

## **Lincoln Charter School BOARD MEETING**

Pursuant to the Pennsylvania Open Meeting Laws, notice is hereby given to the members of the **Lincoln Charter School** Board and the general public that the Board will hold a meeting open to the public on:

**Date and Time:**

Thursday, October 7, 2021

**Meeting Location:**

559 West King Street  
York, Pennsylvania 17401

**And Via Zoom Video and Teleconference:** <https://us02web.zoom.us/j/87909684277>

**Meeting ID: 879 0968 4277**

**Phone +1 929 205 6099**

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Below is an agenda of all items scheduled to be considered. Unless otherwise stated, items may be taken out of the order presented on the agenda at the discretion of the Chair.

Reasonable efforts will be made to assist and accommodate persons with a disability. Please contact Ginny Smeltzer at 717-699-1573.

## **AGENDA**

### **I. Call to Order and Roll Call – G. Smeltzer**

### **II. Public Comment – President Washington**

The Board welcomes participation by the members of the public both in-person and telephonically. To address an item on the agenda, before the scheduled start of the meeting, an individual must provide their name and a short description of the agenda item on which they wish to comment to the Chair, along with any materials they want to have distributed to the Board. Individuals who wish to address the Board telephonically must contact the Principal or Board President by phone or by email at least twenty-four (24) hours before the scheduled start of the Board meeting. If the individual wants to provide any written materials to the Board, these should be emailed to the Principal or Board President at least twenty-four (24) hours before the scheduled start of the meeting.

The total time for any individual to present, either in person or via telephone, on an item on the agenda shall not exceed three (3) minutes unless the Board grants additional time.

Individuals desiring to make a formal presentation to the Board on an item, not on the agenda but desiring it be placed on the agenda, must provide notice and written submissions detailing the subject of the presentation to the Principal or Board President at least fourteen (14) days before the meeting. Any such presentations shall not exceed fifteen (15) minutes in duration unless otherwise permitted by the Chair.

### **III. Routine Business – President Washington**

- a. Approval of Agenda for October 2021

### **IV. Oral Reports**

- a. District Report –
  - i. Leadership Report
  - ii. LPAC Report
  - iii. Maps for Campus A & Campus B
- b. Financial Report (attached)
  - i. Budget Adjustment -The school leadership is asking for a budget adjustment for the opening for school nurses' salaries from \$35,000.00 to \$43,000.00 -S. Smith
  - ii. Presentation of expenses- V. Cusaac & T. Taylor (Attached)

### **V. Consent Items**

- a. Approval of Minutes from the September 2, 2021 Board Meeting

### **VI. Action Items**

- a. Approval of Mrs. Penn Principal's Evaluation Contract for Administrators- A. Clark  
[https://drive.google.com/drive/folders/1aj06yjyWAHtsL1vCVyN9T-KMPY\\_k6yt](https://drive.google.com/drive/folders/1aj06yjyWAHtsL1vCVyN9T-KMPY_k6yt)
- b. Approval of Fall Cohort of Mentee/Mentor Program- S. Smith  
<https://docs.google.com/document/d/1bFc54OD2kr4kBP-Wyen8MF6q9bQQSpkK/edit#heading=h.gjdgxs> and

[https://drive.google.com/drive/folders/1aj06yiyWAHtsL1vCVyN9T-KMPY\\_k6yt](https://drive.google.com/drive/folders/1aj06yiyWAHtsL1vCVyN9T-KMPY_k6yt)

VII. Information Items

- a. Pandemic Update: Quarantined 5th & 6th Grade- A. Clark
- b. Board Policy and Procedures First Draft, Board is requested to Review During Month of October for Rewrites in the November Meeting and Final Approval and Adoption in the December Meeting. -S. Smith & A. Carrasquillo

VIII. Strategic Planning

- a. [https://docs.google.com/document/d/12\\_WZwL2jkmM9yicvXbEBW4-jEMFgydSDPtGlzYu4WsY/edit](https://docs.google.com/document/d/12_WZwL2jkmM9yicvXbEBW4-jEMFgydSDPtGlzYu4WsY/edit)

- IX. Executive Session – Pursuant to 65 Pa. C.S. §§ 708(a)(1) – to discuss any matter involving the employment, appointment, termination of employment, terms, and conditions of employment, evaluation of performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee – P. Hennessey
- X. Approval of Resignation(s)  
Katelyn Peterson- Resigned as Art Teacher effective September 24, 2021.
- XI. X.Approval of New Hires:  
Anne Gray- Be it resolved to hire Anne Gray as Day to Day Building Substitute Effective September 27, 2021  
LaToya DeLauder-Be it resolved to hire LaToya DeLauder as Part Time ESL Teacher Effective September 27, 2021  
Nina Wyatt- Be it resolved to hire Nina Wyatt as School Nurse effective October 18, 2021.
- XII. Be it resolved to hire the following individuals to work with afterschool clubs and sports:
  - 1.Rayah Harris-Tutor Effective October 11, 2021
  - 2.Courtney Carey-Basketball Coach Effective September 6, 2021
  - 3.Latravia Leonard- Basketball Coach Effective September 6, 2021
- XIII. Adjournment and Confirmation of Next Meeting – Thursday, November 4, 2021, at 6:00 p.m.

