

**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, February 3, 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 and Roll Call – G. Smeltzer

II. Public Comment – President Washington

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

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

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

III. Routine Business – President Washington Approval of Agenda for February 2022 Board Meeting

IV. Oral Reports

District Report –

i. Financial Presentation- T. Taylor

ii. Leadership Report- Leadership Team- Dr. Clark

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

Financial Report (attached) V. Cusaac, M. Murray, & Dr. Clark

V. Consent Items

Approval of minutes from the January 2022 Board Meeting

Approval of financial statements from T. Taylor.

VI. Action Items

Pay Adjustment for Instructional Coach for additional duties and responsibilities while supporting a Homeroom Class until the open position is filled. Effective January 31, 2022.
Employee Number: 1083

VII. Information Items

Pandemic Update: On February 3, 2022, Lincoln Charter School is going to **return to**

in-person instruction on February 7, 2022. Update 5: Total confirmed cases: 21 student households and 4 staff households. Total probable cases: 27 student's households and 13 staff households.

VIII. Strategic Planning:

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

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

X. Approval of Resignation(s) and/or Termination(s) and/or Hiring(s)-

Be it resolved to accept the resignation of Dr. Sweeney effective January 27, 2022.

XI. Additional Resolutions-

Be it resolved to approve the contracts with Frontier Communications (PA system, cabling, connection of two campuses, and phone lines).

Be it resolved to approve the eRate agreement.

Be it resolved to approve HB McClure for the amount of \$6,400. for the repair of the boiler at 459 West King Street.

XI. Adjournment and Confirmation of next meeting on Thursday, March 3, 2022 at 6:00 p.m.

Date: February 3, 2022

Submitted by: LCS School Leadership Team

Dr. Anne Clark, Acting CEO/Principal:

Academics:

Met with Instructional Coaches Weekly

Observed classroom in-person and via zoom

Met with teachers about third quarter

Provided training to ELA teachers

Worked with Instructional Coaches for Third Quarter School-wide Interventions.

Student Support Services:

Met with coaches from LIU

Requested staff to serve on committees for Spring 2022

Attended all SES Meetings

Gave clear expectations moving forward about the SES department; followed up with email.

Attended PBIS Meeting

Completed an analysis of the Office Referrals to date for 2021-2022 school year.

Worked closely with Culture and Climate Coach for Middle School to form a new PBIS Middle School Team.

Supported Social Worker with Homeless Audit Meeting

Operations:

Met with leadership team individually to discuss areas.

Supported the technology team.

Supported the Maintenance Team

Met with vendors

Met with the Attorney about Vendors

Met with Tom about vendors, needs for the homeless audit, upcoming reports for PDE.

Mission Moments:

A student and his family invited me to his legal adoption. When I arrived the judge spoke to me directly about the impact I made on his life. His desire to learn was attributed to a story I told in the beginning of the school year about my family's background with adoption and education. The story was personal but it was to show students that no matter the circumstances, education is your right. I was humbled to hear that my family story encouraged my student.

Sakeenah Sweeney, Ed.D
Lincoln Charter School
4th Grade Teacher

I think the best mission moment for me is that the kids have been good sports about the move to online learning. They are not liking it, but there are a core group of children who show up every day with a positive attitude and get on with life. I'm proud of them.

Zachary Huff
Lincoln Charter School

During this time of quarantine human services had a project that needed to be sent home. Our last segment for the second quarter was project base. I am happy to say that supplies were given out or picked up, and students carried on as if we were still in the building. Being quarantined Has not stopped learning to the magnitude that students cannot complete an assignment but it has brought expectations for students to meet a little bit higher. It can be done and I'm very proud of them.

Shaunte ' Reese Smith

Room 203, 226, and Ms. Roll are having a great time zooming with our kids by using breakout rooms to teach 3 different subjects at one time. We rotate through 3 times and every student gets a small-group experience in math, phonics, and reading comprehension. 🙌 to my awesome zoom partners!

