

**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, May 5, 2022 at 6:00 p.m.

**Meeting Location:**

559 West King Street  
York, Pennsylvania 17401

**And Via Zoom Video and Teleconference:** <https://zoom.us/j/98673796671>

**Meeting ID: 98673796671**

**Phone +1 929 205 6099**

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Below is an agenda of all items scheduled to be considered. Unless otherwise stated, items may be taken out of the order presented on the agenda at the discretion of the Chair.

Reasonable efforts will be made to assist and accommodate persons with a disability. Please contact Ginny Smeltzer at 717-699-1573.

## **AGENDA and MINUTES**

### I. Call to Order at 6:04 p.m. and Roll Call – G. Smeltzer

Board Members Present: President E. Washington, Vice President R. Franklin, Member K. Moore, Member P. Copeland  
M. Burgos joined before Executive Session

School/Staff Guests: D. Smallwood, S. Smith-Miller, A. Dively, D. Penn, S. Day, T. Taylor, J. Hightower, G. Fazio, K. Murray, N. Ortiz, J. Carrasquillo

Joined after the start of the meeting: C. Fourhman, A. Hawkins, S. Reese-Smith

### 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

1. Approval of Agenda for the May 2022 Board Meeting  
Motion by K. Moore. Second by R. Franklin. Motion carries.

### IV. Oral Reports

District Report –

- i. Leadership Report- Leadership Team and/or Ms. Smallwood
- ii. LPAC Report- Mr. Carrasquillo

J. Carrasquillo: 3rd-6th grade spelling bee, Cub Scouts fishing derby, recruiting families for field trip chaperones, field trips are starting, LPAC meeting will be scheduled for the end of May (a survey is being created by Community Outreach), PBIS Student of Month event coming up, the survey rated by the Donuts for Dads and Muffins for Moms had favorable ratings for the quality of education and their satisfaction of the school.

D. Smallwood: PSSA rapped up and students and staff did well. Thank you to Mr.

Dively and Mrs. Kilgore for making things run so smoothly.

iii. Financial Report- Mrs. Cusaac, Ms. Murray, & Ms. Smallwood

K. Murray: nothing to add

T. Taylor: School is in good shape financially.

#### V. Consent Items

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

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

2. Approval of April 2022 financial statements from T. Taylor

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

#### VI. Action Items

1. Be it resolved to approve the amendment to the previously-approved agreement with "Epic Spanish Amigos" Summer Camp to use Campus A- 559 West King Street including three classrooms, playground, and cafeteria from the dates of June 20 to July 15, 2022 between the hours of 7:00 a.m. to 2:30 p.m.

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

2. Be it resolved to approve the Roar for Learning program for the summer of 2022.

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

3. Be it resolved to approve the amendment to the YMCA Summer Program to use two classrooms at Campus A- 559 West King Street for the dates of June 20 to July 15, 2022 between the hours of 7:00 a.m. to 2:30 p.m.

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

4. Be it resolved to approve the amendment to the Martin Library Extended Day Summer Program agreement for Lincoln students in kindergarten through Seventh grade not to exceed the cost of \$7,500.00 to take place at only Campus A- 559 West King Street for summer 2022.

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

5. Be it resolved to approve the continuation of the YWCA Pre-K Counts Program at LCS for the 2022-2023 schoolyear to include the use of two classrooms at Campus A- 559 West King Street.

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

6. Be it resolved to approve the use of services of licensed School Psychologists from Psychological Services of York.

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

7. Be it resolved to approve the amended Memorandum Of Understanding for Dedicated to Success.

Motion by K. Moore. Second by P. Copeland. Motion carries.

8. Be it resolved to approve and adopt the previously-approved drafts as Board Policy for

sections 1000, 2000, 3000, 4000, 5000, 6000, and 7000.  
Motion by R. Franklin. Second by K. Moore. Motion carries.

9. Be it resolved to accept the draft of Board Policies Sections 3028 and 3009.  
Motion by R. Franklin. Second by K. Moore. Motion carries.

VII. Information Items

1. Pandemic Update: Ms. Smallwood and Mr. Harper

a. Phased Reopening Plan (unchanged):

<https://docs.google.com/presentation/d/14DpXgP71fDX2EkvMOalmjMi9UVejeIV/edit?usp=sharing&oid=109408889263384150517&rtpof=true&sd=true>

b. There have been no internal positive cases since the month's meeting. There have been no classroom quarantines.

