

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, January 6, 2022

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

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 –Edquina Washington at 6:04 p.m. and Roll Call – G. Smeltzer

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

School/ Staff Guests: Dr. A. Clark, S. Smith-Miller, P. Hennessy, T. Taylor, W. Harper, V. Cusaac, K. Murray, A. Hawkins, S. Day, Z. Huff, S. Reese-Smith, D. Penn, D. Savage, L. Ellingson, N. Ortiz, J. Young, K. Dorr, 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 January 2022 Board Meeting
Motion R. Franklin. M. Burgos second. Motion carries.

IV. Oral Reports

- a. District Report –
 - i. Financial Presentation- T. Taylor
Details reported from the report by T. Taylor.
 - ii. Leadership Report- Leadership Team- Dr. Clark
School operations have been a large portion of the time administration being focusing on.
Growth in our students is the biggest highlight of our month.

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

Mrs. Day shared photos and highlights of the program in Ms. Powell's kindergarten classroom.

Mrs. Day shared results of the Mindfulness Survey results from staff.

b. Financial Report (attached)

i. Presentation of expenses/contracts- V. Cusaac & Dr. Clark

Cusaac presented that the financial plan is going very well and we are pleased with the progress.

V. Consent Items

a. Approval of minutes from the December 2, 2021 Board Meeting

Motion by M. Burgos. Second by K. Moore. Motion carries.

b. Approval of December Financial Statements

Motion by K. Moore. Second by R. Franklin. Motion carries.

VI. Action Items

a. Pay adjustment for Data and Curriculum Director for supervising technology department for the remainder of the 2021-2022 school year. Effective and retro-active to December 2, 2021
Employee Number: 1021

Motion by M. Burgos. Second by R. Franklin. Motion carries.

b. Pay adjustment for Technology Support Liaison for additional duties and responsibilities for the remainder of the 2021-2022 school year. Effective and retro-active to December 2, 2021. Employee Number: 2091

Motion by M. Burgos. Second by R. Franklin. Motion carries.

c. Pay adjustment for Classroom Teacher previously Highly Qualified who has now updated teacher certification and as certified teacher Effective January 10, 2022.

Employee Number: 2101

Motion by M. Burgos. Second by R. Franklin. Motion carries.

d. Approve the MOU for Dedicated 2 Success for specific work with Human Resources matters.

Motion by M. Burgos. Second by R. Franklin. Motion carries.

VII. Information Items

a. Pandemic Update: All classes returned going virtual from January 10, 2022- January 24, 2022, the building will be open daily. The school is setting up a second vaccine clinic.

If numbers of COVID cases in the community are continuing to be a concern toward the end of the planned period, LCS will request and extension of the quarantine period to include virtual learning instead of in-person instruction.

VIII. Strategic Planning: Academics- Presentation:

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

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

Dr. Clark- overview and explanation of our SAFSS process and MTSS (*Student And Family*

Support System).

- 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 and/or Termination(s)/Hiring(s)-
Be it resolved to accept the resignation of Ariel Carrasquillo effective December 17, 2021.
Motion by M. Burgos. Second by K. Moore. Motion carries.
Be it resolved to approve the hiring of Alexys Shaw as Building Substitute effective January 10, 2022.
Motion by M. Burgos. Second by R. Franklin. Motion carries.
- XI. Additional Resolutions-
Be it resolved to approve the contract with Marcos including cabling, cameras, and network.
Motion by M. Burgos. Second by R. Franklin. Motion carries.
Be it resolved to approve the contract with Washington & Dowling Snow Contract.
Motion by M. Burgos. Second by R. Franklin. Motion carries.
Be it resolved to pay the invoice for Innovageous.
Motion by M. Burgos. Second by R. Franklin. E. Washington Abstaining. Motion carries.
Be it resolved to approve the Emergency Instructional Plan for Lincoln Charter School.
Motion by R. Franklin. Second by K. Moore. Motion carries.
- XI. Adjournment and Confirmation of Next Meeting – Thursday, February 3, 2022, at 6:00 p.m.
E. Washington- Adjourn at 6:34 p.m.