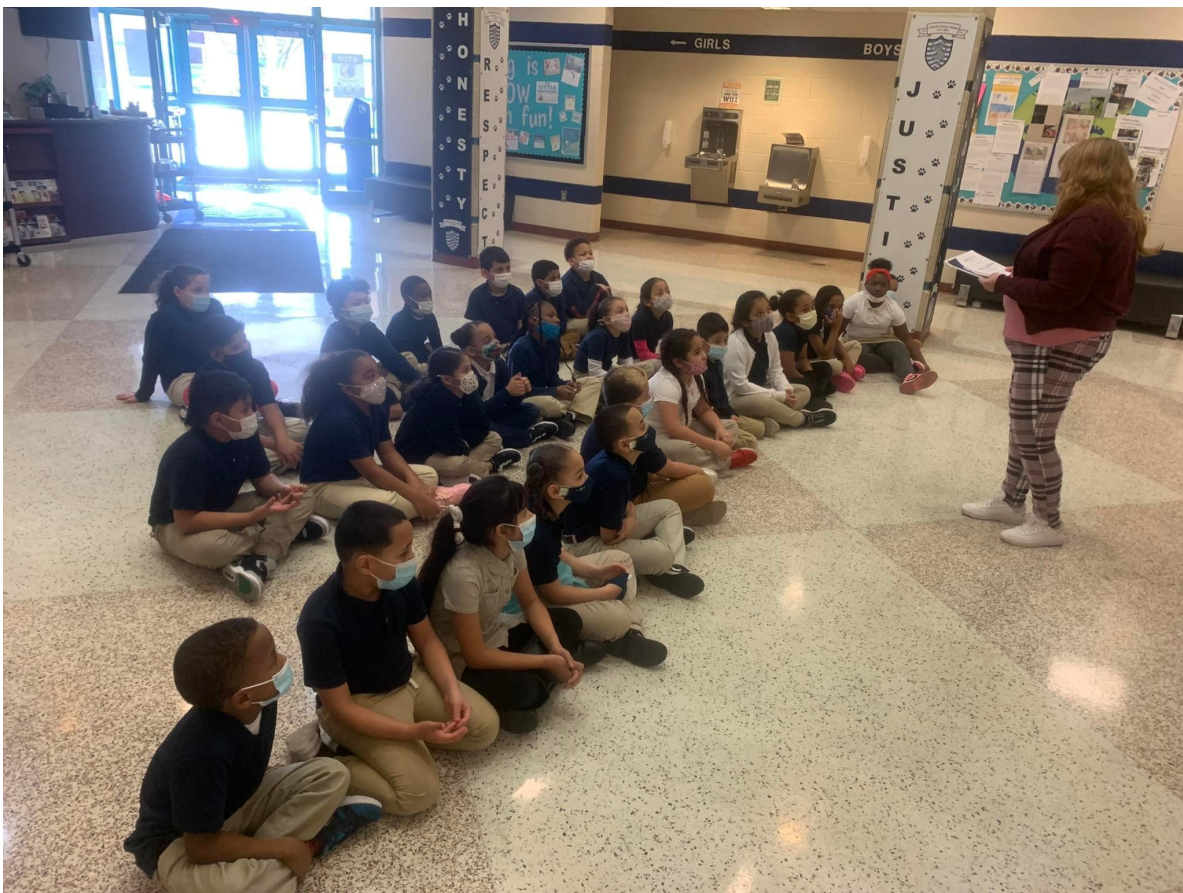
Mrs. Thummel

Congratulations

Deb Smallwood on receiving your Level I School Administrator Certification.

Solita Day for receiving your Certification as a School Social Worker.

Academics



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
- Worked with PowerSchool to close out Marking Period
- Set up CDT tests, groups, and upload students to begin the process of Winter CDT Testing for grades 3-6 in both Mathematics and Reading
- Set up STAR Assessments for students in grades K-6 to begin Winter Assessment in both Mathematics and Reading
- Students will be working to complete Winter Benchmark Assessments upon return to the building.

3rd-6th Grade CDT Data

<u>3rd Grade CDT Scores (Fall)</u>				
	Below/Basic	Proficient	Advance	Total Tested
<u>ELA</u>	102	6	1	109
<u>Math</u>	105	3	0	108

<u>4th Grade CDT Scores (Fall)</u>				
	Below/Basic	Proficient	Advance	Total Tested
<u>ELA</u>	90	10	0	100
<u>Math</u>	100	1	0	101

<u>5th Grade CDT Scores (Fall)</u>				
	Below/Basic	Proficient	Advance	Total Tested
<u>ELA</u>	85	4	0	89
<u>Math</u>	87	0	0	87

<u>6th Grade CDT Scores (Fall)</u>				
	<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

<u>3rd Grade STAR Scores (Fall)</u>				
	<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

<u>4th Grade STAR Scores (Fall)</u>				
	<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

<u>5th Grade STAR Scores (Fall)</u>				
	<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

<u>6th Grade STAR Scores (Fall)</u>				
	<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

Reading & Math Instructional Enrichment

ELA Achievement : Kathy Dorr (Reading Instructional Specialist K-2) – January 2022

