



**Board of Trustees
Minutes of Meeting
June 3, 2021**

A public meeting of the Bear Creek Community Charter School Board of Trustees was held on Thursday, June 3, 2021 at Bear Creek Community Charter School, 30 Charter School Way, Bear Creek Township, Pennsylvania.

Board members Brandy Lewis, Nicky Pachucki, Dave Blazejewski, Stacey Scullion and Sue Barry participated. Board members Kim Popple, Peter Austin and Wendy Lutchko were absent. Also participating were Jim Smith, Kim Stevens, Kristen Young, Bridget Deeble and Tammy Miller.

Dave Blazejewski called the meeting to order at 6:42 p.m. Jim Smith 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 relating to agenda items.

Stacey Scullion made a motion to approve the minutes of the May 6, 2021 Board of Trustees meeting as presented. The motion was seconded by Sue Barry and approved by unanimous roll-call vote of the Board members present.

Tammy Miller presented the financial statements and expenditures for period ending April 30, 2021. Sue Barry 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 Stacey Scullion, who abstained from voting on expenses associated with the employment of Jennifer Smith. There were no dissenting votes. The motion was approved by majority roll-call vote of the Board members present.

Tammy Miller presented the school budget for the 2021-2022 school year totaling \$9,932,203.00. Brandy Lewis made a motion to approve the budget as presented, which was seconded by Sue Barry and approved by unanimous roll-call vote of the Board members present.

Nicky Pachucki made a motion to commit any fund balance as of June 30, 2021 in excess of twelve percent (12%) of the 2021-2022 budgeted expenditures for future capital expenditures. Stacey Scullion seconded the motion, which was approved by unanimous roll-call vote of the Board members present.

Stacey Scullion made a motion to accept the retirement of Scott Sherwood as Facilities Manager effective June 15, 2021, which was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Board members present.

Brandy Lewis made a motion to approve the rehiring of Jacob Kuna as a temporary maintenance employee at a rate of \$11.00 per hour from May 19, 2021 through August 27, 2021. The motion was seconded by Stacey Scullion and approved by majority roll-call vote of the Board members present.

Stacey Scullion made a motion to approve the rehiring of Jeffrey Mondulick as a temporary maintenance employee at a rate of \$11.00 per hour from June 16, 2021 through August 27, 2021. The motion was seconded by Brandy Lewis and approved by majority roll-call vote of the Board members present.

Nicky Pachucki made a motion to approve the payment of \$15.00 per hour to Matthew Judge for maintenance work performed over the summer months, which was seconded by Stacey Scullion and approved by unanimous roll-call vote of the Board members present.

Brandy Lewis made a motion to approve a one-time bonus of \$2,000.00 for each employee recognizing their dedication and contributions to continuity of operations during the COVID-19 pandemic as well as an incentive for future performance. This bonus will apply to all employees identified on the bonus worksheet presented to the Board, and will be pro-rated for employees who work less than full time, based on actual hours worked July 1, 2020 through June 30, 2021. The bonus will be paid to employees who fulfilled their responsibilities to the School for the 2020-2021 school year, and will be paid with the payroll for period ending July 15, 2021. The aggregate distribution will exceed \$160,000. Stacey Scullion seconded the motion. All Board members present voted in favor of the motion with the exception of Stacey Scullion, who abstained from voting on expenses associated with the employment of Jennifer Smith. There were no dissenting votes. The motion was approved by majority roll-call vote of the Board members present.

Brandy Lewis made a motion to approve an Intergovernmental Agreement with Luzerne Intermediate Unit #18 for the provision of related services during the upcoming 2021-2022 school year, which was seconded by Sue Barry and approved by unanimous roll-call vote of the Board members present.

Brandy Lewis made a motion to approve the revised Records Retention Policy as presented, which was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Board members present.

Sue Barry made a motion to approve the revised Federal Programs Procurement Policy as presented, which was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Board members present.

Kim Stevens presented the Board with a summary of the proposed changes to the Student/Parent Handbook. Brandy Lewis made a motion to approve the Student/Parent Handbook for the upcoming 2021-2022 school year, which was seconded by Stacey Scullion and approved by unanimous roll-call vote of the Board members present.

Tammy Miller presented the Board with the new rates for medical insurance and dental insurance. Sue Barry made a motion to approve the new rates from Highmark for the employee medical plan for the 2021-2022 school year as presented, including absorbing any rate increase for employees. Nicky Pachucki seconded the motion, which was approved by unanimous roll-call vote of the Board members present.

Brandy Lewis made a motion to approve the new rates from Aetna for employee dental insurance for the 2021-2022 school year as presented, which was seconded by Sue Barry and approved by unanimous roll-call vote of the Board members present.

Sue Barry made a motion to reappoint Wendy Lutchko to a three-year term on the Board of Trustees effective July 1, 2020 through June 30, 2023, which was seconded by Stacey Scullion and approved by a unanimous roll-call vote of the Board members present.

Brandy Lewis made a motion to reappoint Nicole Pachucki to a three-year term on the Board of Trustees effective July 1, 2021 through June 30, 2024, which was seconded by Stacey Scullion and approved by a unanimous roll-call vote of the Board members present.

Brandy Lewis made a motion to reappoint Kim Pople to a three-year term on the Board of Trustees effective July 1, 2020 through June 30, 2023, which was seconded by Nicky Pachucki and approved by a unanimous roll-call vote of the Board members present.

Sue Barry made a motion to reappoint Brandy Lewis to a three-year term on the Board of Trustees effective July 1, 2020 through June 30, 2023, which was seconded by Nicky Pachucki and approved by a unanimous roll-call vote of the Board members present.

Brandy Lewis made a motion to approve the conversion of 80 hours of Extended Time Off to Paid Time Off for Jim Smith, to be used on or before June 30, 2023, which was seconded by Sue Barry and approved by unanimous roll-call vote of the Board members present.

Stacey Scullion made a motion to approve the appointment of LynnMarie Shedlock to a one-year term on the Bear Creek Community Charter School Board of Trustees, expiring June 30, 2022. The motion was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Board members present.

Brandy Lewis made a motion to approve the transfer of Brittany Snell from temporary classroom teacher to temporary RtII teacher for the upcoming 2021-2022 school year, which was seconded by Sue Barry and approved by unanimous roll-call vote of the Board members present.

Nicky Pachucki made a motion to approve the transfer of Matthew Ide from Third Grade Teacher to Building Substitute Teacher, which was seconded by Brandy Lewis and approved by unanimous roll-call vote of the Board members present.

Jim Smith presented the Board with the School Safety Report as required by Pennsylvania Law. Sue Barry made a motion to accept the report, which was seconded by Brandy Lewis and approved by unanimous roll-call vote of the Board members present.

The Board of Trustees acknowledged student Tevin Conklin for walking 3.1 miles and raising \$1,200.00 for Candy's Place in memory of Moriah Bechtold.

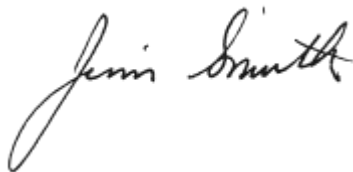
Jim Smith, Kim Stevens, Bridget Deeble, Kristen Young and Tammy Miller provided the Board members present with operational updates.

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

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

The meeting adjourned at 9:03 p.m.

Respectfully,

A handwritten signature in cursive script that reads "Jim Smith". The signature is written in black ink and is positioned above the printed name and title.

Jim Smith
Board Secretary

The next meeting of the Board of Trustees will be held on **Monday, June 21, 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.