

**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, March 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.

LCS MARCH 3, 2022 BOARD MEETING MINUTES

Call to Order at 6:10 p.m. and Roll Call – G. Smeltzer

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

School/Staff Guests: Dr. A. Clark, S. Smith-Miller, P. Hennessy, W. Harper, A. Dively, K. Murray, D. Penn, S. Day

I. 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.

II. Routine Business – President Washington Approval of Agenda for March 2022 Board Meeting

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

III. Oral Reports

District Report –

i. Financial Presentation- T. Taylor (not present)

ii. Leadership Report- Leadership Team- Dr. Clark

The priority of the school this month has been centralized on academic improvement.

Campus B work is almost complete.

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

Fox 43 and York Dispatch covered the LCS Candy Store in February.

We held the 3rd COVID/flu clinic in February. Great response to the clinics. We'll have another this month.

PBS TV was at our building tonight. A presentation was given by Keystone Oral Histories,

Black History 365, Dr. Stephen Jones, and some of our staff to discuss The Need for African American Curriculum. 25 students and staff members joined the meeting virtually. Friday, March 11 at 1:00 p.m. will be a walkthrough of the building to appreciate the work around the building that the staff and students have been doing for Cultural History. The Board is invited to attend.

iv. Financial Report (attached) V. Cusaac, K. Murray, Dr. Clark (nothing to report)

IV. Consent Items

Approval of minutes from the February 2022 Board Meeting
Motion by K. Moore. Second by M. Burgos. Motion carries.

Approval of financial statements from T. Taylor.
Motion by K. Moore. Second by M. Burgos. Motion carries.

V. Action Items

1. Be it resolved to approve a pay Adjustment- Be it resolved to approve the pay adjustment for Employee # 2072 who currently serves as an Instructional Coach. Employee # 2072 will support by covering in the 5th-grade homeroom (that recently became vacant due to employee termination) class until a full-time teacher is hired. Salary will increase by \$5,000.00 through the end of the current 2021-2022 school year. The effective date is February 22, 2022.
Motion by K. Moore. Second by M. Burgos. Motion carries.

VI. Information Items

Pandemic Update: Dr. Clark

<https://docs.google.com/presentation/d/14DpXgP71fDX2EkvMOalmjMi9UvejeIV/edit?usp=sharing&ouid=109408889263384150517&rtpof=true&sd=true>

LCS would like to move our quarantine period from 14 days to 5 days according to the CDC guidelines.

Regarding lifting the mask mandate: LCS released a survey this week and 367 people (staff and families) completed it. Almost 50% are against the removal of mask mandating. We will re-evaluate it next month.

https://docs.google.com/forms/d/1WnYu9kxMW-hrW_88cHygMcVA7W3yDr6Rbg6EiIyRZik/edit#responses

Homeless Audit: Mrs. Day gave an explanation of the situations that would qualify a student for classification of homeless under the McKinney Vento Act. LCS has had 46 total homeless students in the 2021-22 school year so far. We have 33 current students classified in the McKinney Vento Act due to their homeless status.

Mrs. Day explained her challenges with the audit. Collaboration with the LCS team was a strength. LCS's philosophy of caring for our student body allowed us to not only meet, but to exceed the expectations of the program.

Mrs. Day shared a video of a story of a student from the movie *Freedom Writers* that speaks the story of the challenges the student struggles with as a homeless student.

VII. Strategic Planning:

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

- VIII. 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:

Be it resolved to accept the termination of employee number #1072 Classroom Teacher effective February 18, 2022.

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

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

1. Be it resolved to accept the reassignment of employee number #1020 from Part-Time ESL Teacher to Full-Time ESL Teacher effective March 7, 2022.

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

XI. Additional Resolutions- (moved from Action Items)

1. Be it resolved to approve the SHI Invoice in the amount of \$6,506.70 for the Jamf tracking system.

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

2. Be it resolved to approve Kleppers in the amount of \$5,972.04 to secure main offices and filing cabinets throughout the building.

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

3. Be it resolved to approve TKE Elevator repair in the amount of \$5,390.42 for the back elevator at 559 West King Street.

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

4. Be it resolved to approve the TKE Elevator repair in the amount of \$5,368.24 for the front elevator at 559 West King Street.