- Prepared new DRA report for distribution along with 1st & 2nd grade report cards
- Prepared new Capit report for distribution along with some 1st & 2nd grade report cards
- Prepared new Reading Eggs reports for distribution along with some 1st & 2nd grade report cards
- Participated in Instructional Coach meetings regarding ELA moving forward
- Participated in Grades 3-6 ELA conversations regarding ELA moving forward
- Performed Zoom Walk-Thru's for all K-2 teachers
- Attended Mentor/Mentee meetings in school & through Zoom
- Checked ELA lesson plans weekly
- Substituted in 3rd grade classroom for a week
- 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
- Continued DRA testing with 1st grade
- Collaborated with other Instructional Specialists daily
- Began planning & prepping for roll-out of Foundations/Just Words phonics program with Grades 4-6 in 4th quarter
- Assisted in preparing for roll-out of PSSA prep in Grades 3-6 for 3rd quarter
- Began preparing a phonics/phonological awareness digital assessment to administer to all students in Grades 4-6 near the end of 3rd quarter

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

- Attended PLC meetings in 3rd grade
- Worked with 4th grade Reading teacher to get those lower students placed into the Reading Eggs Phonics Program
- Attended a SES meeting for a 5th grade student I've been teaching
- Covered and taught a 5th Grade Reading Classroom for a week
- Covered and taught a 3rd Grade Reading Classrooms for a couple of days
- Collaborated and created a Re-teaching Strategies List for Grades 3-6 teachers.
- Attended a Coaching Meeting with the LIU13
- Participated in Instructional Coach meetings regarding ELA moving forward
- Attended several Grades 3-6 ELA meetings with Dr. Clark
- Printed out all PSSA State Released Items for the teachers to use to prepare for the PSSA
- Had a zoom meeting with 5th and 6th grade teachers to discuss data questions they had about their data.

- Pushed out and monitored 3rd and 4th grade wonders reading assignments to our digital students online.
- Found and shared resources for 3rd-6th grade reading teachers to use to reteach the highly tested skills on PSSA-Main Idea-Informational Text and Literature and Vocabulary.
- Attended multiple PBIS meetings-researched possible social/emotional curriculum to use with our students.
- Worked with 4th Grade Reading teachers to show them how to maneuver around and utilize the digital Wonders platform.
- Attended Mentor Meetings

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

- Facilitated, copied, and distributed packets to remote learning for grades K-6
- Provided updates on students identified as homeless to the school social worker
- Communicated with the school psychologist in regards to students going through the testing process
- 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
- Coached teachers on utilizing curriculum resources for math instruction and planning
- Reviewed weekly math lesson plans
- Attended morning(when able) and afternoon duties
- Provided coverage in classrooms as needed
- Attended grade level SAFSS meetings
- Assisting in transitioning full-time online students to in-person learning
- Met with grade levels K-2 to discuss assessments and grading
- Facilitated guidance on zoom instruction practices and co-teaching
- Providing math instruction to 3rd grade room 317

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

- Met with mentee teachers.
- Maintain the daily roster of digital students, 3-6.
- Transition 3-6 grade students back into the building or cyber school.
- Communicate with the parents whose children receive instruction digitally.

