



**Board of Trustees
Minutes of Meeting
May 5, 2022**

A public meeting of the Bear Creek Community Charter School Board of Trustees was held on Thursday, May 5, 2022 in the Conference Room 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, LynnMarie Shedlock, Sue Barry and Wendy Lutchko participated. Board members Brandy Lewis, Dave Blazejewski, Nicky Pachucki and Kim Popple were absent. Also participating were school administrators Kim Stevens, Bridget Deeble, Kristen Young and Tammy Miller. Participating via Zoom! Was Jim Smith. Marisa Simonik participated for the first fifteen minutes of the meeting.

Wendy Lutchko called the meeting to order at 6:00 p.m. and led the group in the Pledge of Allegiance. Jim Smith conducted a roll call of the Board. Wendy Lutchko opened the meeting to public comment relating to agenda items. There was no public comment.

Stacey Scullion made a motion to approve the minutes of the March 21, 2022 Board of Trustees meeting, which was seconded by Peter Austin and approved by unanimous roll-call vote of the Board members present.

Tammy Miller welcomed Marisa Simonik and introduced her to the Board. Marisa provided the Board with her employment history. Peter Austin made a motion to approve the hiring of Marisa Simonik as Administrative Support, effective May 23, 2022. This is a full-time, position for 195 days during the school year and 20 additional days per year, at a rate of \$14.50 per hour plus benefits. The motion was seconded by LynnMarie Shedlock and approved by unanimous roll-call vote of the Board members present.

Wendy Lutchko made a motion to approve the financial statements and expenditures for the period ending February 28, 2022, which was seconded by Sue Barry and approved by unanimous roll-call vote of the Board members present.

Peter Austin made a motion to approve the financial statements and expenditures for the period ending March 31, 2022, which was seconded by Sue Barry and approved by unanimous roll-call vote of the Board members present.

Tammy Miller reviewed the proposed budget for the upcoming 2022-2023 school year. Peter Austin made a motion to approve the budget for year ending June 30, 2023 as presented, totaling \$8,450,646.00, which was seconded by LynnMarie Shedlock and approved by unanimous roll-call vote of the Board members present.

LynnMarie Shedlock made a motion to commit any fund balance as of June 30, 2022, in excess of twelve percent (12%) of the 2022-2023 budgeted expenditures, for future capital purchases, which was seconded by Stacey Scullion and approved by unanimous roll-call vote of the Board members present.

Jim Smith reviewed the process relating to this year's proposed salary increases, including the recent salary survey. Stacey Scullion made a motion to approve annual salary increases, including both merit and survey adjustments, effective August 16, 2022 in the aggregate amount of \$225,657.08. The motion was seconded by

Wendy Lutchko, and approved by unanimous roll-call vote of the Board members present.

Peter Austin approved the transfer of Matthew Ide to the position of Social Studies/Technology Teacher, beginning with the upcoming 2022/2023 school year at no change in salary or benefits, which was seconded by LynnMarie Shedlock and approved by unanimous roll-call vote of the Board members present.

Peter Austin made a motion to approve three Tuition Assistance Requests from Jillian Seeley for the following courses at Kutztown University for the Summer Session 2022, each course not to exceed \$1,600.00:

- Applied Behavior Analysis
- Assessments and Instructional Interventions for Individuals with Autism Spectrum Disorders
- Working with Individuals with ASD and Collaborating with Family, Agencies and the Community.

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

Kim Stevens presented revisions to the School Health and Safety Plan. Stacey Scullion made a motion to approve the revised School Health & Safety Plan, which was seconded Sue Barry and approved by unanimous roll-call vote of the Board members present.

Kristen Young presented the Board with a revised Academic Calendar for the upcoming 2022-2023 school year, with changes made to accommodate construction. Peter Austin made a motion to approve a revised Academic Calendar for the 2022/2023 school year, which was seconded by LynnMarie Shedlock and approved by unanimous roll-call vote of the Board members present.