Date: October 7, 2021

Submitted by: LCS School Leadership Team

The outcome of learning in which the knowledge, skills, and habits of a student ensure that his/her educational goals will be achieved.

School-wide Attendance Staff:

Type	August Staff Attendance (Hours)	September Staff Attendance (Hours)
Vacation	88	42
Personal	50	69
Sick	468	860
FMLA	120	168
Funeral	32	0
Conference	0	0
Court	0	16
Not Paid	96	135
Short Term Disability	0	0
Long Term Disability	0	0
Present	11287	13158
Total Hours	12096	14448
Total %	93%	91%

Student School-wide Attendance - Ginny Smeltzer: Office Manager & Solita Day: School Social Worker

**Lincoln Charter School**  
08/11/2021 to 09/30/2021 = 36 school days

Grade Level	Carry Fwd	Gain	Mult Gain	Loss	Ending	Actual Days	OffTrack	Days N/E	Days Absent	Days Att'd	ADA	ADA %
0	0	104	0	1	103	3744	0	72	282.00	3390.00	94.17	92.32%
<b>Subtotal</b>	<b>0</b>	<b>104</b>	<b>0</b>	<b>1</b>	<b>103</b>	<b>3744</b>	<b>0</b>	<b>72</b>	<b>282.00</b>	<b>3390.00</b>	<b>94.17</b>	<b>92.32%</b>
1	0	98	0	1	97	3528	0	89	297.00	3142.00	87.28	91.36%
2	0	97	0	0	97	3492	0	113	190.00	3189.00	88.58	94.38%
3	0	116	0	1	115	4176	0	46	282.00	3848.00	106.89	93.17%
<b>Subtotal</b>	<b>0</b>	<b>311</b>	<b>0</b>	<b>2</b>	<b>309</b>	<b>11196</b>	<b>0</b>	<b>248</b>	<b>769.00</b>	<b>10179.00</b>	<b>282.75</b>	<b>92.98%</b>
4	0	110	0	1	109	3960	0	60	283.00	3617.00	100.47	92.74%
5	0	95	0	3	92	3420	0	43	335.00	3042.00	84.50	90.08%
6	0	80	0	2	78	2880	0	21	154.00	2705.00	75.14	94.61%
<b>Subtotal</b>	<b>0</b>	<b>285</b>	<b>0</b>	<b>6</b>	<b>279</b>	<b>10260</b>	<b>0</b>	<b>124</b>	<b>772.00</b>	<b>9364.00</b>	<b>260.11</b>	<b>92.38%</b>
7	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00%
8	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00%
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Grand Total</b>	<b>0</b>	<b>700</b>	<b>0</b>	<b>9</b>	<b>691</b>	<b>25200</b>	<b>0</b>	<b>444</b>	<b>1823.00</b>	<b>22933.00</b>	<b>637.03</b>	<b>92.64%</b>

Student School-wide Enrollment - Ginny Smeltzer: Office Manager & Nohemi Ortiz: Bilingual Secretary

Current Enrollment - 690

- Kindergarten Enrollment - 103
- First Grade Enrollment - 97
- Second Grade Enrollment - 96
- Third Grade Enrollment - 115
- Fourth Grade Enrollment - 110
- Fifth Grade Enrollment - 92
- Sixth Grade Enrollment - 77

Current Waitlist - 58

- Kindergarten Waitlist - 18
- First Grade Waitlist - 3
- Second Grade Waitlist - 8
- Third Grade Waitlist - 18
- Fourth Grade Waitlist - 11
- Fifth Grade Waitlist - 5
- Sixth Grade Waitlist - 3

Phone calls to families from the waitlist began on Thursday, September 23.