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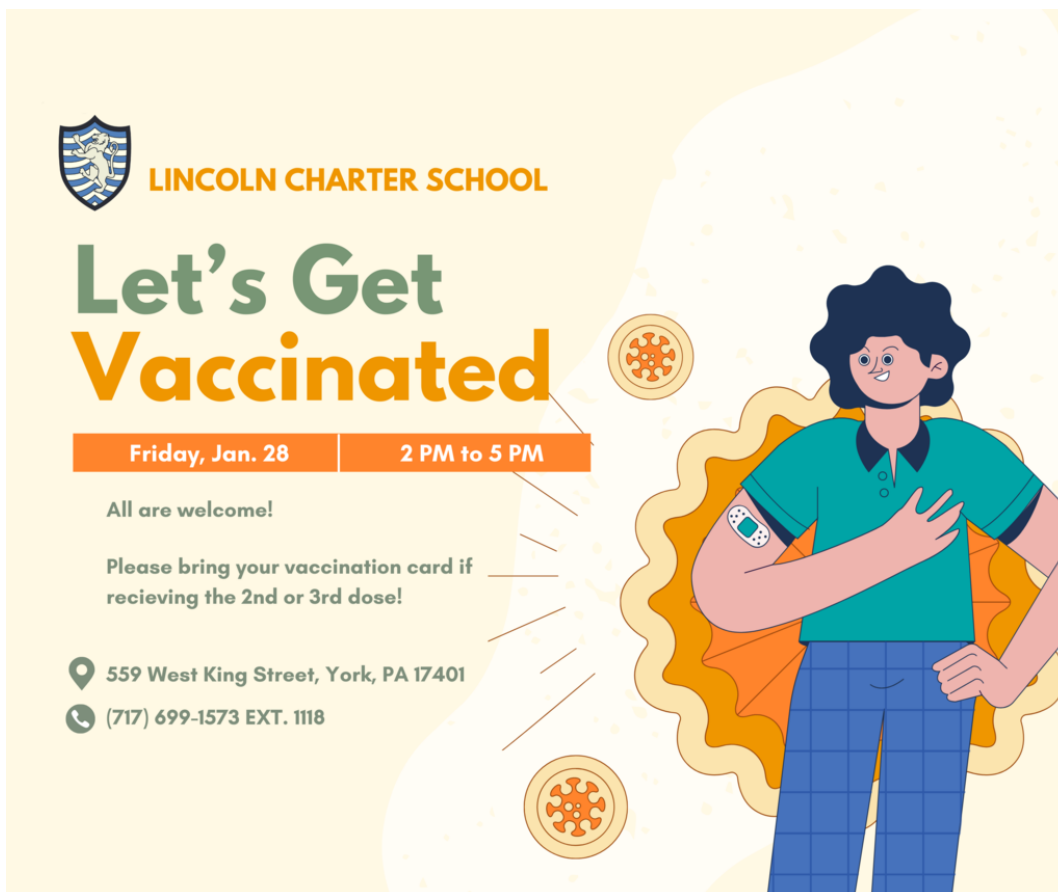
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3-6 Math Achievement: Deborah Smallwood (Math Instructional Coach)

- Continue to meet with mentee teachers.

- Maintain the daily roster of digital students, 3-6.
- Transition 3-6 grade students back into the building or cyber school.
- 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.
- Supported classroom teachers with progress monitoring.
- Reviewed weekly lesson plans
- Taught math class daily in a 3rd-grade classroom/remotely.
- Scheduled SLC
- Added grades into PowerSchool
- Provided coverage in classrooms as needed
- Maintained tutoring roster.
- Sent out 3rd marking period referral form for teachers to refer students for tutoring.
- Facilitated, copied, and distributed packets to remote learning for grades K-6.
- Provided updates on students identified as homeless to the school social worker.
- Met with grade levels 3-6 to discuss assessments and grading
- Facilitated guidance on zoom instruction practices and co-teaching

Student Support Services




 **LINCOLN CHARTER SCHOOL**


Let's Get Vaccinated

Friday, Jan. 28 | **2 PM to 5 PM**

All are welcome!

Please bring your vaccination card if receiving the 2nd or 3rd dose!

 559 West King Street, York, PA 17401

 (717) 699-1573 EXT. 1118

The poster features a cartoon illustration of a person with dark curly hair, wearing a teal shirt and blue pants, with a bandage on their right arm. The background is yellow with stylized virus particles.

EL-Monthly Progress: Karen Horn (EL Manager)

EL---Board Info---JANUARY 2022

Grade							TOTAL
KDG	1 ST Grade	2 ND Grade	3 RD Grade	4 TH Grade	5 TH Grade	6 TH Grade	
33	27	21	33	23	17	12	166

WIDA ACCESS testing (planned to start on Jan. 9, but due to covid, all testing has been pushed till Jan. 31)

Grade/ Enrollment	KDG	1 ST Grade	2 ND Grade	3 RD Grade	4 TH Grade	5 TH Grade	6 TH Grade
Completed tests so far							
Scheduled for week of Jan.31	8					17	12
Scheduled for week of Feb. 7	15			28	15		
Scheduled for week of Feb. 14	10		6	4	6		
Scheduled for week of Feb. 21		22	14				
Scheduled for week of Feb. 14		4					

- 1/4---9:00 till 2:00 WIDA ACCESS Training (entire team)
- 1/4---2:00 till 3:00 WIDA ACCESS Webinar—During Testing; Managing Test Materials (paper)
- 1/5---WIDA ACCESS Materials arrived
- 1/11---9:00 till 10:30ESL Teacher PLC Meeting (ACCESS Testing, open forum on virtual instruction)
- 1/11---1:00 till 1:30 6th Grade Meeting
- 1/11---2:00 till 2:30 5th Grade Meeting
- 1/12---12:00 till 1:00 4th Grade Meeting
- 1/12---2:00 till 2:30 Grades 4 through 6 Math Meeting
- 1/18---2:00 till 2:30 Meeting for 2 First Grade students (EL and SES)
- 1/19---3:00 till 4:00 ELlevation Webinar
- 1/19---10:00 till 11:00 Meeting with IU on Building Coaching System