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

5. Be it resolved to approve the contract with PA REAP for services related to staff recruitment.

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

6. Be it resolved to approve that LCS moves the quarantine time from 14 days to 5 days to align with the CDC recommendation.

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

Additional Item:

P. Hennessey: At the end of the month, a hearing in Harrisburg will address regulations regarding charter schools. Other charter schools may have testimonies and/or present at the hearing to testify against regulations. The law will make it difficult for new charter schools.

X. Adjournment at 6:43 p.m. and Confirmation of next meeting on Thursday, April 7, 2022, at 6:00 p.m.

LINCOLN CHARTER SCHOOL LEADERSHIP REPORT TO THE BOARD

Date: March 3, 2022

Submitted by: LCS School Leadership Team

Dr. Anne Clark, Acting CEO/Principal:

Academics:

Participated in Coaching Training with LIU

Met with Instructional Coaches Weekly

Observed classroom in-person and via zoom

Provided model teaching in several classrooms

Student Support Services:

Held numerous parent meetings about academics and support.

Met with coaches from LIU

Provided third MTSS/SAFSS Training

Participated in all SES Meetings

Attended PBIS Meeting

Completed Civil Rights Report

Operations:

Hosted the Lincoln Charter School Candy Store

Completed the first draft of the RFP for Food Contract

Met with the leadership team individually to discuss areas.

Supported the technology team.

Supported the Maintenance Team

Met with vendors

Met with the Attorney about Vendors

Began working on 2022-2023 staff chart and school budget.

Mission Moments:

James Way

Student: Milyse

<https://drive.google.com/drive/folders/1oJqAaTihXanSBUc7CNTwuw0W30UC8UD9>

Solita Day

1. A student who was so accustomed to staying home cried and was withdrawn when Mrs. Day picked him up to bring him to school. Yesterday, he sat in his classroom smiling and engaged with peers as his class celebrated Perfect Attendance on 2.22.22.
2. Working with a PBIS team that recognizes not only student emotional health but staff emotional health and collaborate to ensure that colleagues understand their hard work is valued.
3. Another student made excuses to leave school early, feigned illness to remain off-camera during virtual learning, and then altogether refused to participate in class. After a social-emotional check-in with the student and mother gained insight into environmental issues, worked with family and grade level teachers through the issues, and have students attend school every day virtual and in person. Coincidentally, this same student scored proficient on recent tests.

Gina Fazio,

We just finished a direct instruction sketch on Abraham Lincoln and Dr. Martin Luther King Jr. where the students used crayons and/or Sharpie markers. They listened to a short story using comprehension and

retelling skills following the direct instruction art when following along with names, lines and shapes to create their sketches recalling facts from the story.

ie: Abe Lincoln, draw two straight lines up and one across ((recall, comprehension, fact (key details): He wore a tall hat that opened on the top to store The Gettysburg Address.). He loved to read: draw a rectangle with squiggly lines modeled on the pro board, Q. What do you think this is ...a book! He loved to read.

Dr. MLK Jr. same idea using lines and shapes to draw an MLK. When listening to the story, thumbs up thumbs, thumbs down for fair unfair, when summarizing through the sketch students comprehended diversity paralleling some of LCS core values. Character-we does not judge based on the color of skin, Good Citizens:” Don’t meet hate with hate, meet hate with love.”.

And they got it. PSSA testing unbeknownst to all reviewed skills tested in a different form. The Lions really roared!

Jennifer Young

My mission moment ❤️ ... one of my kiddos could feel/sense that I wasn't feeling the best and she asked if she could come and give me a hug... of course I said, “yes” and thanked her. Then others came up as well... we are a family ❤️ I love my kiddos ❤️

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.
- Preparing procedures and protocols for PSSA testing beginning in April.
- Organizing CDT and STAR Data Board for classroom/teacher use
- Reorganizing students in all online systems - those students that have been moved.
- PowerSchool calls
- Moving students in PowerSchool - those students that have switched classrooms

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

<u>4th Grade STAR Scores (Fall)</u>				
	Urgent	Intervention	At/Above	Total Tested
<u>ELA</u>	53	26	20	99
<u>Math</u>	45	32	23	100

