



**Board of Trustees  
Minutes of Meeting  
August 1, 2024**

A public meeting of the Bear Creek Community Charter School Board of Trustees was held on Thursday, August 1, 2024 in the Community Room of Bear Creek Community Charter School, 30 Charter School Way, Bear Creek Township.

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

Dave Blazejewski called the meeting to order at 6:02 p.m. Brandy Lewis led the group in the Pledge of Allegiance. Kristen Young conducted a roll call of the Board. Dave Blazejewski opened the meeting to public comment relating to agenda items. There was no public comment.

Stacey Scullion made a motion to approve the meeting minutes of June 17, 2024, 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 the financial statements and expenditures for period ending May 31, 2024, 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, Stacey Scullion who abstained from voting on expenses associated with the employment of Jennifer Smith, and Kim Popple, who abstained from voting on expenses associated with Pioneer Aggregates. There were no dissenting votes. The motion was approved by majority roll-call vote of the Board members present.

Brandy Lewis made a motion to approve agreement with Kopyy's Propane for propane in the amount of \$1.279 per gallon for the period August 2, 2024 through December 31, 2024, which was seconded by Wendy Lutchko and approved by unanimous roll-call vote of the Board members present.

Jim Smith requested that the Board remove the agenda item relating to designating a primary food service vendor, as he is still reviewing and comparing the bids received.

Peter Austin made a motion to approve revisions to the Fixed Assets Policy, which was seconded by Lynnmarie Shedlock and approved by unanimous roll-call vote of the Board members present.

Brandy Lewis made a motion to accept the resignation of Matthew Judge as Middle School English Language Arts Teacher effective July 15, 2024, which was seconded by Kim Popple and approved by unanimous roll-call vote of the Board members present.

Kim Popple made a motion to approve increasing the starting hourly rate for the position of Food Service Assistant at \$16.00 and the appropriate adjustments to existing employee rates. The motion was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Board members present.

Stacey Scullion made a motion to approve the hiring of Amy Jackson to the position of Food Service Assistant, effective August 19, 2024, at an hourly rate of \$16.00. This is a full-time, ten-month position for up to 40 hours per week while school is in session. The motion was seconded by Lynnmarie Shedlock and approved by unanimous roll-call vote of the Board members present.

Kim Popple made a motion to approve the hiring of Eileen Maskinas to the position of Food Service Assistant, effective August 19, 2024, at an hourly rate of \$16.00. This is a part-time, ten-month position for up to 29 hours per week while school is in session. 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 Job Profile for the position of Housekeeper, which was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Board members present.

Brandy Lewis made a motion to approve the Job Profile for the position of Receptionist, 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 Job Profit for the position of Administrative Support, which was seconded by Brandy Lewis and approved by unanimous roll-call vote of the Board members present.

Nicky Pachucki made a motion to approve the distribution of the Annual Performance Based Incentive Plan for the 2023-2024 school year, to be paid with payroll period ending September 15, 2024, in the aggregate amount of \$225,310.00. The motion 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. There were no dissenting votes. The motion was approved by majority roll-call vote of the Board members present.

Brandy Lewis made a motion to approve a one-time bonus of \$5,000.00 for Jim Smith, to be deposited into Jim's 403(b) account. The motion was seconded by Lynnmarie Shedlock and approved by unanimous roll-call vote of the Board members present.

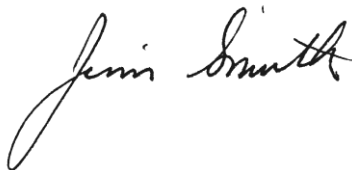
Kristen Young, Kim Stevens and Jim Smith provided the Board with various operational updates.

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 7:28 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

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