Date: January 6, 2022

Submitted by: LCS School Leadership Team

Dr. Anne Clark, Acting CEO/Principal:

Academics:

Meeting with York College about the Shipping containers and curriculum of engineering.

Training with LIU 12 Principal's Network

Meeting with Academic Team

Three meetings with Grade Levels to discuss the SAFSS Process (MTSS Process).

Meeting with Shira from Innovageous

Meeting with Delores Penn

Began formal evaluation/observations of teaching staff.

Student Support Services:

Board meeting with PAEE

Meeting with Social Worker

Meeting with SES Manager

Meeting with EL Manager

Attended PBIS Meeting

Meeting set with LIU 12 for Spring 2022 Culture and Climate Survey , back-ordered

Operations:

Meeting with Direct Energy

Meeting with Technology Team

Meeting with Financial Team

Meeting with Maintenance Team

Meeting with Office Staff

Meeting with Human Resource Manager

Meeting with Jonna from Innovageous

Two meetings & training with Omega Systems

A meeting with TEQ about iPads

Meeting with Marcos

Three meetings with Frontier

Meeting with Fresh Works

Meeting with Stratix

Multiple conversations with Attorney Nagle in regards to SHI/Lenovo

Meeting with Konica and business office.

Meeting with Verizon

Submitted the Food Service Claims

Prepared the Emergency Plan for Approval

Academics



Mission Moments:

Reese- Smith

Grade 5 & 6

Team ~ Very rare to you find an entire team that works with MUCH empathy for each other. One of our team members was dealing with a personal matter and many of the team supported her through it!

That still gives me hope that there are still people out there that have not lost that EMPATHY for others

Students ~ Yet again, 5th grade was put on quarantine due to this ugly covid. The students saw that I was really sad about us having to go out especially right before we could do our holiday event, But the kids were more of an encouragement to me...They were more focused on getting ALL of their work in... Ownership and responsibility are everything!

Gina Fazio/Art Sub

Our theme, "This Little Light of Mine, I'm going to let it shine..." Transitioned from music to art. The students took great joy and pride, exuberated, a better word to describe their emotions when seeing their work displayed. They loved their work and the fact that their work was a tribute to classmates waiting to return. They exhibited HOPE within the entire student body, staff, too. All shared the joy of being part of LCS. It was touching.

Mr. Huff

6th Grade

When we were sent out Thursday afternoon for quarantine, the kids did it without complaining and were very good sports about losing a lot of the "fun stuff" that we had planned for the week. They were upset about it, but they understood why. And, I think that shows a good level of maturity.

Staff: Eileen Druck

Grade: 2nd grade ESL

Mission Moment: A student was not making progress in Capit. In the last 2 weeks, I have set aside 10 minutes of Capit time to sit with her. With each screen, I would ask her questions to help her know what she needed to do (Not the actual answer). Sometimes it was as simple as reminding her to click the arrow to go to the next screen. She not only made good progress when I was with her but is now making progress on her own. I expect it won't be long until she will move to level 2.

Mrs. Amy Snyder

2nd Grade

1. Student JRP was challenged on Monday 12/13 to complete enough lessons to finish level 2 of CAPIT by the time we left for Holiday Break. (She needed to complete 14 lessons.) She did it on Tuesday, a day before her goal!!

2. Student YCC completed all of the levels of CAPIT. She was so close on Friday 12/17 when we left school, that she completed more on Friday and finished up on Saturday. So proud of her for working so hard! Thanks for allowing me to share some of the successes I am seeing in my room. Amy Snyder

Ms. Hartlaub

Kindergarten

The kindergarten team was very happy about the number of donations that were made by the K students for our HOPE project of collecting things for the SPCA. We had a wide range of items donated (treats, toys, leashes, training pads, etc).

