



**Board of Trustees
Minutes of Meeting
August 21, 2023**

A public meeting of the Bear Creek Community Charter School Board of Trustees was held on Monday, August 21, 2023 in the Conference Room of Bear Creek Community Charter School, 30 Charter School Way, Bear Creek Township.

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

Wendy Lutchko called the meeting to order at 6:05 p.m. Wendy Lutchko 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.

Jim Smith presented the Board with the draft minutes of the July 17, 2023 Board of Trustees meeting. Peter Austin made a motion to approve the minutes as presented, which was seconded by Brandy Lewis and approved by unanimous roll-call vote of the Board members present.

Tammy Miller presented the unaudited financial statements and expenditures for the period ending June 30, 2023. Peter Austin 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 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 accept the resignation of Hillary Oliver as Learning Support Teacher, effective July 18, 2023, which was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Board members present.

Peter Austin made a motion to accept the resignation of Lynn Corcoran as Food Service Assistant effective August 1, 2023, which was seconded by Nicky Pacucki and approved by unanimous roll-call vote of the Board members present.

Wendy Lutchko made a motion to accept the resignation of Bernard Gardzalla as Music Teacher effective August 11, 2023, which was seconded by Peter Austin and approved by unanimous roll-call vote of the Board members present.

Kim Popple made the motion to approve the hiring of Lauren Hill as full-time Environmental Education Teacher, effective August 24, 2023. This is an eleven-month position at a starting salary of \$44,102.56. The motion 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 Justine Askew as part-time Food Service Assistant for up to 29 hour per week at an hourly rate of \$12.00, effective August 28, 2023, which 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 hiring of Christina Shoemaker as part-time Food Service Assistant for up to 29 hours per week at an hourly rate of \$12.00, effective August 28, 2023, 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 the hiring of Christine Thomas as part-time Housekeeper for up to 29 hours per week at an hourly rate of \$12.00, effective September 8, 2023, 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 the hiring of Aimee Otero as a part-time Housekeeper for up to 29 hours per week at an hourly rate of \$12.00, effective September 6, 2023, 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 the hiring of Bonny McGrath as part-time Housekeeper for up to 29 hours per week at an hourly rate of \$12.00, effective September 5, 2023, which was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Board members present.

Kim Popple made a motion to appoint Christopher Carpenter as Soccer Coach for the Fall 2023 season along with a stipend of \$2,000.00, which was seconded by LynnMarie Shedlock and approved by unanimous roll-call vote of the Board members present.

LynnMarie Shedlock made a motion to appoint Joshua Payne as Assistant Soccer Coach for the Fall 2023 season along with a stipend of \$1,500.00, pending receipt of all the required clearances and background checks. 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 a Tuition Assistance Request for Matt Judge for the course Reading Research Capstone for the Fall 2023 Semester at a cost not to exceed \$1,218.00, which was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Board members present.

Peter Austin made a motion to approve a Tuition Assistance Request for Taylor Hogan for the course Advanced Studies in Teaching at Wilkes University for the Fall 2023 Semester at a cost not to exceed \$914.00, which was seconded by Brandy Lewis and approved by majority roll-call vote of the Board members present.

Nicky Pachucki made a motion to approve the Flexible Instructional Day Program for the 2023-2023 school year, 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 the School Reconfiguration Plan (increase in enrollment) submitted to the Pennsylvania Department of Education on August 11, 2023, 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 a motion for any member of the Board of Trustees sign loan and other pertinent closing documents in relation to the refinance of the existing construction loan with FNCB through permanent financing with USDA. The motion was seconded by LynnMarie Shedlock and approved by unanimous roll-call vote of the Board members present.

LynnMarie Shedlock made a motion to approve USDA Form RD1942-8 Resolution of Members or Stockholders, which was seconded by Peter Austin and approved by unanimous roll-call vote of the Board members present.

Wendy Lutchko made a motion to approve Sysco CPA as the school's food service vendor as per the pricing received on July 27, 2023, 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 Kim Stevens to attend the Learning Knows No Bounds – NAPSA Conference in Cleveland, Ohio from October 15th through 18th at a cost not to exceed \$1,768.00. The motion seconded by Peter Austin and approved by unanimous roll-call vote of the Board members present.

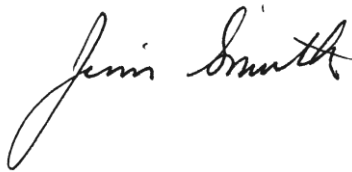
Jim Smith, Tammy Miller, Kim Stevens, Kristen Young and Bridget Deeble provided operational updates to the Board.

Wendy Lutchko 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 7:15 p.m.

Respectfully,

A handwritten signature in black ink that reads "Jim Smith". The signature is written in a cursive, flowing style.

Jim Smith
Board Secretary

Important Date to Remember: The next meeting of the Bear Creek Community Charter School Board of Trustees is **Thursday, September 7, 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.