2. Strategic Planning:

a. Strategic Plan (unchanged):

[https://docs.google.com/document/d/12\\_WZwL2jkmM9yicvXbEBW4-jEMFgydSDPtGlzYu4WsY/edit](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  
Entered executive session at 6:27 p.m.

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

1. Be it resolved to approve the hiring of seasonal summer employees for the following areas: technology, Roar for Learning, and custodial.

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

2. Be it resolved to approve the adjusted staff compensations for the 2022 summer program.

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

XI. Additional Resolutions- none to report

XII. Adjournment at 6:59 p.m. and Confirmation of next meeting on Thursday, June 2, 2022 at 6:00 p.m.

# **LINCOLN CHARTER SCHOOL LEADERSHIP REPORT TO THE BOARD**

**Date: May 5, 2022**

**Submitted by: LCS School Leadership Team**

**Ms. Deb Smallwood, Acting CEO/Principal:**

## **Academics:**

- Met with Instructional Coaches and grade-level leads weekly
- Met with department personnel to discuss needs moving forward that were shared with the all-staff meeting on April 27, 2022.
- Conducted classroom observations.
- Discussion of curriculum with team leads.

## **Student Support Services:**

- Met with parents regarding concerns
- Participated in all SES Meetings
- Met with new licensed School Psychologist, Dr. Amy Swope, from Psychological Services of York.
- Attended PBIS meetings.

## **Operations:**

- Met with the leadership team individually to discuss their areas.
- Worked with the leadership team on the 2022-2023 staff assignments chart.
- Met with the technology team to discuss operational needs of the buildings.
- Met with Mr. Harper to discuss operational needs of the buildings.
- Spoke with vendors.
- Worked with Mrs. Penn for continued planning and improvement actions.
- Celebrated Administrative Professional's Day.
- Assisted with the planning of Staff Appreciation Week events.
- Assisted with the planning of the staff send off celebration for Anne Clark.

## ***Mission Moments:***

Deb Smallwood: While visiting the classrooms and observing, students were actively engaged and expressed excitement about their group project-based learning lessons.

Deb Smallwood: Mrs. Day was honored for work with a Proclamation for Social Worker's Month by Carol Hill-Evans.



## **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
- PSSA Testing - grades 3-6

### 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

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



Math	42	37	6	85

Math	39	39	9	87

### 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

### 2nd Grade STAR Scores (Fall)

	Early Emergent	Late Emergent	Early Transitional	Late Transitional	Probable Reader	Total Tested
ELA	20	42	11	4	9	86

### 2nd Grade STAR Scores (Fall)

	Urgent	Intervention	On Watch	Total Tested
Math	63	22	4	89

### 1st Grade STAR Scores (Fall)

	Early Emergent	Late Emergent	Early Transitional	Late Transitional	Probable Reader	Total Tested
ELA	47	35	3	3	1	89

### 1st Grade STAR Scores (Fall)

	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 Coach K-2)**

- Pushed into all K-2 classrooms to discuss DRA end-of-the-year goals and reviewed 5-Finger Retell
- Daily Tier 3 Reading intervention with 3rd grade students
- Facilitated dysgraphia interventions for a 2nd grade student with 2nd grade teacher and SES director
- Created new digital DRA data reporting forms
- Facilitated a student move to a different classroom based on ELA performance
- Attended a Science of Reading webinar
- Completed PSSA training videos
- Inventoried Foundations & Just Words materials
- Prepared budget for Foundations, Just Words, Capit & Scholastic News materials for next year
- Proctored 3rd Grade ELA PSSA's
- Assisted with PSSA make-up's
- Began planning ELA for K-2 Summer School
- Continued to prepare daily slide decks with video for Grades 3-6 Phonics PSSA prep
- Attended PLC meetings with K-2 teachers
- Participated in planning and restructuring meetings with Administrators
- 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 various classrooms
- 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
- Car dismissal duty

#### **3-6 Reading Achievement: Amy Fleming (Reading Specialist/Instructional Coach)-May 2022**

- Attended PLC meetings in 3rd grade, 4th Grade and 5th/6th grade.
- Prepare and Plan for 5th Grade Reading Class
- Teach a 5th grade reading class daily

