

## **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, December 2, 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.

## MINUTES

I. Call to Order –Edquina Washington at 6:08 p.m. and Roll Call – G. Smeltzer

Board Members Present: President E. Washington, Vice President R. Franklin,  
Member M. Burgos

Guests/School Staff: Dr. A. Clark, S. Smith-Miller, P. Hennessy, W. Harper, V.  
Cusaac, K. Murray, A. Hawkins, S. Day, J. Carrasquillo, A. Dively, Edmund Fosu-Layrea, D.  
Penn, D. Savage, K. Dorr

II. Public Comment – President Washington

The Board welcomes participation - none

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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 December 2021 Board Meeting  
R. Franklin motion. M. Burgos second. Motion carries.

IV. Oral Reports

- a. District Report –
  - i. Financial Presentation/ Audit Presentation - T. Taylor/Barbacane Thornton & Company Partner, Edmund Fosa-Laryea  
Mr. Fosa-Laryea presents a slideshow: the fund balance increased in 2021 to \$5.7m up from \$5.2m in 2020. Recommendations were reviewed in the presentation. No findings from the audit.  
Be it resolved to accept, as presented by Barbacane Thorton & Co., the audit as presented.

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

ii. Leadership Report- Leadership Team

iii. LPAC Report- Dr. Anne Clark/Solita Day

S. Day explained the program piloting in a kindergarten classroom for support of students outside of class. Tuesday evenings, families are included in the program.

b. Financial Report (attached)

i. Presentation of expenses- V. Cusaac & T. Taylor (Attached)

Gasby 68 Report explains what would happen financially if all LCS staff would retire at the same time. Money would be owed to PDE. We are currently 16 students below budget. Being paid higher rates per student by districts is helping our income. Revenue exceeded expenditures. School is doing well and has healthy financial standing.

V. Cusaac explains that we are currently doing a review of vendors, evaluating needs and all expenditures. Everyone has been working very diligently.

Be it resolved to approve the Financial Report as presented.

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

V. Consent Items

a. Approval of minutes from the November 4, 2021 Board Meeting minutes

Be it resolved to approve the November board meeting minutes.

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

VI. Action Items

a. Discussion of Pay Adjustment for Instructional Coaches who are supporting the Homeroom Classes- Mrs. Smith

Two homeroom classes are being supported temporarily until those open positions are filled. The offer letters will be adjusted for those staff members (Vanessa Taylor and Marie "Angie" Anderson).

VII. Information Items

a. Pandemic Update: Return from quarantine/holiday 11/30/21 the office received four calls of potential COVID-19 cases and one call of a positive student case. At this time it does not affect the school.

LCS would like to convert in-person days on December 20 and 21, 2021 to digital days with Zoom.

Be it resolved to approve a change to the December calendar for 20 & 21, 2021 to digital days.

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

Be it resolved to approve a vaccine clinic at LCS on December 20 for families and students.

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

- VIII. Strategic Planning: Academics- Presentation: Administration and Social Worker
- a. [https://docs.google.com/document/d/12\\_WZwL2jkmM9yicvXbEBW4-jEMFgydSDPtGlzYu4WsY/edit](https://docs.google.com/document/d/12_WZwL2jkmM9yicvXbEBW4-jEMFgydSDPtGlzYu4WsY/edit)  
S. Day presented Strategic Planning for student support services.  
Thank you to the Board for supporting the LCS employee Wellness Day in November. Staff has responded very positively to it.
  - b. Maintenance Update: Mr. Harper
- 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
- No executive session.
- X. Approval of Resignation and/or Termination(s)-
- Be it resolved to accept the resignation/retirement of Eileen Almoney effective November 4, 2021.  
M. Burgos motions. R. Franklin seconds. Motion carries.
- Be it resolved to accept the resignation of Jasmily Almanzar effective November 10, 2021.  
M. Burgos motions. R. Franklin seconds. Motion carries.
- Be it resolved to accept the resignation of Leonard Hart effective November 30, 2021.  
R. Franklin motions. M. Burgos seconds. Motion carries.
- XI. Additional Resolutions-
- Be it resolved to approve the invoice for ProCare Therapy- Speech Services.  
M. Burgos motions. R. Franklin seconds. Motion carries.
- Be it resolved to approve the invoice for PROXUS/Granett Human Resources Firm.  
R. Franklin motions. M. Burgos seconds. Motion carries.
- Be it resolved to approve the pay adjustment for the two instructional coaches who partially are supporting homeroom classes. (Vanessa Taylor and Marie “Angie” Anderson)  
M. Burgos motions. R. Franklin seconds. Motion carries.
- XI. Adjournment and Confirmation of Next Meeting – Thursday, January 6, 2021, at 6:00 p.m.  
President Edquina Washington adjourns the meeting at 7:06 p.m.

