



**Board of Trustees
Minutes of Meeting
February 6, 2025**

A public meeting of the Bear Creek Community Charter School Board of Trustees was held on Thursday, February 6, 2025 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 and Stacey Scullion participated. Kim Popple was absent. Also participating were school administrators Kim Stevens, Kristen Young, Bridge Deeble, Tammy Miller and Jim Smith. Attending the meeting were parents Lauren Hunzer and John Parsons.

Dave Blazejewski called the meeting to order at 6:02 p.m. Stacey Scullion 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.

Brandy Lewis made a motion to approve the meeting minutes of November 16, 2024, which was seconded by Lynn Marie Shedlock and approved by unanimous roll-call vote of the Board members present.

Tammy Miller presented the financial statements and expenditures for the month ending November 30, 2024 and December 31, 2024. Stacey Scullion made a motion to approve the financial statements and expenditures for both months 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.

Jim Smith presented the Amended and Restate By-Laws as previously discussed. Peter Austin made a motion to approve the Amended and Restated By-Laws 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 set the mileage reimbursement rate for school-related travel at \$.70 effective January 1, 2023, which 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 Joshua Myers as full-time Maintenance Technician, effective February 7, 2025, which was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Board members present. The Board wished Josh well as he pursues a career in service to our Commonwealth.

LynnMarie Shedlock made a motion to ratify the hiring of Heather McKeown as part-time Housekeeper for up to 20 hours per week, and a starting rate of \$14.00 per hour effective January 29, 2025. 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 an agreement with the Greater Wyoming Valley YMCA relating to the Power Scholars Academy Summer Program for 2025, which was seconded by LynnMarie Shedlock and approved by unanimous roll-call vote of the Board members present.

Wendy Lutchko made a motion to approve a Tuition Assistance Request from Brooke Newhart for the course titled Achieving Excellence through the Colonial Intermediate Unit for Spring 2025 at a cost not to exceed \$333.15. The motion was seconded by Peter Austin and approved by unanimous roll-call vote of the Board members present.

Wendy Lutchko made a motion to approve a Tuition Assistance Request from Brooke Newhart for the course titled 21st Century Skills through the Colonial Intermediate Unit for Spring 2025 at a cost not to exceed \$333.15. The motion was seconded by Peter Austin and approved by unanimous roll-call vote of the Board members present.

Wendy Lutchko made a motion to approve a Tuition Assistance Request from Stephanie Knorr for the course titled A-Z Guide on Positive Discipline through the Pennsylvania Department of Education for the Spring 2025 at a cost not to exceed \$315.00. The motion was seconded by Stacey Scullion and approved by unanimous roll-call vote of the Board members present.

Stacey Scullion made a motion to approve the addition of Brienna Francis to the Substitute List at a per diem rate of \$200, which was seconded by LynnMarie Shedlock and approved by unanimous roll-call vote of the Board members present.

LynnMarie Shedlock made a motion to approve the addition of Paul Burke to the Substitute List at a per diem rate of \$200, 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 job profile for the position of Custodian, which was seconded by Brandy Lewis and approved by unanimous roll-call vote of the Board members present.

Peter Austin made a motion to approve the job profile for the position of Maintenance Technician I, which was seconded by Brandy Lewis and approved by unanimous roll-call vote of the Board members present.

Brandy Lewis made a motion to accept the resignation of Amy Jackson as part time Culinary Assistant, effective February 14, 2025, which was seconded by Peter Austin and approved by unanimous roll-call vote of the Board members present.

Dave Blazejewski welcomed Lauren Hunzer and John Parsons for attending tonight's meeting and provided an overview of the Board's ideas for the new Parent Advisory Committee. Brandy Lewis made a motion to appoint Lauren Hunzer and John Parsons to serve on the Parent Advisory Committee through June 30, 2025, 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 the hiring of Gabrielle Johnson as Housekeeper, effective February 3, 2025. This is a part-time position for up to 20 hours per week at an hourly rate of \$14.00. The motion was seconded by Wendy Lutchko 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.

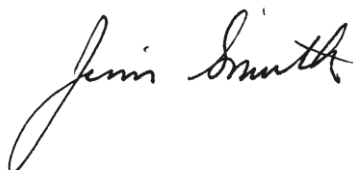
The Board engaged in discussion with the new Parent Advisory Committee.

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 Wendy Lutchko and approved by unanimous roll-call vote of the Board members present.

The meeting adjourned at 7:24 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, March 6, 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.