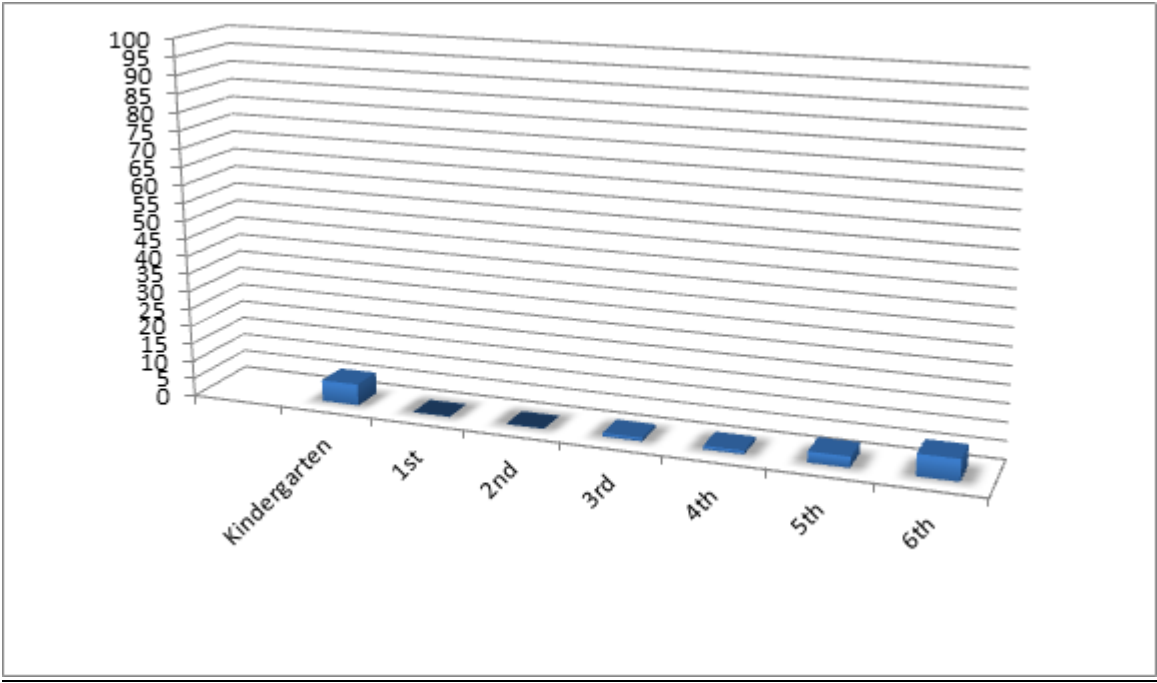
School-wide Discipline (David Overton & Akilah Hawkins) Culture & Climate:

September 2021 Discipline Report

<u>Total # of Referrals: 17</u>	<u>In-School</u> <u>Suspensions</u> <u>0 Total</u>	<u>Out-of-School</u> <u>Suspensions</u> <u>5 Total</u>	<u>Twilight</u>  <u>Total</u>
<u>Kindergarten</u> <u>1 Total Referrals</u>	<u>0</u>	<u>1</u>	<u>0</u>
<u>First Grade</u> <u>0 Total Referrals</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Second Grade</u> <u>4 Total Referrals</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Third Grade</u> <u>2 Total Referrals</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Fourth Grade</u> <u>0 Total Referrals</u>	<u>0</u>	<u>1</u>	<u>0</u>
<u>Fifth Grade</u> <u>3 Total Referrals</u>	<u>0</u>	<u>0</u>	<u>0</u>

<b><u>Sixth Grade</u></b>	<u>0</u>	<u>3</u>	<u>0</u>
<u>1 Total Referral</u>			

THE SEPTEMBER REFERRAL COUNT IS AS OF 09/30/21



This is the graph in regards to the office referral count. \*This is the September Count as of 09/30/21.

Human Resources/ Data Management: Shante’ Smith-Miller:

- Worked with the leadership team to plan and prepare for all staff professional development
- Added new hires into Power school Database
- Removed terminated employees from the Power school database
- Completed required Benecon Insurance paperwork for exiting employee and submitted to FNL Insurance for processing



- Updated Highmark database with staff changes
- Assisted staff members with a variety of insurance concerns: provider list, billing concerns, dependent updates, request of new cards, etc...)
- Met with 2 new hires to guide in the completion of new hire paperwork.
- Met with Ms. Bright to discuss New Teacher Induction Program
- Reviewed and submitted new hire paperwork to the business office for processing
- Coordinated with business manager to discuss staff updates for payroll
- Assisted staff members as needed with various needs
- Conversated with FNL insurance rep. to discuss insurance matters
- Accessed Identogo to obtain clearance information for new hires
- Screened applicant information for open positions
- Scheduled interviews for open positions
- Worked with the Pandemic Team to address COVID -19 matters

Director of Facilities LCS & LCSA: Wendell Harper

Vanessa Cusaac: Business Manager & Kim Murray: Administrative Assistant

- Ø Prepared ADP employee wage report for compilation of PSERS data
- Ø Processed and Uploaded the August PSERS report to the PSERS website
- Ø File and Maintain all Employees Retirement documentation
- Ø Completed and submitted 403 B Retirement Monthly Report
- Ø Processed Employee changes in the ADP system
- Ø Recreated new local tax residency PSD codes for several employees.

Ø Processed 4 terminations from the ADP System and created a termination contract for terminated employees in the PSERS system

Ø Reviewed new hire paperwork for 3 new hires, entered new hires in ADP and created PSERS contracts according to plan type

Ø Unlocked employees access to ADP system and created on line access to ADP for several employees

Ø Processed 2 Bi-Weekly Payroll Runs

Ø Reconciled employee checks with the payroll register to determine accuracy in processing

Ø Processed Short Term Disability Pay for 0 employees

Ø Updated PTO balances in ADP system on a bi-weekly basis

Ø Processed Overtime pay for Instructional Aides

Ø Attended weekly meetings with Leadership Team

Ø Processed Banking slips and made 3 Bank Deposits for the General Fund Account

Ø Processed 12 Purchase Order Requests from School Administrators and staff

Ø Received 95 Invoices, submitted to Department Managers for approval, completed 2 check request listings for the month, reviewed all invoices for proper Accounting treatment, submitted the 2 check requests for the General Fund Account to Repice and Taylor for processing