**Date: December 2, 2021**

**Submitted by: LCS School Leadership Team**

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

**Staff School-Wide Attendance:**

| Type                  | August Staff Attendance (Hours) | September Staff Attendance (Hours) | October Staff Attendance (Hours) | November Attendance (Hours) |
|-----------------------|---------------------------------|------------------------------------|----------------------------------|-----------------------------|
| Vacation              | 88                              | 42                                 | 66.5                             | 65.75                       |
| Personal              | 50                              | 69.25                              | 179                              | 74.5                        |
| Sick                  | 468                             | 806.75                             | 800.75                           | 609.25                      |
| FMLA                  | 120                             | 168                                | 152                              | 40                          |
| Funeral               | 32                              | 0                                  | 0                                | 32                          |
| Conference            | 0                               | 0                                  | 17                               | 56                          |
| Court                 | 0                               | 16                                 | 0                                | 8                           |
| Not Paid              | 96                              | 135                                | 123.25                           | 135.5                       |
| Short-Term Disability | 0                               | 0                                  | 0                                | 0                           |
| Long-Term Disability  | 0                               | 0                                  | 0                                | 0                           |
| Present               | 11287                           | 13158                              | 12421.5                          | 12379                       |
| Total Hours           | 12096                           | 14448                              | 13760                            | 13760                       |
| Total %               | 93%                             | 91%                                | 90%                              | 93%                         |

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

Lincoln Charter School  
 10/29/2021 to 11/24/2021 = 19 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                  | 104        | 3        | 1         | 4        | 103        | 2014         | 0        | 30        | 170.00        | 1814.00         | 95.47         | 91.43%        |
| <b>Subtotal</b>    | <b>104</b> | <b>3</b> | <b>1</b>  | <b>4</b> | <b>103</b> | <b>2014</b>  | <b>0</b> | <b>30</b> | <b>170.00</b> | <b>1814.00</b>  | <b>95.47</b>  | <b>91.43%</b> |
| 1                  | 94         | 2        | 0         | 1        | 95         | 1824         | 0        | 27        | 156.00        | 1641.00         | 86.37         | 91.32%        |
| 2                  | 96         | 0        | 0         | 0        | 96         | 1824         | 0        | 0         | 122.00        | 1702.00         | 89.58         | 93.31%        |
| 3                  | 115        | 0        | 0         | 2        | 113        | 2185         | 0        | 22        | 117.00        | 2046.00         | 107.68        | 94.59%        |
| <b>Subtotal</b>    | <b>305</b> | <b>2</b> | <b>0</b>  | <b>3</b> | <b>304</b> | <b>5833</b>  | <b>0</b> | <b>49</b> | <b>395.00</b> | <b>5389.00</b>  | <b>283.63</b> | <b>93.17%</b> |
| 4                  | 109        | 0        | 0         | 0        | 109        | 2071         | 0        | 0         | 73.00         | 1998.00         | 105.16        | 96.48%        |
| 5                  | 91         | 0        | 0         | 1        | 90         | 1729         | 0        | 7         | 123.16        | 1598.84         | 84.15         | 92.85%        |
| 6                  | 77         | 0        | 0         | 0        | 77         | 1463         | 0        | 0         | 76.00         | 1387.00         | 73.00         | 94.81%        |
| <b>Subtotal</b>    | <b>277</b> | <b>0</b> | <b>0</b>  | <b>1</b> | <b>276</b> | <b>5263</b>  | <b>0</b> | <b>7</b>  | <b>272.16</b> | <b>4983.84</b>  | <b>262.31</b> | <b>94.82%</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>686</b> | <b>5</b> | <b>1</b>  | <b>8</b> | <b>683</b> | <b>13110</b> | <b>0</b> | <b>86</b> | <b>837.16</b> | <b>12186.84</b> | <b>641.41</b> | <b>93.57%</b> |

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

Current Enrollment - 683

- Kindergarten Enrollment - 104
- First Grade Enrollment - 95
- Second Grade Enrollment - 96
- Third Grade Enrollment - 113
- Fourth Grade Enrollment - 108
- Fifth Grade Enrollment - 90
- Sixth Grade Enrollment - 77

Current Waitlist - 70

- Kindergarten Waitlist - 18
- First Grade Waitlist - 3
- Second Grade Waitlist - 6
- Third Grade Waitlist - 20
- Fourth Grade Waitlist - 15
- Fifth Grade Waitlist - 4
- Sixth Grade Waitlist - 4

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

**Human Resources/ Data Management: Shante' Smith-Miller**

Met with administrative team to discuss building/ staff updates  
 Provided support and assistance to staff as needed for some of the following matters:  
 Insurance assistance  
 Connect Care 3  
 New Hire questions

## Personal matters

Completed Employee Verifications (Act 168)

Updated job postings in PA Educator database and with Indeed

Participated in applicant screening for open positions

Updated employee information in Power school database

Met with FNL Insurance, VERIS, and LCS Business Manager to obtain annual overview in preparation for 2022 benefits

Coordinated Annual Open Enrollment Meeting for staff

Met with Business office for updates regarding staff matters (staff deductions, direct deposit, verification information request)

Started project of updating staff Act 48 Professional Development information into new COMPLY database

Visited the ESL Annual Celebration

Participated in distribution of Grab and Go Thanksgiving Meals

Registered PIMS team for upcoming PDE Data Summit Conference for PIMS training

Obtained and updated staff clearances into necessary files

Worked with school solicitor on various items as needed

Worked with D. Penn from Dedicated to Success for support

Worked with PROXUS HR Management on various HR project

## **Facilities: Wendell Harper (Director of Facilities LCS & LCSA)**

Overtime usage by my crew is listed below:

1. 11/10/21 set up and clean up the ESL dinner. John Barnes and Ivan Beatty 4 hours each (A Clark approved)
2. 11/18/21 covered the "Grab & Go" Thanksgiving meal handout. John Barnes and Ivan Beatty 4 hours each. (A Clark approved)
3. Several hours on several different days to cover absent employees.