Dorr K-3 Reading

We've had the following number of students pass levels in Capit:

Kindergarten - 70 out of 4 classes passed Level 1

1st Grade - 42 out of 2 classes passed Level 1

2nd Grade - 64 out of 3 classes passed Level 1, 1 has passed Level 2 & 1 has passed Level 3 and has graduated from the program

Mrs. Thummel (226) and Mrs. Young (225)- 1st grade

Mission Moments:

Unexpectedly, we had to Zoom with our classes (almost) right until the break. We had many students on and participating daily. Students were engaged and followed CARE as they worked through a variety of lessons with us. We were very happy to be back in school with our students on 12/17/21 to see them in person before the break. Both classes enjoyed a day full of Hope activities!

Also, all 1st-grade classrooms participated in the monthly Hope theme by collecting a variety of canned goods to be donated.

Jackie Ackerman

Kindergarten

We were on the playground, all lined up to go inside. 106 was waiting our turn to go into the building. The line next to ours was having some trouble keeping their eyes forward and paying attention. Before I could even say anything, one of my kiddos told the other student to turn around and face the front. I was extremely impressed by the leadership as well as the kind and respectful way that the directions were given.

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 on PIMs submissions
- Worked to update PowerSchool settings for teachers
- Worked with Ms. Ellingson for Penn Data uploads of reports
- Worked with Ms. Ellingson on the Cost Settlement report
- 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 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 need supports
- Students' fall assessments have all been completed. We will be looking at the skills from previous grade levels 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 skills/standards using Benchmark Data (STAR and CDT assessments)
- Worked with the technology department to help with the yearly inventory
- Supported technology department with the distribution of ipads for students/classrooms on quarantine
- Provided technology support where needed to students and staff throughout the school
- Meetings with technology vendors

3rd-6th Grade CDT Data

3rd Grade CDT Scores (Fall)

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

4th Grade CDT Scores (Fall)

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

5th Grade CDT Scores (Fall)

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

6th Grade CDT Scores (Fall)

	Below/Basic	Proficient	Advance	<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)

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

4th Grade STAR Scores (Fall)

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

5th Grade STAR Scores (Fall)

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

6th Grade STAR Scores (Fall)

	Urgent	Intervention	At/Above	<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)

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

2nd Grade STAR Scores (Fall)

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

1st Grade STAR Scores (Fall)

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

1st Grade STAR Scores (Fall)

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

Kindergarten-Grade STAR Scores (Fall)

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

Reading & Math Instructional Enrichment

K-2 ELA Achievement: Kathy Dorr (Reading Instructional Coach)

- Began planning a Peer-to-Peer tutoring project to implement in 2022
- Met with consultants
- Was shadowed by a consultant & then debriefed afterward
- Participated in school-wide meetings with each grade level regarding the SAFSS process
- Assisted a new teacher (along with Math Specialist) in completing the SAFSS Step 1 form
- Participated in a SAFSS planning meeting with other Specialists and SES coordinator
- Met with online families in person and on the phone regarding students' progress, attendance, and returning to the building in January
- Prepped & checked daily online lessons for K-2 students
- Performed Zoom Walk-Thru's for all K-2 teachers
- Debriefed via Zoom and/or email with all K-2 teachers after Walk-Thru's
- Met with Kindergarten teacher & coach regarding ELA center's including Foundations
- Attended Mentor/Mentee meetings in school & through Zoom with LIU
- Checked ELA lesson plans weekly
- Continued reading tutoring after school 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 administrate and oversee the Capit phonics program
- Distributed certificates to K-3 students who passed Level 1 or Level 2 in Capit
- Continued to attend the LIU Coaching meetings
- Continued to oversee ELA Tier 3 groups being taught by Ms. England
- Trained a new 1st-grade teacher on DRA
- Continued DRA testing with 1st grade
- Collaborated with other Instructional Specialists daily

- Taught ELA in 1st-grade classrooms while teachers were absent
- Covered Kindergarten lunch periods while coaches were absent
- Assisted with the supervision of morning drop-off and afternoon car pick-up

3-6 Reading Achievement: Amy Fleming (Reading Specialist/Instructional Coach)

