

**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, April 7, 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 April 2022 Board Meeting Minutes

I. Call to Order at 6:06 p.m. and Roll Call – G. Smeltzer

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

School/Staff Guests: Dr. A. Clark, S. Smith-Miller, P. Hennessy, W. Harper, A. Dively, K. Murray, D. Penn, S. Day, D. Smallwood, V. Cusaac, L. Kennedy, T. Taylor, L. Ellingson, S. Reese-Smith, A. Fleming, J. Hightower, Joined after the start of the meeting: C. Fourhman & K. Nagle

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 April 2022 Board Meeting

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

IV. Oral Reports

District Report –

1. Financial Presentation- T. Taylor

Cash balance: \$7,160,750. Bills are being paid on time. Finances are stable.

2. Leadership Report (attached)- Leadership Team- Dr. Clark/Ms. Smallwood

3. LPAC Report (attached)- Mrs. Day

Highlighted some of the events from last month.

4. PSSA Schedule- Mr. Dively

The window for ELA assessments starts Tuesday, April 19, 20, 21.

Kindergarten through 2nd grade teachers and support staff will be needed to administer and proctor the tests. Kindergarten through 2nd would be homebound until Monday, April 25. Kindergarten through 2nd grade students would also need to be on homebound learning for May 2nd and 3rd. Work would be pushed out to iPads for independent work

during the days they are out of the building. A letter is prepared to go home upon the approval of the plan by the Board.

The PSSA exams were delivered today.

5. Curriculum Conversation- Mr. Dively

Explanation to the Board about the proposed purchases of the new curriculum.

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

Mrs. Cusaac: The school is in the process of getting all of our vendor agreements in line so in the new school year everything will be streamlined and cleaned up. The team is starting the process of getting things to Repice and Taylor in order to work on next school year's budget. There are many end-of-year events that will have expenses and we want to be sure that we end the year financially strong.

V. Consent Items

1. Approval of minutes from the March 2022 Board Meeting.

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

2. Approval of the March 2022 financial statements from T. Taylor.

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

VI. Action Items

1. Be it resolved to approve Paula Copeland as a board member effective May 5, 2022.

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

2. Be it resolved to approve the PSSA Testing schedule.

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

3. Be it resolved to approve the "Epic Spanish Amigos" Summer Camp use of four classrooms at 559 West King Street. We have received the insurance and application.

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

4. Be it resolved to approve the YMCA Summer Program to use four classrooms at 459 West King Street.

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

5. Be it resolved to approve the Martin Library Extended Day Summer Program for Lincoln students in Kindergarten through Seventh grade not to exceed the cost of \$7,500.00 to take place at both campuses for summer 2022.

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

6. Be it resolved to approve "Real Men Read" Luncheon and Book Reading on June 1, 2022. Contact people will be Mr. David Overton and Mr. Jamiel Alexander.

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

VII. Information Items

Pandemic Update: Dr. Clark

<https://docs.google.com/presentation/d/14DpXgP71fDX2EkvMOalmjMi9UVejyeIV/edit?usp=sharing&ouid=109408889263384150517&rtpof=true&sd=true>

https://docs.google.com/forms/d/1xaOTPajkRXSQ7mxWg3Wr7GYgVCV_jQezqIUlnMdFoc/edit#responses

After reviewing the responses to the survey released to the families and staff, the Board agrees unanimously that we can make the change to the Pandemic Plan to allow mask wearing to be optional beginning Friday, April 8.

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: [no executive session](#)
- X. Approval of Resignation(s) and/or Termination(s) and/or Hiring(s)-
1. Be it resolved to accept the resignation of employee #1016 effective April 26, 2022. Be it resolved to pay interim compensation to employee #1016 for acting duties as Principal /CEO from October 2021-April 26, 2022 with a monthly rate of \$2,500 per month totaling \$17,500.00.
[Motion by M. Burgos. Second by K. Moore. Motion carries.](#)
 2. Be it resolved to approve employee #1082 as Acting CEO/Principal effective April 27, 2022. Be it resolved to pay compensation to employee #1082 for duties as acting Principal/CEO in the amount of \$2,500.00 monthly effective April 27, 2022 and until a permanent Principal /CEO is hired.
[Motion by R. Franklin. Second by K. Moore. Motion carries.](#)
 3. Be it resolved to accept the resignation of employee #2022 effective March 22, 2022.
[Motion by R. Franklin. Second by M. Burgos. Motion carries.](#)
 4. Be it resolved to accept the resignation of employee #2096 effective March 28, 2022.
[Motion by M. Burgos. Second by R. Franklin. Motion carries.](#)
 5. Be it resolved to accept the resignation of employee #2059 effective April 1, 2022.
[Motion by R. Franklin. Second by M. Burgos. Motion carries.](#)
 6. Be it resolved to accept the rehire of employee #2107 as a seasonal employee effective April 25, 2022.
[Motion by R. Franklin. Second by M. Burgos. Motion carries.](#)

