

**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, November 4, 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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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.

Lincoln Charter School
Board Meeting Agenda and
Minutes November 4, 2021

I. Call to Order [President E. Washington 6:03pm](#) and Roll Call – G. Smeltzer

Board Members Present: [President E. Washington](#), [Vice President R. Franklin](#),
[Member K. Moore](#), [Member M. Burgos](#)

Guests/School Staff: [Dr. A. Clark](#), [S. Smith-Miller](#), [P. Hennessy](#), [W. Harper](#), [V. Cusaac](#), [K. Murray](#), [A. Hawkins](#), [S. Day](#), [A. Carrasquillo](#), [A. Dively](#), [A. Fleming](#), [D. Penn](#), [A. Roll](#), [T. Taylor](#), [E. Spezial](#), [A. Hawkins](#), [K. Dorr](#), [M. Kilgore](#), [L. Ellingson](#), [D. Smallwood](#)

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 November 2021 Board Meeting
R. Franklin motions. Second by M. Burgos. Motion carries.

IV. Oral Reports

- a. District Report –
 - i. Financial Presentation - T. Taylor [Updated Budget 2021-2022](#)
September board meeting proposed the purchase of the new building at 459 W. King St. We originally budgeted for \$1.2m in renovations. \$3.2m is the current estimate to complete needed renovations. The team identified phase I, II, III for new building to create a surplus. Rates billed to districts increased in November 2021. That helps us for the budget for new building. The elimination of some staff positions saved for the budget also. The start \$1.9 to \$2.1m for Phase I. Maintenance & Grounds was \$540k, \$1.5m currently for Technology. \$250k in staff bonuses was eliminated in order to meet the needed funds for the renovations and startup. Fund balance won't be touched. That will be needed in future years. The revised budget has been provided to the board and the numbers may change.
Wait to vote on the adjusted budget until December board meeting. All board members agree.
 - ii. Leadership Report (attached)
Summarized by Dr. Clark
 - iii. LPAC Report (attached)
Summarized by Dr. Clark
- b. Financial Report (attached)
 - i. Presentation of expenses- V. Cusaac & T. Taylor (attached)
V. Cusaac presented- We will begin an internal review of all vendors and ways to cut costs so we can be in a better surplus position while funding the new building through the phases.

V. Consent Items

- a. Approval of minutes from the October 7, 2021 Board Meeting minutes
M. Burgos motions. K. Moore second. Motion carries.

VI. Action Items

- a. Highmark- Mrs. Smith
Informational items were provided to the board.

- b. New Teacher Induction (Mentor/Mentee)- Mrs. Smith
Informational items were provided to the board.
- c. PEETE & C Conference (Tech Conference)- Mrs. Smith
Informational items were provided to the board.
Additionally, the PDE Data Summit is coming up in March, 2022.
- d. Proxus- Mrs. Smith
Informational items were provided to the board.

VII. Information Items

a. Pandemic Update:

Number of COVID positive cases has been down and the last 2 weeks have been much better than previous weeks.

b. Board Policy and Procedures first draft: Board is requested to review during the month of October for rewrites in the November meeting and final approval and adoption in the December meeting. - S. Smith & A. Carrasquillo

Still working with Bent Creek to revise the policies and we hope to have a bulk of the policy changes up for vote in the December board meeting.

VIII. Strategic Planning: Academics- Presentation: Administration and Enrichment Coaches:

a. https://docs.google.com/document/d/12_WZwL2jkmM9yicvXbEBW4-jEMFgydSDPtGlzYu4WsY/edit

Dr. Clark- Since going out for the COVID Pandemic, many new processes have been created by the team especially with the work of our Enrichment Coaches.

M. Kilgore – coaches have stepped in as day to day substitutes and long term substitutes as needed. Centers have been reinstated in the classrooms. Intervention systems have been enhanced for Remedial Tier II & Tier III students.

A. Fleming – coaches have been meeting with a representative from the IU12 and using tool called “Building Your Coaching System”. The programs they have been researching have been narrowed down to 2 programs.