Ø Received checks from R&T, compiled checks with invoices, reviewed checks for accuracy, obtained Board President approval, copied signed checks for file, prepared and mailed checks to vendors

Ø Processed 2 check runs totaling 5 invoices for Food Service Account, utilized same procedures as the General Fund Account

Ø Receive employee absence forms daily and review for accuracy and completeness

Ø Review and reconcile daily attendance forms with the Roar, send employee e-mails for retrieval of missing forms, updated attendance spreadsheet for payroll processing

Ø Review Bank Accounts activity for any unusual activity

Ø File and maintain employee absence forms

Ø Met with HR on several occasions to discuss employee issues

**Lincoln Charter Wellness Center update:**

- Developed wish list

**School Social Worker**

**September 2021**

- Supervised the PBIS team and met biweekly with core, weekly with admin, weekly with Culture and Climate to ensure the success of implementation
- Continued relationship with Youth Advocate Program, met monthly regarding collaborations (mentorship and African drums)
- Attended weekly meetings relating to homeless students and families in York County. Began working on the subcommittee for the November awareness event.
- Homeless students – minimum of monthly contact with families. Gathered data of new students for the school year. Collaborated with community partners (1<sup>st</sup> Capital Kidz) to create school kits for them to have with them so that they are able to complete school work. The kit consisted of pencil cases, pencils, sharpeners, color pencils, coloring books, notebooks, and crayons. Visited homeless students residing in hotels (accompanied at times by tech) to ensure the ability to connect online. Assisted homeless families with items from Wellness Center.
- Uniform distribution - Handed out uniforms to students in need. These students may have been incorrectly dressed and families did not have clean clothes, clothing may have smelled bad and we didn't want students to be bullied or students may have fallen and torn the uniform. (on average 27 uniforms are handed out per week)
- Resources – collaborated with John C. to get the resource list onto the Lincoln website. Continued to assist families throughout the month with needed resources.
- Conducted PD regarding Student Support Services.
- Attendance - Handled attendance input and family contact for students quarantined and when weather caused building to be closed. Conducted home visits to deliver school supplies for students unable to get to the school for their packets.

### **School-wide Students Services Support**

- Met with Children's Aid Association biweekly regarding The Incredible Years. Continuing talking with parents and staff regarding obtaining necessary referral information and paperwork for students to participate in the pilot behavior program for 4 – 8-year-olds at LCS. I will oversee the program and continue to build upon the relationship. The program is twofold. The first part will be focused on one kindergarten classroom and the second component is focused on after school and has a parent component to it.
- The Incredible Years program has begun in the evening with the parent/child component. I conducted assessments on all students involved and provided them to the Children's Aid Society. Classes meet every Tuesday from 3:45 – 7:15. Dinner is served. Parents meet in one classroom. Student participants meet in another classroom. Childcare is provided in another classroom.
- Continued working with the PBIS team. Collaborated with co-facilitator, Mrs. Carrasquillo, to ensure the implementation of the program by meeting with staff as needed and meeting with the core biweekly. Meet biweekly with the core team to modify and problem solve. Meet weekly with administration and culture and climate team.
- Continued to reach out to community members who expressed an interest in donating to the Wellness Center. Continued to receive donations for the center. Hygiene closet and put together. Further work is needed in the clothing closet. Collaborated with Business and Human Service

teachers regarding collecting clothing for students to wear on Fridays as well as community service opportunities.

- Met with BHRS agencies and teams to ensure a smooth transition with identified students.

	<u>August</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>
Uniforms Provided to Students in Need	109	135			
Family Contact / Crisis	58	73			
Community meetings	11	7			
Family Contact / Attendance	89	107			
Agency / resource referrals	23	13			
Homeless students (weekly contact)	29	35			

# **Community Outreach Liaison - John Carrasquillo**

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## **PBIS**

**Teach – PBIS core team members taught staff how to implement the PBIS changes and began the daily social-emotional check-ins with students.**

**Model – Staff is modeling appropriate behaviors and encouraging social-emotional regulation through modeling, positive reinforcements, and praise. Our motto is to minimize the criticize and raise the praise.**

**Celebrate – Staff was celebrated during the first professional development of the month through gifts, verbal praise, and recognition. Students are celebrated each week on Roaring Thursdays. They are able to cash in their Dojo points for prizes and receive one on one consultations with the teacher.**

Social-Emotional Check-Ins

	August Students	Sad		September students	Sad	Oct stude nts				
K	108	5%		102	7%					
1	99	2%		95	3%					
2	96	3%		93	4%					
		Sad, sick, upset		10 random days	Sad, sick, upset					
3	121	Unkno wn		116	7%					
4	112	13%		108	3%					
5	96	5%		95	4%					
6	87	Unkno wn		80	3%					

Dr. Anne Clark (Assistant Principal K-6/Director of Community Outreach)

Walkthroughs of teachers, enrichment coaches, and instructional coaches.