<u>5th Grade STAR Scores (Fall)</u>				
	Urgent	Intervention	At/Above	Total Tested
<u>ELA</u>	43	33	6	82
<u>Math</u>	42	37	6	85

<u>6th Grade STAR Scores (Fall)</u>				
	Urgent	Intervention	At/Above	Total Tested
<u>ELA</u>	39	23	12	74
<u>Math</u>	30	32	12	74

K-2nd Grade STAR Data

<u>2nd Grade STAR Scores (Fall)</u>						
	Early Emergent	Late Emergent	Early Transitional	Late Transitional	Probable Reader	Total Tested
<u>ELA</u>	20	42	11	4	9	86

<u>2nd Grade STAR Scores (Fall)</u>				
	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

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

- Prepared 3 daily slide decks with video for Grades 3-6 Phonics PSSA prep
- Prepared 2 daily slide decks with video for Grades K-2 Phonics review
- Provided model-teaching in several classrooms
- Compiled DRA data, met with 1st & 2nd grade levels and prepared a plan to move students for reading groups within the grade
- Updated Capit and Reading Eggs rosters based on classroom moves
- Attended a Kindergarten reflection & planning meeting
- Participated in weekly Grades 3-6 ELA conversations regarding ELA moving forward
- Attended Mentor/Mentee meetings in school & through Zoom
- Checked ELA lesson plans weekly
- Substituted in 2nd grade
- Met 1-2 times weekly with K-2 teams regarding ELA matters
- Continued to manage the Karate Dolch sight word incentive program
- Continued to administer and oversee the Capit phonics program
- Began researching potential new ELA curriculum
- 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 and Kindergarten
- Collaborated with other Instructional Specialists daily
- Assisted in transitioning full-time online students back to in-school

3-6 Reading Achievement: Amy Fleming (Reading Specialist/Instructional Coach)-March 2022

- Attended PLC meetings in 3rd grade, 4th Grade and 5th/6th grade.
- Facilitated Several PSSA Professional Developments with the Reading teachers in Grades 3-6
Pd's included were: Utilizing and Grading TDA (Text Dependant Analysis)
Using Support Coach Books in the Classroom
- Covered and taught in 5th and 4th grade when teachers are out.
- Attended a 5th SES meeting regarding one of the students I teach in reading.
- Collaborated with York College and brought three college students into the school to complete their Field Experience hours with three of our Master teachers.
- Attended a Coaching Meeting with the LIU13
- Participated in Instructional Coach meetings regarding ELA moving forward
- Printed out and copied all of the Support Coach reading lessons for teachers who are teaching the lower readers.
- Uploaded PSSA materials into our PSSA folder-including Released items from the state, Text Dependent Analysis Prompts, Reference Posters to use in class, ELA and Math PSSA Review Games that teachers could use for review
- Created and uploaded TDA's for every grade level and reading level.
- Passed out PSSA materials to all teachers in Reading and Math that they would need to have their PSSA lesson.
- Attended multiple PBIS meetings-researched possible social/emotional curriculum to use with our students.
- Provided updates on homeless students to the Social Worker.
- Provided Model lessons-teaching in multiple classrooms-in 3rd,5th, 6th
- Attended Mentor Meetings

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

- Facilitated professional development on PSSA preparation
- Created and distributed mathematics open-ended questions and schedules
- Modeled teaching open-ended questions
- 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
- Met with grade levels K-2 to discuss assessments and grading
- Providing math instruction to 3rd grade room 317

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
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- 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

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- Provided coverage in classrooms as needed
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- 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)

- Continue to meet with mentee teachers.
- Provided teachers 3-6 with plans to meet students' needs for PSSA prep.
- Supported classroom teachers with progress monitoring.
- Reviewed weekly lesson plans
- Taught math class daily in a 3rd-grade classroom/remotely.
- Scheduled SLC
- Coached teachers on utilizing curriculum resources for math instruction and planning
- Reviewed weekly math lesson plans
- Attended morning(when able) and afternoon duties
- Attended grade level SAFSS meetings
- Met with grade levels K-2 to discuss assessments and grading
- Maintained tutoring roster.
- 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 3-6
- Served as a classroom substitute teacher in multiple grade levels and classrooms
- Participated in LIU 12 academic coaching professional development
- 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



