



**Board of Trustees  
Minutes of Meeting  
November 3, 2022**

A public meeting of the Bear Creek Community Charter School Board of Trustees was held on Thursday, November 3, 2022 in the Conference Room of Bear Creek Community Charter School, 30 Charter School Way, Bear Creek Township.

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

Dave Blazejewski called the meeting to order at 6:06 p.m. Dave 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 October 6, 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 preliminary financial statements and expenditures for the period ending September 30, 2022. LynnMarie Shedlock 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 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 Budget Revision 1 for the 2022/2023 fiscal year, which reflects a decrease in fund balance of \$67,057, which was the direct result of a \$470,456.00 reduction in charter school tuition from the Wilkes-Barre Area School District.

Kim Popple made a motion to approve an intergovernmental Agreement between Luzerne Intermediate Unit #18 and Bear Creek Community Charter School relating to the utilization of funding for the Individuals with Disabilities Education Act. The motion was seconded by Wendy Lutchko and approved by unanimous roll-call vote of the Board members present.

Jim Smith presented the Board with a School Audit Policy. Nicky Pachucki made a motion to approve the policy as presented, which was seconded by LynnMarie Shedlock and approved by unanimous roll-call vote of the Board members present.

Jim Smith presented the Board with an Equipment Inventory Policy. Kim Popple made a motion to approve the policy as presented, which was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Board members present.

Jim Smith presented the Board with an Equipment Disposition Policy. Wendy Lutchko made a motion to approve the policy 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 ratify the approval of the hiring of Ashley Branham as a Long-Term Substitute effective October 18, 2022 and extending through the end of the 2022/2023 school year at a rate of \$225.00 per day; 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 a Conference Request from Larissa Soroka to attend the Trout in the Classroom Workshop in sponsored by the Pennsylvania Fish and Boat Commission in Bellefonte, Pennsylvania on June 27 and 28, 2023 at a cost not to exceed \$282.41. 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 appointment of Tammy Miller as Head Girl's Basketball Coach for the 2022/2023 season, along with a stipend of \$2,000.00, which was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Board members present.

Kim Popple made a motion to approve the appointment of Sarah Monahan as Assistant Girl's Basketball Coach for the 2022/2023 season, along with a stipend of \$1,5000.00, which was seconded by LynnMarie Shedlock and approved by unanimous roll-call vote of the Board members present.

LynnMarie Shedlock made a motion to approve the appointment of Kevin Harcarik as Head Boy's Basketball Coach for the 2022/2023 season, along with a stipend of \$2,000.00, which was seconded by Wendy Lutchko and approved by unanimous roll-call vote of the Board members present.

Kim Popple made a motion to approve a stipend payment to Larissa Soroka in the amount of \$1,5000.00 for work performed as Assistant Soccer Coach for the Fall 2022 season, which was seconded by Peter Austin and approved by unanimous roll-call vote of the Board members present.

Kim Popple made a motion to approve a request for homebound instruction for Student 11875 for up to five hours of instruction per week, for four weeks, at \$35.00 per hour, plus mileage, at a cost not to exceed \$1,000.00. 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 a request for homebound instruction for Student 11375 for up to five hours of instruction per week, for four weeks, at \$35.00 per hour, plus mileage, at a cost not to exceed \$1,000.00, which was seconded by LynnMarie Shedlock and approved by unanimous roll-call vote of the Board members present.

Wendy Lutchko made a motion to accept the resignation of Robyn Driscoll as part-time Food Service Assistant effective October 27, 2022, which was seconded by Nicky Pachucki 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.

Tammy Miller, Kristen Young, Bridget Deeble and Kim Stevens excused themselves from the meeting.

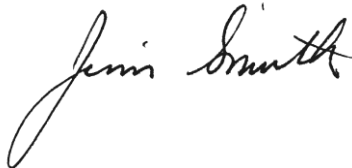
The Board adjourned at 7:15 p.m. for an Executive Session to discuss personnel matters and litigation. The regular meeting resumed at 7:28 p.m.

Dave Blazejewski 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 Kim Popple and approved by unanimous roll-call vote of the Board members present.

The meeting adjourned at 7:31 p.m.

Respectfully,

A handwritten signature in black ink, appearing to read "Jim Smith". The signature is fluid and cursive, with the first name "Jim" written in a larger, more prominent script than the last name "Smith".

Jim Smith  
Board Secretary

The next meeting of the Bear Creek Community Charter School Board of Trustees is **Monday, November 21, 2022**. The meeting will be held in the Community Room at Bear Creek Community Charter School, 30 Charter School Way, Bear Creek Township, PA 18702. The meeting is open to the public.