



**Board of Trustees  
Minutes of Meeting  
December 16, 2024**

A public meeting of the Bear Creek Community Charter School Board of Trustees was held on Monday, December 16, 2024 in the Conference Room of Bear Creek Community Charter School, 30 Charter School Way, Bear Creek Township.

Board members Dave Blazejewski, Brandy Lewis, Peter Austin, Wendy Lutchko, Nicky Pachucki and Stacey Scullion participated. Board members Kim Popple and LynnMarie Shedlock were absent. Also participating were school administrators Kim Stevens, Kristen Young, Bridge Deeble, Tammy Miller and Jim Smith. Ross Wayman, a parent, was also in attendance for the beginning of the meeting.

Dave Blazejewski called the meeting to order at 6:02 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, and specifically welcomed Mr. Wayman. Mr. Wayman addressed the Board regarding an issue among students that occurred the prior weekend on social media.

Jim Smith presented the meeting minutes of November 18, 2024. Brandy Lewis made a motion to approve the meeting minutes as presented, which was seconded by Wendy Lucko and approved by unanimous roll-call vote of the Board members present.

Tammy Miller presented the financial statements and expenditures for the month ending October 31, 2024. Peter Austin made a motion to approve the financial statements and expenditures for the month ending October 31, 2024 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.

Tammy Miller presented the financial statements and expenditures for the month ending August 31, 2024. Wendy Lutchko made a motion to approve the financial statements and expenditures for the month ending August 31, 2024 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 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 approve the hiring of Catherine Douglas as School Social Worker, effective February 5, 2025 at a salary of \$65,000.00 (pro-rated for 2024-2025). This is a full-time, exempt level position for 215 days per year. The motion 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 from Brooke Newhart to complete A-Z Guide on Positive Discipline with Luzerne Intermediate Unit 18 at a cost not to exceed \$315.00. The motion was seconded by Brandy Lewis and approved by unanimous roll-call vote of the Board members present.

Peter Austin made a motion to approve a Tuition Assistance Request from Brooke Newhart to complete Positive Personality Profiles with Colonial Intermediate Unit 20 at a cost not to exceed \$333.15. The motion was seconded by Brandy Lewis and approved by unanimous roll-call vote of the Board members present.

Nicky Pachucki made a motion to approve a Tuition Assistance Request from Jillian Seeley to complete the course Qualitative Research Methods at Sacred Heart University during the Spring 2025 semester at a cost not to exceed \$2,807.50. The motion was seconded by Wendy Lutchko and approved by unanimous roll-call vote of the Board members present.

Nicky Pachucki made a motion to approve a Tuition Assistance Request from Jillian Seeley to complete the course Social Justice for Educational Leaders at Sacred Heart University during the Spring 2025 semester at a cost not to exceed \$2,807.50. 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 a resolution appointing the School Business Manager as Treasurer, a non-voting member of the Board of Trustees. The motion was seconded by Stacey Scullion and approved by unanimous roll-call vote of the Board members present.

Nicky Pachucki made a motion approving a resolution creating a School Finance Committee and appointing all members of the Board of Trustees to the Committee. The motion was seconded by Brandy Lewis and approved by unanimous roll-call vote of the Board members present.

Peter Austin made a motion to approve a resolution creating an Independent Audit Committee and appointing all members of the Board of Trustees to the Committee. The motion was seconded by Brandy Lewis and approved by unanimous roll-call vote of the Board members present.

Brandy Lewis made a motion to approve the meeting calendar for the Board of Trustees for the upcoming 2025-2026 school year, which was seconded by Stacey Scullion and approved by unanimous roll-call vote of the Board members present.

Stacey Scullion made a motion to approve Koppys Propane, Inc. as the supplier for propane for the period January 1, 2025 through June 30, 2025 at a fixed price of \$1.2390 per gallon. The motion was seconded by Brandy Lewis and approved by unanimous roll-call vote of the Board members present.

Wendy Lutchko made a motion to approve a Tuition Assistance Request from Jordan Harrison for the course Cognition at Wilkes University for the Spring 2025 semester at a cost not to exceed \$1,788.00. The motion was seconded by Stacey Scullion and approved by unanimous roll-call vote of the Board members present.

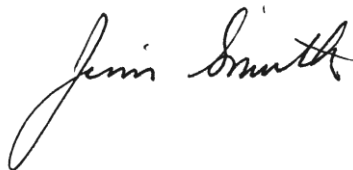
Kristen Young, Kim Stevens, Bridget Deeble and Tammy Miller and Jim Smith provided the Board with various operational updates.

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 Stacey Scullion and approved by unanimous roll-call vote of the Board members present.

The meeting adjourned at 7:36 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, January 2, 2025**. 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.