EL-Monthly Progress: Karen Horn (EL Manager)

EL-February 2022

We have a total of 165 English Learners (ELs)

<u>Grade</u>							<u>TOTAL</u>
KDG 33	1ST Grade 23	2ND Grade 21	3RD Grade 33	4TH Grade 24	5TH Grade 17	6TH Grade 14	165
			1 student Monitored		2 students Monitored	3 students Monitored	6 students Monitored

- WIDA ACCESS TESTING: testing completed so far in each grade level

<u>Grade</u>							<u>TOTAL</u>
KDG 30	1ST Grade	2ND Grade	3RD Grade 31	4TH Grade 23	5TH Grade 16	6TH Grade 14	165

- There are 5 students placed outside of LCS. They are being tested by their LIU ESL teacher.
- Also, one new 1st grader, one new 3rd grader, one new 4th grader and 2 new 5th graders didn't need to take the WIDA ACCESS test due to just moving in after the Jan. 20, 2022 deadline.
- The WIDA ACCESS testing will be completed by March 7. We started Feb. 7 having 2 classes per day take the test; with Kdg testing in the afternoon, along with any make-up testing.
- Continue to participate in Grade Level SAFFS meetings when there is an EL involved
- Continue to participate in daily SES PLC meetings
- Held EL/SES meeting to discuss dual students
- Feb. 1---Zoom meeting with 3rd through 6th grade ELA/Math

- Feb. 1—Webinar at 2:00—WIDA-During Testing, Monitoring completion for Test Coordinators (online)
- Feb. 2—Zoom Training 1:00 to 3:00
- Feb. 3—Zoom -- EL Meeting with PDE
- Feb. 3---Zoom SLCs from 8:00 till 6:00 p.m.
- Feb. 4---Zoom Staff meeting at 8:00 a.m.
- Feb. 7---WIDA ACCESS for ELLs testing started
- Feb. 9---Zoom ESL Teacher PLC Meeting at 9:00 a.m.
- Feb. 17---Webinar with Ballard & Tighe at 3:00---Supplemental and Comprehensive EL Programs

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

- *Completed CMCI compliance monitoring for PDE audit! All corrective action goals have been met, all documents have been submitted to PDE, and audit has been closed.* YAHOO!
- 107 special education students (in building and outside placement)
- Held over 100 meetings with teachers, parents, and special education team since August 2021
- Participated in grade level SAFSS meetings
- Participated in daily SES PLC meetings
- Attended monthly SEAC meeting through the LIU 12
- Made home visits when needed to support with devices, supplies, and curriculum material
- Worked with Mr. Dively for Penn Data uploads of reports
- Worked with Mr. Dively on the Cost Settlement report
- Worked with Mr. Dively on data for SES students
- Planned and attended GIEP training with the LIU
- Participated in SLC's
- Held SES/EL meeting to discuss dual students

Grades	Learning Support (+related services)	Speech Only
Kindergarten	0	3
1st	0	3
2 nd	1	4
3 rd	10	5
4 th	10	6

5 th	15	0
6 th	10	2
Full-time K-3	11	-
Full-time 3-6	14	-
Outside Placement	13	-
Total	84	23

Grades	504 Plan
2 nd	1
3 rd	2
4 th	2
5 th	1
6 th	1
Total	7

Special Education Meetings August 2021-February 2022

IEP (Individual Education Plan): 41
PTE/ER (Permission to evaluate/Evaluation Report): 21
PTRE/RR: (Permission to reevaluate/Reevaluation Report: 11
Intake for outside placement: 7 and (6) 45 days reviews
504 Plan: 10
PTE Did Not Attend: 4
Did Not Qualify: 1
Multidisciplinary Meetings: 16