Proposed overtime:

1. 12/6/21 York City Event. John Barnes and Ivan Beatty 5 hours each. (A Clark approved)
2. 12/11/21 Boy Scout Meeting/lunch. John Barnes and Ivan Beatty 5 hours each to cover event. (A Clark approved)
3. 12/18/21 Crime Survivor for Safety and Justice event. John Barnes and Ivan Beatty will work 5 hours each to cover this event. (A Clark approved)

- reviewed and approved timesheets
- Submitted supply invoices
- Submitted utility invoices
- Submitted outside service invoices
- Continue to reorganized supply closets and secured them
- Transported storable items to campus B
- Completed stripping and waxing of the first floor of campus B (new side)
- Received approval to schedule roofers for campus B
- Received approval to schedule roofers for campus A
- Received approval to schedule Johnson Controls to complete the building wide fire alarm test
- Submitted invoice to have kitchen and grease trap inspection
- Completed gasket replacement of the leaking boiler section
- Worked with HB McClure and Seimens Corp to fire up the boiler system

- Scheduled water fountain filters to be replaced (backordered since early October)
- Checked on classroom air filters (have been backordered since early October)
- Met with Admin several times to discuss COVID issues.
- Completed curb painting at campus A
- Completed curb and parking lot painting of campus B
- Continued to clean our out and prepare classrooms 120 and 124 for the pre K program
- Scheduled/provided security for walking field trips
- Provided set up and clean up of Grab and Go dinner
- Performed a deep cleaning of building including the scrubbing down of all desk tops, sinks and countertops during shutdown
- Replaced ceiling tiles where water damaged tiles were located
- Continue with all the COVID precautions possible to keep the students and staff as safe as possible
- Will continue to greet every student every day on the front porch and take temps and hand out masks and sanitizer!! This is literally the best part of the day!!
- Placed and received a 3 month supply of everyday consumables. Admin approved. (Some on backorder)
- Continue to work to inventory everything in the maintenance department
- Continue to clean and organize the basement
- Continue to do walkthroughs of both campuses
- Answered several (false) alarm calls for both buildings
- Continue to work to prepare Campus B for opening
- We are still awaiting materials to complete the repeater installation and equipment involved in that process, for Campus B. (PO#410-709-443)

### **Vanessa Cusaac: Business Manager & Kim Murray: Administrative Assistant**

- \_\_\_ Prepared ADP employee wage report for compilation of PSERS data
- Processed and Uploaded the September PSERS report to the PSERS website
- File and Maintain all Employees Retirement documentation
- Completed and submitted 403 B Retirement Monthly Report
- Processed Employee changes in the ADP system
- Recreated new local tax residency PSD codes for several employees.
- Processed 4 terminations from the ADP System and created a termination contract for terminated employees in the PSERS system
- Reviewed new hire paperwork for 5 new hires, entered new hires in ADP and created PSERS contracts according to plan type
- Unlocked employees access to ADP system and created on line access to ADP for several employees
- Processed 2 Bi-Weekly Payroll Runs
- Reconciled employee checks with the payroll register to determine accuracy in processing
- Processed Short Term Disability Pay for 0 employees
- Updated PTO balances in ADP system on a bi-weekly basis
- Processed Overtime pay for Instructional Aides
- Attended weekly meetings with Leadership Team
- Processed Banking slips and made 3 Bank Deposits for the General Fund Account
- Processed 14 Purchase Order Requests from School Administrators and staff
- Received 74 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



- 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
- Processed 1 check run totaling 3 invoices for Food Service Account, utilized same procedures as the General Fund Account
- Receive employee absence forms daily and review for accuracy and completeness
- Review and reconcile daily attendance forms with the Roar, send employee e-mails for retrieval of missing forms, updated attendance spreadsheet for payroll processing
- Review Bank Accounts activity for any unusual activity
- File and maintain employee absence forms
- Met with HR on several occasions to discuss employee issues
- Monthly Communications with R&T regarding financial issues
- Update and review Departmental Budgets to determine Department Managers budgets are in alliance with their Approved Budget
- Contacted YCSD to assist in the reconciliation of the utility bill and to resolve discrepancies
- Researched several Vendor Invoices to rectify overcharges on the Invoices
- Unlocked several staff members ADP accounts
- Researched new PSERS regulations and reporting changes
- Persevered to complete all tasks by physical presence in the building as well as telecommuting to ensure all tasks are performed in spite of the pandemic
- Processed several PDE Suite request for user roles to access our PDE data
- Reviewed Regulation as it relates to Families First Coronavirus Response Act
- Contacted ADP on numerous occasions to rectify changes necessary to be in compliance.
- Contacted PSERS representatives to discuss and upload new contracts for employees.
- Performed Workman Compensation Audit with outside Auditor, submitted all pertinent Financial Records as requested for the completion of the Audit and responded to Auditor for finalization of Audit
- Submitted all PSERS documentation to R&T for processing of the Voya payout for new hires.
- Assisted Auditors with the Yearly Audit – Provided supporting documentation for Payroll items, Timesheets, PSERS documentation, Tuition Reimbursement documentation, Expense Reimbursement documentation
- Contacted Direct Energy to change the mailing address for invoices.
- Contacted Trane to set up a new account for billing purposes.