- Met with 3rd and 4th grade online families in person and on the phone regarding students' progress, attendance
- Met with consultants
- Participated in school-wide meetings with each grade level regarding the SAFSS process
- Participated in a SAFSS planning meeting with other Specialists and SES coordinator
- Performed Zoom Walk-Throughs for many K-6 teachers and provided positive feedback.
- Attended Mentor/Mentee meetings in school & through Zoom with LIU
- Continued to attend the LIU Coaching meetings
- Assisted with the supervision of morning drop-off and afternoon car pick-up
- Decorated the lobby which was assigned by the Admin. team in the theme of "Winter Wonderland".
- Substitute taught in a 4th-grade room and 6th-grade reading classrooms
- Attended PBIS meeting
- Created and Pushed out Reading work to the 3rd and 4th grade online students.
- Take attendance and monitor 3rd and 4th-grade digital students' work
- Met with a 4th-grade teacher, created a list of struggling students to begin the Reading Eggs Phonics program. -Set up class and print out passwords so students can begin this program after the holiday break.

- Met with a 3rd Grade reading teacher to provide her with some resources she needed.
- Provided reading materials for the after-school tutoring program.

K-3 Math Achievement: Michelle Kilgore (Math Instructional Coach)

- Provided feedback to students on the digital platform
 - Created and updated packets for students out on quarantine
 - Met with the consultants to discuss my own and expectations
 - Supported the development of the SAFSS process along with the instructional coach team and principal
 - 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
 - Provided incentives for math fact fluency acquisition through the SpringMath program
 - 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
 - Teaching math class daily in a 3rd-grade classroom
 - Provided coverage in classrooms as needed
 - Assisted a teacher in completing the SAFSS step 1 form
 - Assisted in transitioning students to new room assignments
 - Assessed full-time online students
 - Met with full-time online students and families to begin the transition to in-person learning in January

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

- Met with mentee teachers to discuss classroom expectations for the new year. (Conduct Intensive lessons).
- Attended a Mentor meeting with the LIU. (Module 7 & 8)
- Participated in mentor and mentee meeting (PBIS)
- Maintain the daily roster of digital students, 3-6.
- Created a calendar with benchmark dates for digital students.
- 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.
- Reviewed weekly lesson plans
- Teaching math class daily in a 3rd-grade classroom
- Provided coverage in classrooms as needed

- Assisted a teacher in completing the SAFSS step 1 form
- Assessed full-time online students
- Used data to create TIER 3 mathematics list.
- Maintained tutoring roster.
- Contacted parents tutoring schedule for the upcoming new year.
- Created a calendar for tutoring students.
- Conducted tutoring sessions for students who have been referred by the classroom teacher.

Student Support Services



EL-Monthly Progress: Karen Horn (EL Manager) (Not completed)

EL---Board Minutes---DECEMBER 2021

<u>Grade</u>							<u>TOTAL</u>
<u>KDG</u>	<u>1ST Grade</u>	<u>2ND Grade</u>	<u>3RD Grade</u>	<u>4TH Grade</u>	<u>5TH Grade</u>	<u>6TH Grade</u>	
<u>31</u>	<u>27</u>	<u>22</u>	<u>32</u>	<u>24</u>	<u>16</u>	<u>14</u>	<u>166</u>
			<u>Monitor 1-- 1</u>		<u>Monitor 1— 2</u> <u>Monitor 2-- 1</u>	<u>Monitor 1— 3</u>	<u>Monitor 1— 6</u> <u>Monitor 2-- 1</u>