- 1/20---1:00 till 2:00 Grades 4 through 6 ELA Meeting
- 1/21---2:00 till 3:00 All Staff Meeting
- 1/25---10:00 till 10:30 School Choice Assembly

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

- 103 special education students
- Continue to participate in grade level SAFSS meetings
- Continue to participate in daily SES PLC meetings
- Continue to lead SES evaluation and IEP meetings
- Continue to meet with parents who have requested evaluations for their children
- Continue to review, monitor, and document growth towards CMCI compliance monitoring
- Continue team trainings for CMCI compliance monitoring corrective action
- Continue to attend monthly SEAC meeting through the LIU 12
- Continue to make home visits when needed to support with devices, supplies, and curriculum material

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

Lincoln Charter School
01/03/2022 to 01/27/2022 = 18 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	102	3	0	2	103	1890	0	33	103.00	1754.00	97.44	94.45%
Subtotal	102	3	0	2	103	1890	0	33	103.00	1754.00	97.44	94.45%
1	92	0	0	3	89	1656	0	29	131.00	1496.00	83.11	91.95%
2	95	1	1	4	92	1710	0	39	86.00	1585.00	88.06	94.85%
3	111	1	0	5	107	2016	0	42	140.00	1834.00	101.89	92.91%
Subtotal	298	2	1	12	288	5382	0	110	357.00	4915.00	273.06	93.23%
4	105	1	0	3	103	1908	0	36	123.00	1749.00	97.17	93.43%
5	88	4	0	1	91	1656	0	25	130.00	1501.00	83.39	92.03%
6	77	1	0	0	78	1404	0	10	47.00	1347.00	74.83	96.63%
Subtotal	270	6	0	4	272	4968	0	71	300.00	4597.00	255.39	93.87%
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	670	11	1	18	663	12240	0	214	760.00	11266.00	625.89	93.68%

Student school-wide enrollment- Ginny Smeltzer: Office Manager & Nohemi Ortiz: Bilingual Secretary

Current Enrollment - 662

- Kindergarten Enrollment - 103
- First Grade Enrollment - 89
- Second Grade Enrollment - 92
- Third Grade Enrollment - 107
- Fourth Grade Enrollment - 102
- Fifth Grade Enrollment - 91

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 has been shifting through donations and cleaning up the center. During January, 2 of our homeless families accessed the center for clothing and hygiene products. A wish list for the center is included in board folder. It needs to be reviewed and approved by administration and the board before distribution to the community.

School Social Worker - Solita Day, LSW (January, 2022)

- Supervised the PBIS team and met twice per week with core, and weekly with admin 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 was slated to begin in January. However, since the building is under quarantine, this class may not be offered. We are currently discussing the feasibility of offering a shortened version.
- 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 hotels and provided with food and hygiene items from Wellness Center. We have had over 40 homeless families this year.
- Homeless student audit is scheduled for February. I have been preparing the files and gathering data for it.
- Participated in MLK dinner distribution. Key note speaker for the MLK 10th Annual Sunday supper presentation on “Childhood trauma induced by the Pandemic”
- Uniform distribution – Communicated with uniform vendor to purchase additional shirts.
- 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.
- 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.
- Meet with the school base therapist weekly (minimum) regarding students receiving services and referrals.
- Participated in SAFFS grade level meetings.
- Participated in grade level meetings during virtual days.
- Assisted one of our refugee families with doctor appointment by providing transportation, assisting with information, assisted with completing medical assistance forms, going to food banks, and gathering items from the wellness center.
- Attended “Family is Key” training on 1/18/22.

- Attended LIU PBIS coaching training on 1/20/22.
- Met with LIU Region 3 coordinators for Educating Children and Youth Experiencing Homelessness to answer questions that had been arising with some of our student situations
- Conducted home visits and well check ins while students were on virtual learning
-

School-wide Students Services Support - Solita Day, LSW

- Met weekly with Children's Aid Association regarding The Incredible Years. During the month of January, the program was conducted via Zoom. Evening program with parents and students will have graduation on 2/8/22. I have been asked to be the keynote speaker.
- 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. Met twice weekly with the core team to modify and problem solve. Meet weekly with administration. Modifications have been made to enhance the program. LCS is prepping for interviews to determine if they are able to receive a state award.
- 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 correspondence 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>	<u>Jan</u>
Uniforms Provided to Students in Need	109	135	<u>87</u>	<u>53</u>	<u>47</u>	<u>2</u>
Family Contact / Crisis	58	73	<u>112</u>	<u>77</u>	<u>103</u>	<u>63</u>
Community meetings	11	7	<u>14</u>	<u>5</u>	<u>7</u>	<u>13</u>
Family Contact / Attendance	89	107	<u>98</u>	<u>159</u>	<u>173</u>	<u>87</u>