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

Lincoln Charter School
02/01/2022 to 02/25/2022 = 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	103	1	0	1	103	1872	0	21	199.00	1652.00	91.78	89.25%
Subtotal	103	1	0	1	103	1872	0	21	199.00	1652.00	91.78	89.25%
1	88	1	0	3	86	1602	0	40	178.00	1384.00	76.89	88.60%
2	90	1	1	2	89	1620	0	8	143.00	1469.00	81.61	91.13%
3	105	1	0	2	104	1908	0	28	175.00	1705.00	94.72	90.69%
Subtotal	283	3	1	7	279	5130	0	76	496.00	4558.00	253.22	90.19%
4	102	3	1	1	104	1872	0	10	157.00	1705.00	94.72	91.57%
5	88	3	1	3	88	1620	0	38	136.00	1446.00	80.33	91.40%
6	78	0	0	1	77	1404	0	14	91.00	1299.00	72.17	93.45%
Subtotal	268	6	2	5	269	4896	0	62	384.00	4450.00	247.22	92.06%
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	654	10	3	13	651	11898	0	159	1079.00	10660.00	592.22	90.81%

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

Current Enrollment - 653

- Kindergarten Enrollment - 103
- First Grade Enrollment - 87
- Second Grade Enrollment - 90
- Third Grade Enrollment - 104
- Fourth Grade Enrollment - 104
- Fifth Grade Enrollment - 88
- Sixth Grade Enrollment - 77

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

- Meeting with Administration and Instructional Coaches to Discuss Tier III
- Attended LIU 12 training on Powerschool to begin the switch from EDR for behavior documentation back to Powerschool
- Continue to do complete Social Emotional Check-ins weekly for K- 6th Grade
- Continue to assist with morning (when available) and afternoon duties
- Cover and taught in grades K- 6th when teachers are out or needed for meetings
- Hawkins meets with the upper girls to talk about self-esteem
- Overton meets with all boys
- Continue to respond to calls from classrooms throughout the building that need support for Tier III.
- Daily we post for Black History month individuals who helped shape America to be better.
- Continue to be a Liaison for our students, parents, staff and community.

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 February, Mrs. Day did not have the flexibility in her daily routine to visit the center.

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

- Supervised the PBIS team and met weekly with core team, and weekly with admin to ensure the social emotional needs of the students and staff are being met.
- Attended weekly meetings relating to homeless students and families in York County through York County Coalition on Homelessness.
- 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. During the month of February, we had 33 homeless families this year. I also correspond with staff to ensure gaps for these students are addressed.
- Homeless student audit was completed on February 1st. I met with the PDE appointed monitor, Stephen Spence. We received great compliments and successfully completed the audit without any deficiencies noted.
- Uniform distribution – Continued to distribute uniforms to homeless students and others in need due to hygiene issues, torn clothing, accidents, etc.
- 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. Input attendance information.
- Conducted SAIP meetings for students who have large number of absences.
- Distributed hats and gloves at arrival to students that did not have any.
- Social emotional check ins daily at the front door and online. Collaborate with the PBIS team members to conduct checkins when necessary.
- Participated in biweekly mentor / mentee meetings and provide one on one consultation with my mentee.
- Meet with the school base therapist weekly (minimum) regarding students receiving services and referrals. Complete referrals and collaborate with partner agency monthly regarding active cases.
- Participated in SAFFS grade level meetings.
- Participated in grade level meetings during virtual days.
- 2/8 and 2/9 Attended PA ECYEH and LEA Liaisons Early Childhood Community of Practice
- 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 when necessary.
- Participated in parent teacher conferences as requested.
- Assisted students in Crisis.
- Communicated and collaborated with York County Children and Youth Services due to students who were experiencing a need (suspected abuse, chronic truancy, or other factor)
- Made special arrangements for 3 students facing medical needs (bone marrow donor, mother receiving radiation, and immune suppressed student) to attend school through technology.

- Numerous parent meetings.
- Meetings with parents and outside agencies regarding attendance concerns.
- Meetings with homeless facility regarding McKinney Vento students who are struggling socially, emotionally or behaviorally.
- Trainings:

~Participated in Foster Care Point of Contact mid year check in with PA FosterCare, 2/10/22.

~Participated in School Social worker alliance roundtable with state representatives, 2/4/22.

~Attended the orientation on 2/8/22 with the United Way due to be selected to sit on the panel for education allocation funding.

~Attended LIU PBIS coaching training on 2/23/22.

~Attended **Surrendering the One-Up Relationship - A Powerful Approach to Connecting with Every Student, 2/3/22.**

~LIU training Advanced Behavioral Strategies 2/15/22.

~Attended Family Issues Roundtable training on Friday, February 25th, entitled “The Curious Observer: Understanding the Behavior of Grieving Children”.