- 12/1--- Meeting with new teachers about what ESL is and does 7:30-8:15
- 12/2--- ZOOM meeting with Innovageous at 10:00
- 12/4--- Hope Assembly at 9:00 12/4--- Early Dismissal at 1:00---Staff meeting at 1:30
- 12/4--- Covid Booster shots at 1:30
- 12/7--- Webinar 3:00-4:00---Progress Monitoring ELLs to Meet PA Future Ready Interim Targets and Prep for ACCESS
- 12/9--- ZOOM with Innovageous 3:00-4:00
- 12/13 and 12/14--- Innovageous visiting LCS from 7:30-4:30
- 12/15--- ZOOM with Kathryn Fritz from IU12 at 1:00
- 12/16--- ZOOM ESL Teacher PLC Meeting 9:00 – 10:00
- 12/17--- Staff Xmas Celebration—Build a Gingerbread House / Lunch from School
- Throughout December—made a schedule for the upcoming annual WIDA ACCESS testing from 1/10/2022 through 2/18/2022
- Making a schedule for Tutoring for Kindergarten through 6th grade—starting Jan. 10, 2022 (Monday and Tuesdays for Kindergarten through 2nd grades and Saturdays for 3rd through 6th grade online starting with 3rd grade—8:00 to 9:00 4th grade—9:00 to 10:00 5th grade---10:00 to 11:00 6th grade---11:00 to 12:00
- Writing letters to families of struggling students to receive consent for the tutoring
- All the EL Teachers will be helping out (in school--Karen, Bob, Arelis and Eileen---as needed) and (Anne online)----the plan is for K-2 on Monday and Tuesday; online on Saturday with Anne
- We also have 3 Special Education teachers helping out--- Morgan, Emily (in school) and Alexis (online)

SES (Special Education): Leah Ellingson (Program Manager)

- 103 special education students total (in building, online, outside placement, and related services).
- Completed Penn-Data report with Mr. Dively.
- Completed Cost Settlement report with Mr. Dively.
- Update and monitor records and attend meetings for all SES students in building and outside placement.
- Met with Alicia Woolf from Innovageous consulting to review SES files, visit classrooms, and interview team members.
- The SES team continues to review student files for our Special Education Compliance Monitoring goals and progress monitoring.
- The SES team continues to meet with parents both in person and zoom to conduct special education meetings.

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

Lincoln Charter School
11/29/2021 to 01/03/2022 = 19 school days

Grade Level	Carry Fwd	Gain	Mult Gain	Loss	Ending	Actual Days	OffTrack	Days N/E	Days Absent	Days Attd	ADA	ADA %
0	103	1	0	1	103	1976	0	28	288.00	1660.00	87.37	85.22%
Subtotal	103	1	0	1	103	1976	0	28	288.00	1660.00	87.37	85.22%
1	95	1	1	4	92	1805	0	19	178.00	1608.00	84.63	90.03%
2	96	1	1	3	94	1824	0	15	161.00	1648.00	86.74	91.10%
3	113	0	0	2	111	2147	0	31	194.00	1922.00	101.16	90.83%
Subtotal	304	2	2	9	297	5776	0	65	533.00	5178.00	272.53	90.67%
4	109	0	0	4	105	2071	0	50	85.00	1936.00	101.89	95.79%
5	90	0	0	2	88	1710	0	15	148.00	1547.00	81.42	91.27%
6	77	0	0	0	77	1463	0	0	152.00	1311.00	69.00	89.61%
Subtotal	276	0	0	6	270	5244	0	65	385.00	4794.00	252.31	92.57%
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%
Subtotal	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00%
Grand Total	683	3	2	16	670	12996	0	158	1206.00	11632.00	612.21	90.61%

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

Current Enrollment - 672

- Kindergarten Enrollment - 104
- First Grade Enrollment - 92
- Second Grade Enrollment - 94
- Third Grade Enrollment - 111
- Fourth Grade Enrollment - 104
- Fifth Grade Enrollment - 90
- Sixth Grade Enrollment - 77

School-Wide Discipline: David Overton & Akilah Hawkins (Culture & Climate) (Not completed)

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

- The Wellness Center is overstocked on community donations for clothing. Mrs. Day will need to take a couple of days to shift through the donations to make the center presentable again. The hygiene portion of the center continues to help families with needed supplies. A wish list for the center will be published in January after approval is gained. (Day)