Agency / resource referrals	23	13	<u>17</u>	<u>23</u>	<u>17</u>	<u>3</u>
Homeless students (weekly contact)	29	35	<u>36</u>	<u>37</u>	<u>41</u>	<u>4</u>



PBIS - Solita Day, LSW

PBIS team continued working. Collaborated with co-facilitator, Mrs. Carrasquillo, to ensure the implementation of the program by meeting with staff as needed and meeting with the core team weekly while students were virtual. Team leads met weekly with administration. Modifications have been made to enhance the program. LCS is currently preparing for interviews by LIU because LCS is eligible for a state award.

Teach, Model, Celebrate

Operations



Staff School-Wide Attendance:

Type	September Staff Attendance (Hours)	October Staff Attendance (Hours)	November Attendance (Hours)	December Attendance (Hours)	January Attendance (Hours)
Vacation	42	66.5	65.75	61	31
Personal	69.25	179	74.5	30	32
Sick	806.75	800.75	609.25	436.75	538.5
FMLA	168	152	40	0	0
Funeral	0	0	32	17	14.75
Conference	0	17	56	0	0
Court	16	0	8	0	0
Not Paid	135	123.25	135.5	81.25	84
Short-Term Disability	0	0	0	0	0
Long-Term Disability	0	0	0	0	0
Present	13158	12421.5	12379	10126	12739.75
Total Hours	14448	13760	13760	10752	13440

Total %	91%	90%	93%	94%	95%
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Human Resources/ Shante’ Smith-Miller

- Obtained updates from Crispus Attucks Association regarding staffing
- Obtained information from PA REAP for possible advertising option for open positions
- Obtained information for upcoming job fair at Millersville University
- Reviewed and updated information posted on PA Educator
- Made corrections/ updates in the Highmark data base -January Open Enrollment
- Submitted termination paperwork to brokers for exiting employees
- Researched insurance questions for staff as needed
- Completed verifications for current and past employees as needed
 - PDE 338
 - Level II verifications
 - PSERS verification
 - Department of Education verification
- Submitted bi-weekly information to the business office for payroll processing
- Met with Acting Principal/CEO and Data and Curriculum Specialist for planning of upcoming important dates and school need
- Met with staff members to address concerns and offer assistance as needed
- Met with new hire for onboarding process
- Updated employee files (varies forms/paperwork)
- Met with consultants and attorney for various matters.

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

- Prepared and submitted invoices for approval
- Approved and submitted timesheets
- Removed snow and treated sidewalks on 2 occasions
- Packaged and transported old files to the incinerator
- Cleaned out the basement of all clutter and reorganized the area
- Assisted in the handing out of the MLK grab and go luncheon
- Reorganized several areas of campus B to meet the inspection codes (with the help of the technology team)
- Scheduled Johnson Controls to replace faulty sprinkler valves in Campus A (completed)
- Scheduled HB McClure in to replace a belt on AHU3 which heats several offices plus the nurses suite (completed)
- Scheduled Houck Roofing to patch roof at Campus B (completed)
- Scheduled Houck roofing to patch roof at campus A (not completed)
- Submitted PO request for TK Elevator to replace valve in rear elevator (in process)
- Submitted PO request for TK Elevator to replace door switches on both elevators at Campus A ((in process)
- Met with a tech from HB McClure to discuss options for Campus B boiler. (Awaiting a quote)
- Met with a tech from Kleppers Lock Service to secure all filing cabinets. (awaiting a quote)
- Scheduled a tech from Kleppers Lock Service to rekey 3 offices (completed)
- Met with techs from Marco technology/IB Abel and Frontier to continue to move forward on the camera system at campus B
- Received several false alarm calls again this month from ESI monitoring company. Spoke with their tech. Awaiting a quote to fix the issues.