XI. Additional Resolutions-

1. Be it resolved to approve the **ELA Curriculum - 3 Years** Grades K-6 - Wonders (McGraw Hill) Grade 7 - StudySync (McGraw Hill) \$225,526.61 Wonders Classroom Trade Book Library \$11,793.47 **Total: \$237,320.08**
Motion by R. Franklin. Second by K. Moore. Motion carries.
2. Be it resolved to approve the **Science Curriculum - 3 Years** Grades K-7 - Inspire (McGraw Hill) **Total: \$183,054.76**
Motion by M. Burgos. Second by R. Franklin. Motion carries.
3. Be it resolved to approve the **Social Studies Curriculum - 3 Years** Grades K-5 - Impact (McGraw Hill) \$46,421.47 Grades 6-7 - 1 Year (do not currently have a 3 year SS contract) \$24,754.79 **Total: \$71,176.26**
Motion by R. Franklin. Second by M. Burgos. Motion carries.
4. Be it resolved to approve the **Math Curriculum - 3 Years** Grades K-5, 7 - Envisions (SAVVAS) **Total: \$52,295.93**
Motion by R. Franklin. Second by M. Burgos. Motion carries.
5. Be it resolved to approve the 3-7 Social Emotional Learning **Total: \$3,815.05**
Motion by M. Burgos. Second by K. Moore. Motion carries.
6. Be it resolved to approve the K-2 Social Emotional Learning **Total: \$2,384.05**
Motion by R. Franklin. Second by K. Moore. Motion carries.
Total Curriculum: \$560,046.13
7. Be it resolved to pay the Houck Roof Repair for Campus B in the amount of \$3,700.00.
Motion by R. Franklin. Second by M. Burgos. Motion carries.
8. Be it resolved to pay Johnson Controls for Fire Alarm Repairs total cost of \$9,621.82.
Motion by R. Franklin. Second by M. Burgos. Motion carries.
9. Be it resolved to approve the 2022-2023 School Calendar.
Motion by M. Burgos. Second by R. Franklin. Motion carries.
10. Be it resolved to approve the budget for upcoming school-wide activities that include PSSA Celebrations and Teacher and Staff Appreciation.
Motion by M. Burgos. Second by R. Franklin. Motion carries.
11. Be it resolved to accept the Draft of Board Policies Sections:
1000, 2000, 3000, 4000, 5000, 6000, 7000
Motion by M. Burgos. Second by R. Franklin. Motion carries.

Upon the announcement of Dr. Clark's resignation, board members shared their appreciation for all Dr. Clark has done and will continue to do and congratulations on her new ventures. Upon the announcement of Deb Smallwood's new role, congratulations to her from the board.

- XI. Adjournment at 6:53 p.m. and Confirmation of next meeting on Thursday, May 5, 2022 at 6:00 p.m.

LINCOLN CHARTER SCHOOL LEADERSHIP REPORT TO THE BOARD

Date: April 7, 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:

Coordinated Kick-Butts Days Event:

Held numerous parent meetings about academics and support.

Met with coaches from LIU

Participated in all SES Meetings

Attended PBIS Meeting

Operations:

Coordinated Muffins for Moms, Donuts for Dads, and Latino Dinner Speakers

Created the Intent Return Form: <https://forms.gle/1g6Wn4sTUsYo7JdVA>

Created the Roar for Learning Google Form: Lincoln Charter School is registering students for the summer program 2022. The summer program will begin June 20, 2022, and run through July 28, 2022. The students attend Monday through Thursday from 9:00 a.m. to 1:00 p.m.

<https://forms.gle/oAdA95ezgGmwSyyM7>

News Coverage: <https://www.yorkdispatch.com/.../lincoln.../7052515001/>

News Coverage: <https://www.fox43.com/.../521-d271703a-5fab-4656-b973...>

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.

Celebrations:

Congratulations 5th & 6th grade Boys Basketball for winning the Championship. Roar 🦁 Lions! Thank you you to Director Fourhman, Coach Carey, Parents, and Staff who supported the season.



Kick-Butts Student Activism





Mission Moments:

Vanessa Taylor: Most of this year, one of our 5th grade students has had behavioral issues and this past month, we were working hard on his behavior and academics. He improved tremendously, and earned student of the month. I am so proud of him! He was so excited when he found out and has been trying hard to stay focused on his behavior.