## **Wellness Center: Solita Day (School Social Worker) & Wendell Harper (Director of Facilities)**

- Continued to provide 5<sup>th</sup> and 6<sup>th</sup> grade students with attire for Dress for Success Fridays. Some students are unable to acquire the expected wear.

## **School Social Worker - Solita Day, LSW**

- 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). The final African drum class will begin in January.
- Collaborated with community partners to provide a Wellness Day for staff consisting of massages, facials, manicures and hand massages, drumming our emotions and painting for peace
- Attended weekly meetings relating to homeless students and families in York County. Attended and help facilitate the November homeless awareness event.
- Homeless students – minimum of monthly contact with families. Gathered data of new students for the school year. Visited homeless students residing in and provided with food and hygiene items from Wellness Center. Provided Thanksgiving meals to these families in collaboration with Shiloh Baptist Church.
- Oversaw the coats delivered by Coats for Friendship. Separated and handed out to students and families in need of a coat.
- Participated in the Thanksgiving meal hand out.
- 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 student to be bullied or student may have fallen and tore the uniform. (on average 27 uniforms or uniform pieces (shirts, pants, sweaters) are handed out per week)
- Completed a grant application for funding for technology assistance for our homeless families. (had to send in additional information)
- Attended Conference offered by National Association of Social Workers entitled, "2021 Paving the Way to Educational Success."
- 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.
- Met with SES regarding several students. Collaborated with families and outside services. 2 students placed – one at River Rock and one at Philhaven

## **School-wide Students Services Support - Solita Day, LSW**

- Met with Children's Aid Association biweekly regarding The Incredible Years. Evening program with parents and students began 9/14/21. The classroom model began on 10/26/21 with Ms. Powell's kindergarten classroom.
- Continued working with 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. Meetings this month were impacted by Covid and quarantine of some classroom teachers.

- Met with BHRS agencies and teams to ensure a smooth transition with identified students. Meet biweekly with BHRS staff that are in the school regarding their students.
- Weekly meetings with staff from Cornerstone Youth Home (a homeless shelter that 2 of our students reside in).

|                                       | <u>August</u> | <u>Sept</u> | <u>Oct</u> | <u>Nov</u> | <u>Dec</u> |
|---------------------------------------|---------------|-------------|------------|------------|------------|
| Uniforms Provided to Students in Need | 109           | 135         | <u>87</u>  | <u>53</u>  |            |
| Family Contact / Crisis               | 58            | 73          | <u>112</u> | <u>77</u>  |            |
| Community meetings                    | 11            | 7           | <u>14</u>  | <u>5</u>   |            |
| Family Contact / Attendance           | 89            | 107         | <u>98</u>  | <u>159</u> |            |
| Agency / resource referrals           | 23            | 13          | <u>17</u>  | <u>23</u>  |            |
| Homeless students<br>(weekly contact) | 29            | 35          | <u>36</u>  | <u>37</u>  |            |

### **PBIS**

- Teach – PBIS core team members continue to answer questions and provide colleagues with positive interventions to utilize.
- Model – PBIS core team members and Staff are modeling appropriate behaviors and encouraging social emotional regulation through modeling, positive reinforcements and praise. Our motto is minimize the criticize and raise the praise.
- Celebrate – Staff continue to be celebrated during professional development days. Students continue to be celebrated on Roaring Thursdays. PBIS team continue to provide incentives for teachers to utilize with students.

Social Emotional Check Ins

|   | August Students | Sad              |  | Sept students  | Sad              | Oct students | Nov students |  |  |  |
|---|-----------------|------------------|--|----------------|------------------|--------------|--------------|--|--|--|
| 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             | Unk              |  | 116            | 7%               | *            | *            |  |  |  |
| 4 | 112             | 13%              |  | 108            | 3%               | *            | *            |  |  |  |
| 5 | 96              | 5%               |  | 95             | 4%               | *            | *            |  |  |  |
| 6 | 87              | unk              |  | 80             | 3%               | *            | *            |  |  |  |