- 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
- Administered the Book Fair and completed all necessary financial paperwork
- Attended multiple PBIS meetings-researched possible social/emotional curriculum to use with our students.
- Attended Mentor Meetings
- Was a test administrator for the 3rd grade PSSA ELA test.
- Worked with school psychologist- filled out necessary paperwork for two 5th grade students being tested.
- Ran a team building/stress reliever activity for the staff during one of the pd's
- Met with my mentee
- Collaborated with other Instructional Specialists daily
- Attended afternoon duties

### **K-6 Math Achievement: Michelle Kilgore (Math Instructional Coach)**

- Worked with the kindergarten instructional coaches to plan and implement tier 3 math support
- Created and distributed mathematics open-ended questions and schedules
- Met with the administrative team to support administrative transition
- Prescribed tier 3 interventions and materials for grades 1 & 2
- Served as a classroom substitute teacher in multiple grade levels and classrooms
- Provided coverage to teachers to observe one another in math instruction
- 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
- Attended grade level SAFSS meetings
- Collaborated with 2nd grade teachers to refocus and restructure tier 3 math support
- Conducted mathematics curriculum exploration
- Assured teachers have the appropriate mathematics tools for their grade level content instruction
- PSSA Preparation
- PSSA Administration
- Coordinated student assignment to promotion grades or transition back to grade level classrooms
- Calculator Inventory

### **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.
- Held weekly math meetings for grades 3-6
- Coached teachers on utilizing curriculum resources for math instruction and planning
- Reviewed weekly math lesson plans
- Maintained tutoring roster.

- Served as a classroom substitute teacher in multiple grade levels and classrooms
- Provided updates on students identified as homeless to the school social worker.
- Met with grade levels 3-6 to discuss assessments and grading.
- 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.

## **Student Support Services**

### **EL-Monthly Progress: Karen Horn (EL Manager) May 2022**

- We have a total of 170 English Learners (ELs) and 5 Reclassified (Exited --- former) ELs

M1 = 1<sup>st</sup> Year Monitored; M2 = 2<sup>nd</sup> Year Monitored; etc...

<u>Grade</u>							<u>TOTAL</u>
<u>KDG</u>	<b>1<sup>ST</sup> Grade</b>	<b>2<sup>ND</sup> Grade</b>	<b>3<sup>RD</sup> Grade</b>	<b>4<sup>TH</sup> Grade</b>	<b>5<sup>TH</sup> Grade</b>	<b>6<sup>TH</sup> Grade</b>	
<b>33</b>	<b>24</b>	<b>22</b>	<b>33</b>	<b>26</b>	<b>17</b>	<b>15</b>	<b>170</b>
			<b>1 M1</b>		<b>1 M1</b>	<b>3 M1</b>	<b>5 M1</b>

- PLC meetings with Grade levels each morning from 7:35 to 8:15
- EL PLC meetings each morning from 8:15 to 9:00
- 4/13 – ESL Teacher PLC meeting from 9:00 to 10:00
- 4/14 -- Early Dismissal---SLCs 1:45-6:00
- 4/15 – SLCs continue 7:30 to 12:00
- 4/19 through 4/21 – PSSA ELA testing

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

**Lincoln Charter School**  
04/01/2022 to 04/29/2022 = 19 school days

Grade Level	Carry Fwd	Gain	Mult Gain	Loss	Ending	Actual Days	OffTrack	Days N/E	Days Absent	Days Attd	ADA	ADA %
0	101	2	2	2	101	1919	0	0	188.00	1731.00	91.11	90.20%
<b>Subtotal</b>	<b>101</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>101</b>	<b>1919</b>	<b>0</b>	<b>0</b>	<b>188.00</b>	<b>1731.00</b>	<b>91.11</b>	<b>90.20%</b>
1	86	1	0	0	87	1653	0	1	153.00	1499.00	78.89	90.74%
2	93	0	0	1	92	1767	0	4	156.00	1607.00	84.58	91.15%
3	104	0	0	0	104	1976	0	0	128.00	1848.00	97.26	93.52%
<b>Subtotal</b>	<b>283</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>283</b>	<b>5396</b>	<b>0</b>	<b>5</b>	<b>437.00</b>	<b>4954.00</b>	<b>260.73</b>	<b>91.89%</b>
4	107	0	0	0	107	2033	0	0	171.00	1862.00	98.00	91.59%
5	87	0	0	0	87	1653	0	0	149.00	1504.00	79.16	90.99%
6	77	1	0	0	78	1482	0	15	121.00	1346.00	70.84	91.75%
<b>Subtotal</b>	<b>271</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>272</b>	<b>5168</b>	<b>0</b>	<b>15</b>	<b>441.00</b>	<b>4712.00</b>	<b>248.00</b>	<b>91.44%</b>
7	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00%
8	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00%
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Grand Total</b>	<b>655</b>	<b>4</b>	<b>2</b>	<b>3</b>	<b>656</b>	<b>12483</b>	<b>0</b>	<b>20</b>	<b>1066.00</b>	<b>11397.00</b>	<b>599.84</b>	<b>91.45%</b>