Vanessa Cusaac: Business Manager & Kim Murray: Administrative Assistant

- Prepared ADP employee wage report for compilation of PSERS data
 - Processed and Uploaded the December 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 2 terminations from the ADP System and created a termination contract for terminated employees in the PSERS system
- Reviewed 1 new hire paperwork for 1 new hire, entered new hire 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
- Processed Teacher Induction Mentor - Winter Stipends
- Processed 2 Technology Temporary Assignment Increase
- Attended weekly meetings with Leadership Team
- Processed Banking slips and made 2 Bank Deposits for the General Fund Account
- Processed 5 Purchase Order Requests from School Administrators and staff
- Received 118 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 2 check run totaling 10 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 6 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 in the research of Technology contracts/purchases and supporting documentation with the Leadership Team and Dr. Clark.
- Reviewed/ Reconciled and Distributed Year End W-2 forms for all employees that worked during the 2021 Calendar year.

Community Outreach: John Carrasquillo (Community Outreach Liaison)

- PBIS: attending meetings led by Mrs. Day and Mrs. Carrasquillo
- PBIS: went around building securing “Teach, Model, Celebrate” posters
- PBIS: Coordinated with Food Service and Mrs. Day to attempt to schedule Student of the Month Celebration for Jan 24. Event was cancelled due to remaining remote.
- School Choice: Created fliers for event
- School Choice: coordinated with Trevor to create zoom link that holds 1000 participants
- School Choice: assisted Trevor and Dr. Clark during zoom assembly
- MLK Supper: delivered auto dialers with information about event
- MLK Supper: assisted in distribution of food ~ served approximately 200 meals
- COVID Clinic II: created informational letter for second clinic
- COVID Clinic II: created website article for event
- COVID Clinic II: created fliers for event (3) and scheduled them throughout the week to keep key public informed of event
- COVID Clinic II: emailed letter to parents regarding the clinic
- Red Sand Project: acquired sand for event
- Red Sand Project: created promotional material for the event
- Remote Learning: updated the website article regarding remote learning for each session
- Remote Learning: pushed out all surveys regarding exposures and positive cases
- Remote Learning: pushed out information regarding the building closing and remote learning
- Remote Learning: sent emails to parents (surveys, covid letter, updates, etc)
- Front Office Work: Helped Ortiz at the front desk the days that staff were out due to COVID.
- Front Office Work: Assisted parents with getting their students logged on to zoom classes

- Front Office Work: Assisted parents with technological issues getting on to zoom or connecting to the wifi device
- Scouts: Delivered gifts that the scouts received for being members of the Lincoln Troop to all members
- Scouts: updated our roster alongside Sal from the Scouts Organization
- Scouts: Created new schedule for February's program to better serve the students in response to the remote learnings
- Finished organizing training logs for all staff with Ms. Smith
- Updated Facebook job postings and website job postings
- printed applications and resumes from Facebook applicants
- Updated Facebook with all basketball game dates, times, and locations for all four teams
- secured all passwords and contact information for local news broadcasts for weather closing reporting
- contacted news stations WGAL, FOX, MSNBC, CW15 to report closing due to inclement weather
- Helped Mrs. Day with her CSW audit by creating written instructions on how to navigate the website to access the “community resource guide” and the “McKinney-Vento Act” along with documenting where the informational posters are in the building, collecting various other pictures of items in the audit.
- Updating information on the website regarding items that Mrs. Day needs.
- Gave tours of the facility to parents whom were enrolling their children into Lincoln Charter (at least three families)

Technology: Adam Dively, Trevor McGinnis, Brittany Adams, LaQuinn Thompson (Technology Team)

- Roll out devices (iPads, chargers) for students working on the digital platform during personal quarantine or during schoolwide quarantine.
- Inventory devices for current and past devices
- Setup grade level mobile computer labs for staff and students to use when needed
- Worked on retrieving hotspots and reallocate them to those families in need with required documentation
- Worked with Verizon to locate/retrieve needed devices
- Meetings with Frontier, Omega Systems, Marcos
- Troubleshoot devices
- Creating usernames and passwords for newly enrolled students
- Pulling data from various systems as required
- Vendor conversations

LPAC Report

MLK Sunday Supper

400 Meals Served

10 TH ANNUAL MLK SUNDAY SUPPER

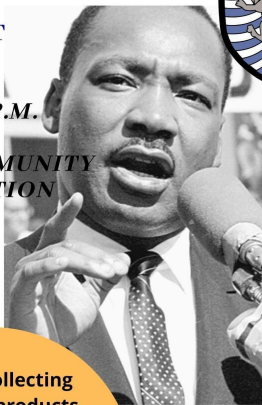
**FREE EVENT
GRAB & GO
DINNER
12:00 -2:00P.M.**

**ZOOM COMMUNITY
CONVERSATION
2:00 P.M.**

**LINCOLN
CHARTER
SCHOOL**

We are collecting
hygiene products
for the homeless.
Donation will benefit
Mr. Sandys Homeless
Veteran's Center
&
LCS Wellness Center.