\*Data not available

**Community Outreach: John Carrasquillo (Community Outreach Liaison)**

- Assisted Mrs. Fleming with BookStore administration
  - Hung up promotional material
  - Helped students with selecting books
  - Helped Flemming with whatever she needed
- Organized Student Improvement Plan Meeting
  - Created Schedule
  - Invited the parents via push, autodialer, email
  - contacted Food Service and Maintenance for Event
  - Created submission form for parent concerns and ideas
  - created post event survey
  - changed to Zoom via direction of Dr. Clark, and communicated to appropriate networks of said change
  - administered event (no attendance)
- Assisted Mrs. Day with Red Shirt Day, and changed plan according to further instruction via Dr. Clark

- created itinerary
- changed event with directives from Dr. Clark
- assisted Mrs. Day where I could
- Took the 5<sup>th</sup> grade on their Trip to the York History Center
  - created “cheat sheet” for teachers to understand instructions
  - walked the students
  - found staff to help support the event
- Assisted with informing the students and staff in person and digitally about COVID and moving remote as directed by Dr. Clark
- Took Cub Scouts to the Lancaster Science Factory along with Logos Academy
- Updated “Charter Board” and “VENTO ACT” on the website
- Made regular posts and news materials for the website
- Coordinated and administered the Corbi’s Fundraiser goods to parents
  - helped maintenance and Corbi’s empty the truck
  - organized materials
  - assembled boxes
  - administered the goods to the parents after having Ginny contact them
  - collected all communications about missing items and communicated them to Corbi’s
  - set up a second date for next wave of goods and exchanges
- Assisted Food Service with the Thanksgiving Dinner “Grab and Go” Event

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

Supported the Staff Wellness Day  
 Supported the Classrooms  
 Completed Walk-throughs  
 Supported all Departments of the Organization Internally & Externally  
 Participated in the River Rock Administrative Review  
 Participated in the Penn Review  
 Participated in the LIU Building Systems of Coaching  
 Participated in the C OF O Inspection of 459 West King Street  
 Participated in the MOU Discussion with Wellspar  
 Dinner with potential Board Candidate  
 Toured with potential Board Candidate  
 Meeting with CS/Innovageous  
 Financial Meeting  
 Coordination of Pandemic Response Team

**Food Service:**

Submitted claims for CACFP, SSO

**Community:**

Supported the York City Police Event  
 Supported The ESL Dinner  
 Supported the Thanksgiving Dinner  
 Supported the Middle School Dress Up Day  
 Coordinated with Crime Survivors  
 Coordinated with Deltas

Coordinated with the SGRho

Coordinated 500 donations from Coats of Friendship

**Technology: Ariel Carrasquillo (Technology Program Manager)**

- Upcoming Overtime required events, Dec 6, 2021 and Dec 18, 2021. (a technician is required to run sound system and microphone)
- Our network assessment has been completed by Marco, this will be included in next month's board meeting also with next steps.
- There are no iPad chargers in stock within the building, the department is requesting to recommend to parents where to purchase a charger for under \$6.00.
- Highlight: Mr. Thompson was the keynote speaker during the everyone games pa event at the whitaker center last weekend.
- The department continues to add items to our inventory document and looks to have this project completed by the end of the first week of december.

**Monthly Achievement Highlights: Adam Dively (Director of Curriculum, Instruction, and Data)**

- Uploaded students and staff into multiple online platforms for use throughout the school year (StudyIsland, MobyMax, Renaissance, Savvas, Reflex Math, Schoology, CDT, Spring Math)
- Worked with online programs to build 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 new data boards for the teachers to use to drive their instruction
- Continue to update Schoolwide Title 1 Plan
- Continue to update 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
- Students' fall assessments have all been completed. We will be looking at the skills from previous grade level and current grade level 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
- Creating Data Boards for grade levels to access and utilize to show student scores on the Star Assessments
- Continue to identify areas of weakness in grade level skills/standards using Benchmark Data (STAR and CDT assessments)

## 3rd-6th Grade CDT Data

### 3rd Grade CDT Scores (Fall)

|             | <u>Below/Basic</u> | <u>Proficient</u> | <u>Advance</u> | <u>Total Tested</u> |
|-------------|--------------------|-------------------|----------------|---------------------|
| <u>ELA</u>  | 102                | 6                 | 1              | 109                 |
| <u>Math</u> | 105                | 3                 | 0              | 108                 |
|             |                    |                   |                |                     |

### 4th Grade CDT Scores (Fall)

|             | <u>Below/Basic</u> | <u>Proficient</u> | <u>Advance</u> | <u>Total Tested</u> |
|-------------|--------------------|-------------------|----------------|---------------------|
| <u>ELA</u>  | 90                 | 10                | 0              | 100                 |
| <u>Math</u> | 100                | 1                 | 0              | 101                 |
|             |                    |                   |                |                     |

### 5th Grade CDT Scores (Fall)

|             | <u>Below/Basic</u> | <u>Proficient</u> | <u>Advance</u> | <u>Total Tested</u> |
|-------------|--------------------|-------------------|----------------|---------------------|
| <u>ELA</u>  | 85                 | 4                 | 0              | 89                  |
| <u>Math</u> | 87                 | 0                 | 0              | 87                  |
|             |                    |                   |                |                     |

