



**Board of Trustees
Minutes of Meeting
July 19, 2021**

A public meeting of the Bear Creek Community Charter School Board of Trustees was held on Monday, July 19, 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, Wendy Lutchko and LynnMarie Shedlock participated. Board members Kim Popple, Peter Austin and Sue Barry were absent. Also participating were Jim Smith, Kim Stevens, Kristen Young, Bridget Deeble and Tammy Miller. Shelby Kresge and Madison Everetts attended the beginning of the meeting.

Magisterial District Judge Michael Dotzel administered the Oath of Office to the Trustees present. Dave Blazejewski thanked Judge Dotzel for taking time out of his busy schedule to attend the meeting.

Dave Blazejewski called the meeting to order at 6:20 p.m. LynnMarie Shedlock 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.

Dave Blazejewski officially welcomed LynnMarie Shedlock to the Board of Trustees.

Dave Blazejewski took a moment to reflect on the contributions of Bill Andrews, and expressed condolences to Jane Andrews, Aaron Andrews and the extended family on Bill's recent passing.

Approval of the minutes of the June 3, 2021 Board of Trustees meeting will be held for consideration at a future meeting.

Tammy Miller presented the financial statements and expenditures for period ending May 21, 2021. Brandy Lewis made a motion to approve the financial statements and expenditures as presented, which was seconded by Stacey Scullion. All Board members present voted in favor of the motion with the exception of Wendy Lutchko, who abstained from voting on expenses associated with the employment of Hope Wanek and 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 Board with a summary of proposed changes to the 2021-2022 Staff Handbook. Nicky Pachucki made a motion to approve the revised Staff Handbook for the upcoming 2021-2022 school year, which was seconded by LynnMarie Shedlock and approved by unanimous roll-call vote of the Board members present.

Jim Smith reviewed a summary of the outcome of the 2021 Annual Performance-Based Bonus Plan. Brandy Lewis made a motion to approve the distribution of the 2021 Annual Performance-Based Bonus Plan for Professional Personnel totaling \$167,006.00 (92%), which was seconded by Stacey Scullion. 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.

Wendy Lutchko made a motion to accept the resignation of Kristy Hummel as part-time Paraprofessional, effective June 15, 2021, which was seconded by Brandy Lewis and approved by unanimous roll-call vote of the Board members present.

Brandy Lewis made a motion to accept the resignation of Sadie-Guthrie Kretsch as full-time Middle School Science Teacher, effective July 6, 2021. Nicky Pachucki seconded the motion, which was approved by unanimous roll-call vote of the Board members present.

Kristen Young introduced Shelby Kresge to the Board of Trustees. Shelby is the recommended candidate for Middle School Science Teacher. Shelby provided the Board with a summary of her education, background and teaching experience. Brandy Lewis made a motion to approve the hiring of Shelby Kresge as full-time Middle School Teacher, effective August 23, 2021 at an annual salary of \$36,000 plus benefits. The motion was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Board members present. The Board welcomed Shelby to the team.

Bridge Deeble introduced Madison Everetts to the Board of Trustees. Madison is the recommended candidate for position of Learning Support Teacher. Madison provided the Board with a summary of her education, background and teaching experience. Wendy Lutchko made a motion to approve the hiring of Madison Everetts as full-time Learning Support Teacher, effective August 23, 2021 at an annual salary of \$36,000 plus benefits. The motion was seconded by Stacey Scullion and approved by unanimous roll-call vote of the Board members present. The Board welcomed Madison to the team.

Stacey Scullion made a motion to accept the resignation of Elizabeth Serafin as part-time Housekeeper, effective July 6, 2021. The motion was seconded by Brandy Lewis and approved by unanimous roll-call vote of the Board members present.

Wendy Lutchko made a motion to approve the hiring of Paula Shaffern as Housekeeper effective August 2, 2021. This is a full-time, non-exempt level twelve-month position at an hourly rate of \$12.00 with benefits. The motion was seconded by Stacey Scullion and approved by unanimous roll-call vote of the Board members present.

Brandy Lewis made a motion to approve the hiring of Gina Heron as Housekeeper effective August 2, 2021. This is a full-time, non-exempt level twelve-month position at an hourly rate of \$12.00 with benefits. 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 transfer of Ms. Lorie Mikelski from Fourth Grade Teacher to First Grade Teacher, 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 transfer of Mrs. Renee Novitksi from Intermediate Level Math Teacher to Fourth Grade Math/Science Teacher, which 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 following pricing for school meals:

	Breakfast	Lunch
Student Reduced	\$ 0.30	\$ 0.40
Student Paid	\$ 1.05	\$ 2.85
Adult	\$ 2.00	\$ 3.55

The motion was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Board members present.

Stacey Scullion made a motion to approve the submission of the Schoolwide Title I LEA Plan to the Pennsylvania Department of Education, which was seconded by Lynn Shedlock and approved by unanimous roll-call vote of the Board members present.

Stacey Scullion made a motion to approve the submission of the Schoolwide Title I School Plan to the Pennsylvania Department of Education, which was seconded by Lynn Shedlock and approved by unanimous roll-call vote of the Board members present.

Brandy Lewis made a motion to approve the increase in student enrollment, aligned to the School's Strategic Plan, from a maximum of 468 students to a maximum of 514 students, which was seconded by LynnMarie Shedlock. Board members Brandy Lewis, Nicky Pachucki, Stacey Scullion, Wendy Lutchko and LynnMarie Shedlock voted in favor of the motion. Dave Blazejewski voted against the motion. Dave does not oppose the increase in enrollment; however, Dave does oppose having to report to the Pennsylvania Department of Education, as he fears the Department and the current Governor may attempt to utilize this new reporting requirement to limit charter school enrollment. The motion was approved by majority roll-call vote of the Board members present.