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

Current Enrollment - 655

- Kindergarten Enrollment - 101
- First Grade Enrollment - 87
- Second Grade Enrollment - 92
- Third Grade Enrollment - 104
- Fourth Grade Enrollment - 107
- Fifth Grade Enrollment - 87
- 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 (April, 2022)**

- Coordinated with Youth Advocate Program for drums to be picked up. Grant time frame for drum circle has ended.
- Participated in interviews for school counselor
- Participated wear Blue for Child Abuse awareness day 4/20/22
- 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 afterschool 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. Led staff in awareness event. Shared child abuse statistics and created the garden in LCS front yard.
- 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. Sent out surveys to staff to gauge progress. Met with LIU staff who conducted a walk through to gain insight into how PBIS was running in the school.
- 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. All students have returned to the building.
- 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:

~Expanding School-Health Center Partnerships

~Unpacking poverty

\*\* Special note: Social worker received an honor from State representative Carol Hill-Evans acknowledging my work

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

- 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 gained permission from the board to purchase the curriculum; however, accounting had more questions about it. It is not yet ordered.
- 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>	<u>April</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>	<u>19</u>
Family Contact / Crisis	58	73	<u>112</u>	<u>77</u>	<u>103</u>	<u>63</u>	<u>75</u>	<u>7</u>	<u>13</u>
Community meetings	11	7	<u>14</u>	<u>5</u>	<u>7</u>	<u>13</u>	<u>23</u>	<u>17</u>	<u>16</u>
Family Contact / Attendance	89	107	<u>98</u>	<u>159</u>	<u>173</u>	<u>87</u>	<u>203</u>	<u>112</u>	<u>87</u>
Agency / resource referrals	23	13	<u>17</u>	<u>23</u>	<u>17</u>	<u>3</u>	<u>18</u>	<u>9</u>	<u>7</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>	<u>36</u>
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### **PBIS - Solita Day, LSW**

**Staff celebrations:** Staff were allowed to dress down on Fridays.

**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 a student of the month celebration.

**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	December Attendance (Hours)	January Attendance (Hours)	February Attendance (Hours)	March Attendance (Hours)	April Attendance (Hours)
Vacation	61	31	52.5	108.5	83
Personal	30	32	59.75	113.25	79
Sick	436.75	538.5	520	949.5	496.75
FMLA	0	0	0	0	0
Funeral	17	14.75	5	24	20
Conference	0	0	75	72	0
Court	0	0	0	0	0
Not Paid	81.25	84	96.5	455.5	301.25
Short-Term Disability	0	0	0	0	0
Long-Term Disability	0	0	0	0	0
Present	10126	12739.75	11964.25	12445.25	10420
Total Hours	10752	13440	12768	14168	11400



Total %	94%	95%	94%	88%	91%
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### **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
- 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 techs to fix sprinkler/alarm issues at Campus B
- Scheduled elevator inspector to handle inspections at both buildings (still waiting on scheduling)
- Scheduled Houck roofing to finish repair/patching leaks on west side of LCS (still waiting on
- Scheduled TK Elevator to replace door switches on both elevators at Campus A (waiting on parts)
- Received several false alarm calls again this month
- Received quotes from ESI about our fire alarm monitoring system for both buildings. (Waiting on scheduling)
- Did several walkthroughs at campus B
- Continue to work on campus B items as time permits
- Ordered filters for a building wide change (waiting on delivery)