### 6th Grade CDT Scores (Fall)

|             | <u>Below/Basic</u> | <u>Proficient</u> | <u>Advance</u> | <u>Total Tested</u> |
|-------------|--------------------|-------------------|----------------|---------------------|
| <u>ELA</u>  | 62                 | 9                 | 0              | 71                  |
| <u>Math</u> | 69                 | 0                 | 0              | 69                  |
|             |                    |                   |                |                     |

## 3rd-6th Grade STAR Data

### 3rd Grade STAR Scores (Fall)

|             | <u>Urgent</u> | <u>Intervention</u> | <u>At/Above</u> | <u>Total Tested</u> |
|-------------|---------------|---------------------|-----------------|---------------------|
| <u>ELA</u>  | 57            | 27                  | 21              | 105                 |
| <u>Math</u> | 59            | 28                  | 22              | 109                 |
|             |               |                     |                 |                     |

### 4th Grade STAR Scores (Fall)

|             | <u>Urgent</u> | <u>Intervention</u> | <u>At/Above</u> | <u>Total Tested</u> |
|-------------|---------------|---------------------|-----------------|---------------------|
| <u>ELA</u>  | 53            | 26                  | 20              | 99                  |
| <u>Math</u> | 45            | 32                  | 23              | 100                 |
|             |               |                     |                 |                     |

### 5th Grade STAR Scores (Fall)

|             | <u>Urgent</u> | <u>Intervention</u> | <u>At/Above</u> | <u>Total Tested</u> |
|-------------|---------------|---------------------|-----------------|---------------------|
| <u>ELA</u>  | 43            | 33                  | 6               | 82                  |
| <u>Math</u> | 42            | 37                  | 6               | 85                  |
|             |               |                     |                 |                     |

### 6th Grade STAR Scores (Fall)

|             | <u>Urgent</u> | <u>Intervention</u> | <u>At/Above</u> | <u>Total Tested</u> |
|-------------|---------------|---------------------|-----------------|---------------------|
| <u>ELA</u>  | 39            | 23                  | 12              | 74                  |
| <u>Math</u> | 30            | 32                  | 12              | 74                  |
|             |               |                     |                 |                     |



## K-2nd Grade STAR Data

### 2nd Grade STAR Scores (Fall)

|            | <u>Early Emergent</u> | <u>Late Emergent</u> | <u>Early Transitional</u> | <u>Late Transitional</u> | <u>Probable Reader</u> | <u>Total Tested</u> |
|------------|-----------------------|----------------------|---------------------------|--------------------------|------------------------|---------------------|
| <u>ELA</u> | 20                    | 42                   | 11                        | 4                        | 9                      | 86                  |
|            |                       |                      |                           |                          |                        |                     |

### 2nd Grade STAR Scores (Fall)

|             | <u>Urgent</u> | <u>Intervention</u> | <u>On Watch</u> | <u>Total Tested</u> |
|-------------|---------------|---------------------|-----------------|---------------------|
| <u>Math</u> | 63            | 22                  | 4               | 89                  |
|             |               |                     |                 |                     |

### 1st Grade STAR Scores (Fall)

|            | <u>Early Emergent</u> | <u>Late Emergent</u> | <u>Early Transitional</u> | <u>Late Transitional</u> | <u>Probable Reader</u> | <u>Total Tested</u> |
|------------|-----------------------|----------------------|---------------------------|--------------------------|------------------------|---------------------|
| <u>ELA</u> | 47                    | 35                   | 3                         | 3                        | 1                      | 89                  |
|            |                       |                      |                           |                          |                        |                     |

### 1st Grade STAR Scores (Fall)

|             | <u>Urgent</u> | <u>Intervention</u> | <u>On Watch</u> | <u>Total Tested</u> |
|-------------|---------------|---------------------|-----------------|---------------------|
| <u>Math</u> | 48            | 35                  | 6               | 89                  |
|             |               |                     |                 |                     |

### Kindergarten Grade STAR Scores (Fall)

|            | <u>Early Emergent</u> | <u>Late Emergent</u> | <u>Early Transitional</u> | <u>Late Transitional</u> | <u>Probable Reader</u> | <u>Total Tested</u> |
|------------|-----------------------|----------------------|---------------------------|--------------------------|------------------------|---------------------|
| <u>ELA</u> | 77                    | 16                   | 0                         | 0                        | 0                      | 93                  |
|            |                       |                      |                           |                          |                        |                     |

**EL-Monthly Progress: Karen Horn (EL Manager)**

**EL---Board Minutes---Monthly Progress---November 2021**

| Grade        |                       |                       |                       |                       |                                       |                       | Total                                 |
|--------------|-----------------------|-----------------------|-----------------------|-----------------------|---------------------------------------|-----------------------|---------------------------------------|
| Kindergarten | 1 <sup>st</sup> Grade | 2 <sup>nd</sup> Grade | 3 <sup>rd</sup> Grade | 4 <sup>th</sup> Grade | 5 <sup>th</sup> Grade                 | 6 <sup>th</sup> Grade |                                       |
| 29           | 27                    | 23                    | 34                    | 26                    | 14                                    | 14                    | 169                                   |
|              |                       |                       | 1-Monitor Year 1      |                       | 2-Monitor Year 1;<br>1-Monitor Year 2 | 3-Monitor Year 1      | 6-Monitor Year 1;<br>1-Monitor Year 2 |

