



**Board of Trustees  
Minutes of Meeting  
March 21, 2022**

A public meeting of the Bear Creek Community Charter School Board of Trustees was held on Monday, March 21, 2022 in the Commons of Bear Creek Community Charter School, 30 Charter School Way, Bear Creek Township. The public was encouraged to participate.

Board members Peter Austin, Stacey Scullion, Dave Blazejewski, Kim Popple, Brandy Lewis, LynnMarie Shedlock, and Nicky Pachucki participated. Board members Wendy Lutchko and Sue Barry were absent. Also participating were school administrators Jim Smith, Kim Stevens, Bridget Deeble and Tammy Miller. Participating via Zoom! were Kristen Young and Jennifer Smith.

Dave Blazejewski called the meeting to order at 6:00 p.m. Dave Blazejewski 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.

Brandy Lewis a motion to approve the minutes of the February 21, 2022 Board of Trustees meeting, which was seconded by LynnMarie Shedlock and approved by unanimous roll-call vote of the Board members present.

Tammy Miller presented the financial statements and expenditures for the period ending January 31, 2022. Peter Austin made a motion to approve the financial statements and expenditures as presented, which was seconded by Kim Popple. 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, and Nicky Pachucki, who abstained from voting on expenses associated with the employment of Allison Pachucki. There were no dissenting votes. The motion was approved by majority roll-call vote of the Board members present.

Peter Austin made a motion to accept the audited financial statements, auditor's report, and single audit report for period ending June 30, 2021, which was seconded by LynnMarie Shedlock and approved by unanimous roll-call vote of the Board members present.

Tammy Miller presented the Board with Budget Revision 2 of 2021-2022. Stacey Scullion made a motion to approve the budget revision as presented, which was seconded by Brandy Lewis and approved by unanimous roll-call vote of the Board members present.

Tammy Miller presented the preliminary budget for the upcoming 2022-2023 school year to the Board. The budget will be made available to the general public for a minimum of 30 days, and an public notice will be advertised in the Times Leader.

Brandy Lewis made a motion to approve a professional services agreement with Wyoming Valley Children's Association for Physical Therapy Services for the 2022-2023 school year at a rate of \$115.00 per hour, which was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Board members present.

LynnMarie Shedlock made a motion to approve a professional services agreement with Wyoming Valley Children's Association for Occupational Therapy Services for the 2022-2023 school year at a rate of \$115.00 per hour, which was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Board members present. Jim Smith noted that the School Leadership Team will be monitoring this expense closely over the next two years. The increase in student enrollment and the need for additional services may warrant consideration of a full-time, on-staff occupational therapist.

Peter Austin made a motion to approve a Conference Request from Tammy Miller and Michelle Sminkey to attend the Pennsylvania Keystone State Skyward Users Group Conference in Harrisburg on April 19, 2022 and April 20, 2022 at a cost not to exceed \$700.00. 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 Intergovernmental Agreement between Luzerne Intermediate Unit 18 and Bear Creek Community Charter School for the regular IDEA Allocation of \$102,770.31 for the 2021-2022 school year. The motion was seconded by Nicky Pachucki, and approved by unanimous roll-call vote of the Board members present.

Peter Austin made a motion to approve an Intergovernmental Agreement between Luzerne Intermediate Unit 18 and Bear Creek Community Charter School for the IDEA ARP Allocation of \$36,612.00 for the 2021-2022 school year. The motion was seconded by LynnMarie Shedlock and approved by unanimous roll-call vote of the Board members present.

Kristen Young and Jen Smith, participating via Zoom! from Hershey, provided the Board with an overview of the process school staff had undertaken to review various math series intended to replace the existing subscription of Go!Math, which expires this year. Kristen and Jen also provided the Board with details of the recommended new math series, Reveal Math2020 from publisher McGraw-Hill, and answered questions posted by the Board. Peter Austin made a motion to approve the adoption of the Reveal Math 2022 for kindergarten through eighth grade, from McGraw Hill at a cost not to exceed \$86,000.00, 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 Allison Pachucki as part-time Housekeeper effective March 25, 2022, which was seconded by LynnMarie Shedlock. Peter Austin, Stacey Scullion, Kim Popple, Brandy Lewis, LynnMarie Shedlock, and Nicky Pachucki voted in favor of the motion. Dave Blazejewski voted against the motion. The motion was approved by majority vote of the Board members present.

Peter Austin made a motion to approve a Tuition Assistance Request from Hillary Oliver for the class Cognition at Wilkes University at a cost not to exceed \$1,600.00., which was seconded by Stacey Scullion and approved by unanimous roll-call vote of the Board members present.