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
- Attended PA Data Summit
- PSSA Materials Prep
- PSSA Staff Training

3rd-6th Grade CDT Data

3rd Grade CDT Scores (Fall)				
	Red	Green	Blue	Total Tested
ELA	102	6	1	109
Math	105	3	0	108

3rd Grade CDT Scores (Winter)				
	Red	Green	Blue	Total Tested
ELA	70	19	1	90
Math	88	6	0	94

4th Grade CDT Scores (Fall)				
	Red	Green	Blue	Total Tested
ELA	90	10	0	100
Math	100	1	0	101

4th Grade CDT Scores (Winter)				
	Red	Green	Blue	Total Tested
ELA	80	13	1	
Math	88	3	0	91

5th Grade CDT Scores (Fall)				
	Red	Green	Blue	Total Tested
ELA	85	4	0	89
Math	87	0	0	87

5th Grade CDT Scores (Winter)				
	Red	Green	Blue	Total Tested
ELA	69	4	0	73
Math	76	1	0	77

6th Grade CDT Scores (Fall)				
	Red	Green	Blue	Total Tested
ELA	62	9	0	71
Math	69	0	0	69

6th Grade CDT Scores (Winter)				
	Red	Green	Blue	Total Tested
ELA	60	9	0	69
Math	64	1	0	65

3rd-6th Grade STAR Data

3rd Grade STAR Scores (Fall)				
	Urgent	Intervention	At/Above	Total Tested
ELA	57	27	21	105
Math	59	28	22	109

3rd Grade STAR Scores (Winter)				
	Urgent	Intervention	At/Above	Total Tested
ELA	44	35	22	101
Math	48	33	20	101

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

4th Grade STAR Scores (Winter)				
	Urgent	Intervention	At/Above	Total Tested
ELA	27	23	45	95
Math	32	40	23	95

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

5th Grade STAR Scores (Winter)				
	Urgent	Intervention	At/Above	Total Tested
ELA	43	24	7	74
Math	39	39	9	87

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

6th Grade STAR Scores (Winter)				
	Urgent	Intervention	At/Above	Total Tested
ELA	28	36	9	73
Math	18	43	10	71

K-2nd Grade STAR Data

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

<u>2nd Grade STAR Scores (Fall)</u>				
	Urgent	Intervention	On Watch	Total Tested
Math	63	22	4	89

<u>1st Grade STAR Scores (Fall)</u>						
	Early Emergent	Late Emergent	Early Transitional	Late Transitional	Probable Reader	Total Tested
ELA	47	35	3	3	1	89

<u>1st Grade STAR Scores (Fall)</u>				
	Urgent	Intervention	On Watch	Total Tested
Math	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) – March 2022

- Continued to prepare daily slide decks with video for Grades 3-6 Phonics PSSA prep
- Continued to prepare daily slide decks with video for Grades K-2 Phonics review
- Attended PLC meetings with K-2 teachers
- Prepared Capit and Reading Eggs progress reports
- 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 1st & 3rd grades
- Participated in Climate meeting with LIU representative
- Participated in Curriculum adoption meetings
- Coached teachers on utilizing curriculum resources for ELA instruction and planning
- Continued to manage the Karate Dolch sight word incentive program
- Continued to administer and oversee the Capit phonics program
- Continued to attend the LIU Coaching meetings
- Continued to oversee ELA Tier 3 groups being taught by Ms. England
- Collaborated with other Instructional Specialists daily

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

- Attended PLC meetings in 3rd grade, 4th Grade and 5th/6th grade.
- Covered and taught in 1st, 3rd, 5th and 6th grade when teachers are out.
- Attended a 5th grade SES meeting regarding one of the students I teach in reading.
- 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.
- Created and uploaded TDA's for every grade level and reading level.
- Typed up and copied the Book Fair parent letter and book fair announcement for students.
- Attended multiple PBIS meetings~researched possible social/emotional curriculum to use with our students.
- Attended Mentor Meetings
- Attended Curriculum Meeting to make decisions for the curriculum next year.
- Completed PSSA training with Mr. Dively
- Filed and Sorted grades 3-6 pssa classwork that was done in the classrooms
- Planned and led a PD at the York Revs stadium that showed the teachers how to successfully grade a TDA using the PSSA rubric
- Met with my mentee

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

- Facilitated full day professional development on open-ended questions in math
- Created and distributed mathematics open-ended questions and schedules
- Modeled teaching open-ended questions
- Prescribed tier 3 interventions and materials for grades 1 & 2
- Provided goals, schedules, and materials for Kindergarten mathematics tier 3 support
- 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
- 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
- Conducted mathematics curriculum exploration
- Assured teachers have the appropriate mathematics tools for their grade level content instruction
- Met with LIU and LCS team to plan for the school climate survey deployment