Staff Meetings

Teacher Meetings

Enrichment Coach Meeting

PBIS Meeting

Digital Meeting

Middle School Meeting

Student intake at River Rock

Created MOU Book

Worked on Food Service Grant

Worked on Safe Schools Grant

Uploaded SARRS Report

Participated in the City of York Comprehension

Participated in PACC Board Meeting

Participated in City of York American Rescue Plan for York City

Met with LIU about Systematic Coaching

Meeting with SPED about Corrective Action

Participated in the LIU Leadership Series

Worked on Strategic Plan

Met with Greyhawk and Core Design for Campus B

Held Financial Meeting with Recipe & Taylor

Supported the 4th grade Science Day

**Food Service:**

Completed claims

Complained grant

**Community Outreach:**

Planned and organized the NED Show

Attended Olphia Chambliss Award Ceremony

Participated in The Hub Homeless Giveaway

Taught at Hope Street Learning Lab for the LCS students.

- Updated the 5<sup>th</sup> and 6<sup>th</sup> grade exchange calendar for Ms. Reese-Smith
- Communicated all trips this month and next to food services and the nurse
- Set up playground for gaming fundraiser event for Mr. Thompson and Ms. Reese-Smith

- Picked up 100 balloons and 1000 water balloons for Ms. Reese-Smith
- Filled water balloons along side the 5<sup>th</sup> grade team
- Helped technology and maintenance set up for the fundraising event
- Created an October events calendar
- Created a schedule for Ivan, Barnes, Clark, Wendall, and Spezial to organize how we are going to take the students to and from the walking trips and the garden on hope st.
- Created a cheat sheet for 3rd grade for their walking trip
- Created a cheat sheet for 4th grade for their walking trip
- Met with 4th grade about the contents of their walking trip
- Communicated the garden party week schedule to all staff
- Created a color coordinated schedule for all staff for the garden party week events
- Created a half-sheet take home letter for parents about Wednesday's garden event
- Translated the letter
- Printed copies for each student and cut them in half and then delivered the half sheets (front English back Spanish) to each classroom
- Set up for garden party on playground
- Communicated the change in schedule for the garden party today
- Created a certificate for student of the month
- Created a parent letter for student of the month
- Created a google form for nominations for students the month
- Put all these student of the month docs in a google folder and then distributed them to all staff via email
- Scheduled meeting with 3rd grade to touch base about garden party and their walking field trip
- Approved proof sent to me from wolf printing about "thank you cards"
- Met with the 3rd grade team to organize their walking trip and garden party concerns addressed
- Restructured and communicated the changes in the schedule to Dr. Clark, the 4th grade team, and food service to accommodate the 3rd grade needs
- Helped two 2nd grade classes and 151 organize on the playground for their trip this morning
- Walked the students to the Museum
- Assisted in watching students while exploring the museum
- Walked the first group back, met with the 2nd group of 2nd graders and walked them over to the trip
- Assisted in watching students while exploring the museum
- Delivered COVID notice about 5th and 6th grade to all classrooms and staff members
- Delivered parent letters about COVID to all 5th and 6th grade classrooms
- Co-ran the scouts after school program
- Canceled 3rd grade trip due to weather, scheduled meeting with Ms. Cooper to create new schedule for 3rd and 4th grade walking trips
- Set up underground parking for Garden Party events
- Communicated all changes to the event to 4th grade, food service, maintenance.
- Updated the Principal's platform flyer with description provided by Dr. Clark
- Investigated Durham bus services missing July check, and communicated its whereabouts to Dan Schaffer
- Wrote PO for conference in October for Dr. Clark
- Wrote PO for the "LCS thank you" cards from wolf printing
- Received delivery of cards
- Sold Yo-Yo's to students for NED talk
- Completed various PO's for Dr. Clark
- Created schedule for Garden Party Day (Friday)
- Assisted 6th Grade and Tech with getting them on CDT testing this morning
- Cleaned up tables from yesterday's lesson
- Contacted wolf about correcting our thank you cards
- Met with Ms. Cooper to solidify dates for future trips
- Scheduled all the walking trips for October (K, 1st, 3rd, 4th, 5th, and 6th)
- Compiled all the vectors for the street designs into an email (generically)
- Contacted Image360, Fast Signs, and about 8 other companies about invoices for the designs
  - I sent them the email I created with all the vectors
  - Called the companies to speak about the vectors