D. Smallwood – Star Testing administered to kg-6, CDT administered to 3rd-6th. Digital students are following the same academic programs as the in-building students. Currently using *Spring Math, Foundations, Reading Eggs & WonderWorks*. Remedial tutoring was offered to families and teachers referred students. There are 4 days weekly of tutoring: 2 reading and 2 math with 2 Saturdays tutoring per month.

K. Dorr – DRA Testing (Developmental Reading Assessment) was started 4 years ago. It was paused during the Pandemic. We have picked it up starting in 2nd grade in October. 1-on-1 testing.

b. Technology Update

https://docs.google.com/presentation/d/1pAIWRleW7QgIYypEV9nctv2V_HMOkvWk-BU9aGnCZhw/edit?usp=sharing

A. Carrasquillo - Technology wing was designated in the new building which will be locked down for authorized staff only. 4 rooms were identified for use.

- 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

Break for the Executive Session: 6:48pm

- Board Recorder Payment Agreement
- Staff Wellness Day- November 5, 2021
- Staff Bonuses

Resume board meeting: 7:03pm

X. Approval of Resignation(s)

- Be it resolved to accept the resignation of Jessica Stefanik as Special Education Teacher effective October 7, 2021.

K. Moore motions. M. Burgos second. Motion Carries.

- Be it resolved to accept the resignation of Ruth Baker as Instructional Coach effective October 21, 2021.

K. Moore motions. R. Franklin second. Motion Carries.

- Be it resolved to accept the resignation of Susan Danner as Third Grade Teacher effective November 12, 2021.

R. Franklin motions. M. Burgos second. Motion Carries.

XI. Approval of New Hires

- Be it resolved to approve the new teacher induction mentor stipend disbursements to be paid according to the proposed schedule with 2 payments during the current 2021-22 school year.

R. Franklin motions. K. Moore second. Motion Carries.

- Be it resolved to approve the hiring of Sakai Barton effective October 25, 2021 as building substitute.

K. Moore motions. M. Burgos second. Motion carries.

- Be it resolved to approve reassignment of Jackie Ackerman from Instructional Coach to Temporary Kindergarten Teacher (under 75/25 provision) with salary adjustment effective October 4, 2021.

R. Franklin motions. K. Moore second. Motion carries.

- Be it resolved to approve reassignment of Gina Fazio from Kindergarten teacher to long term Substitute for Art effective October 4, 2021.

R. Franklin motions. K. Moore second. Motion carries.

- Be it resolved to approve Taliana Kyle to be hired (re-hire) to work with after-school clubs effective November 8, 2021.

K. Moore motions. M. Burgos second. Motion carries.

XII. Additional Resolutions

- ~~Be it resolved to approve the Annual bonus payments for qualified staff meeting the criteria to be disbursed December 2021.~~ Removed from agenda.

- Be it resolved to approve the conference attendance for 5 attendees to the Annual PDE PIMS Data Summit to occur in March 2022 with funds from the approved school-wide professional development budget.

R. Franklin motions. K. Moore second. Motion carries.

- Be it resolved to approve the conference attendance for 5 attendees to the annual Pete n C to occur February 2022 as noted in the previously approved Technology Department budget.

K. Moore motions. R. Franklin second. Motion carries.

- Be it resolved to approve the consult agreement with PROXUS HR Management Services for the 2021 Compensation Project according to the Proposal agreement.

R. Franklin motions. K. Moore second. Motion carries.

- Be it resolved to approve renewal of agreement with Highmark Insurance, Veris, and Mutual of Omaha for the 2022 Open Enrollment.

R. Franklin motions. M. Burgos second. Motion carries.

- Be it resolved to approve the new board approval procedure for school purchases.

M. Burgos motions. K. Moore.

I. Adjournment and Confirmation of Next Meeting – Thursday, December 2, 2021 at 6:00 p.m.

Adjournment at 7:11pm