**DINNER:
BAKED CHICKEN OR
VEGAN WRAP,
SALADS, ROLL,
DRINK, AND DESERT.**



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Lincoln Charter School

10th Annual MLK Sunday Supper Conversation

CHILDHOOD TRAUMA INDUCED BY THE PANDEMIC

Featured Speaker: Solita Day, LSW,ACSW

- WHAT DOES TRAUMA LOOK LIKE
- WHAT CAN SCHOOLS DO
- WHAT CAN PARENTS DO
- WHAT CAN THE COMMUNITY DO

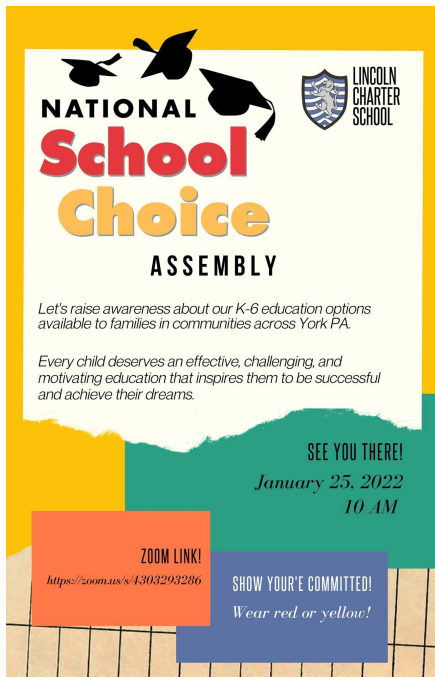
**Sunday,
January, 16,
2022, at 2:00
p.m.**

ZOOM LINK: Meeting ID: 824 0534 4658





National School Choice Week



NATIONAL School Choice ASSEMBLY

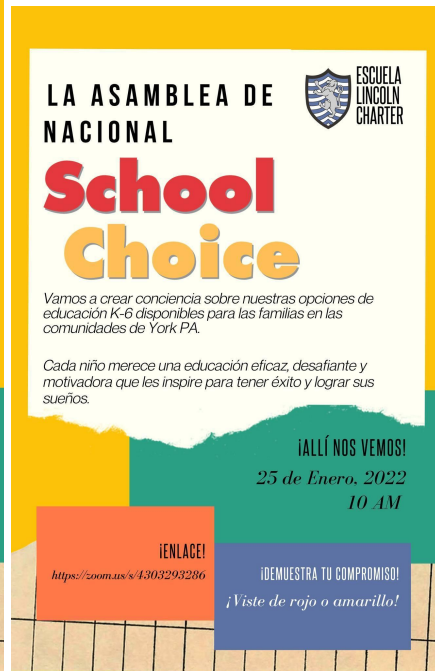
Let's raise awareness about our K-6 education options available to families in communities across York PA.

Every child deserves an effective, challenging, and motivating education that inspires them to be successful and achieve their dreams.

SEE YOU THERE!
January 25, 2022
10 AM

ZOOM LINK!
<https://zoom.us/j/4303293286>

SHOW YOUR'E COMMITTED!
Wear red or yellow!



LA ASAMBLEA DE NACIONAL School Choice

Vamos a crear conciencia sobre nuestras opciones de educación K-6 disponibles para las familias en las comunidades de York PA.

Cada niño merece una educación eficaz, desafiante y motivadora que les inspire para tener éxito y lograr sus sueños.

¡ALLÍ NOS VEMOS!
25 de Enero, 2022
10 AM

¡ENLACE!
<https://zoom.us/j/4303293286>

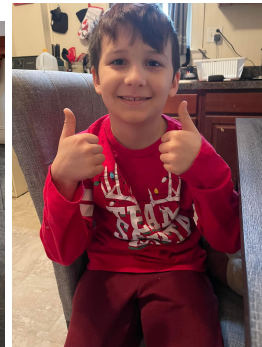
¡DEMUESTRA TU COMPROMISO!
¡Viste de rojo o amarillo!



NATIONAL School Choice WEEK

TIME TO CELEBRATE SCHOOL CHOICE
TUESDAY, JANUARY 25, 2022, AT 10:00 A.M.

All students & staff wear red or yellow.



Red Sand Project

red sand project.



Lobby/Basement Update



<https://drive.google.com/drive/folders/19-wkH7I7xFezQoLTTWQjHhdkFYLAYLf2>