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
- Held Weekly math meetings for grades 3-6
- 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
- Maintained tutoring roster.
- Served as a classroom substitute teacher in multiple grade levels and classrooms
- Participated in LIU 12 academic coaching professional development
- Provided updates on students identified as homeless to the school social worker.
- Met with grade levels 3-6 to discuss assessments and grading.
- Co-planned and led a PD at the York Revs stadium that showed the teachers how to successfully grade a TDA using the PSSA rubric.
- Created PSSA prep lesson plans for grades 3-6 that focused on skill specific academic vocabulary.
- Attended IEP meetings.
- Observed non-certified instructional support staff.
- Attended Climate Survey Team meeting.

Student Support Services



EL-Monthly Progress: Karen Horn (EL Manager)

EL---Board Minutes---March 2022

- We have a total of 170 English Learners (ELs)
 - M1—Monitored Year 1 (reclassified; no longer an EL—Exited/Graduated from EL)

<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>33</u>	<u>23</u>	<u>23</u>	<u>32</u>	<u>26</u>	<u>17</u>	<u>15</u>	<u>169</u>

			<u>1—M1</u>		<u>1—M1</u>	<u>3—M1</u>	<u>5—M1</u>
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- WIDA ACCESS for ELs testing sent back to DRC on Wed., March 9
- 3/1—Webinar 1:30-3:00—Overview of Policies and Regulations that Govern EL programs
- 3/8---Webinar 12:00-1:00 ELLevation—“Strategies Professional Learning”
- 3/8---Webinar 2:00-3:00 WIDA – Post Testing—Data Validation
- 3/15—Webinar 2:00-3:00 WIDA – Post Testing Interpreting Score reports
- 3/16—Webinar 9:00-10:00 TSL Teacher PLC Meeting
- 3/17---Kindergarten Screening for next school year 2022-2023
 - 15 out of the 27 that registered were screened for EL---1 EL NO SHOW
 - So far all, all are qualified to our program; there are a few that we would like to look at again right after school begins in August
- 3/22—Donuts for Dads
- 3/23—Muffins for Moms
- 3/23—Webinar 12:30-1:45 Accessing Vocabulary Through Explicit Morphology Instruction
- 3/24—Latino Dinner
- Working on PSSA scheduling for April/ May
- EL PLC meetings every morning from 8:15 till 9:00

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

- 107 special education students (in building and outside placement)
- 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
- Held SES/EL meeting to discuss dual students

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

Lincoln Charter School
02/28/2022 to 03/31/2022 = 24 school days

Grade Level	Carry Fwd	Gain	Mult Gain	Loss	Ending	Actual Days	OffTrack	Days N/E	Days Absent	Days Attd	ADA	ADA %
0	102	0	0	0	102	2448	0	0	325.00	2123.00	88.46	86.72%
Subtotal	102	0	0	0	102	2448	0	0	325.00	2123.00	88.46	86.72%
1	86	1	0	1	86	2088	0	20	204.00	1864.00	77.67	90.14%
2	89	5	0	1	93	2256	0	58	252.00	1946.00	81.08	88.54%
3	104	2	0	2	104	2544	0	52	223.00	2269.00	94.54	91.05%
Subtotal	279	8	0	4	283	6888	0	130	679.00	6079.00	253.29	89.95%
4	104	3	0	0	107	2568	0	33	234.00	2301.00	95.88	90.77%
5	88	0	0	0	88	2112	0	0	253.00	1859.00	77.46	88.02%
6	77	1	0	0	78	1872	0	15	206.00	1651.00	68.79	88.91%
Subtotal	269	4	0	0	273	6552	0	48	693.00	5811.00	242.13	89.35%
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	650	12	0	4	658	15888	0	178	1697.00	14013.00	583.88	89.20%

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

Current Enrollment - 658

- Kindergarten Enrollment - 102
- First Grade Enrollment - 87
- Second Grade Enrollment - 93
- Third Grade Enrollment - 104
- Fourth Grade Enrollment - 106
- Fifth Grade Enrollment - 88
- Sixth Grade Enrollment - 78

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)

- There is nothing new to report in the Wellness Center. The daily tasks assigned in the main building have not allowed any time in the Wellness Center this past month.

