



**Board of Trustees
Minutes of Meeting
June 15, 2026**

A public meeting of the Bear Creek Community Charter School Board of Trustees was held on Monday, June 15, 2026 in the Community Room of Bear Creek Community Charter School, 30 Charter School Way, Bear Creek Township.

Board members Dave Blazejewski, Peter Austin, Kim Popple, Lauren Hunzer, Brandy Lewis, Wendy Lutchko, LynnMarie Shedlock, Stacy Scullion and John Parsons participated. Nicky Pachucki was absent. Also participating were school administrators Tammy Miller, Kim Stevens, Bridget Deeble, Kristen Young and Jim Smith. Amanda Bruza was also in attendance.

Dave Blazejewski called the meeting to order at 6:00 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. There was no public comment.

John Parsons made a motion to accept the meeting minutes of May 7, 2026, which was seconded by Brandy Lewis and approved by unanimous roll-call vote of the Board members present.

Tammy Miller presented the financial statements and expenditures to the Board for month-ending April 30, 2026. Brandy Lewis made a motion to approve the financial statements and expenditures as presented, which was seconded by Lauren Hunzer. 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, Stacy Scullion, who abstained from voting on expenses associated with the employment of Jennifer Smith, John Parsons, who abstained from voting on expenses associated with the employment of Jim Smith, and Kim Popple, who abstained from voting on any payment for services to Pioneer Aggregates. There were no dissenting votes. The motion was approved by majority roll-call vote of the Board members present.

LynnMarie Shedlock made a motion to approve the annual school budget for the upcoming 2026-2027 school year in the amount of \$10,210,377.00, which was seconded by Lauren Hunzer and approved by unanimous roll-call vote of the Board members present.

Wendy Lutchko made a motion to commit any fund balance as of June 30, 2026 in excess of twelve percent (12%) of the 2026-2027 budgeted expenditures, for future capital purchases. The motion was seconded by John Parsons 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 Dissertation Seminar 1 for the Fall 2026 semester 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.

Wendy Lutchko made a motion to approve a Tuition Assistance Request from Jillian Seeley for the course Trauma Sensitive Schools for the Fall 2026 semester at Sacred Heart University, at a cost not to exceed \$2,807.50. 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 accept the resignation of Wendy Lutchko as Board Vice-President, which was seconded by Lauren Hunzer and approved by unanimous roll-call vote of the Board members present. Dave Blazewski thanked Wendy for more than 20 years of service in that role.

Peter Austin made the motion to appoint Brandy Lewis to the position of Vice-President through June 30, 2028, 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 Substitute List for the 2026-2027 School Year, which was seconded by LynneMarie Shedlock and approved by unanimous roll-call vote of the Board members present.

Brandy Lewis made a motion to approve a Resolution to Appoint Certified State Constable, which was seconded by Lauren Hunzer and approved by unanimous roll-call vote of the Board members present.

Peter Austin made a motion to approve childcare agreement with the Greater Wyoming Valley Area WYMCA for the upcoming 2026-2027 school year, which was seconded by Wendy Lutchko and approved by unanimous roll-call vote of the Board members present.

Peter Austin made a motion to approve a Professional Services Agreement for Occupational Therapy Services with Shari Aude for the upcoming 2026-2027 school year, which was seconded by John Parsons and approved by unanimous roll-call vote of the Board members present.

Wendy Lutchko made a motion to approve Sysco as the School's food service vendor for the upcoming 2026-2027 school year, which was seconded by LynneMarie Shedlock and approved by unanimous roll-call vote of the Board members present.

Brandy Lewis made a motion to accept the Annual School Safety & Security Report for the 2025-2026 school year, which was seconded by Peter Austin and approved by unanimous roll-call vote of the Board members present.

John Parsons made a motion to ratify the termination of Breanna Kowalczyk as part-time Culinary Assistant, effective May 29, 2026, which was seconded by Peter Austin and approved by unanimous roll-call vote of the Board members present.

Peter Austin made a motion to approve changes to the Staff Handbook for 2026-2027 as presented, which was seconded by LynneMarie Shedlock and approved by unanimous roll-call vote of the Board members present.

Peter Austin made a motion to approve changes to the Student/Parent Handbook for 2026-2027 as presented, which was seconded by John Parsons and approved by unanimous roll-call vote of the Board members present.

Peter Austin made a motion to approve the transfer of Vianna Hindmarsh from part-time Housekeeper/Substitute Teacher to Learning Support Teacher, effective August 17, 2026. This is a full-time, exempt level position for 198 days per year with a starting salary of \$43,000 plus benefits. The motion was seconded by Wendy Lutchko and approved by unanimous roll-call vote of the Board members present.

John Parsons made a motion to approve the hiring of Somer Walsh as Middle School Language Arts Teacher, effective August 17, 2026. This is a full-time, exempt level position for 198 days per year with a starting salary of \$45,000 plus benefits. The motion was seconded by Lauren Hunzer and approved by unanimous roll-call vote of the Board members present.

LynneMarie Shedlock made a motion to approve the transfer of Melissa O'Neil from part-time Culinary Assistant to part-time Educational Paraprofessional, effective August 17, 2026. This is a part-time, non-exempt level position for 195 days per year at an hourly rate of \$17.50 per hour for up to 27.5 hours per week. The motion was seconded by Peter Austin and approved by unanimous roll-call vote of the Board members present.

Kim Stevens introduced Amanda Bruza as the finalist for the School Nurse position. Amanda provided the Board with an overview of her professional background. Peter Austin made a motion to approve the hiring of Amanda Bruza as School Nurse, effective August 3, 2026. This is a full-time, exempt level position for 198 days per year with a starting salary of \$68,000 plus benefits. The motion was seconded by John Parsons and approved by unanimous roll-call vote of the Board members present.

John Parsons made a motion to approve the addition to the Board agenda related to the re-hire of Paula Shaffern as part-time Housekeeper, which was seconded by Stacy Scullion and approved by unanimous roll-call vote of the Board members present

Lauren Hunzer approve the re-hire of Paula Shaffern as part-time Housekeeper for up to 24 hours per week at an hourly rate of \$17.20, effective June 15, 2026, which was seconded by Kim Pople and approved by unanimous roll-call vote of the Board members present.

Brandy Lewis made a motion to approve the addition to the Board agenda related to the purchase and installation of a new electronic access control system, which was seconded by LynneMarie Shedlock and approved by unanimous roll-call vote of the Board members present.

Peter Austin made a motion to approve the purchase and installation of the Schneider Electric Security Expert Software through NRG Controls at a cost not to exceed \$166,975.00, which was seconded by Wendy Lutchko and approved by unanimous roll-call vote of the Board members present.

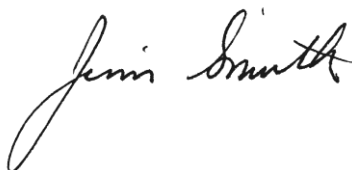
Jim Smith, Kim Stevens, Bridget Deeble, Kristen Young and Tammy Miller provided the Board with operational updates.

Dave Blazjewski opened the meeting to general public comment. There was no public comment.

Kim Pople made a motion to adjourn the meeting, which was seconded by Peter Austin.

The meeting adjourned at 7:30 p.m.

Respectfully,

A handwritten signature in cursive script that reads "Jim Smith". The signature is written in black ink and is positioned above the printed name and title.

Jim Smith
Board Secretary

Important Date to Remember: The next meeting of the Bear Creek Community Charter School Board of Trustees is **Monday, July 20, 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.