Brandy Lewis made a motion to approve the hiring of Kandyss Sutphen as a Long Term Substitute Teacher from August 23, 2021 through October 22, 2021 at a rate of \$200.00 per day. The motion was seconded by Stacey Scullion and approved by unanimous roll-call vote of the Board members present.

Brandy Lewis made a motion to approve an hourly rate of \$12.00 per hour for Jacob Kuna and Jeffrey Mondulick, temporary maintenance employees, which was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Board members present.

Stacey Scullion made a motion to approve the Charter Annual Report for the 2020-2021 school year to the Pennsylvania Department of Education, which was seconded by Brandy Lewis. Board members Brandy Lewis, Nicky Pachucki, Stacey Scullion, Wendy Lutchko and LynnMarie Shedlock voted in favor of the motion. Dave Blazejewski voted against the motion. Dave does not believe the Department of Education should require the Board to approve the submission if it is unable to print the report prior to submitting to review. The motion was approved by majority roll-call vote of the Board members present.

Wendy Lutchko made a motion to approve an agreement with Koppy's Propane for the period August 1, 2021 through December 31, 2021 at a cost not to exceed \$1.269 per gallon for the purchase of propane. The motion was seconded by Stacey Scullion and approved by unanimous roll-call vote of the Board members present.

Brandy Lewis made a motion to approve the purchase of 50 Dell 3100 Chromebooks, 50 additional power charger/adaptors, 2 Dell Model CT30U181 Unmanaged Charging Cart and 4 Dell Model 5520 Latitude Laptop Computers from Dell at a total cost not to exceed \$14,375.50. The motion was seconded by LynnMarie Shedlock and approved by unanimous roll-call vote of the Board members present.

Brandy Lewis made a motion to approve the purchase of two (2) Epson BrightLink 735Fi Interactive Projector, Two (2) Epson Ultra Short Throw Wall Mount Model V12HA06A05 and two (2) 2 Epson DC-21 Document Cameras Model V12H758020 from CDW-G at a total cost not to exceed \$5,184.00. The motion was seconded by LynnMarie Shedlock and approved by unanimous roll-call vote of the Board members present.

Brandy Lewis made a motion to approve the purchase of two (2) Apple iPad 8th Generation WiFi Model MYL92LL/A and two (2) Apple TV 4K Digital Multimedia Receiver Model MQD22LL/A from Apple at a cost not to exceed \$950.00. The motion was seconded by LynnMarie Shedlock and approved by unanimous roll-call vote of the Board members present.

Brandy Lewis made a motion to approve the purchase of cyber security insurance from Coalition Insurance Solutions at a cost of \$4,240.04 for the period July 1, 2020 through March 31, 2021. The motion was seconded by LynnMarie Shedlock and approved by unanimous roll-call vote of the Board members present.

Brandy Lewis made a motion to approve a revised Reopening Health & Safety Plan as required by state and federal legislation, which was seconded by LynnMarie Shedlock. Board members Brandy Lewis, Nicky Pachucki, Dave Blazejewski and LynnMarie Shedlock voted in favor of the motion. Board members Stacey Scullion and Wendy Lutchko voted against the motion. Stacey and Wendy believe the Plan should include a provision requiring students to wear face coverings to prevent the potential transmission of COVID-19. The motion was approved by majority roll-call vote of the Board members present.

Stacey Scullion made a motion to approve the submission of the Application for Approval of Charter School Lease Reimbursement Program (PDE-418) for the 2020-2021 school year to the Pennsylvania Department of Education. The motion was seconded by Brandy Lewis and approved by unanimous roll-call vote of the Board members present.

Brandy Lewis made a motion to approve the updated Substitute School Nurse List 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.

Brandy Lewis made a motion to approve the updated Substitute Teacher List for the upcoming 2021-2022 school year, to include Kandys Sutphen, 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 a Conference Request from Kim Stevens to participate in the Administering Pupil Services with a Focus on Trauma, Resiliency and Support from October 24th through October 27th, 2021 in Pittsburgh, at a cost not to exceed \$1,500.00. Nicky Pachucki seconded the motion, which was approved by unanimous roll-call vote of the Board members present.

Jim Smith presented the Board with the results of the formal bid process for play equipment through the PACSP Grant. Brandy Lewis made a motion to approve the purchase of multiple Playworld Systems play components from George Ely Associates, the lowest responsible bidder, using PACSP grant funds totaling \$65,169.00. The motion was seconded by Stacey Scullion and approved by unanimous roll-call vote of the Board members present.

Jim Smith presented the Board with proposed salary increases. The Board and administrators engaged in a brief discussion. At 8:55 p.m., Dave Blazejewski adjourned the meeting to Executive Session, and asked Jim Smith, Tammy Miller, Kristen Young, Kim Stevens and Bridget Deeble to step out of the meeting.

Dave reconvened the public meeting at 9:02 p.m.

Stacey Scullion made a motion to approve annual salary increases totaling \$92,768.76 which was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Board members present.

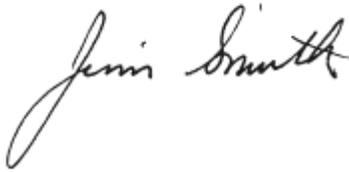
Jim Smith, Kim Stevens, Bridget Deeble, Kristen Young and Tammy Miller provided the Board members present with operational updates.

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

Wendy Lutchko 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 9:10 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 Board of Trustees will be held on **Thursday, August 5, 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.