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

- Coordinated with The Susan Byrnes Health Education Center and scheduled 4 classes for 5th and 6th grade: 4/20 - Flirting or hurting; 4/22 - In her shoes; 5/17 Mind matters and 5/26 Clear the air
- Facilitated two after school clubs: Lego club and Reading Club. Both are for kindergarten and first grade students.
- Met with grade level teachers as requested to discuss student concerns.
- Served on the United Way's Allocation committee for education.
- Coordinated the Pinwheel garden for Child Abuse Awareness Month (April) and provided information to staff during staff meeting.
- Due to becoming Certified through PDE, updated and modified job description based on guideline provided by PDE.
- 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. During the month of March, we had 33 homeless families.
- 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.
- Social emotional check ins daily. 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.
- Conducted home visits and well check ins when necessary.
- 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. 2 of these students have returned and 1 was scheduled to return 4/4/22.
- 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:

~Restorative Practice with Homeless families

~Trauma informed care

~Expanding School-Health Center partnerships

~Unpacking poverty

- ** Special note: Social worker was absent 3/14 – 3/21 due to mental health break and 3/24 and 3/25 due to automobile accident

School-wide Students Services Support - Solita Day, LSW

- School-wide Students Services Support
- Met weekly with Children’s Aid Association regarding The Incredible Years. This program runs weekly in one kindergarten classroom. Graduation for this program occurred on 3/22/22 with children receiving certificates, gifts and cupcakes.
- 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. An Social Emotional Learning Curriculum was identified and we are asking for permission from the board to purchase with funding received for social emotional programming. *An explanation of the curriculum is located in the board folder along with Estimates for the curriculum.
- Met with IBHS 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>	<u>Feb</u>	<u>Mar</u>
Uniforms Provided to Students in Need	109	135	<u>87</u>	<u>53</u>	<u>47</u>	<u>2</u>	<u>37</u>	<u>13</u>
Family Contact / Crisis	58	73	<u>112</u>	<u>77</u>	<u>103</u>	<u>63</u>	<u>75</u>	<u>7</u>
Community meetings	11	7	<u>14</u>	<u>5</u>	<u>7</u>	<u>13</u>	<u>23</u>	<u>17</u>
Family Contact / Attendance	89	107	<u>98</u>	<u>159</u>	<u>173</u>	<u>87</u>	<u>203</u>	<u>112</u>

Agency / resource referrals	23	13	<u>17</u>	<u>23</u>	<u>17</u>	<u>3</u>	<u>18</u>	<u>9</u>
Homeless students (weekly contact)	29	35	<u>36</u>	<u>37</u>	<u>41</u>	<u>41</u>	<u>33</u>	<u>33</u>



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	November Attendance (Hours)	December Attendance (Hours)	January Attendance (Hours)	February Attendance (Hours)	March
Vacation	65.75	61	31	52.5	108.5
Personal	74.5	30	32	59.75	113.25
Sick	609.25	436.75	538.5	520	949.5
FMLA	40	0	0	0	0
Funeral	32	17	14.75	5	24
Conference	56	0	0	75	72
Court	8	0	0	0	0
Not Paid	135.5	81.25	84	96.5	455.5
Short-Term Disability	0	0	0	0	0
Long-Term Disability	0	0	0	0	0
Present	12379	10126	12739.75	11964.25	12445.25
Total Hours	13760	10752	13440	12768	14168
Total %	93%	94%	95%	94%	88%

Human Resources/ Shante' Smith-Miller

Uploaded job posting information into new advertising database PA REAP

Updated and Uploaded job posting information into existing PA Educator database
Researched additional recruiting opportunities
Met with Front Desk Receptionist and Community Outreach Liaison to begin the Project of assisting parents with obtaining clearances
Met with Community Outreach Liaison to review items for website updates
Updated Highmark insurance database
Submitted exiting employee termination paperwork to insurance company
Assisted staff members with a variety of insurance questions
Completed verifications for current and past employees as needed

PDE Level II verifications

Federal Student Loans

PSERS verification

Department of Human Services

Submitted bi-weekly information to the business office for payroll processing

Met with Acting Principal/CEO daily

Met with staff members to address concerns and offer assistance as needed

Updated employee files

Participated in various weekly meetings with consultants

Met with school solicitor to discuss employee matters

Attend PDE Data Summit

Met with Data and Curriculum Specialist to update information for reporting

Met with members of leadership team weekly

Met with exiting employees to assist with the exiting process

Worked with PDE representative to gain assistance with access to needed database

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

- Prepared and submitted invoices for approval
- Approved and submitted timesheets
- Treated sidewalks for ice
- Met with HB McClure rep to get quotes on several items for both campuses
- Met with TK Elevator reps to get work completed on elevators
- Set up and cleaned up all school functions throughout the month
- Met with Johnson Controls inspector to go over all deficiencies at campus B
- TK Elevator rep replaced leaking valve in Elevator 1 at LCS
- Scheduled elevator inspector to handle inspections at both buildings
- Scheduled Houck roofing to finish repair/patching leaks on west side of LCS
- Scheduled HB McClure to replace AHU filters
- Scheduled HB McClure to inspect campus B boiler
- Scheduled Houck Roofing to patch roof at Campus B (completed)