~ Participated in **TIPS (Team Initiated Problem Solving)** training on **February 23 from 8:30 – 11:30 a.m. with the LIU**

School-wide Students Services Support - Solita Day, LSW

- Met weekly with Children’s Aid Association regarding The Incredible Years. This program runs weekly in one kindergarten classroom. Graduation for this program is slated for 3/22/22 in the school lobby.
- Key Note Speaker for the Incredible Years evening program with parents and students on 2/8/22.
- 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 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).
- 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.
- 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>	<u>Feb</u>
Uniforms Provided to Students in Need	109	135	87	53	47	2	37
Family Contact / Crisis	58	73	112	77	103	63	75
Community meetings	11	7	14	5	7	13	23
Family Contact / Attendance	89	107	98	159	173	87	203
Agency / resource referrals	23	13	17	23	17	3	18
Homeless students (weekly contact)	29	35	36	37	41	41	33



PBIS - Solita Day, LSW

Staff celebrations: Staff were allowed to wear jerseys on 2/11 and provided with sweet treats on 2/14.

Student celebrations: On Roaring Thursdays, students are able to choose prizes from the PBIS gift box by trading in DOJO points earned during the week. Students received cupcakes for perfect attendance on 2.2.22. There were 3 classrooms. Students received certificates for perfect attendance during virtual learning and pictures were on social media.

Classroom celebrations: Classrooms are being recognized weekly (through nominations) for CARE awards. These awards are announced during the announcements and certificates are hanging outside of classrooms.

Teach, Model, Celebrate

Operations



Staff School-Wide Attendance:

Type	October Staff Attendance (Hours)	November Attendance (Hours)	December Attendance (Hours)	January Attendance (Hours)	March Attendance (Hours)
Vacation	66.5	65.75	61	31	52.5
Personal	179	74.5	30	32	59.75
Sick	800.75	609.25	436.75	538.5	520
FMLA	152	40	0	0	0
Funeral	0	32	17	14.75	5
Conference	17	56	0	0	75
Court	0	8	0	0	0
Not Paid	123.25	135.5	81.25	84	96.5
Short-Term Disability	0	0	0	0	0
Long-Term Disability	0	0	0	0	0
Present	12421.5	12379	10126	12739.75	11964.25
Total Hours	13760	13760	10752	13440	12768
Total %	90%	93%	94%	95%	94%

Human Resources/ Shante' Smith-Miller

Completed application process for PA REAP advertising resource for open positions
Contacted local colleges to discuss recruiting for the 2021-22 school year
Reviewed and updated information posted on PA Educator
Sent blast emails via PA Educator for open positions
Met with Community Outreach Liaison to update social media source
Made corrections/ updates in the Highmark database
Submitted termination paperwork to brokers for exiting employee
Researched insurance questions for staff as needed
Completed verifications for current and past employees as needed
 PDE 338
 Level II verification
 PSERS verification
 Department of Education verification
 Department of Human Services
Submitted bi-weekly information to the business office for payroll processing
Met with Acting Principal/CEO for planning purposes
Met with staff members to address concerns and offer assistance as needed
Updated employee files (varies forms/paperwork)
Met with consultants and attorneys 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 January 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 Timesheets for the monthly payout of Title I funds for all Clubs
- Processed Instructional Aide Temporary Assignment Increase
- Attended weekly meetings with Leadership Team
- Processed Banking slips and made 3 Bank Deposits for the General Fund Account
- Processed 6 Purchase Order Requests from School Administrators and staff
- Received 60 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 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
- 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
- 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.
- Preparing for the Compilation of the Preliminary Budget with the Leadership Team – to submit to Tom for upload to his system.

Community Outreach: John Carrasquillo (Community Outreach Liaison)

- Translated the after-school clubs sign-up sheet into spanish
- coordinated Ruby Media, Bryan Wade and PCN with our tech team to discuss the state-wide broadcast on March 3rd.
- created promotional materials, program, press-release, website update for the event
- created all certificates for star exam advanced, proficient, and improving students 4th - 6th grade
- created honor roll certificates for middle school
- assisted Reese-Smith with her presentation for statewide broadcast
- created materials for Black History Month decorations
- coordinated Student of the Month celebration for Nov-Feb
- Updated access to website to allow Mr. Dively, Trevor and Dr. Clark access
- finalized job description with Ms. Smith
- Created updated business cards
- Set up the Candy Store, helped distribute candy to students
- assisted PBIS with perfect attendance awards
- Coordinated with scouts and Lincoln to set up the Pinewood Derby event (Logos and other troops will attend) for early march.
- Created press-releases for candy store and Black History Month celebrations
- Created all materials, set up for events, and administered both spelling bees for K-2 and 3-6 grades.