- Provided security for all after school events
- Spoke with police several times about neighborhood issues
- Worked with KLeppers to finalize the securing of all file cabinets and closets
- Met with Joanna from Innovageous and completed a walkthrough of both buildings
- Met with the York Water company to schedule the replacement of the street level valves for both buildings.
- Started a list to prepare for summer cleaning
- Continue to greet every student every day on the front porch. ❤️

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

- Prepared ADP employee wage report for compilation of PSERS data
- Processed and Uploaded the April 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
- Processed 1 retro payout through ADP system and calculated respective retirement calculation for employee and employer
- 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 10 Purchase Order Requests from School Administrators and staff
- Received 70 Invoices, submitted to Department Managers for approval, completed 3 check request listings for the month, reviewed all invoices for proper Accounting treatment, submitted the 3 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 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.

Worked with the Leadership Team, Dr. Clark, Ms. Smallwood and Attorney Nagle regarding Vendor Issues.

- Preparing for the Compilation of the Preliminary Budget with the Leadership Team – to submit to Tom for upload to his system.
- Work with outside agency Innovageous on request for documentation, responding to questions, and providing all necessary data requested.

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

- Field Trips
  - Kindergarten, 1st, 2nd, 3rd, 4th grade field trips are solidified
  - finalizing lunch for these grade level excursions
  - finalizing 5th-6th grade trip to Penn Museum and Museum of Art
- Student of the Month
  - collected nominations and communicated awardees to staff
  - celebrated with 23 students for April'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 Fishing
  - coordinated with Cub Scouts' Sal to set up the event
  - Parents in attendance with their students
  - more than 50 participants from Logos, St. Lutheran, and Lincoln Charter Cub troops
- Spelling Bee (3-6)
  - promoted the event through owned media channels, and shared information subsidies with press-media for coverage. Earned media on various social media platforms through parent engagement.
  - Students competed via zoom, 10 contestants.
  - Newsletter in the LPAC section
- Website Updates
  - Updated "parents" on website
  - Job Postings page updated
  - Helped "flesh-out" LinkedIn page for LCS.

### **Technology: Adam Dively, Trevor McGinnis (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**

# 3rd to 6th Grade Spelling Bee

04/12/22

LLPAC/LPAC



*Congrats*



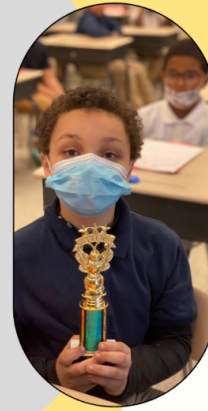
## SPELLING BEE WINNERS



*Mariah Pitts*  
*2nd Place*



*Tobias Taylor*  
*1st Place*



*Brycen Walker*  
*3rd Place*

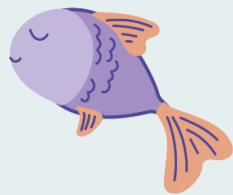
### WHY WE BEE - EDUCATE THE WHOLE CHILD

Children have the opportunity to further develop social-emotional skills of self-confidence, communication and the ability to work under pressure. Psychologists agree that the most identified fear for any age group is the fear of public speaking. This event, and events like it allow the child an opportunity to overcome fear of public speaking and gain healthy experience in a safe and supportive environment amongst their Lincoln family.

for more information visit our website [WWW.LINCOLNCHARTERPA.COM](http://WWW.LINCOLNCHARTERPA.COM)

**Cub Scouts - Fishing Trip**

**APRIL 21, 2022**



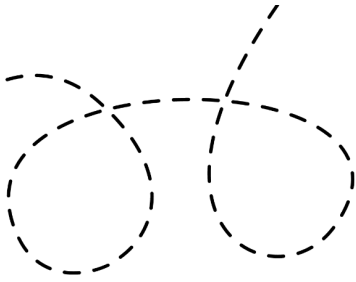
# CUB SCOUTS FISHING TRIP



**LINCOLN STUDENTS AND PARENTS JOINED FAMILIES FROM LOGOS ACADEMY, AND OTHER CUB SCOUT TROOPS IN LEARNING HOW TO FISH, THE IMPORTANCE OF TOOL SAFETY WHEN CAMPING, AND EXERCISE WITH A SHORT HIKE.**

**AN ALREADY VALUABLE RELATIONS WITH THE BSA CONTINUES TO STRENGTHEN BONDS BETWEEN STUDENTS AND THEIR FAMILIES, FAMILIES AND THEIR COMMUNITY, AND THE COMMUNITY WITH LINCOLN CHARTER SCHOOL.**

**Reminders for Parents!**



INTERESTED IN VOLUNTEERING OR SERVING  
AS A CHAPERONE ON A FIELD TRIP?