Kim Popple made a motion to approve a Conference Request from Bernie Gardzalla to attend the PMEA All State Conference on April 7 and April 8, 2022 in Mount Pocono at a cost not to exceed \$515.00, which 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 transfer of Mary (Ann) Corcoran to the position of full-time Literacy Specialist, effective August 16, 2022. This is a ten-month position with no change in salary. The motion was seconded by Peter Austin and approved by unanimous roll-call vote of the Board members present.

LynnMarie Shedlock made a motion to approve the transfer of Susan Stoddard to the position of full-time Response to Intervention and Instruction (RtII) Teacher, effective August 16, 2022. This is a ten-month position with no change in salary. The motion was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Board members present.

LynnMarie Shedlock made a motion to approve the hiring of Sarah Monaghan as a permanent employee in the position of Second Grade Teacher, effective August 16, 2022. Sarah is currently a temporary employee. This is a full-time, ten-month position with full benefits and no change in salary. The motion 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 hiring of Brittany Snell as a permanent employee in the position of First Grade Teacher, effective August 16, 2022. Brittany is currently a temporary employee. This is a full-time, ten-month position with full benefits and no change in salary. The motion was seconded by LynnMarie Shedlock and approved by unanimous roll-call vote of the Board members present.

Stacey Scullion made a motion to approve the hiring of Rachel Lakkis as a permanent employee in the position of First Grade Teacher, effective August 16, 2022. Rachel is currently a temporary employee. This is a full-time, ten-month position with full benefits and no change in salary. The motion was seconded by Kim Popple and approved by unanimous roll-call vote of the Board members present.

Brandy Lewis made a motion to approve the hiring of Stephanie Knorr as a permanent employee in the position of Learning Support Teacher, effective August 16, 2022. Stephanie is currently a temporary employee. This is a full-time, ten-month position with full benefits and no change in salary. The motion was seconded by LynnMarie Shedlock and approved by unanimous roll-call vote of the Board members present.

Peter Austin made a motion to approve the hiring of Caroline Hayduk as a Substitute Teacher at a per diem rate of \$150.00 for the first five days worked during any given school year and \$175.00 for every day thereafter during the same school year. The motion was seconded by Kim Popple and approved by unanimous roll-call vote of the Board members present.

Nicky Pachucki made a motion to approve the hiring of Amanda Redding as a Substitute Teacher at a per diem rate of \$150.00 for the first five days worked during any given school year and \$175.00 for every day thereafter during the same school year. 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 a lease agreement with the Bear Creek Foundation for the use of the property located at 2000 Bear Creek Boulevard for temporary storage, at a cost of \$500.00 per month, effective April 1, 2022. The motion was seconded by Brandy Lewis. Peter Austin, Stacey Scullion, Dave Blazejewski, Brandy Lewis, LynnMarie Shedlock, and Nicky Pachucki voted in favor of the motion. Kim Popple abstained from voting citing a potential conflict of interest. No Board member voted against the motion. The motion was approved by majority vote of the Board members present.

Jim Smith presented the Board with a revised Job Profile for the position of Administrative Support. Brandy Lewis made a motion to approve the revised Job Profile as presented, which was seconded by LynnMarie Shedlock and approved by unanimous roll-call vote of the Board members present.

Tammy Miller provided the Board with operational updates, including the new Unipay Charter School Tuition Redirection Process. The Board of Trustees acknowledged Michelle Sminkey for her efforts in implementing the new process.

Bridget Deeble and Kim Stevens provided the Board with various operational updates.

Jim Smith provided the Board with an update on various operational issues, legal updates and an update on the charter school expansion plan. Jim reminded the Board that Bear Creek Community Charter School will host the Spring Summit for Pennsylvania's Charter School Program Grant recipients on May 16<sup>th</sup> and 17<sup>th</sup>, including professional development related to governance and fiscal operations. In addition, professional colleagues from the Pennsylvania Coalition of Public Charter Schools, its Legal Advisory Council and Charter Choices will also attend. Trustees are encouraged to participate.

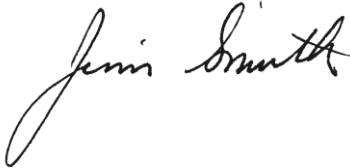
Jim Smith informed the Board that he will be distributing information to Board members regarding upcoming Act 55 professional development opportunities for trustees along with a one-day strategic planning event.

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

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

The meeting adjourned at 7:35 p.m.

Respectfully,

A handwritten signature in black ink, appearing to read "Jim Smith". The signature is written in a cursive, flowing style.

Jim Smith  
Board Secretary

The next meeting of the Bear Creek Community Charter School Board of Trustees is **Thursday, April 7, 2022**. The meeting will be held in the Commons at Bear Creek Community Charter School, 30 Charter School Way, Bear Creek Township, PA 18702. The meeting is open to the public.