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
- Inventoried and wrapped ipads to be sent back
- Worked on POs and purchasing of technology related items

News Coverage

York Dispatch:

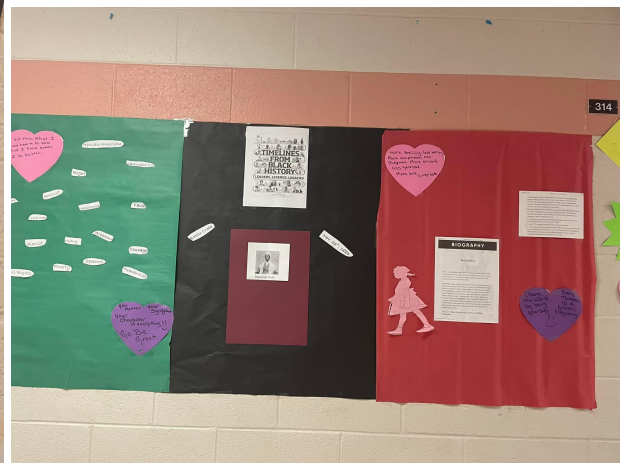
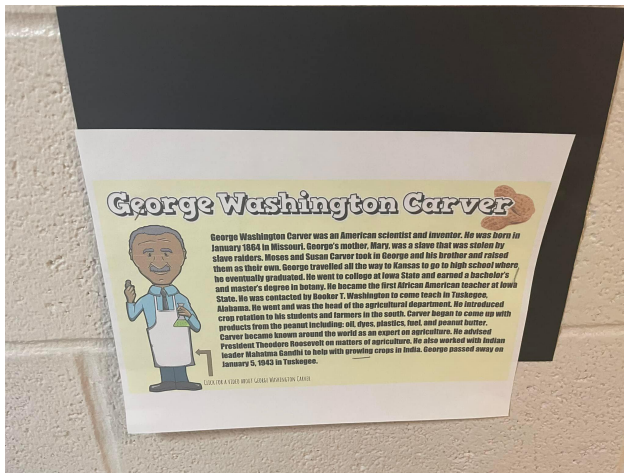
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Fox 43:

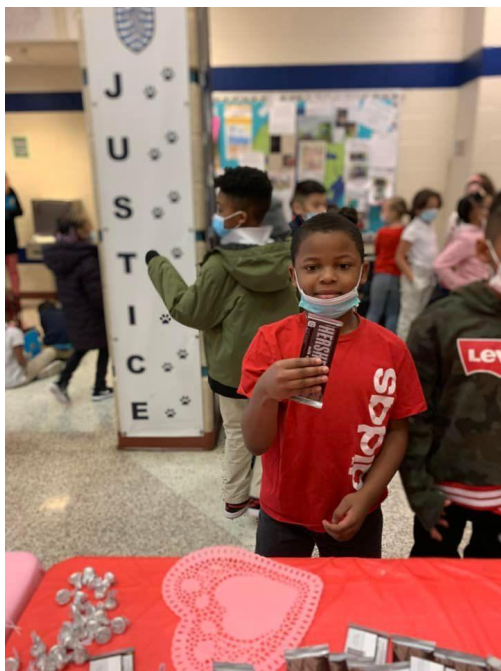
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LPAC REPORT

Celebrating Black History Month
(Thank you, Mrs. Wilkes, Mrs. Reese-Smith, and Ms. Hawkins).



Happy Valentines Day Families



Lincoln Charter School Vaccine Clinic is a Family Affair



Join Us



LINCOLN CHATER SCHOOL
BLACK HISTORY MONTH
COMMUNITY WALK THROUGH
MARCH 11, 2022 | 1PM

559 WEST KING STREET, YORK, PA 17401