- Scheduled TK Elevator to replace door switches on both elevators at Campus A ((in process)
- Received several false alarm calls again this month
- Met TK Elevator rep at campus B to replace blown hydraulic valve (covered under warranty)
- Received a letter from the City of York stating our Gamewell box is not reliable. With that being said... refer to the next item.
- Spoke with rep from ESI about our fire alarm monitoring system for both buildings. Awaiting quote.
- Did several walkthroughs at campus B
- Continue to work on campus B items as time permits
- Ordered filters for a building wide change
- Provided security for all after school events
- Spoke with police several times about neighborhood issues
- Scheduled HB McClure to replace all water fountain filters

Vanessa Cusaac: Business Manager & Kim Murray: Administrative Assistant

- Prepared ADP employee wage report for compilation of PSERS data
- Processed and Uploaded the March 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 1 reclassification from part-time to full time paperwork for 1 employee, entered changes in ADP and created PSERS contract 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
- Attended weekly meetings with Leadership Team
- Processed Banking slips and made 3 Bank Deposits for the General Fund Account
- Processed 9 Purchase Order Requests from School Administrators and staff
- Received 57 Invoices, submitted to Department Managers for approval, completed 2 check request listings for the month, reviewed all invoices for proper Accounting treatment, submitted the 2 check requests for the General Fund Account to Repice and Taylor for processing
- Received checks from R&T, compiled checks with invoices, reviewed checks for accuracy, obtained Board President approval, copied signed checks for file, prepared and

mailed checks to vendors

- Processed 1 check run totaling 3 invoices for Food Service Account, utilized same procedures as the General Fund Account
- Receive employee absence forms daily and review for accuracy and completeness
- Review and reconcile daily attendance forms with the Roar, send employee e-mails for retrieval of missing forms, updated attendance spreadsheet for payroll processing
- Review Bank Accounts activity for any unusual activity
- File and maintain employee absence forms
- Met with HR on several occasions to discuss employee issues
- Monthly Communications with R&T regarding financial issues
- Update and review Departmental Budgets to determine Department Managers budgets are in alliance with their Approved Budget
- Researched several Vendor Invoices to rectify overcharges on the Invoices
- Processed 1 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, Dr. Clark and Attorney Nagle.
- 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)

- Field Trips
 - Met with Kindergarten, 1st, 2nd, 3rd, and 4th grade to research what their trips will be
 - started gathering information about costs, party size, student to chaperone ratio, etc
 - scheduling meeting with 5th and 6th grade
- Student of the Month
 - collected nominations and communicated awardees to staff
 - celebrated with 26 students for March's celebration
- State-Wide Broadcast
 - met with Mr. Wade to coordinate all his needs for the event about Black History 365 and Keystone Oral Histories
 - coordinated with maintenance team and technology team to ensure set up and devices are in place for event
 - worked with Ruby Media and PCN to ensure logistics
 - created and administered all promotional materials for the event as well as day-of programs
- Cub Scouts Derby
 - coordinated with Cub Scouts' Sal to set up the event
 - created educational, promotional, and LPAC materials for the event
 - set up the gym for the event
 - about 60 participants from Logos, St. Lutheran, and Lincoln Charter Cub troops

- Black History Month Walk-Through
 - helped Hawkins and Reese-Smith decorate the halls
 - created promotional materials for the event
 - press-release
- Press-Releases
 - Black History Month Walk-Through
 - State-Wide Broadcast
 - Donuts for Dads
 - Muffins for Moms
 - Latino Dinner
 - Kick Butts Day
- Kick Butts Day
 - helped chaperon students as they cleaned the neighborhood
 - captured photos
 - assisted reports with navigating to various groups of students and any other miscellaneous need
- Donuts for Dads
 - created, pre-scheduled, and posted promotional materials for the event
 - set up the gym along Maintenance for the event
 - coordinated with Food Service
 - created and administered an RSVP google sheet for dads
 - collected all title 1 required documents and delivered to Dr. Clark
 - Helped coordinate the event as directed by Dr. Clark
 - 240 dads attended
- Muffins for Moms
 - created, pre-scheduled, and posted promotional materials for the event
 - set up the gym along Maintenance for the event
 - coordinated with Food Service
 - created and administered an RSVP google sheet for moms
 - collected all title 1 required documents and delivered to Dr. Clark
 - Helped coordinate the event as directed by Dr. Clark
 - 350 moms attended the event
- Latino Dinner
 - created, pre-scheduled, and posted promotional materials for the event
 - set up the gym along Maintenance for the event
 - coordinated with Food Service
 - created and administered an RSVP google sheet for the dinner
 - collected all title 1 required documents and delivered to Dr. Clark
 - Helped coordinate the event as directed by Dr. Clark
 - 150 people attended the event
- Website Updates
 - SES page updated: annual notice, staffing, contacting the LEA, policies (SAFFS page needs updated)
 - Job Postings page created
 - meetings scheduled for “parents” page on website
- Miscellaneous
 - Ambassador Pizza Party to appreciate their help in the Donuts and Muffins event
 - Wellspan mammogram bus event promoted
 - Dr. Seuss Day promotional material