- Our EL Celebration went very well on Wed., November 10, 2021. We had 30 students and their families that attended.
- 11/4 --- ESL and SES bi-monthly meeting to discuss any dual students that may have difficulties
- 11/4 --- 1:30 to 6:00 --- SLCs on ZOOM
- 11/5 --- Full Day PD
- 11/10 --- 9:00 to 10:00 ESL Teacher PLC Meeting with LIU #12
- 11/11 --- 9:30 to 11:00 ESL Webinar – WIDA – Planning with the WIDA Standards Framework – Part 1
- 11/15 --- ELLevation Administrators meeting @ 1:00 for Creating Actionable Dashboards
- 11/17 --- Whole School out for COVID and deep cleaning of the school
- 11/18 --- 9:30 to 11:00 ESL Webinar – WIDA – Planning with the WIDA Standards Framework – Part 2
- 11/18 --- 2:00 to 3:00 WIDA Webinar—During Testing—managing students in WIDA AMS (online)
- 11/18 --- ESL and SES bi-monthly meeting CANCELLED—due to being out for COVID
- 11/23 --- 7:30-8:15 --- meeting with 3<sup>rd</sup> grade teachers about any students they felt are struggling
- 11/30 --- All school back from COVID

**SES (Special Education): Leah Ellingson (Program Manager) October 2021**

- 104 special education student total (in building, online, outside placement, and related services).
- The SES team continues to attend trainings and student review files from the 2021-2022 school year improvement plan for our Special Education Compliance Monitoring. Meetings have been completed to revise necessary paperwork and the documents have been resubmitted to PDE.
- The SES team continues to meet with parents both in person and zoom to conduct special education meetings. Attendance has improved slightly this year with our zoom conferences.
- Mrs. Ellingson has completed the 504 plans for this school year. There are 7 students with 504 plans. 4 are existing students and 3 are students new to LCS.
- The SES team has been meeting to make transitions plans for students who will be pushed out of our full-time classroom when the 5<sup>th</sup> and 6<sup>th</sup> graders move to the LCS annex.

## **Reading & Math Instructional Enrichment & Intervention**

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

- Participated in mentor/mentee meetings at school level as well as LIU level
- Attended in coach prep course given by LIU
- Conferences with online student's parents
- Checked ELA lesson plans weekly
- Continued to coach a staff member including observations, debriefing sessions, daily check-in's, model teaching, scheduling out-of-the classroom experiences, etc.
- Prepped & checked daily online lessons for K-2 students
- Continued reading tutoring afterschool with K-2 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 oversee the Capit phonics program
- Met weekly with Tier 3 ELA coach for 1<sup>st</sup> & 2<sup>nd</sup>
- Screened incoming K-2 students for classroom placement
- Assisted with 2<sup>nd</sup> grade DRA testing
- Began 1st grade DRA testing
- Met daily with other Instructional Specialists
- Assisted with supervision of morning drop-off and afternoon car pick-up
- Assisted in restructuring a low-achieving 1st grade classroom for maximum Reading instruction
- Continued parent contact regarding online student work

### **Reading Enrichment & Intervention: Amy Fleming (Reading Specialist 3-6)**

- Met with the Special Education Manager and parents to create a plan for a student who tested gifted.
- Participated in mentor and mentee meeting with LCS as well as the LIU 12
- Attended LIU 13 meeting on coaching
- Ran the book fair fundraiser for the school and completed the financial reports associated with the book fair-School made a profit of about 3,500 dollars.
- Attended 3rd and 4th grade plc meetings.
- Sent out reading resources to all of the 4-6 reading teachers.
- Created 3rd grade quarantine packet in both math and reading.
- Have pushed out digital reading work to online students in both 3rd and 4th grade and monitor their attendance and progress.
- Participated in Morning and Afternoon Duties
- Helped to coach teachers on utilizing curriculum resources to instruct reading
- Had several phone conferences with 5th grade parents in regards to their child's grades.
- Attended several enrichment coach meetings.
- Have pushed into 3rd and 4th grade reading classrooms to provide support.

