



**Board of Trustees  
Minutes of Meeting  
July 17, 2023**

A public meeting of the Bear Creek Community Charter School Board of Trustees was held on Monday, July 17, 2023 in the Community Room of Bear Creek Community Charter School, 30 Charter School Way, Bear Creek Township.

Board members Dave Blazejewski, Brandy Lewis, Lynn Marie Shedlock, Stacey Scullion, Wendy Lutchko, Peter Austin and Nicole Pachucki were present. Board members and Kim Popple was absent. Also participating were school administrators Bridge Deeble Jim Smith.

Dave Blazejewski called the meeting to order at 6:08 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.

Jim Smith presented the Board with the draft minutes of the June 1, 2023 Board of Trustees meeting. Wendy Lutchko made a motion to approve the minutes as presented, which was seconded by Peter Austin and approved by unanimous roll-call vote of the Board members present.

Jim Smith presented the preliminary financial statements and expenditures for the period ending May 31, 2023. Nicky Pachucki made a motion to approve the financial statements and expenditures as presented, which was seconded by Peter Austin. 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, Wendy Lutchko who abstained from voting on expenses associated with the employment of Hope Wanek and Dave Blazejewski who abstained from voting on expenses associated with the employment of Daniel Blazejewski. 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 appoint Jason Whymark as Seasonal Maintenance at an hourly rate of \$15.00, 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 hiring of Jordan Harrison as full-time Learning Support Teacher, effective August 24, 2023 at an annual salary of \$40,000 plus benefits. The motion was seconded by Wendy Lutchko, and approved by unanimous roll-call vote of the Board members present.

Brandy Lutchko made a motion to approve the 2023-2024 Student/Parent Handbook as presented, 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 2023-2024 Staff Handbook as presented, 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 submission of PDE-418, Approval of Charter School Lease Reimbursement Program to the Pennsylvania Department of Education for the 2022-2023 school year. The motion was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Board members present.

Nicky Pachucki made a motion to approve a Tuition Assistance Request for Larissa Stucker for the course The Writing Process at King's College for the Fall 2023 Semester at a cost not to exceed \$1,377.00. 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 approve a Tuition Assistance Request for Larissa Stucker for the course Developmental Nature of Reading at King's College for the Fall 2023 Semester at a cost not to exceed \$1,377.00. 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 a Tuition Assistance Request for Kevin Harcarik for the course Teaching English Learners at Wilson College for the Summer II 2023 Semester at a cost not to exceed \$1,545.00. The motion was seconded by Peter Austin and was approved by unanimous roll-call vote of the Board members present.

Nicky Pachucki made a motion to approve a Tuition Assistance Request for Kevin Harcarik for the course Formal/Informal Assessment at Wilson College for the Summer II 2023 Semester at a cost not to exceed \$1,545.00. The motion was seconded by Stacey Scullion and approved by unanimous roll-call vote of the Board members present.

Wendy Lutchko made a motion to accept the resignation of Megan Walsh as Learning Support Teacher, effective June 30, 2023, which was seconded by Peter Austin and approved by unanimous roll-call vote of the Board members present.

LynnMarie Shedlock made a motion to accept the resignation of Paula Longo as Environmental Education Teacher, and approve the Separation and General Release Agreement, 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 distribution of the 2022-2023 Discretionary Bonus Plan for Full-Time Professional Staff in the aggregate amount of \$228,180.00, which was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Board members present.

Nicky Pachucki made a motion to approve a Conference Request from Steve Ruch, Jen Smith and Cassie Davis to attend the 2023 PCTM Annual Conference in State College from July 26 through July 28 at a cost not to exceed \$1,250.00. The motion was seconded by Wendy Lutchko and approved by unanimous roll-call vote of the Board members present.

Brandy Lewis made a motion to ratify the approval of a Conference Request for Joan Richie to participate in the Elevate 2023 Virtual Conference at various times throughout the Summer of 2023 at a cost not to exceed \$110.00. The motion was seconded by Wendy Lutchko and approved by unanimous roll-call vote of the Board members present.

Brandy Lewis made a motion to approve distribution of the 2023 longevity bonuses as presented, which is a total budgeted expenditure of \$45,000. The motion was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Board members present.

Brandy Lewis made a motion to approve Revision 6 to the real estate lease between Bear Creek Community Charter School and the Bear Creek Foundation, as presented. The motion was seconded by Nicky Pachuki and approved by unanimous roll-call vote of the Board members present.

Peter Austin made a motion to approve an engagement letter with Murphy Dougherty & Company, Certified Public Accountants for a three-year period beginning with the 2022-2023 school year and ending with the 2024-2025 school year. The motion was seconded by Stacey Scullion and approved by unanimous roll-call vote of the Board members present.

Nicky Pachucki made a motion to approve the purchase of propane from Button Oil & Propane for the period July 18, 2023 through December 31, 2023 at a cost of \$1.19 per gallon. The motion was seconded by Stacey Scullion and approved by unanimous roll-call vote of the Board members present.

Nicky Pachucki made a motion to reappoint Kim Popple to a three-year term on the Board of Trustees, expiring June 30, 2026, which was seconded by Stacey Scullion and approved by unanimous roll-call vote of the Board members present.

LynnMarie Shedlock made a motion to reappoint Wendy Lutchko to a three-year term on the Board of Trustees, expiring June 30, 2026, which was seconded by Stacey Scullion and approved by unanimous roll-call vote of the Board members present.

Wendy Lutchko made a motion to reappoint Brandy Lewis to a three-year term on the Board of Trustees, expiring June 30, 2026, which was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Board members present.

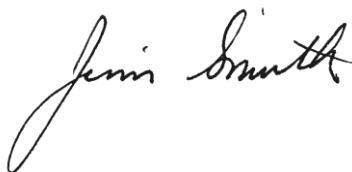
Jim Smith and Bridget Deeble provided operational updates to the Board.

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

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

The meeting adjourned at 8:07 p.m.

Respectfully,

A handwritten signature in black ink, appearing to read "Jim Smith", with a stylized, cursive script.

Jim Smith  
Board Secretary

**Important Date to Remember:** The next meeting of the Bear Creek Community Charter School Board of Trustees is **Thursday, August 3, 2023**. 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.