



**Board of Trustees
Minutes of Meeting
March 18, 2024**

A public meeting of the Bear Creek Community Charter School Board of Trustees was held on Monday, March 18, 2024 in the Community Room of Bear Creek Community Charter School, 30 Charter School Way, Bear Creek Township.

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

Wendy Lutchko called the meeting to order at 6:03 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.

Peter Austin made a motion to approve the meeting minutes of February 1, 2024, which was seconded by Brandy Lewis and approved by unanimous roll-call vote of the Trustees present.

Tammy Miller presented the preliminary financial statements and expenditures for the period ending January 31, 2024. Stacey Scullion made a motion to approve the financial statements and expenditures as presented, which was seconded by Brandy Lewis. 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 accept the Audited Financial Statements for Year Ending June 30, 2023, Single Audit, Report of Independent Certified Public Accountants and Supplementary Information, which was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Trustees present.

Tamm Miller presented the preliminary General Fund Budget and Food Service Budget for the upcoming 2024-2025.

Stacey Scullion made a motion to ratify the promotion of Christina Shoemaker from part-time Food Service Aide to full-time Food Service Roundsman, effective February 14, 2024 at a hourly rate of \$15.00. This is a twelve-month position with benefits. The motion was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Trustees present.

Peter Austin made a motion to approve the hiring of Joan Pries as part-time Food Service Assistant for up to 29 hours per week, at \$12.00 per hour effective March 6, 2024. The motion was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Trustees present.

Nicky Pachucki made a motion to accept the resignation of Joan Pries as part-time Food Service Assistant, effective March 7, 2024. The motion was seconded by Wendy Lutchko and approved by unanimous roll-call vote of the Trustees present.

Peter Austin made a motion to approve increasing the starting hourly rate for the part-time Food Service Assistant position to \$13.00, which was seconded by LynneMarie Shedlock and approved by unanimous roll-call vote of the Trustees present.

Wendy Lutchko made a motion increasing the existing hourly rates for non-exempt food service personnel by one dollar per hour, effective March 16, 2024. The motion was seconded by Brandy Lewis and approved by unanimous roll-call vote of the Trustees present.

Peter Austin made the motion to accept the resignation of Ashley Petrini as Fourth Grade Teacher, effective March 31, 2024, which was seconded by Wendy Lutchko and approved by unanimous roll-call vote of the Trustees present.

Nicky Pachucki made a motion to approve a Memorandum of Understanding with the Greater Wyoming Valley Family YMCA for the Power Scholars Academy Summer Program for up to 120 students from June 24, 2024 through August 1, 2024 at Bear Creek Community Charter School. The motion was seconded by Stacey Scullion and approved by unanimous roll-call vote of the Trustees present.

Brandy Lewis made a motion to approve a one-year agreement with the Greater Wyoming Valley Family YMCA to utilize a portion of the school building for an early learning program as well as before and after-school care. The motion was seconded by Peter Austin and approved by unanimous roll-call vote of the Trustees present.

Kristen Young provided the Board with a presentation on the process to select a new English Language Arts program for kindergarten through fifth grade. Stacey Scullion made a motion to approve the adoption of the Wonders English Language Arts Series from McGraw Hill for kindergarten through fifth grade. This is a six-year subscription at a cost not to exceed \$133,667.14. The motion was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Trustees present.

Jim Smith provided an overview of the Community Eligibility Provision of the National School Lunch and School Breakfast Programs. Nicky Pachucki made a motion to approve application and participation in the Community Eligibility Provision of the National School Lunch Program and School Breakfast Program beginning with the 2024-2025 school year. The motion was seconded by Wendy Lutchko and approved by unanimous roll-call vote of the Board members present.

LynnMarie Shedlock made a motion to approve the Professional Development Plan, including Tuition Assistance, for Jillian Seeley, School Psychologist, which was seconded by Stacey Scullion and approved by unanimous roll-call vote of the Trustees present.

Peter Austin made a motion to approve a one-year lease agreement with the Bear Creek Foundation for use of property located at 2000 Bear Creek Boulevard for storage at a cost of \$525.00 per month. The motion was seconded by Wendy Lutchko and approved by unanimous roll-call vote of the Trustees present.

Peter Austin made a motion to approve implementation of the National Archery in Schools Program beginning with the 2024-2025 school year, which was seconded by Brandy Lewis and approved by unanimous roll-call vote of the Trustees present.

Brandy Lewis made a motion to approve an amendment to the Student/Parent Handbook relating to communicable diseases, particularly respiratory viruses including, but not limited to RSV, Influenza and COVID-19. The motion was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Trustees present.

Brandy Lewis made a motion to approve an agreement with Pennsylvania Treatment and Healing for short-term placement of Student #12137 under the Alternative Education for Disruptive Youth initiative for a period not to exceed 90 school days, at a cost of \$95.00 per day. The motion was seconded by Peter Austin and approved by unanimous roll-call vote of the Trustees present.

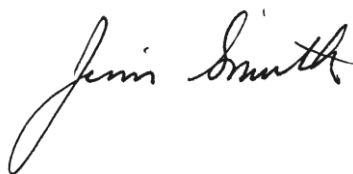
Jim Smith, Kim Stevens, Bridget Deeble, Kristen Young, and Tammy Miller provided the Board with various operational updates.

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

Brandy Lewis 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 7:35 p.m.

Respectfully,

A handwritten signature in black ink that reads "Jim Smith". The signature is written in a cursive style with a large, looping initial "J".

Jim Smith
Board Secretary

The next meeting of the Bear Creek Community Charter School Board of Trustees is **Thursday, April 4, 2024**. 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.