- And I am currently waiting for all the estimates to come in
- Contacted K-Log for invoices for benches, trashcans, and flower boxes
- Emailed all staff an update about the October calendar
- October 6th - Safe Schools Walk/ Walk to School Day**
- October 8th - 6th Grade field trip to Harrisburg University**
- October 12th - Principal's Platform**
  - 4th Grade and Room 221 Walking Trip
  - 5th Grade Byrnes Center Event @ School
- October 13th - 3rd Grade Walking Trip**
- October 15th - Character Day**
- October 19th - 5th Grade Walking Trip**
- October 26th - Trunk or Treat** (more details to come soon!)
- October 27th - 6th Grade Walking Trip**
- October 29th - Student of the Month Celebration**
- Created a spread sheet for Student of the Month and sent it to Mrs. Day for her PBIS student of the month
- Kicked-off the Joe Corbi Fundraiser
- Contacted Durham about 6th grade trip, kindergarten trip, and 1st grade trip
- Attended Cyber Attack Prevention Conference
- Created itinerary for 6th grade field trip
- Filled out all student of the month certificates
- Printed correct amount of parent letters
- Organized them for distribution tomorrow
- Created staff list for 6th grade trip
- Forwarded another estimate for promo street stuff to clark
- Ran the cub scout program 3rd and 4th grade due to low staffing one tuesday
- Fixed the smart boards for the DINA dinner thing for Mrs. Day
- Created the Harrisburg University Field Trip folder
  - Parent letter (printable)
  - Spanish Version
  - Itinerary and Schedule for all 6th grade staff
  - Digital Permission Slip (Google Form) bi-lingual
  - Delivered all student of the month certificates and parent letters to teachers that needed them
  - Finished completing cub scout applications for parents whom delivered them on Tuesday (9/28)
  - Assisted the front office since they were low on staffing for the day
  - Delivered a thank you card to wolf printing for all that they do
- Created and delivered cheat sheets for the 1st grade York history center trip
- Created and delivered cheat sheets for the kindergarten York history center trip
- Created an October activities calendar for staff (will be put in the roar)
- Walk to school day itinerary created for staff
- Walk to school day parent letter created and translated
- Board report written
- Thank you card for Nate Diaz
- Contacted Crayola Experience for more information about their program
- Put together all estimates that I have for grant proposal

❖ Technology Program Manager: Ariel Carrasquillo

Technology Department:NA

Monthly Achievement Highlights

- Adam Dively: Director of Curriculum, Instruction, and Data:
  - Worked with online programs to build/update classes for the teachers and also to build the assessments needed for the students.
  - Attended Zoom/in-person meetings
  - Worked with Mr. Carrasquillo, Mrs. Smith-Miller, and Mrs. Smeltzer on PIMs submissions
  - Worked to update PowerSchool settings for teachers
  - Worked with Ms. Ellingson for Penn Data uploads of reports
  - Worked on POs and purchasing of curriculum and online resources for teachers and students
  - Collecting student data from previous years to create/update new data boards for the teachers to use to drive their instruction
  - Worked to update Schoolwide Title 1 Plan
  - Worked on updates to the Schoolwide Comprehension Plan
  - Supported classrooms that were short-staffed
  - Worked to reorganize schedules to assist with the pushing in and pulling out of students that are in need of supports
  - Uploaded students and staff into multiple online platforms for use throughout the school year (StudyIsland, MobyMax, Renaissance, Savvas, Reflex Math, Schoology, CDT, Spring Math)
  - Students are just finishing up a few assessments this week. We will be looking at the skills from the previous grade levels and current grade levels to come up with a plan to close the gaps that the students may be facing.
  - Worked on uploading students to the CDT Benchmark system; figuring out how to deploy the assessment to the students working from home
  - Updating Data Boards for grade levels to access and utilize to show student scores on the Star Assessments
  - Identifying areas of weakness and strength using building level data
  - Covered classrooms for teachers who had to leave
  - Observations/Walk-throughs of staff members

### **SES (Special Education) Board Report**

**September 2020**

#### **Leah Ellingson: SES Program Manager**

- 103 special education students total (in building, online, outside placement, and speech only)

- The SES team submitted the 2021-2022 school year improvement plan to PDE for our quinquennial state Special Education Compliance Monitoring.
- The SES team continues to make contact and home visits to ensure our students are online, have materials, and technology to learn online. However, at this time only 1 speech student is online for the year based on parent requests. All other SES students are in the building unless quarantining.
- The SES team continues to meet with parents both in person and zoom to conduct special education meetings
- Mrs. Ellingson continues to work closely with the LIU #12 and PDE to ensure federal, state, and local compliance with special education documentation, services, and support services such as speech, hearing, OT, and PT for all of our SES students.
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### EL---Board Minutes---Monthly Progress---

- We have received our Provisional 2021 WIDA ACCESS score results; We have 6 students that will be Reclassified (meaning exiting EL) and will be put on Monitor Status for the next 4 years
- We have a total of 164 potential English Learners (ELs) this year; with 7 on Monitored Status; and possibility of 3 students to test

Grade							Total
<u>Kindergarten</u>	<u>1<sup>st</sup> Grade</u>	<u>2<sup>nd</sup> Grade</u>	<u>3<sup>rd</sup> Grade</u>	<u>4<sup>th</sup> Grade</u>	<u>5<sup>th</sup> Grade</u>	<u>6<sup>th</sup> Grade</u>	**potential of 167
28	27	22	34	25	14	14	164
1 possible to test		1 possible to test	1 possible to test				3 possible to test; waiting for records
			1 Reclassified to Former EL-Monitor Year 1		2 Reclassified to Former EL-Monitor Year 1;  1 on Monitor Year 2	3 Reclassified to Former EL-Monitor Year 1	6 Reclassified and are now on Monitor Year 1; 1 on Monitor Year 2

