sadie Kretsch to enroll in the course A+ Ideas for Every Student's Success at the Luzerne Intermediate Unit 18 for period February 2 through March 2, 2021 at a cost not to exceed \$315.00. The motion was seconded by Wendy Lutchko and approved by unanimous roll-call vote of the Board members present.

Jim Smith presented the Board with a revision to the School's Open Records/Right To Know Policy changing the cost per black and white copy from \$0.25 per page to \$0.25 per black and white page for the first 1,000 copies and \$0.20 per black and white page for each page thereafter within the same request. Stacey Scullion made a motion to approve the policy revision as presented, which was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Board members present.

Peter Austin made a motion to approve the donation/transfer of ownership of five Bretford iPad carts, with an estimated value of \$21,249.75 to the Wilkes-Barre Area School District, which was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Board members present.

Jim Smith presented the Board with the recent guidance from the Pennsylvania Department of Education regarding in-person instruction and the COVID-19 pandemic. Stacey Scullion made a motion to transition from all remote instruction to a hybrid-instructional model effective Tuesday, January 19, 2021 as outlined in the school's Reopening Health and Safety Plan, previously adopted by the Board of Trustees on September 3, 2020. The motion was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Board members present. Jim Smith will draft a new Attestation Statement for Dave's signature as required by the Pennsylvania Department of Education.

Jim Smith presented the Board with preliminary revisions to the 2020-2021 Discretionary Bonus Plan for Full Time Professional Employees resulting from the COVID-19 pandemic. The Board was in agreement with the changes. A revised policy will be included on the agenda for the next Board of Trustees meeting.

Kristen Young and Kim Stevens provided the Board with an update on the remote learning process, student engagement and student attendance. Jim Smith added that half a dozen Chromebooks have already been damaged by students and are in the process of being repaired. Parents will be expected to reimburse the school the cost of the repairs.

Kristen Young provided the Board with an overview of the proposed Spring Tutoring Program, Summer Tutoring Program, and the Credit Recovery Program. All of these supplemental programs are intended to provide opportunities for students to help offset any academic deficits caused by the pandemic. Jim Smith stated that the School will be strongly encouraging parents to agree to cooperate and have their children engage in these critical programs for the benefit of their children.

Kim Stevens updated the Board on student attendance and truancy, along with revisions to the Student/Parent Handbook that were prompted by the COVID-19 pandemic, as well as updates to the School's Emergency Response Plan.

Bridget Deeble provided the Board with an update on the evaluation process and IDEA compliance.

Tammy Miller informed the Board that the Board of Directors of First National Community Bank of Dunmore have approved a \$10 million short-term loan related to the implementation of the School's strategic plan. Jim Smith continues to work through the complicated loan approval process with the United States Department of Agriculture. There are additional steps that have to be taken relative to both loans, which are in process.

Tammy Miller also advised that the financial feasibility report she submitted to the independent auditor has been reviewed and approved with no changes. She will be forwarding the final report to both FNCB as well as USDA.

Jim Smith provided an update on the progress being made to implement the School's strategic plan, along with some discussion relating to an additional section of kindergarten and an additional section of first grade for the upcoming 2021-2022 school year.

Jim Smith advised the Board that there has been water infiltration in one of the first floor classrooms directly below where the two new classrooms were constructed. The contractor is working to resolve the issue and make the necessary repairs. Other operational updates provided by Jim include:

The School's web site has been updated with e-mail addresses for each Trustee in compliance with state law. The web site will also include one year's worth of meeting minutes, starting with January 2021.

Bear Creek Community Charter School is investigating a grant opportunity through the United States Department of Education and the Pennsylvania Coalition of Public Charter Schools for funding to expand high-quality public charter schools.

The Leadership Team will be discussing school activities for the second half of the year to determine which activities will and will not occur due to the COVID-19 pandemic, or if activities need to be modified.

The School is collaborating with the Bear Creek Foundation to host a Community Fall Festival this coming October 2021.

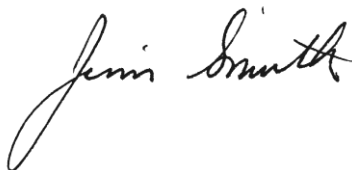
Dave Blazejewski opened the meeting to general public comment. Parent Stacey Salsavage asked if the School could modify the PTO page on the school web site to accommodate a history of PTO meeting minutes that parents can refer back to. Jim Smith responded that the school could definitely make those modifications. There was no additional public comment.

The Board adjourned to Executive Session at 7:55 p.m. to discuss personnel matters and litigation. The Board returned from Executive Session at 8:17 p.m.

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

The meeting adjourned at 8:18 p.m.

Respectfully,

A handwritten signature in black ink, appearing to read "Jim Smith". The signature is fluid and cursive, with a large initial "J" and a stylized "S".

Jim Smith
Board Secretary

The next meeting of the Board of Trustees will be held on **Monday, January 18, 2021. The meeting will be held in person** at Bear Creek Community Charter School, 30 Charter School Way, Bear Creek Township, PA 18702. The general public is invited to participate.