- Kindergarten Screening promotional materiel
- helped with Front Desk when needed

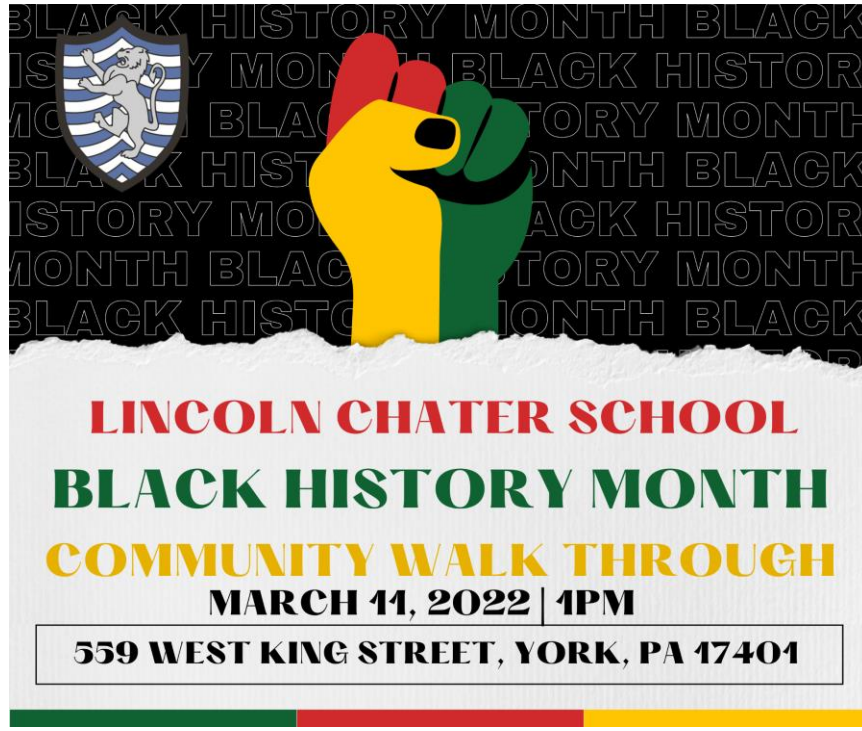
Technology: Adam Dively, Trevor McGinnis, Brittany Adams, LaQuinn Thompson (Technology Team)

- 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

LPAC REPORT

Celebrating Black History Month

(Thank you, Mrs. Wilkes, Mrs. Reese-Smith, and Ms. Hawkins).



LINCOLN CHARTER SCHOOL
BLACK HISTORY MONTH
COMMUNITY WALK THROUGH
MARCH 11, 2022 | 1PM
559 WEST KING STREET, YORK, PA 17401