# GET YOUR CLEARANCES



FBI FINGERPRINT  
CLEARANCE

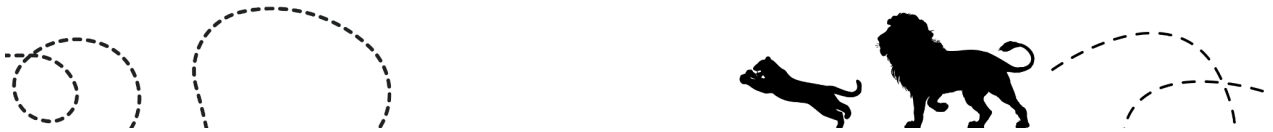


PA STATE  
CLEARANCE



CHILD ABUSE  
CLEARANCE

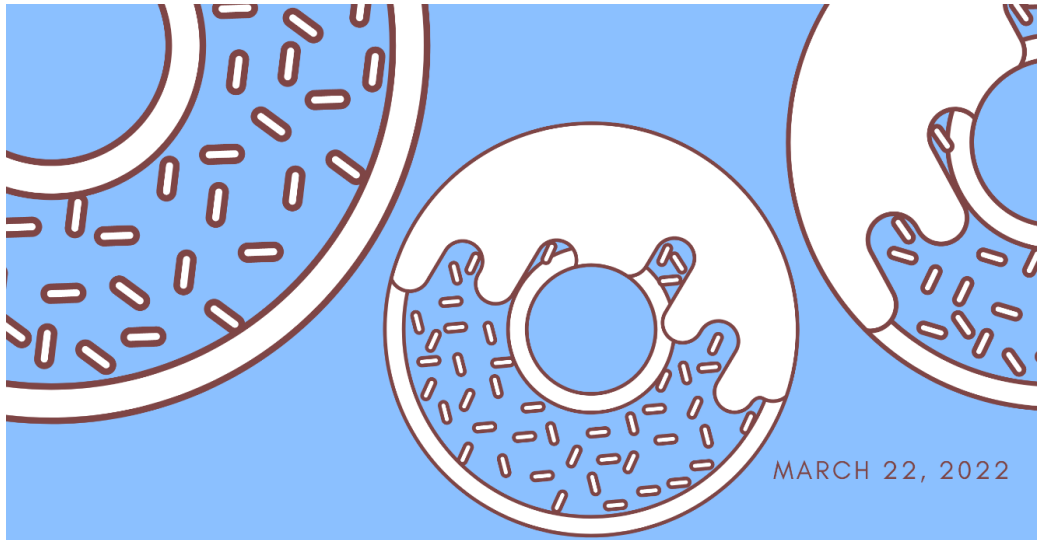
STOP BY THE FRONT DESK TO OBTAIN A VOLUNTEER PACKET!



## Things Coming up!

- **(k-2) Spelling Bee Final Competition - May 6, 2022**
- **Grade Level Field Trips - End of May**
- **LLPAC/LPAC Meeting - May 24, 2022 at 5 PM**
- **PBIS Student of the Month End of Year Celebration**

**Data from Surveys (March)**



MARCH 22, 2022

# Donuts for Dads Survey Score

Survey was conducted as a likert scale from 5 being "very good" to 1 being "not very good". Ratings are based on assigned score by number of responses (28).

## QUESTION 1: RATE THE SPEAKER FOR TODAY

**4.5/5 satisfied**



## QUESTION 1: RATE THE SCHOOL AT PROVIDING YOUR CHILD WITH HIGH-QUALITY EDUCATION

**4.7/5 satisfied**





MARCH 23, 2022

# Muffins for Moms Survey Score

Survey was conducted as a likert scale from 5 being "very good" to 1 being "not very good". Ratings are based on assigned score by number of responses (70).

**QUESTION 1: RATE THE SPEAKER FOR TODAY**  
**4.9/5 satisfied**



**QUESTION 1: RATE THE SCHOOL AT PROVIDING  
YOUR CHILD WITH HIGH-QUALITY EDUCATION**  
**4.7/5 satisfied**