School Social Worker - Solita Day, LSW

- Supervised the PBIS team and met biweekly with core, weekly with admin, and sporadically with Culture and Climate to ensure the social-emotional needs of the students are being met.
- Continued relationship with Youth Advocate Program, met monthly regarding collaborations (mentorship and African drums). The final African drum class will begin in January.
- Attended weekly meetings relating to homeless students and families in York County.
- 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 Christmas meals to these families in collaboration with York County Food Bank and Shiloh Baptist Church. We have had over 40 homeless families this year.
- The homeless student audit is scheduled for February. I have been preparing the files and gathering data for them.
- Oversaw the Christmas meal handout.
- 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 22 uniforms or uniform pieces (shirts, pants, sweaters) were handed out per week)
- Attendance - Handled attendance input and family contact for students quarantined and when weather caused the building to be closed. Conducted home visits to deliver school supplies for students unable to get to the school for their packets. An attendance team meeting will be held in January in effort to enhance the procedures and protocols for the attendance process.
- Participated in interviews by several universities. Social Work students had an assignment to interview social workers in different fields.
- Participated in communication with Temple University and Millersville University regarding our interest in hosting a social work intern.
- Legos for Learning social skill group is conducted on Monday afternoons.
- Met with consultants for Innov
- Distributed hats and gloves at arrival to students that did not have any.
- Participated in biweekly mentor/mentee meetings and provide one on one consultation with my mentee.
- Conducted SAIP conferences with parents whose children have missed over 5 days unlawfully.
- Participated in the violence awareness event hosted at LCS on 12/6/21.
- Meet with the school base therapist weekly (minimum) regarding students receiving services and referrals.

School-wide Students Services Support - Solita Day, LSW

- Met weekly with Children's Aid Association regarding The Incredible Years. The evening program with parents and students began on 9/14/21. The classroom model began on 10/26/21 with Ms. Powell's kindergarten

classroom. We have arranged that if / when room or school is quarantined, programs may continue via Zoom. The program provided Christmas gifts to all students that participate in the school and evening program.

- 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. Modifications have been made to enhance the program.
- 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.
- Biweekly 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>	<u>47</u>
Family Contact / Crisis	58	73	<u>112</u>	<u>77</u>	<u>103</u>
Community meetings	11	7	<u>14</u>	<u>5</u>	<u>7</u>
Family Contact / Attendance	89	107	<u>98</u>	<u>159</u>	<u>173</u>
Agency / resource referrals	23	13	<u>17</u>	<u>23</u>	<u>17</u>
Homeless students (weekly contact)	29	35	<u>36</u>	<u>37</u>	<u>41</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 to minimize the criticize and raise the praise.
- Celebrate – Staff continues to be celebrated during professional development days. Students continue to be celebrated on Roaring Thursdays. PBIS team continues to provide incentives for teachers to utilize with students.
- The team conducted a presentation for staff during the PD on 12/20/21. A copy is attached. Data from the most recent survey is also attached.

Operations



Staff School-Wide Attendance:

Type	August Staff Attendance (Hours)	September Staff Attendance (Hours)	October Staff Attendance (Hours)	November Attendance (Hours)	December Attendance (Hours)
Vacation	88	42	66.5	65.75	61
Personal	50	69.25	179	74.5	30
Sick	468	806.75	800.75	609.25	436.75
FMLA	120	168	152	40	0
Funeral	32	0	0	32	17
Conference	0	0	17	56	0
Court	0	16	0	8	0
Not Paid	96	135	123.25	135.5	81.25
Short-Term Disability	0	0	0	0	0
Long-Term Disability	0	0	0	0	0
Present	11287	13158	12421.5	12379	10126
Total Hours	12096	14448	13760	13760	10752
Total %	93%	91%	90%	93%	94%

Human Resources/ Shante' Smith-Miller

Completed Staff Changes/ Updates in Highmark database

Submitted staff updates and payroll information to Business office for each bi-weekly payroll

Completed Verifications as needed

Completed Monthly review of clearances and made necessary communication to staff members

Contacted Indeed for job posting options due to current restrictions

Worked with FNL Insurance to complete renewal paperwork for Health Insurance

Supported staff members with questions related to insurance and other benefits

Met with Mrs. Penn for employment matters

Met with Mr. Green for varies HR matters/ support

Coordinated (along with Leadership team members) to coordinate Staff Holiday lunch

Met with members of consulting firm

Met with members of Pandemic team to ensure ongoing communication due to COVID19 matters

Conducted interview along with Data and Curriculum Specialist for open position

Assisted staff members with completing clearance updates

Continued communication with Pennsylvania Department of Health regarding COVID-19 questions and updates

