



**Board of Trustees
Minutes of Meeting
August 7, 2025**

A public meeting of the Bear Creek Community Charter School Board of Trustees was held on Thursday, August 7, 2025 in the Community Room of Bear Creek Community Charter School, 30 Charter School Way, Bear Creek Township.

Board members Brandy Lewis, Kim Popple, Dave Blazejewski, Peter Austin, Nicky Pachucki, Stacey Scullion, LynnMarie Shedlock, Lauren Hunzer and Wendy Lutchko participated. John Parsons was absent. Also participating were school administrators Kristen Young, Tammy Miller and Jim Smith. Also present for the beginning of the meeting was Matthew Ide, Justin Beaupre and Michelle Feil who signed in to address the Board during public comment.

Dave Blazejewski called the meeting to order at 6:06 p.m. and 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.

Wendy made a motion to adjourn to executive session at 6:12 p.m. to discuss litigation and personnel matters. The Board returned from executive session at 6:30 p.m.

LynnMarie Shedlock made a motion to approve meeting minutes of June 5, 2025, which was seconded by Stacey Scullion and approved by unanimous roll-call vote of the Board members present.

Tammy Miller presented the financial statements to the Board for month-ending May 31, 2025. Kim Popple made a motion to approve the financial statements and expenditures as presented, which was seconded by Brandy Lewis. 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 and Stacey Scullion, who abstained from voting on the 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 the Student/Parent Handbook for the 2025-2026 school year, which was seconded by Wendy Lutchko and approved by unanimous roll-call vote of the Board members present.

Stacey Scullion made a motion to approve the Staff Handbook for the 2025-2026 school year, which was seconded by LynnMarie Shedlock and approved by unanimous roll-call vote of the Board members present.

Peter Austin made a motion to approve PDE-418 Application for Approval of Charter School Lease Reimbursement Program for the 2024-2025 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 agreement with Koppy's Propane for propane in the amount of \$1.239 per gallon for the period August 8, 2025 through December 31, 2025, 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 salary and wage increases as recommended, effective August 16, 2024 in the aggregate amount of \$141,883.07, which was seconded by Kim Popple. All Board members present voted in favor of the motion with the exception of Wendy Lutchko, who abstained from voting on the salary increase associated with the employment of Hope Wanek and Stacey Scullion, who abstained from voting on the salary increase 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.

Peter Austin made a motion to ratify the termination of employment of Matthew Ide as full-time teacher, effective June 11, 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 terminate (layoff) the employment of Lauren Hunzer as part-time aide, effective June 11, 2025, which was seconded by Nicky Pachucki. All Board members voted in favor of the motion, with the exception of Lauren Hunzer, who abstained. There were no dissenting votes. The motion was approved by majority roll-call vote of the Board members present.

LynneMarie Shedlock made a motion to accept the resignation Larissa Stucker as Third Grade Teacher, effective July 14, 2025, which was seconded by Kim Popple and approved by unanimous roll-call vote of the Board members present.

Kim Popple made a motion to accept the resignation of Jerome Nidoh as Music Teacher, effective July 22, 2025, which was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Board members present.

Wendy Lutchko made a motion to accept the resignation of Christine McManus as Educational Paraprofessional, effective July 18, 2025, which was seconded by Kim Popple and approved by unanimous roll-call vote of the Board members present.

Nicky Pachucki made the motion to accept the resignation of Brittany Moser as First Grade Teacher, effective August 1, 2025, which was seconded by LynneMarie Shedlock and approved by unanimous roll-call vote of the Board members present.

Kim Popple made a motion to accept the resignation of Rachel Lakkis as First Grade Teacher, effective August 6, 2025, which was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Board members present.

Peter Austin made the motion to accept the resignation of Melinda Belisle as part-time Evening Housekeeper, effective August 6, 2025, which was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Board members present.

LynneMarie Shedlock made a motion to approve the hiring of Christian Ciliberto as full-time STEM Teacher, at a starting salary of \$40,000 effective August 16, 2025. This is a full-time, exempt level position for 195 days per year. The motion was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Board members present.

Wendy Lutchko made a motion to approve the transfer of Jacquie Yusko from Second Grade Teacher to Third Grade Teacher with no change in salary or benefits. The motion was seconded by Brandy Lewis and approved by unanimous roll-call vote of the Board members present.

Kim Popple made a motion to approve the hiring of Ava Ward as full-time Social Studies/Career Development Teacher, at a starting salary of \$40,000 effective August 16, 2025. This is a full-time, exempt level position for 195 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 the hiring of Jayleen Galeno as full-time Elementary Teacher (First Grade), at a starting salary of \$48,000.00 effective August 16, 2025. This is a full-time, exempt level position for 195 days per year. 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 Sidney Thomas as Temporary Learning Support Teacher, effective August 18, 2025 at a starting salary of \$40,000. This is a full-time, exempt level position for 195 days per year. 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 transfer of Nicholas Smith from part-time Housekeeper to temporary full-time Maintenance/Housekeeper at an hourly rate of \$17.17 effective August 16, 2025, 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 hiring of Breanna Kowalczyk as full-time Food Service Culinary Assistant effective August 18, 2025. This is a full-time, ten-month position at an hourly rate of \$16.00. The motion was seconded by Wendy Lutchko and approved by unanimous roll-call vote of the Board members present.