Wendy Lutchko made a motion to approve the Board of Trustees meeting calendar for the 2022/2023 school year, which 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 reappointment of Dave Blazejewski to a three-year term on the Bear Creek Community Charter School Board of Trustees, effective through June 30, 2025. 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 the reappointment of Peter Austin to a three-year term on the Bear Creek Community Charter School Board of Trustees, effective through June 30, 2025, which was seconded by Sue Barry and approved by unanimous roll-call vote of the Board members present.

Wendy Lutchko made a motion to approve the reappointment of Stacey Scullion to a four-year term on the Bear Creek Community Charter School Board of Trustees, effective through June 30, 2026, which was seconded by Peter Austin and approved by unanimous roll-call vote of the Board members present.

Peter Austin made a motion to approve the reappointment of LynnMarie Shedlock to a two-year term on the Bear Creek Community Charter School Board of Trustees, effective through June 30, 2024, which was seconded by Sue Barry and approved by unanimous roll-call vote of the Board members present.

LynnMarie Shedlock made a motion to accept the resignation of Sue Barry as Trustee, effective June 30, 2022. Sue will have served twenty years as a Trustee, which was seconded by Stacey Scullion and approved by unanimous roll-call vote of the Board members present.

Peter Austin made a motion to approve the appointment of Dave Blazejewski to the position of President of the Board of Trustees, for a three-year term expiring June 30, 2025, which was seconded by Sue Barry and approved by unanimous roll-call vote of the Board members present.

LynnMarie Shedlock made a motion to approve the appointment of Wendy Lutchko to the position of Vice-President of the Board of Trustees, for a three-year term expiring June 30, 2025, which was seconded by Stacey Scullion and approved by unanimous roll-call vote of the Board members present.

Peter Austin made a motion to approve the appointment of Jim Smith to the position of Secretary of the Board of Trustees, a non-voting position, for a three-year term expiring June 30, 2025. The motion was seconded by Wendy Lutchko and approved by unanimous roll-call vote of the Board members present.

Jim Smith reminded the Board that we should consider adding a new Trustee to the Board of Trustees during the upcoming school year. Jim asked that each Board member e-mail him ideas/suggestions/thoughts on the process the Board should undertake to consider and vet prospective Trustees as well as any suggested individuals to be considered as candidates and why.

Wendy Lutchko made a motion to approve the hiring of Rachel Daly RN to the Substitute Nurse list at a per diem rate of \$175.00, which was seconded by Stacey Scullion and approved by unanimous roll-call vote of the Board members present.

Sue Barry made a motion to approve a proposed change to the Student Admission's Policy that closes enrollment and expires the current student wait list on December 31st of each year instead of the last day of the second marking period of the current school year. The motion was seconded by Peter Austin and approved by unanimous roll-call vote of the Board members present.

Peter Austin made a motion to approve the option for each professional employee to contribute his/her bonus to the Bear Creek Community Charter School 403b Plan. If the entire amount of the bonus is elected to be contributed pre-tax, the School will contribute an additional 7.65% which is the equivalent of the Social Security and Medicare taxes that the school would normally pay in the event of no such election. The motion was seconded by Stacey Scullion and approved by unanimous roll-call vote of the Board members present.

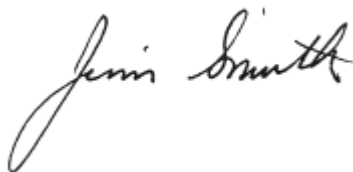
Kim Stevens, Bridget Deeble, Kristen Young, Tammy Miller and Jim Smith provided the Board with various operational updates.

Wendy Lutchko opened the meeting to general public comment. There was no public comment.

Peter Austin 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 7:41 p.m.

Respectfully,

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

Jim Smith
Board Secretary

The next meeting of the Bear Creek Community Charter School Board of Trustees is **Monday, May 16, 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.