Television Show Live from Lincoln Charter



THE NEED FOR
AFRICAN AMERICAN
CURRICULUM

LIVE

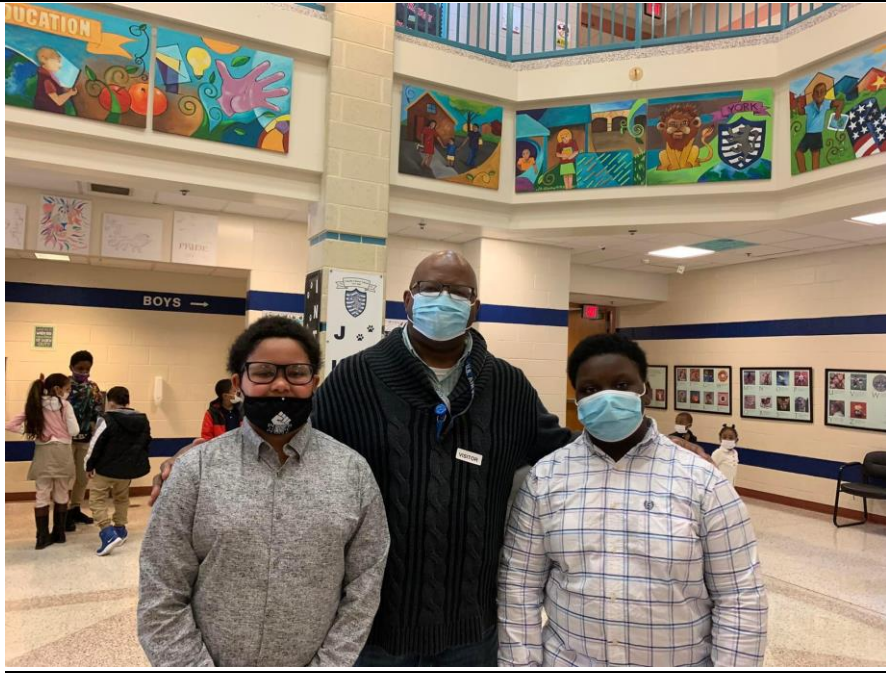
March 3rd, 2022 | 5PM est.
Hosted by Lincoln Charter School
559 WEST KING STREET YORK, PA

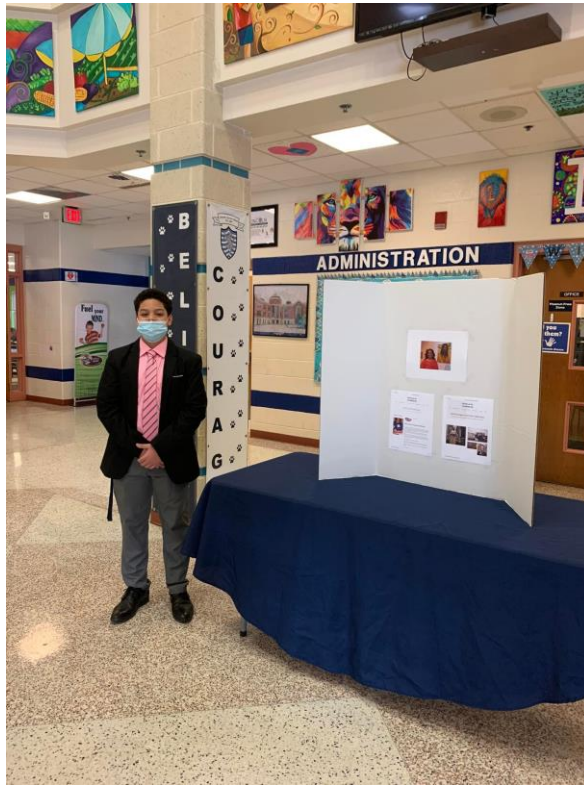
BRYAN WADE
AND OTHER GUEST SPEAKERS

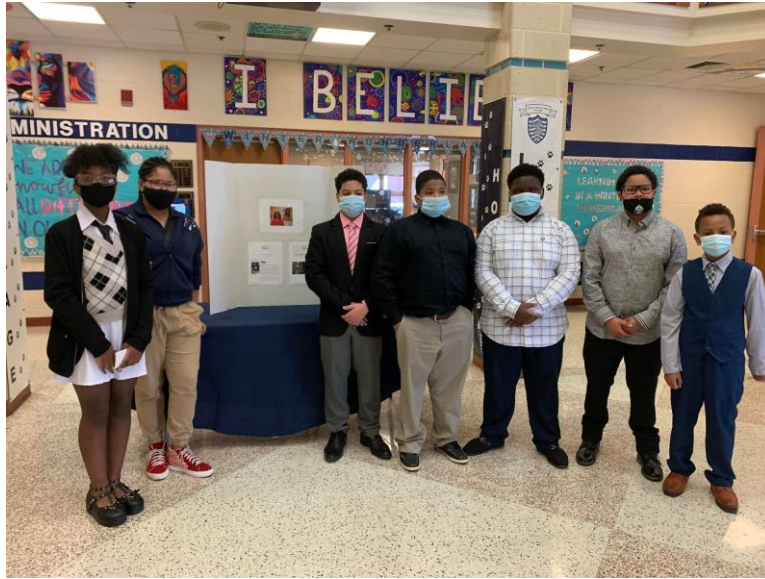
RSVP at www.lincolncharterpa.com

York Dispatch Pictures









240 Dads Strong at Lincoln Charter School!



**DONUTS
FOR DADS**



**MARCH 22
10 AM**

350 Moms Strong at Lincoln Charter



MUFFINS
for Moms

MARCH 23
10 AM



The graphic features a pink background with decorative elements including small 'x' marks and a rainbow swirl in the bottom left corner.

Latino Dinner 150 Strong