We now have another ESL teacher added to our department for 3 days per week!!! Our ideal situation would be another ESL teacher, that would be one for each grade level

- 9/1 was a Digital Day due to weather
- 9/7-- ELLevation meeting @ 11:00 for training on Parent Letters, Reports and Parent letter templates
- 9/7—ELLevation meeting @ 1:00 for an overview of our new program and setting a date for the whole team to have a 3 hour training on ELLevation
- 9/10—ELLevation meeting @ 2:30 just to get an update for our training on Monday, 9/13
- 9/13—ELLevation training 9:30-12:30---whole team
- 9/15—ELLevation meeting @ 10:00 discussing Administration on working sessions—Data Audit Dashboard
- 9/16—The Ned Show @ 8:45
- 9/20 – 9/23—Garden Party
- Attend and facilitate EL PLC meetings each morning from 8:15 – 8:50
- We will be having our Title III EL Celebration on 11/10 from 5:00 – 6:30. Celebrating those ELs that have been Reclassified and those students that have made improvements on their 2021 WIDA ACCESS test from the previous year. We will also be having dinner, games and photographs.

Reading & Math Instructional Enrichment & Intervention

**ELA Achievement: Kathy Dorr (Reading Instructional Specialist K-2) – September 2021**

- Performed walk-through's for all K-2 teachers
- Debriefed after walk-through's with all K-2 teachers
- Checked ELA lesson plans weekly
- Coached a staff member including observations, debriefing sessions, daily check-ins, model teaching, scheduling out-of-the-classroom experiences, etc.
- Prepped & checked daily online lessons for K-2 students
- Attended weekly digital learning committee meetings
- Began reading tutoring after school with K-2 students
- Assisted in Star testing in grades K-2
- Attended Saturday school to oversee Star testing for K-2 online students
- Met 1-2 times weekly with K-2 teams regarding ELA matters
- Continued to manage the Karate Dolch sight word incentive program
- Continued to administrate the Capit program

- Assisted Kindergarten classes with initial log-in of the Capit program
- Attended the first LIU Coaching Meeting
- Met with SES coordinator to discuss Tier 3 students
- Analyzed Star data and prepared a list of Tier 3 K-2 students
- Screened incoming K-2 students for classroom placement
- Read aloud to all 2nd-grade classrooms as an introduction to their friendly letter writing unit
- Began prepping for DRA testing in K-2
- Met daily with other Instructional Specialists
- Assisted with the supervision of morning drop-off and afternoon car pick-up
- Collaborated with K-2 Math Specialist in advancing a student to a higher-level class within the grade level & also advancing two students to a higher grade-level for reading daily due to ELA and Math data and high-achieving performance by the students

#### Amy Fleming: Reading Enrichment & Intervention (Reading Specialist 3-5)

- Attended all staff meetings
- Helped administer CDT's in 5th and 6th Grade classrooms
- Administered STAR assessments to students in 5th grade
- Covering, Teaching, and planning 5th grade Reading classes to all of the 5th-grade students
- Covered a 6th-grade reading class as well.
- Met with 3rd grade reading teachers to get ideas on reading centers for their classrooms.
- Completed walkthroughs for a kindergarten teacher and for 3rd-grade reading teachers.
- Completed conference call with Scholastic to help set up book fair.
- Collaborated with York College to partner up college students with LCS teachers to complete their field experience.
- Completed the administrative paperwork for the Buck a Book fundraiser for the school.
- Attended a coaching meeting with the LIU
- Attended a Co-teaching conference at the LIU12
- Led the Social Committee Meeting and sent out the Social Committee newsletter to the staff.
- Met with SES coordinator to discuss the testing list and possible tier, 3 students.
- Assisted with Car pickup dismissal
- Attended weekly middle school meetings
- Attended weekly digital learning meetings
- Attended 5th and 6th Grade plcs in the morning

#### Math Achievement: Michelle Kilgore (Math Coach K-2)

- Met with SES coordinator to discuss the testing list and possible tier, 3 students.
- Assisted with Car pickup dismissal
- Met with lead teachers and administrators to change PLC schedules
- Attended K-2 PLC meetings
- Worked with students and families on the digital platform

- Approved and commented on student digital work through Seesaw
- Attended all staff meetings
- Mentor teachers for teacher induction
- Conducted and facilitated Star reading, early literacy, and math assessments
- Developed a tier 3 schedule and student list for math
- Worked with K-2 teachers on fluency instruction and progress monitoring
- Worked with several teachers to improve instruction and classroom processes
- Served as a substitute in classrooms
- Created take-home math manipulative kits for digital learners

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#### Math Achievement: Deborah Smallwood (Math Coach 3-6)