Met with Leadership team members regularly

Researched additional job posting options to fill position vacancies

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

- Reviewed and submitted timesheets
- Processed and submitted invoices
- Met with Innovageous Solutions via zoom and in person
- Toured continuescontinuesboth buildings with Joanna
- Set up and cleaned up several events and giveaways
- We completed a thorough cleaning while the staff was off on break
- Secured pricing for several items needing to be fixed at LCS
- Still waiting on several back-ordered items from previous orders (classroom filters, plumbing items, and water fountain filters) no set eta on these items yet.
- Submitted Snow Removal Contract for approval. (Washington & Dowling)
- Working on several different evacuation routes to Campus B and The Hope Street Garden. These will be distributed upon our return in January.
- We continue to hand out masks, sanitizer and take temps daily. This process will continue as long as we can do it.
- I will continue to track and update inventory regularly.
- I will continue to work toward getting Campus B up and running.
- JCI will be in Campus B to fix a few items in the upcoming weeks. (PO#'s 410-719-449 and 410-719 - 550)
- JCI will be in Campus A to fix a few items in the upcoming weeks. (PO# 410-719-451)
- York Water Company will be in front of Campus A in January to replace a water main valve. I was told there would be no disruption in service.
- Columbia Gas worked in front of Campus A at the end of December. There was no disruption of service.
- The motion detector alarm system at Campus B is functioning properly. (Exterior doors)
- I have received several false alarms for the Campus A alarm system. I am awaiting a quote to service these issues. The alarm is functioning but a few motion detectors are not at 100%.

Vanessa Cusaac: Business Manager & Kim Murray: Administrative Assistant

- Prepared ADP employee wage report for compilation of PSERS data
- Processed and Uploaded the October 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 3 terminations from the ADP System and created a termination contract for terminated employees in the PSERS system

- Reviewed 0 new hire paperwork for 0 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 3 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 2 Bank Deposits for the General Fund Account
- Processed 7 Purchase Order Requests from School Administrators and staff
- Received 64 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 2 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
- 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 0 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.
- 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.
- Met with Jonna from Innovageous regarding the day to day processes/internal controls and business Policies and Procedures.
- Assisted in the research of Technology contracts/purchases and supporting documentation with the Leadership Team and Dr. Clark.

Community Outreach: John Carrasquillo (Community Outreach Liaison)

- Student of the Month:
 - collected nominations for November and December.
- Hope Assembly
 - created Hope Assembly submission files for student essays, project idea submissions, and first responders letters
 - created and posted promotional material on the website and social media to inform the public that December was the month of Hope.
- COVID-19 Pop-Up Clinic
 - created and scheduled promotional materials on social media websites to regularly remind the public of the pop-up clinic
 - created news article on our website to inform the public of our pop-up clinic
 - English and Spanish
- Scouts Award Ceremony
 - coordinated with Food Services, Maintenance, and Scouts to organize award ceremonies for Lincoln, Logos, and St. Lutheran Scout troops.
 - 125 - 130 guests arrived
 - Lunch, snacks, and drinks are provided.
 - All Lincoln Students were the awarded “BobCat” patches and various students were awarded science discovery pins.
- Scouts
 - Delivered holiday gifts (donated by Scouts) to scouts who attended our final meeting this year (2021)
 - gifts for quarantine scouts are being held at my desk for when they return in January.
- Misc
 - updated website directory
 - removed Hart from all sources on the website
 - assisted front desk when their coverage was low

LPAC/LLPAC Report for December 2021

LCS is families participated in Give-A-Meal
Dr. Clark and Mrs. Day stayed and handed out the meals to families prior to Holiday Break.



The nurse coordinated the vaccine clinic for the students of LCS.



Dr. Clark coordinated a donation of 100 boxes of hand sanitizer benefiting the school, families, and community.




Lincoln Charter School was the venue for the Community Violence Awareness Event.

**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



LCS supported Salem Square Community Association with their Annual Christmas Giveaway.



The Month of Hope



Staff Celebration

