



**Board of Trustees
Minutes of Meeting
September 1, 2022**

A public meeting of the Bear Creek Community Charter School Board of Trustees was held on Thursday, September 1, 2022 in the Conference Room of Bear Creek Community Charter School, 30 Charter School Way, Bear Creek Township.

Board members Dave Blazejewski, Brandy Lewis, Stacey Scullion, Peter Austin, Kim Pople, LynnMarie Shedlock and Wendy Lutchko participated. Board member Nicky Pachucki was absent. Also participating were school administrators Kim Stevens, Bridget Deeble, Kristen Young, and Jim Smith.

Dave Blazejewski called the meeting to order at 6:05 p.m. Peter Austin 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.

Peter Austin made a motion to approve the minutes of the July 18, 2022 Board of Trustees meeting, which was seconded by Wendy Lutchko and approved by unanimous roll-call vote of the Board members present.

Brandy Lewis made a motion to approve the minutes of the August 4, 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 presented the preliminary financial statements and expenditures for the period ending June 30, 2022. Kim Pople made a motion to approve the financial statements and expenditures as presented, which was seconded by LynnMarie Shedlock. 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 Wendy Lutchko, who 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 financial statements and expenditures for the period ending July 31, 2022. Peter Austin made a motion to approve the financial statements and expenditures as presented, which was seconded by Wendy Lutchko. 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 Wendy Lutchko, who 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.

Wendy Lutchko made a motion to approve an increase in the per-diem compensation for Daily Substitute Teachers to \$200.00, 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 an increase in the per-diem compensation for Long Term Substitute Teachers to \$225.00, which was seconded by Kim Pople and approved by unanimous roll-call vote of the Board members present.

Wendy Lutchko made a motion to approve an increase in the per-diem compensation for Daily Substitute Nurses to \$200.00, which was seconded by Brandy Lewis and approved by unanimous roll-call vote of the Board members present.

Peter Austin made a motion to accept the resignation of Karen Skiba effective August 9, 2022, which was seconded by Brandy Lewis and approved by unanimous roll-call vote of the Board members present.

Wendy Lutchko made a motion to accept the resignation of Jeffrey Mondulick effective August 26, 2022, which was seconded by Stacey Scullion and approved by unanimous roll-call vote of the Board members present.

Stacey Scullion made a motion to approve the hiring of David McKeown as Part-Time Housekeeper for us to 20 hours per week at an hourly rate of \$12.00 effective September 12, 2022, 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 changes to the Tuition Assistance Program as presented to the Board, which was then seconded by LynnMarie Shedlock and approved by unanimous roll-call vote of the Board members present.

Peter Austin made a motion to approve the revised Discretionary Bonus Plan for Full Time Professional Staff as presented, which was seconded by Brandy Lewis and approved by unanimous roll-call vote of the Board members present.

Kim Popple made a motion to approve an updated Substitute Teacher List for the 2022-2023 school year as presented, which was seconded by LynnMarie Shedlock and approved by unanimous roll-call vote of the Board members present.

Kim Popple made a motion to approve an updated Substitute Nurse List for the 2022-2023 school year as presented, 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 hiring of Kevin Harcarik as Health and Physical Education Teacher/Athletic Director effective August 16, 2022 at an annual salary of \$40,000 plus benefits. This is a full-time, exempt level position for 195 days per year and includes a long-term Induction and Professional Development Plan. The motion was seconded by Peter Austin and approved by unanimous roll-call vote of the Board members present.

Kim Popple made a motion to approve the appointment of Kevin Harcarick as Boy's Basketball Coach for the upcoming 2022/2023 school year, along with a stipend of \$2,000.00, 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 hiring of Amanda Selsavage as Learning Support Teacher, effective August 16, 2022 at an annual salary of \$40,000 plus designated benefits. This is a temporary full-time, exempt level position for 198 days per year. 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 a revised Health & Safety Plan as presented, which was seconded by Peter Austin. Brandy Lewis, Stacey Scullion, Kim Popple, LynnMarie Shedlock, Peter Austin and Wendy Lutchko voted in favor of the motion. Dave Blazewski voted in opposition to the motion. The motion was approved by majority roll-call vote of the Board members present.

Kim Popple made a motion to approve the distribution of the 2022 Annual Performance-Based Bonus Plan for Professional Personnel totaling \$191,885.00 (85%), as presented. The motion was seconded by Peter Austin and approved by unanimous roll-call vote of the Board members present.

Brandy Lewis made a motion to approve the purchase of a Garland Range Model GFE48-8LL from Webstaurant.com, the lowest of four bids, at a cost of \$12,339.00. This purchase will be made from PACSP grant funding. The motion was seconded by Peter Austin, and approved by unanimous roll-call vote of the Board members present.

Kim Popple made a motion to approve the purchase of food service equipment from Restaurant Supply.com, the lowest of four bids on each item, at a total cost of \$26,115.45. This purchase will be made from PACSP grant funding. The motion was seconded by LynnMarie Shedlock and approved by unanimous roll-call vote of the Board members present.

Continental Reach in Refrigerator Model 2RN, Quantity 3 x \$5,293.26 = \$15,879.78
Continental Reach in Freezer Model 2FN, Quantity 1 = \$6,763.86
Continental Work Top Refrigerator Model SW60N-FB-D, Quantity 1 = \$6,227.97
Continental Sandwich Refrigerator Model SW60N15-FB-D, Quantity 1 = \$6,702.68
Continental Flad Lid with Vision Panel/Hinges Model 00FVL, Quantity 1 = \$955.85
Continental Stainless Steel Flat Cover with Hinges Model 00HFL, Quantity 1 = \$171.83

Brandy Lewis made a motion to approve a Conference Request from Kristen Young to attend the Conference on Curriculum Development, sponsored by the Pennsylvania Association for Supervision and Curriculum Development in Hershey, Pennsylvania from November 20th through November 22nd at a cost not to exceed \$1,300.00. 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 accept the resignation of Nicole Newcomb as Food Service Assistant, effective Friday, September 9, 2022, which was seconded by Brandy Lewis and approved by unanimous roll-call vote of the Board members present.

Stacey Scullion made a motion to approve the Schoolwide Title 1 School Plan for 2022-2023, which 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 Schoolwide Title 1 Comprehensive Plan for 2022-2023, which was seconded by LynnMarie Shedlock and approved by unanimous roll-call vote of the Board members present.

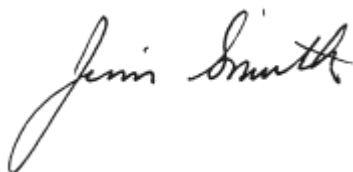
Kim Stevens, Bridget Deeble, Kristen Young, Miller and Jim Smith provided the Board with various operational updates.

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 8:04 p.m.

Respectfully,



Jim Smith
Board Secretary

The next meeting of the Bear Creek Community Charter School Board of Trustees is **Monday, September 19, 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.