Kim Popple made a motion to approve the transfer of Melissa O'Neil from part-time Housekeeper to part-time Food Service Culinary Assistant at an hourly rate of \$16.70 effective August 16, 2025, 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 transfer of Christina Shoemaker from full-time Food Service Culinary Assistant to full-time Food Service Lead Culinary Assistant at an hourly rate of \$19.45 effective August 16, 2025. The motion was seconded by Wendy Lutchko and approved by unanimous roll-call vote of the Board members present.

Lynne Marie Shedlock made a motion to appoint Christopher Carpenter as Soccer Coach for the 2024 Fall Season upon receipt of acceptable clearances, background checks and required training along with a stipend of \$2,000.00 paid in two equal installments. The motion was seconded by Nicky Pachucki and approved by unanimous roll-call vote of the Board members present.

Wendy Lutchko made a motion to appoint Kevin Harcarik as Boys Basketball Coach for the 2024-2025 season at a stipend of \$2,000.00, paid in two equal installments, which was seconded by Lauren Hunzer and approved by unanimous roll-call vote of the Board members present.

Wendy Lutchko made a motion to appoint Tammy Miller as Girls Basketball Coach for the 2024-2025 season at a stipend of \$2,000.00, paid in two equal installments, which was seconded by Kim Popple and approved by unanimous roll-call vote of the Board members present.

LynneMarie Shedlock made a motion to approve the following as Substitute School Nurse for the upcoming 2025-2026 school year:

Kathy Ercolani
Denise Simonik
Jennifer Kolessar
Emily Blazejewski

The motion was seconded by Nicky Pachucki. All Board members present voted in favor of the motion with the exception of Dave Blazejewski. There were no dissenting votes. The motion was approved by majority roll-call vote of the Board members present.

Peter Austin made a motion to approve the addition of Patricia Garzio as a Substitute Teacher at a daily rate of \$200.00 per day, 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 adult meal pricing for the 2025-2026 school year at \$3.00 for breakfast and \$4.85 for adults, which was seconded by LynnMarie Shedlock and approved by unanimous roll-call vote of the Board members present.

Peter Austin made a motion to ratify approving the submission of an extension request under the Pennsylvania Charter Schools Grant Program.

Wendy Lutchko made a motion to approve a conference request from Kim Stevens to attend the National Association of Pupil Services Administrators Conference from October 19th through October 22nd in Pittsburgh at a cost not to exceed \$2,100.00. The motion was seconded by Brandy Lewis and approved by unanimous roll-call vote of the Board members present.

LynneMarie Shedlock made a motion to approve a Tuition Assistance Request from Jillian Seeley for the course Foundations of SEL at Sacred Heart University for the Fall 2025 semester at a cost not to exceed \$2,808, which was seconded by Brandy Lewis and approved by unanimous roll-call vote of the Board members present.

Brandy Lewis made a motion to approve a Tuition Assistance Request from Jillian Seeley for the course Mixed Methods at Sacred Heart University for the Fall 2025 semester at a cost not to exceed \$2,808, 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 a Tuition Assistance Request from Stephanie Knorr for the course Active and Engaging Strategies for the Inclusive Classroom for the Summer 2025 at Luzerne Intermediate Unit #18 at a cost not to exceed \$315.00. The motion was seconded by Lauren Hunzer and approved by unanimous roll-call vote of the Board members present.

Kim Popple made a motion to approve the revised Job Profile for the position of Food Service Culinary Assistant, 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 Lead Food Service Culinary Assistant, which was seconded by LynneMarie Shedlock and approved by unanimous roll-call vote of the Board members present.

Stacey Scullion made a motion to acknowledge ten (10) students who had perfect attendance during the 2024-2025 school year, which was seconded by LynneMarie Shedlock and approved by unanimous roll-call vote of the Board members present. Dave Blazejewski extended a sincere congratulations to each of the students on behalf of the entire Board.

Jim Smith presented the Board with the following reports and white papers for discussion: (1) Student attrition report for 2024-2025, (2) Parent Satisfaction Report – Flexible Instructional Days and (3) Parent Satisfaction Report – Food Service.

Jim Smith, Kristen Young and Tammy Miller provided the Board with operational updates.

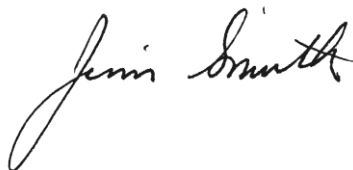
Matthew Ide addressed the Board during the public comment session. He also informed them of an e-mail he had sent them just before the start of tonight's meeting. He presented a hard copy to Dave Blazejewski and Jim Smith.

Justin Beaupre addressed the Board during the public comment session.

Kim Popple made a motion to adjourn the meeting, which was seconded by LynnMarie Shedlock.

The meeting adjourned at 8:06 p.m.

Respectfully,

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

Jim Smith
Board Secretary

Important Date to Remember: The next meeting of the Bear Creek Community Charter School Board of Trustees is **Monday, August 18, 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.