- Mentor teachers for new teacher induction.
- Attended meetings with the leadership team
- Attended all staff meetings
- Worked with mathematics teachers on schedules and instruction.
- Scheduled and helped to administer CDT assessments
- Administers STAR assessment to online students (Sept. 11, 2021)
- Developed policy and procedure for families requesting distance learning.
- Following LCS curriculum scope and sequence for putting out lessons for distance learning students.
- Maintain attendance and assignments for distance learning students
- Communicate with families of distance learning students.
- supported classrooms and teachers during math instruction
- Provided support with lesson planning for math
- Collaborated with the enrichment team and teachers to review and discuss the digital platform.
- Create digital assignments for 3rd and 4th grade ELA and Math
- Support new math teachers in 3rd, 4th, and 6th grades have the support needed to make a smooth transition into the new teaching position.
- Started a tutoring program for the 2021-2022 school year. 61 students were referred and sign-up forms were sent out to families. 22 students enrolled.
- Covering classrooms.
- **Twilight for 2021-2022 has begun.**
  - \_\_\_ students assigned to extended day Twilight for the month of September.
  - \_\_\_ recidivism
  - \_\_\_ students Year to date

#### IV. Board Resolutions:

Board Resolutions:

##### Resignations:

1.

##### New Hires:

2.

V. DISCUSSION ITEMS/NEW BUSINESS

# **LPAC/LLPAC Report**

## **September 2021**

**The York City School District supplied 94 LCS families with boxes of food.**



**The Parents participating in the Weis' Markets Give Back earned LCS \$400.00**



Technology support is offered to the families of digital learners and quarantined students daily.



Miss Lonzo wrote a grant with Community Aide to secure \$350.00 per quarter for our Middle School Students to obtain dress clothes.





Commissioner Muldrow makes a visit to the LCS Campus to share his love and encouragement for the students of LCS.



[Campus A Map of Use 2020-2025](#)

[Campus B Map of Use 2021-2025](#)

**Lincoln Charter School**  
**MINUTES OF THE BOARD OF DIRECTORS ANNUAL MEETING**

**Meeting Date and Time:** Thursday, October 7, 2021

**Meeting Location:**  
559 West King Street  
York, Pennsylvania 17401

**And Via Zoom Video and Teleconference:** <https://us02web.zoom.us/j/87909684277>

**Meeting ID: 879 0968 4277**

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**I. Call to Order and Roll Call**

Board Members Present:

Board Members Joined During Meeting:

Guests: (School Staff)

**Public Comment:**

XIV. Routine Business – President Washington

- a. Approval of Agenda for October 2021

XV. Oral Reports

- a. District Report –
  - i. Leadership Report
  - ii. LPAC Report
  - iii. Maps for Campus A & Campus B
- b. Financial Report (attached)
  - i. Budget Adjustment -The school leadership is asking for a budget adjustment for the opening for school nurses' salaries from \$35,000.00 to \$43,000.00 -S. Smith
  - ii. Presentation of expenses- V. Cusaac & T. Taylor (Attached)

XVI. Consent Items

- a. Approval of Minutes from the September 2, 2021 Board Meeting

XVII. Action Items

- a. Approval of Mrs. Penn Principal's Evaluation Contract for

Administrators- A. Clark

- b. Approval of Fall Cohort of Mentee/Mentor Program- S. Smith

XVIII. Information Items

- a. Pandemic Update: Quarantined 5th & 6th Grade- A. Clark
- b. Board Policy and Procedures First Draft, Board is requested to Review During Month of October for Rewrites in the November Meeting and Final Approval and Adoption in the December Meeting. -S. Smith & A. Carrasquillo

XIX. Strategic Planning

- a. [https://docs.google.com/document/d/12\\_WZwL2jkmM9yicvXbEBW4-jEMFgydSDPtGlzYu4WsY/edit](https://docs.google.com/document/d/12_WZwL2jkmM9yicvXbEBW4-jEMFgydSDPtGlzYu4WsY/edit)

- xx. Executive Session – Pursuant to 65 Pa. C.S. §§ 708(a)(1) – to discuss any matter involving the employment, appointment, termination of employment, terms, and conditions of employment, evaluation of performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee – P. Hennessey

xxi. Approval of Resignation(s)

Katelyn Peterson- Resigned as Art Teacher effective September 24, 2021.

xxii. X.Approval of New Hires:

Anne Gray- Be it resolved to hire Anne Gray as Day to Day Building Substitute Effective September 27, 2021

LaToya DeLauder-Be it resolved to hire LaToya DeLauder as Part Time ESL Teacher Effective September 27, 2021

Nina Wyatt- Be it resolved to hire Nina Wyatt as School Nurse effective October 18, 2021.

xxiii. Be it resolved to hire the following individuals to work with afterschool clubs and sports:

- 1.Rayah Harris-Tutor Effective October 11, 2021
- 2.Courtney Carey-Basketball Coach Effective September 6, 2021
- 3.Latravia Leonard- Basketball Coach Effective September 6, 2021

- xxiv. Adjournment and Confirmation of Next Meeting – Thursday, November 4, 2021, at 6:00 p.m.