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

- Worked with students and families assigned to the digital platform
- Provided feedback to students on the digital platform
- Created and updated packets for students out on quarantine
- Created Tier 3 mathematics student lists based on data
- Provided data to the Ms. Ellingson & Mr. Briercheck to prepare for testing students
- Created and helped to implement tier 3 mathematics support in grades K-2
- Served as a classroom substitute teacher in multiple grade levels and classrooms
- Participated in LIU 12 academic coaching professional development
- Participated in mentor and mentee meeting with LCS
- Continue to meet with and support my two mentees
- Monitored SpringMath usage and data collection
- Implemented incentive system for SpringMath-to include purchase of incentives from 5 Below
- Helped to coach teachers on utilizing curriculum resources for math instruction and planning
- Reviewed weekly math lesson plans
- Attended morning(when able) and afternoon duties
- Communicated with staff and families regarding student movement
- Supported new staff in coverage of classrooms and expectations
- Assisted in facilitating the transition of resignation and reassignment of staff in 3rd grade

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

- Met with mentee teachers to discuss different types of assessments and their purposes.
- Attended a Mentor meeting with the LIU
- Participated in mentor and mentee meetings
- Maintain the daily roster of digital students, 3-6.
- Communicate with the parents whose children receive instruction digitally.
- Provided lesson for the digital platform, grades 3-4
- Keep grade level teachers informed about digital students in their grade level.
- Add and remove quarantined students from the digital platform as needed in grades 3-4.
- Supported classroom teachers with progress monitoring.
- Supported new staff with classroom expectations
- Reviewed weekly lesson plans
- Served as substituted in classrooms.
- Used data to create TIER 3 mathematics list.
- Meet with the SPED team to discuss TIER 3 students and provide data.
- Attended a meeting for a student who tested gifted to plan for appropriate services.
- Maintained tutoring roster
- Conducted tutoring sessions for students who have been referred by the classroom teacher.
- Contacted parents whose child was referred for tutoring for the 2nd marking period

LPAC/LLPAC November 2021

LCS 1st Annual Trunk or Treat



York College & USA Lacrosse teach SEL to students.



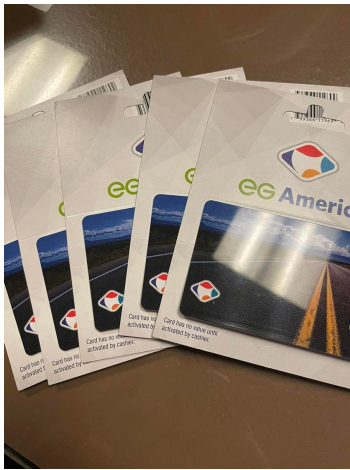
Coats of Friendship provided Adult Coats for our Parents. The coats were handed out by the LCS Team & The Hub Team.



## Thanksgiving Dinner Served



The HUB gives a donation of gas cards for the parents during the Thanksgiving Dinner.





# GIVE-A-MEAL

Lincoln Charter School is partnering with the York County Food Bank to provide holiday meals to families in need.



## Meals will be distributed...

Thursday, December 16th

4:00 PM-6:00 PM

Friday, December 17th

9:00 AM-4:00 PM



**SCAN HERE TO REGISTER  
FOR A HOLIDAY MEAL!  
REGISTRATION ENDS  
NOVEMBER 28TH!**

To support the Give-A-Meal program, go to [yorkfoodbank.org](http://yorkfoodbank.org) to volunteer or make a donation.



Give-A-Meal is supported by...





**COMMUNITY**  
**VIOLENCE**  
**AWARENESS**  
**EVENT**

**DEC 6**  
**SIX PM**  
**RSVP TODAY!**

EMPOWERED BY:  
COUNCILWOMAN  
EDQUINA WASHINGTON

YCPD COMMISSIONER  
MICHAEL MULDROW

THE MOVEMENT

**Bring your voice &  
Bring your solutions**



**THE  
MOVEMENT**

LINCOLN CHARTER SCHOOL  
559 W. KING STREET  
YORK, PA

# Facilities Report

**Overtime Usage and proposed usage for November and December 2021.**

- 1. 11/10/21 – setup and cleanup of the ESL dinner. John Barnes and Ivan Beatty 4 hours each (Clark approved)**
- 2. 11/18/20 coverage for the “Grab & Go” Thanksgiving Dinner and coat handout. John Barnes and Ivan Beatty 4 hours each. (Clark approved)**
- 3. Several hours on different days to cover employee sick time.**
- 4. 12/6/21 York City Event. John Barnes and Ivan Beatty 5 hours each. (Clark approved)**
- 5. 12/11/21 Boy Scout meeting/luncheon John Barnes and Ivan Beatty 5 hours each. (Clark approved)**
- 6. 12/18/21 Crime Survivor for Safety and Justice event. John Barnes and Ivan Beatty 5 hours each. ) Clark approved)**

# Purchasing Policy

- No purchases will be made by me or my department without prior approval from the Business Manager and/or the Board of Directors.
- Any purchases under 5000\$ will be submitted to and approved (in writing) by the Business Manager prior to ordering/purchasing.
- Any item that exceeds 5000\$ will be submitted to the Business Manager and the Business Manager will confer with the Board prior to approval.
- All purchases will be approved during the monthly board meeting.
- All outside contractors will be approved via the same process. (unless an emergency situation)

# Inventory Procedure

- A complete inventory has been taken and documented as of 11/26/2021.
- The building inventory list will be updated weekly going forward.
- The bulk inventory is in a padlocked room I have this key. Anyone needing into this area will get the key from myself or a designee if I am out of the building.
- Each floor has a janitorial “dugout”. These dugouts are locked and each maintenance person has a key to these dugouts.
- Each Dugout is stocked and inventoried and secured. The inventory will be updated weekly.