



**Board of Trustees  
Minutes of Meeting  
December 15, 2025**

A public meeting of the Bear Creek Community Charter School Board of Trustees was held on Monday, December 15, 2025 in the Community Room of Bear Creek Community Charter School, 30 Charter School Way, Bear Creek Township.

Board members Lauren Hunzer, Peter Austin, Nicky Pachucki, Stacey Scullion, Brandy Lewis, Wendy Lutchko, LynnMarie Shedlock and John Parsons participated. Absent was Dave Blazejewski and Kim Popple. Also participating were school administrators Tammy Miller, Kim Stevens and Jim Smith.

Wendy Lutchko called the meeting to order at 6:07 p.m. Brandy Lewis 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 accept the meeting minutes of November 6, 2025, which was seconded by Wendy Lutchko and approved by unanimous roll-call vote of the Board members present.

Brandy Lewis made a motion to accept the meeting minutes of November 17, 2025, which was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Board members present.

Lauren Hunzer made a motion to accept the resignation of Paula Shaffern as Full-Time Housekeeper effective December 2, 2025, which was seconded by LynnMarie Shedlock and approved by unanimous roll-call vote of the Board members present.

John Parsons made a motion to approve a Tuition Assistance Request from Jillian Seeley for the course Grant Writing for Spring 2026 at Sacred Heart University at a cost not to exceed \$2,807.50. The motion was seconded by LynnMarie Shedlock and approved by unanimous roll-call vote of the Board members present.

Peter Austin made a motion to approve a Tuition Assistance Request from Jillian Seeley for the course SEL Pedagogy and Practice for Spring 2026 at Sacred Heart University 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 Alyssa Monaghan for Creating Google Apps from the University of LaVerne for the Fall 2025 semester, at a cost not to exceed \$420.00. 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 an Agreement with the Greater Wyoming Valley Area YMCA relating to the Power Scholars Academy Summer Program for 2026, 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 three agreements with Wyoming Valley Children's Association for the provision of related services during the 2025-2026 school year, which was seconded by John Parsons and approved by unanimous roll-call vote of the Board members present.

Brandy Lewis made a motion to approve the Academic Calendar for the upcoming 2026-2027 school year, which was seconded by Lauren Hunzer and approved by unanimous roll-call vote of the Board members present.

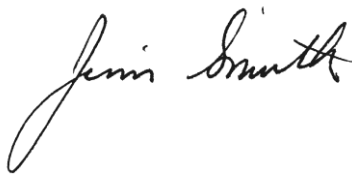
Jim Smith, Kim Stevens and Tammy Miller provided the Board with operational updates.

Wendy Lutchko 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 LynnMarie Shedlock.

The meeting adjourned at 6:45 p.m. Following the meeting the Board participated in an Act 55 training session entitled The Basics of Charter School Funding – Local Revenue.

Respectfully,

A handwritten signature in black ink, appearing to read "Jim Smith", with a stylized, flowing script.

Jim Smith  
Board Secretary

**Important Date to Remember:** The next meeting of the Bear Creek Community Charter School Board of Trustees is **Thursday, January 8, 2026**. 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.